



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

October 17, 2022

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, October 17, 2022

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

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Special Meeting on August 29, 2022 and Regular Date Meeting on September 19, 2022. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for September 2022. (Receive & File and Approve)

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

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for September 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for September 2022. (Receive & File)

14. Acquisitions Report for September 2022. (Receive & File)

15. Entrepreneurial Activities Report and September 2022. (Receive & File)

16. Library Impact Fee Report for September 2022. (Receive & File)

Placentia Library District Board of Trustees Regular Date Meeting Agenda, October 17, 2022

GENERAL CONSENT REPORTS (Items 17 – 20)

- 17. Personnel Report for September 2022. (Receive, File, and Ratify Appointments)
- 18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 19. Administration Report for September 2022.
- 20. Circulation Report for September 2022.

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for September 2022.
- 22. Adult and Teen Services Report for September 2022.
- 23. Technology and Website Report for September 2022.
- 24. Customer Service Report for September 2022.

NEW BUSINESS (Items 25-33)

- 25. Public Hearing: Third Hearing on District-Based Elections
- 26. Adoption of Resolution 2022-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129).
- 27. Authorization for staff to proceed with bid from Phoenix Motorcars to build a customized electric bookmobile in the amount not to exceed \$250,000.
- 28. Authorization for early closure on December 1, 2022 due to the Tree Lighting event.
- 29. Authorization of amended salary schedule, 2022-2023, as presented.
- 30. Authorization to form a committee for the Outdoor Learning Experience (OLE) space.
- 31. Joint-Use Committee Report from President Martin.
- 32. Senior/Community Center Blue Ribbon Committee Report from President Martin.
- 33. Legislative Updates from Secretary Carline and Report on AB 1711 and AB 1129 from District Counsel.

AGENDA DEVELOPMENT

- 34. Agenda Preparation for the November Regular Date Meeting which will be held on November 21, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 35. The Library Board of Trustees will adjourn the Regular Date October 17, 2022 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for October 17, 2022 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 12, 2022.



 Lina Nguyen, Executive Assistant



MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
August 29, 2022

CALL TO ORDER

Secretary Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 29, 2022 at 3:00 p.m.

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

Members Absent (excused): President Jo-Anne Martin.

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

Counsel Present: None.

Guests: Patrick Doidge, IT Consultant; Jeremy Yamaguchi, IT Consultant; Matt Clements, KCCI representative; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

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

AYES: Carline, Beverage, Nelson, Dahl

NOES: None

ABSENT: Martin

ORAL COMMUNICATION

None (Item 4).

DISCUSS QUOTES FOR SERVICE AND INSTALLATION OF AN UPGRADED TELECOMMUNICATION SYSTEMS.

Director Contreras thanked the Board for taking the time to attend today's Special Board Meeting. Director Contreras reported on the ongoing issues with the District's telecommunication systems. The current system is 18 years old and the District's IT consultant, Jeremy Yamaguchi, advised it will not last for much longer. Mr. Yamaguchi put together a packet of several different proposals. After a discussion with Mr. Yamaguchi, the staff's recommendation to the Board is the proposal from KCCI. The proposal from KCCI is for a system that will be both digital and analog with the ability to be converted to VOIP if needed. Director Contreras advised a new phone system is included in the amended 2022-2023 Fiscal Year budget and the proposal from KCCI is within the budget.

After questions from the Board regarding the KCCI proposal were answered by Director Contreras, Mr. Yamaguchi, and KCCI representative, Matt Clements, Trustee Nelson made a motion to authorize KCCI to provide an on-premise voice over (VoIP) telephone system, as presented, inclusive of input from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Carline, Beverage, Nelson, Dahl

NOES: None

ABSENT: Martin

Director Contreras wanted it on the record that President Martin had also approved the KCCI proposal though she does not get a vote due to her excused absence.

ADJOURNMENT

The next Board Meeting will be on September 19, 2022 at 6:30 p.m.

The Board of Trustees Special Date Meeting of August 29, 2022 was adjourned at 03:18 p.m.

Gayle Carline, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
September 19, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 19, 2022 at 6:31 p.m.

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

Members Absent: None.

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

Counsel Present: None.

Guests: Jeremy Yamaguchi, IT Consultant; Laura DeLeon, Library Clerk; Cheyenne Tanner, Library Assistant; Sandra Vazquez, Library Clerk and Passport Agent; Yomara Solis-Cabral, Library Clerk and Passport Agent; Iesu Ioane, Library Page; Tim Balen, Librarian; PLD IT; unnamed Placentia resident.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended and volunteered at the Rotary Club's Annual Cowabunga fundraising event, volunteered at Lot 318 on behalf of Rotary and helped distribute backpacks filled with school supplies, volunteered at Charity's Closet, and attended the Joint Use Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline reported the LAFCO meeting was cancelled, she attended Wendy Amireh's farewell, and she attended the Board Development Training.

Trustee Dahl volunteered at the Placentia Round Table Women's Club Soup Workshop. She attended the 2022 CSDA Conference, the Orange County Council of Governments meeting, the Joint Use Meeting, and the Board Development Training.

Trustee Beverage attended the 2022 CSDA Conference, the OC Maker Faire, the 2022 Placentia Citizens Academy, and the Board Development Training. She also completed ethics training and sexual harassment prevention training.

Trustee Nelson attended the 2022 CSDA Conference and sat in on seminars about finance and work place safety. He also attended the Board Development Training.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported she attended a mass marketing webinar, visited former Board Trustee Al Shkoler, had a meeting with Guardian Health, attended

the 2022 CSDA Conference, the CLA Board meeting, and had lunch with previous Board President Elizabeth Minter.

Director Contreras also took this time to update the Board on personnel updates. On July 1st, three part-time staff were converted to full-time staff. On August 27th, the Part-Time Library Clerk and Passport Agent position was filled by Sandra Vazquez. On September 9th, the other Part-Time Library Clerk and Passport Agent position and the open Part-Time Library Page position were both filled by Yomara Solis-Cabral and Iesu Ioane, respectively. Tim Balen was promoted to Librarian I. The District is currently still recruiting for a Bookmobile Librarian, a Full-Time Library Assistant and a Supervising Librarian for Adults and Teens Services. The District is working with CPS HR Consulting for the outreach component for the Supervising Librarian. The remaining positions the District still needs to recruit for the remainder of this fiscal year is a Part-Time Library Assistant, a Full-Time Bookmobile Library Assistant, and other part time positions for various departments. The plan is to hire a Bookmobile Librarian at the end of the year to work on program development.

Director Contreras called up the new staff to introduce themselves to the Board: Cheyenne Tanner, Library Assistant; Sandra Vazquez, Library Clerk and Passport Agent; Yomara Solis-Cabral, Library Clerk and Passport Agent; and Iesu Ioane, Library Page.

Director Contreras proceeded to read a statement from Tim Balen, thanking the Board for the wellness stipend they approved during the June Board Meeting. Transcript of Tim’s comment has been attached to the end of these minutes.

FRIENDS FOUNDATION REPORT

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President Marian Kalman. The PLFF Board Meeting was cancelled due to an unexpected situation with the President. They had their book sale this month and raised the majority of the money on Saturday, \$248, and raised \$70 on Sunday. President Kalman wanted to say a big thank you to the teen volunteers for setting up for the book sale. They are still working on getting an author for the next Author’s Luncheon. They thought they had secured one but the author backed out. They had their volunteer luncheon on August 19th that was well attended. They have not settled on any holiday fundraisers yet. They had a fundraiser that was supposed to happen with Mountain Mike’s but it fell through. President Kalman is currently working a full-time job and has not been able to keep up with all the different aspects of the PLFF. They have a few members that will be voted in as full members at the next meeting. Two of those members have expressed interest in potentially taking over as President.

CONSENT CALENDAR

President Martin had a question about Agenda Item 15 – revenue drop for passports. Director Contreras advised it was due to moving to an appointment-based system for Passports Services and the one-month passport closure. The projection for the 2022-2023 FY will reflect closely what we expect as a result of that change.

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

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

MINUTES FOR AUGUST 15, 2022 REGULAR DATE MEETING.	<p>The minutes for the August 15, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).</p> <p>AYES: Martin, Carline, Beverage, Nelson, Dahl NOES: None ABSENT: None</p>
CASH FLOW ANALYSIS AND TREASURER’S REPORTS	<p>Check Registers for August 2022 (Item 10) Fund 707 Balance Report for August 2022 (Item 11) Financial Reports through August 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)</p>
GENERAL CONSENT REPORTS	<p>Balance Sheets for August 2022 (Item 13) Acquisitions Report for August 2022 (Item 14) Service Revenue Report for August 2022 (Item 15) Library Impact Fee Report for August 2022 (Item 16) Personnel Report for August 2022 (Item 17) Circulation Report for August 2022 (Item 18) Review of Shared Maintenance Costs with the City of Placentia (Item 19)</p>
STAFF REPORTS	<p>Administration Report for August 2022 (Item 20) Children’s Services Report August 2022 (Item 21) Adult Services Report for August 2022 (Item 22) Placentia Library Website Technology Report for August 2022 (Item 23)</p>
REPORT ON ACTIONS TAKEN AT THE LIBRARY BOARD OF TRUSTEES CLOSED SESSION MEETING.	<p>President Martin reported the Personnel Committee will take on the annual review for the Library Director and will make recommendations to the Board before a vote is made at the December Board Meeting for compensation changes.</p>
PUBLIC AGENCY RETIREMENT SERVICES (PARS) PRESENTATION.	<p>Director Contreras reported we are due for our annual presentation from our compensation vendor, Public Agency Retirement Services (PARS). Here to present an update on our portfolio is Executive Vice President Dennis Yu and the District’s Senior Coordinator Angela Tang. The presentation can be found in this meeting’s Board Report. Questions from Director Contreras and the Board were answered by Mr. Yu and Ms. Tang. Director Contreras wanted to take this time to let the new Board members know how pleased the District has been with Mr. Yu and his team in putting together this plan for us. She also wanted to remind staff that we have seen a 6.9% growth over the last 10 years. She encouraged staff to contribute on their own towards PARS to benefit their retirement.</p>
PUBLIC HEARING: SECOND HEARING ON DISTRICT-BASED ELECTIONS.	<p>Director Contreras reported tonight’s meeting is the second of two public hearings where the public can provide information which they want to be considered in the drawings of the map. Director Contreras opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. The next Board Meeting on October 17th will be the first meeting where maps will be presented. No further action was taken.</p>
ADOPTION OF RESOLUTION 2022-06: A RESOLUTION OF THE BOARD OF TRUSTEES	<p>Director Contreras reported, by law, the District needs to establish the Gann Limit due to previously approving the amended budget during the June Board Meeting. Trustee Dahl made a motion read Resolution 2022-06: A Resolution of the Board of</p>

OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2022-2023 FISCAL YEAR.

Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2022-2023 Fiscal Year and motioned to adopt resolution 2022-06 by a roll call vote. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH MR. ROBERT HOUSLEY FOR PROFESSIONAL FINANCE AND ACCOUNTING SERVICES AND TRAINING.

Director Contreras reported there are many capital improvement projects scheduled for this fiscal year, which the Business Manager will oversee. Since his time and workload will be impacted by these projects, Director Contreras requested the Board approve the District entering into an agreement with Mr. Robert Housley to provide accounting and finance services for this fiscal year, including resolving audit findings discovered during previous audits, and managing of the next financial audit. The Board sought a monthly cap of 60 hours to be added to item 4 on the agreement. After a discussion, Trustee Beverage made a motion to authorize the Agreement as amended between the Placentia Library District and Mr. Housley for financial and accounting services and training. It was seconded by Trustee Nelson. A roll call vote was taken:

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

AUTHORIZATION TO ACCEPT THE BUILDING FORWARD MATCHING GRANT FROM THE CALIFORNIA STATE LIBRARY IN THE AMOUNT OF \$54,810.

Director Contreras reported the District received a grant from the California State Library. The California State Library is requesting a resolution to be adopted as part of the grant acceptance packet. This grant is for three infrastructure projects: ADA-compliant loading ramp, plumbing, ventilation system in the makerspace. The grant received does not cover the entire amount which was requested by the District. Staff is currently waiting on responses from the State Library regarding requirements on how to proceed since the amount requested was not matched by the grant. After a discussion, Trustee Beverage made a motion to authorize to accept the Building Forward Matching Grant from the California State Library in the amount of \$54,810. It was seconded by Trustee Dahl. A roll call vote was taken:

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

JOINT-USE COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin presented updates given by the City at the recent Joint Use Committee meeting. It was first meeting in several months and it was nice to see everyone again. President Martin reported on updates from the City regarding the bookmobile MOU, the Nexus Study Update for Impact, the Guardian Health COVID-19 testing unit, and the Christmas Tree lighting. President Martin also congratulated the City on receiving the prestigious Helen Putnam Award for Excellence due to their work on the Placentia FiberCity Fiber Optic Broadband Access for All project.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported on legislative updates from ISDOC. AB 2449, which concerns teleconferencing board meetings without violating the Brown Act, went from watch to oppose. Another bill which concerns the District was AB 1711. This bill requires a public agency to post a link on its website, to a notice of security breach, provided by a person or business operating a system on behalf of an

agency, when that third party is required to disclose a breach of that system potentially involving personal information.

AGENDA DEVELOPMENT

Director Contreras stated she will request Counsel DeBerry to be present at the next meeting due to the next public hearing for the district-based elections and to discuss AB 1711. The December 1st early closure for the Christmas Tree Lighting will also be added to the agenda for the next meeting.

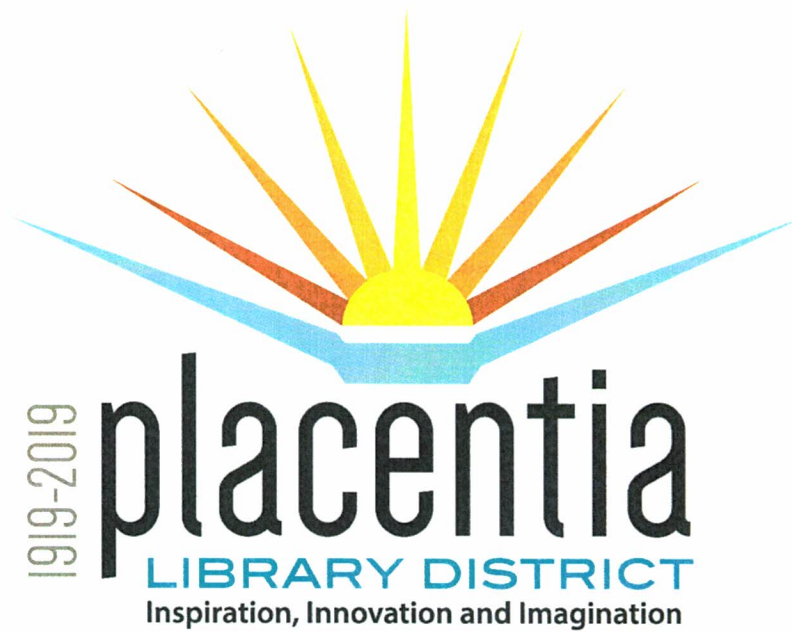
The next Board Meeting will be on October 17, 2022 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of September 19, 2022 was adjourned at 07:28 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



**Placentia Library District
Check Register
September 2022**

Date	Ref No.	Payee	Memo	Payment	Type
09/01/2022	12543	State of CA - Department of Justice	Fingerprinting	32.00	Bill Payment
09/01/2022	12544	Bridgeall Libraries Limited	Collection HQ	375.00	Bill Payment
09/01/2022	12545	eSecurity Solutions	Panda IT Security	3,421.65	Bill Payment
09/01/2022	12546	American Library Association	Membership Renewal: Director	283.00	Bill Payment
09/01/2022	12547	Midwest Tape-Hoopla	Digital Content i.e. e-books	5,238.55	Bill Payment
09/01/2022	12548	Baker & Taylor	Books	574.98	Bill Payment
09/01/2022	12549	Mobile Citizen, LLC	Hotspot Internet	1,200.00	Bill Payment
09/01/2022	12550	Public Agency Retirement Services	PARS Contribution PP 7/1-8/11	8,633.57	Bill Payment
09/02/2022	12551	U.S. Bank PARS Account	Post Employment Benefit Trust 115	11,250.00	Bill Payment
09/07/2022	12552	Envisionware, Inc.	Licensing and maintenance	3,191.08	Bill Payment
09/07/2022	12553	Arcelia Janitorial Service	22-Aug	3,738.00	Bill Payment
09/07/2022	12554	City of Placentia	Heritage Parade Fee	25.00	Bill Payment
09/07/2022	12555	Brea Trophy and Engraving	Trustee name tags	56.72	Bill Payment
09/07/2022	12556	Southern California Edison	Electric service 8/1-8/29	7,934.01	Bill Payment
09/07/2022	12557	UMPQUA BANK	CC statement Aug22	17,519.61	Bill Payment
09/07/2022	12558	Cintas	Cleaning supplies 9/7/22	169.53	Bill Payment
09/07/2022	12559	Legacy Integrative Solutions	Printer Maint. Jun-Aug 22	991.78	Bill Payment
09/07/2022	12560	Placentia Library District	For payroll on 9/28/22	75,000.00	Check
09/19/2022	12561	Woodruff, Spradlin & Smart	Legal Serv. Jul 22	76.50	Bill Payment
09/19/2022	12562	Broadway Industries Inc.	HVAC Maint.	2,035.84	Bill Payment
09/19/2022	12563	Los Angeles Times	Newspaper Subscription	882.07	Bill Payment
09/19/2022	12564	KCCI	1 of 2 payments Phone System	10,071.28	Bill Payment
09/19/2022	12565	City of Placentia	Monthly Grounds Serv.	1,665.26	Bill Payment
09/19/2022	12566	Republic Services	Refuse Disposal Aug 22	130.50	Bill Payment
09/19/2022	12567	CALNET3	Telephone Aug. 22	211.18	Bill Payment
09/19/2022	12568	Kevin Roznowski Photography	Staff & Board Portraits	1,120.60	Bill Payment
09/19/2022	12569	State of CA - Department of Justice	New Emp. Background Checks	64.00	Bill Payment
09/19/2022	12570	Joe Backflow Co.	Annual water test	130.00	Bill Payment
09/19/2022	12571	Cintas	Cleaning supplies 9/16/22	339.06	Bill Payment
09/19/2022	12572	Estrada's Carpet Cleaning	Carpet Maintenance FY 22/23	2,500.00	Bill Payment
09/19/2022	12573	Placentia-Yorba Linda Unified School Dist	Various printing projects	359.80	Bill Payment
09/19/2022	12574	SDRMA	October 22 Medical & Ancillary	26,905.50	Bill Payment
09/19/2022	12575	Midwest Tape	Audio Books	404.54	Bill Payment
09/22/2022	12577	Laura De Leon	Reimbursement for Staff Appreciation Day Photo Booth deposit	50.00	Check
				<u>186,580.61</u>	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Fund Balance Report through September 2022 for Placentia Library District Fund 9LX with Orange County Treasurer**

DATE: October 17, 2022

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	
11/30/2022	
12/31/2022	
1/31/2023	
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 September 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: October 17, 2022

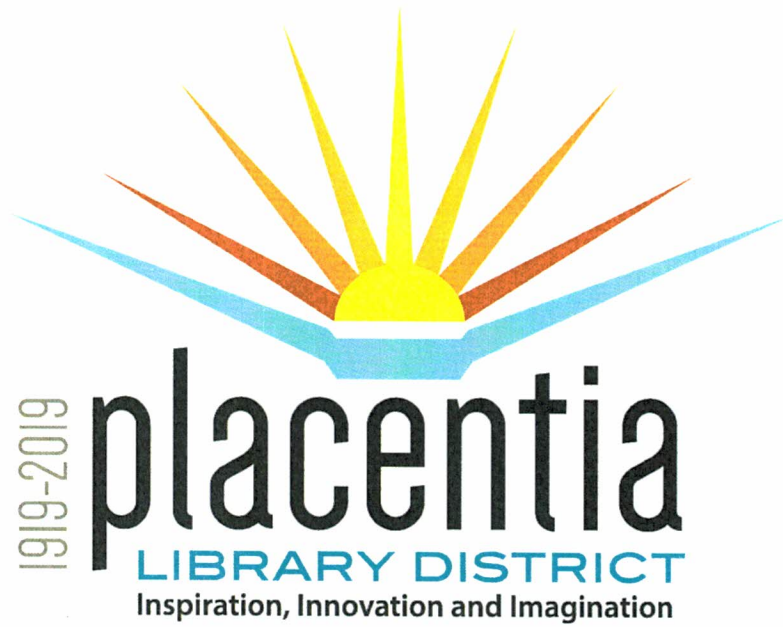
Summary of Cash and Investments as of September 30, 2022

Cash with Orange County Treasurer Fund 9LX	\$	802,800.58
General Fund Checking – Bank of the West	\$	342,470.63
General Fund Savings – Bank of the West	\$	1,655,609.53
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>641,319.62</i>
Payroll Checking – Wells Fargo Bank	\$	14,532.76
Total Cash and Investments	\$	2,815,413.50

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



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 As of September 30, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	26,153	(2,837,608)	0.9%
4020	Property Taxes - Current Unsecured	95,849	39,095	(56,754)	40.8%
4050	Property Taxes - Curr Supplemental	53,482	17,953	(35,529)	33.6%
* 4070	Interest on Unapport Tax	0	0	0	-
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%
4190	State - Homeowners Property Tax Relief	13,415	0	(13,415)	0.0%
	Sub Total	3,058,409	104,982	(2,953,427)	3.4%
INTEREST REVENUE					
4600	Interest	8,500	809	(7,691)	9.5%
	Sub Total	8,500	809	(7,691)	9.5%
GRANT REVENUE					
4210, 4421	State Grants	330,254	2,500	(327,754)	0.8%
4220,4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	3,500	(336,754)	1.0%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	3,421	(16,579)	17.1%
4320, 4330	Passport/Photos	266,875	61,700	(205,175)	23.1%
4340	Meeting Room Fees	100	120	20	120.0%
4350	Test Proctor	2,400	600	(1,800)	25.0%
4430	Other: Miscellaneous	0	0	0	-
	Sub Total	324,375	65,841	(258,534)	20.3%
TOTAL REVENUES YTD FOR FY 22/23:		3,723,038	175,132	(3,556,406)	4.7%
4440	Cash/Investments	3,778,908		(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224	17,129	(606,095)	2.7%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
September 30, 2022

25% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	504,775	0.20	\$2,078,557
5030	Retirement & Post Employment Trust 115	79,100	19,884	0.25	\$59,216
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	74,058	0.23	\$244,200
5060	Life Insurance	9,740	1,075	0.11	\$8,665
5064	Dental Insurance	16,845	3,314	0.20	\$13,531
5066	AD & D Insurance	7,600	1,614	0.21	\$5,986
5068	Vision Insurance	3,334	655	0.20	\$2,679
5070	Workers' Compensation Insurance	34,353	7,842	0.23	\$26,511
5090	Education Assistance Program	5,000	0	0.00	\$5,000
TOTAL		\$3,060,562	\$613,217	0.20	\$2,447,345
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	45,000	14,328	0.32	\$30,672
5100	Communications	55,000	592	0.01	\$54,408
5150, 5170, 5180	Janitorial Supplies & Services	50,000	14,822	0.30	\$35,178
5160	Refuse Disposal	5,200	393	0.08	\$4,807
5205	Maintenance Equipment	15,000	2,885	0.19	\$12,115
5210-5280	Building Maintenance	165,000	39,963	0.24	\$125,037
5290	Memberships	25,000	3,585	0.14	\$21,415
5300-5350	Office Expenses & Postage	136,198	17,430	0.13	\$118,768
5400-5480	Prof./Specialized Services	307,305	31,346	0.10	\$275,959
5490	Loan Obligation (i-bank)	73,844	56,832	0.77	\$17,012
5495, 5910, 5920	Programs	55,000	6,589	0.12	\$48,411
5500	Books/Library Materials	535,000	47,849	0.09	\$487,151
5600	Travel & Meetings/Professional Development	65,000	7,858	0.12	\$57,142
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	28,500	3,094	0.11	\$25,406
5900	Bookmobile - Vehicle	240,000	0	0.00	\$240,000
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	74	0.01	\$9,926
TOTAL		\$1,926,047	\$247,715	0.13	\$1,678,332
OPERATING EXPENSES		\$4,986,609	\$860,932	0.17	\$4,125,677
FIXED ASSETS & TAXES					
1310	Building Improvements	\$292,000	24,554	0.08	\$267,446
1320	Equipment & Furniture	\$50,000	10,071	0.20	\$39,929
6100	Taxes and Assessments	\$17,500	0	0.00	\$17,500
TOTAL		\$359,500	\$34,625	0.10	\$324,875
TOTAL BUDGET		\$5,346,109	\$895,557	0.17	\$4,450,552

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for September 2022

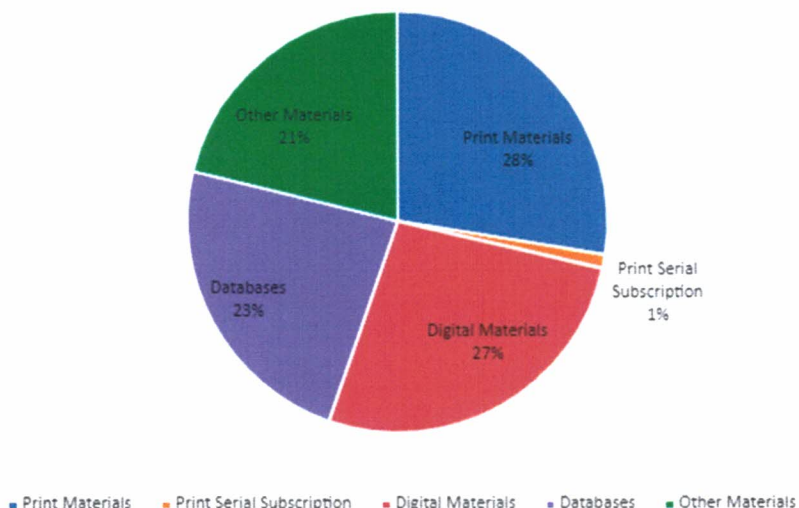
DATE: October 17, 2022

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$535,000.00	16%	\$314,000.00	24%

Collection Expenditures	September 2022	September 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$18,726	\$14,644	\$23,874	\$25,228	-5%
Print Serial Subscription	\$882	\$127	\$882	\$127	594%
Total Print Materials	\$19,608	\$14,771	\$24,756	\$25,355	-2%
Digital Materials	\$12,433	\$8,275	\$23,293	\$17,974	30%
Databases	\$0	\$21,156	\$20,302	\$30,819	-34%
Total Electronic Content	\$12,433	\$29,431	\$43,595	\$48,793	-11%
Other Materials	\$9,220	\$1,059	\$18,414	\$2,581	613%
Total Collection Expenditures	\$41,261	\$45,261	\$86,765	\$76,729	13%

COLLECTION EXPENDITURES



Titles Added	September 2022	September 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	140	219	757	885	-14%
Print Serial Subscription	1	0	1	0	0%
Total Print Materials	141	219	758	885	-14%
Digital Materials	7,140	2,322	12,658	6,920	83%
Databases	0	4	6	11	-45%
Total Electronic Content	7,140	2,326	12,664	6,931	83%
Other Materials	48	31	72	73	-1%
Total Titles Added	7,329	2,576	13,494	7,889	71%

All Materials Held	September 2022	August 2022	Month to Month % changed
Total Materials Physical	80,208	78,038	3%
Total Materials Digital	1,402,361	1,360,456	3%
Total All Materials	1,482,569	1,438,494	3%

Children's Physical Materials Held	September	August	Month to Month
	2022	2022	% change
Children's Fiction	24,356	23,867	2%
Children's Nonfiction	13,632	11,880	15%
Children's Magazine	147	144	2%
Children's Audiobook	630	632	0%
Children's DVD/Video	1,793	1,788	0%
Children's LOTs	53	53	0%
TOTAL All Children's Physical Material	40,611	38,364	6%

Adult/Teen Physical Materials Held	September	August	Month to Month
	2022	2022	% change
Adult Fiction	16,490	16,498	0%
Adult Nonfiction	14,052	14,016	0%
Adult Magazine	79	76	4%
Adult Audiobook	1,224	1,218	0%
Adult DVD/Video	3,979	4,098	-3%
Adult LOTs	113	112	1%
Video Games	347	343	1%
Teen Fiction	3,313	3,313	0%
TOTAL All Adult/Teen Physical Material	39,597	39,674	0%

Digital Material Held	September	August	Month to Month
	2022	2022	% change
eBooks	772,502	742,499	4%
Digital Audiobooks	196,370	192,598	2%
Digital Videos	92,166	91,478	1%
Digital Magazines	4,383	4,143	6%
Digital Music	336,923	329,721	2%
Databases	17	17	0%
TOTAL All Digital Material	1,402,361	1,360,456	3%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for September 2022
DATE: October 17, 2022

Net Revenue Summary for September 2022

			YTD	YTD
	Sep-22	Sep-21	2022-2023	2021-2022
Passport	14,035	16,492	48,440	62,286
Passport Photos	3,780	3,952	13,260	13,518
Test Proctor	150	250	600	600
Fines & Fees	1,258	2,892	3,421	5,300
Meeting Room	0	0	120	0
TOTAL	\$19,223	\$23,586	\$65,841	\$81,704



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Library Impact Fee Report – September 30, 2022

DATE: October 17, 2022

Total Monthly Fees Collected			YTD	YTD
	Sep-22	Sep-21	2022-2023	2021-2022
	\$2,523.56	\$12,703.36	\$17,129.48	\$14,079.68

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam.Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitstone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitstone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6	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						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
2022/2023 YTD Total					\$ 17,129.48	
Ending Balance as of 6/30/22					\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).					\$ 641,319.62	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for September 2022
DATE: October 17, 2022

			YTD	YTD
	Sep-22	Sep-21	2022-2023	2021-2022
Separation	1	0	1	1
Retirement	0	0	1	1
Appointments	0	0	3	1
*Open Positions	2	3	8	5
Workers' Compensation Leave	0	0	0	0
TOTAL	3	3	13	8

* On-going

SEPARATION:
 Wendy Amireh, Public Services-Supervising Librarian Adults & Teens Services

RETIREMENT:
 None

APPOINTMENTS:
 None
 None
 None

OPEN POSITIONS:
 Library Assistant Bilingual On-Call, Public Services
 Library Assistant On-Call, Public 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 September 2022
DATE: OCTOBER 17, 2022

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							0.00
Nov-22							0.00
Dec-22							0.00
Jan-23							0.00
Feb-23							0.00
Mar-23							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$3,310.12	\$249.60	\$19.53	\$0.00	\$3,579.25

* 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	3/23/2022	0.00	1,655.06	499.20	9.38	338.87	2,502.51
Apr-22	4/18/2022	0.00	1,655.06	249.60	9.38	0.00	1,914.04
May-22	5/23/2022	0.00	1,655.06	249.60	9.31	1,022.88	2,936.85
Jun-22	6/20/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
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 September 2022
DATE: October 17, 2022

Meetings:

- Board of Trustees Meeting: September 19th
- All Staff Meeting: September 20th
- Joint Use Meeting: September 15th
- Supervisor's Meeting: September 1st, 2nd, and 22nd
- One on One Meetings: September 1st, 6th, 7th, 8th, 9th, 12th, 13th, 14th, 15th, 20th, 21st, 23rd, 27th, 28th, and 30th
- Weekly Huddles: September 1st, 8th, 15th, 22nd, and 29th
- Kiwanis Meeting: September 1st and 8th
- Personnel Meeting: September 2nd, 8th, 9th, and 20th
- Public Library Directors Meeting: September 21st
- KCCI New Phone System Meeting: September 7th and 19th
- Bookmobile Grant Meeting: September 8th, 27th, and 30th
- CPS HR Discussion: September 8th
- Staff Appreciation Planning Committee Meeting: September 8th
- Adult Services SLS Meeting: September 13th
- Meeting with Assistant Library Director Re: All America Way Planters: September 15th
- IT Review Meeting: September 19th and 23rd
- City of Placentia Council Meeting: September 20th
- Ironworks Tour: September 21st
- Americorps/Literacy Meeting: September 22nd and 23rd
- Buena Park Library Director: September 12th
- Admin Storage Meeting: September 23rd
- Superintendent Introduction Meeting: September 26th
- Boys & Girls Club Board Meeting: September 21st
- Huntington Beach Interview Panel: September 29th
- General Manager ISDOC Meeting: September 29th
- CLA Board Meeting: September 22nd & 30th

Training/Workshops/Conference:

- CA Career Pathway Webinar: September 9th and 13th
- Brainfuse-Help Now Database Webinar: September 28th
- Disaster Cost Recovery Training: September 27th-28th

Events:

- State of the City: September 29th



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for September 2022

DATE: October 17, 2022

All Circulation	September 2022	September 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Total Circulation Physical	16,934	17,415	57,477	52,623	9%
Total Circulation Digital	7,785	7,782	24,870	23,771	5%
Total All Circulation	24,719	25,197	82,347	76,394	8%

Children's Circulation	September 2022	September 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Children's Fiction Physical	9,320	9,397	31,217	28,563	9%
Children's Fiction Digital	808	944	2,567	2,823	-9%
Children's Fiction TOTAL	10,128	10,341	33,784	31,386	8%
Children's Nonfiction Physical	2,145	1,981	7,436	5,786	29%
Children's Nonfiction Digital	119	105	307	335	-8%
Children's Non-Fiction TOTAL	2,264	2,086	7,743	6,121	26%
Children's Magazine Physical	17	11	61	37	65%
Children's Magazine Digital	287	9	1,008	15	6620%
Children's Magazine TOTAL	304	20	1,069	52	1956%
Children's Audiobook Physical	323	85	1,043	245	326%
Children's Audiobook Digital	477	358	1,345	1,215	11%
Children's Audiobook TOTAL	800	443	2,388	1,460	64%
Children's DVD/Video Physical	288	345	1,075	1,119	-4%
Children's DVD/Video Digital	57	39	173	125	38%
Children's DVD/Video TOTAL	345	384	1,248	1,244	0%
Children's LOTs	26	29	88	83	6%
Music Digital	15	36	31	79	-61%
TOTAL All Children's Physical Content	12,119	11,848	40,920	35,833	14%
TOTAL All Children's Digital Content	1,763	1,491	5,431	4,592	18%
TOTAL All Children's Content	13,882	13,339	46,351	40,425	15%

Adult/Teen Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Fiction Physical	1,969	2,504	7,070	7,910	-11%
Adult Fiction Digital	1,537	2,122	5,134	6,593	-22%
Adult Fiction TOTAL	3,506	4,626	12,204	14,503	-16%
Adult Nonfiction Physical	1,586	1,428	5,005	4,297	16%
Adult Nonfiction Digital	562	579	1,814	1,819	0%
Adult Non-Fiction TOTAL	2,148	2,007	6,819	6,116	11%
Adult Magazine Physical	19	21	58	93	-38%
Adult Magazine Digital	274	237	983	547	80%
Adult Magazine TOTAL	293	258	1,041	640	63%
Adult Audiobook Physical	128	214	393	539	-27%
Adult Audiobook Digital	3,040	2,725	9,493	8,235	15%
Adult Audiobook TOTAL	3,168	2,939	9,886	8,774	13%
Adult DVD/Video Physical	636	771	2,168	1,943	12%
Adult DVD/Video Digital	350	288	1,074	926	16%
Adult DVD/Video TOTAL	986	1,059	3,242	2,869	13%
Adult LOTs	71	50	228	133	71%
Video Games	150	197	547	627	-13%
Music Digital	66	88	190	213	-11%
Teen Fiction Physical	256	382	1,088	1,248	-13%
Teen Fiction Digital	193	252	751	846	-11%
Teen Fiction Total	449	634	1,839	2,094	-12%
TOTAL All Adult/Teen Physical Content	4,815	5,567	16,557	16,790	-1%
TOTAL All Adult/Teen Digital Content	6,022	6,291	19,439	19,179	1%
TOTAL All Adult/Teen Content	10,837	11,858	35,996	35,969	0%

Online Database Usage	September	September	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2022	2021	2022-23	2021-22	% change
ABC Mouse	16,907	1,263	22,455	3,218	598%
Creative Bug	15	127	64	166	-61%
Data Axle	68	262	345	567	-39%
Freegal	963	900	3,051	2,804	9%
Heritage Quest	70	10	345	303	14%
Novelist	13	56	42	90	-53%
TOTAL PLD DATABASE USAGE	18,036	2,618	26,302	7,148	268%

Online Database Usage	September	September	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2022	2021	2022-23	2021-22	% change
BrainFuse JobNow/VetNow	20	27	71	83	-14%
Britannica	19	30	161	56	188%
LinkedIn Learning	270		1,090		-
ProQuest	45	14	190	15	1167%
ProQuest Culture Grams	7	1	19	2	850%
Skillshare	2		4		-
Teaching Books	189	35	325	59	451%
TOTAL CSL DATABASE USAGE	552	107	1,860	215	765%
TOTAL ALL DATABASE USAGE	18,588	2,725	28,162	7,363	282%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Children’s Services Report for September 2022
DATE: October 17, 2022

MONTHLY STATISTICS

Programs by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Storytime	9	12	27	22	23%
Children's Programs	5	1	23	13	77%
Outreach*	1	0	2	0	-
TOTAL Children	15	13	52	35	49%

Attendance by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Storytime	584	397	1,405	1,277	10%
Children's Programs	224	69	1,681	2,969	-43%
Outreach*	339	0	395	0	-
TOTAL Children	1,147	466	3,481	4,246	-18%

*Mathematically unable to divide by zero.

ACHIEVEMENTS

- Paige Gulley planned and presented 3 Once Upon a Storytimes on September 1st, 8th, and 15th.
- Paige Gulley planned and presented STEAM Labs – Circuits I on September 28th.
- Mayli Apontti planned and conducted 3 in-person Family Storytimes on September 3rd, 10th, and 17th.
- Mayli Apontti planned and conducted one in-person storytime in lieu of Luna, Luna! Bilingual Pajama Storytime on September 14th.
- Daisy Badge planned and conducted 1 Luna, Luna! Bilingual Pajama Storytime on September 7th.
- Daisy Badge assisted a patron during a Book a Librarian appointment on September 10th.
- Daisy Badge facilitated Read to the Dogs on September 12th.
- Venessa Faber participated in the Library Assistant panel interviews on September 26th.
- Venessa Faber attended the State of the City on September 29th.

MEETINGS

- Paige Gulley met with Venessa Faber for a one-on-one meeting on September 7th.
- Paige Gulley met with Fernando Maldonado for her exit interview on September 8th.
- Mayli, Daisy, and Venessa attended the Children's Librarian Meeting on September 1st.
- The Children's staff attended the Children's Services Team Meeting on September 16th.
- Mayli Apontti met with Venessa Faber for one-on-one meetings on September 2nd, 16th and 30th.
- Mayli and Daisy met on September 15th to discuss and plan for the Winter Wonderland Storytime program.
- Daisy Badge met with Venessa Faber for one-on-one meetings on September 7th and 30th.
- Daisy Badge met with Victor Meza to discuss Monster Mash on September 8th and 29th.
- Daisy Badge met with Venessa Faber to discuss Lunch at the Library on September 16th.
- Daisy Badge met with Michelle Meades to discuss the Pumpkin Book Character Decorating Contest on September 28th.
- Venessa Faber attended the City/Fire/PD Meeting on September 1st.
- Venessa Faber attended the Supervisor meeting on September 1 and 22nd.
- Venessa Faber attended the Public Services Supervisor meeting on September 2nd.
- Venessa Faber attended the SLS Children's Meeting on September 19th.

PROFESSIONAL DEVELOPMENT

- Daisy Badge observed the Preschool Storytime at Yorba Linda Public Library on September 8th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for September 2022

DATE: October 17, 2022

MONTHLY STATISTICS

Number of Programs by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	4	4	12	7	71%
Hangar	1	1	6	3	100%
History Room	1	0	1	0	0%
Literacy	13	16	40	35	14%
Teen Programs	3	2	8	5	60%
General Interest	1	1	1	1	0%
Self Directed	0	2	3	6	-50%
TOTAL Adult/Teen	23	26	71	57	25%

Program Attendance by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	27	25	74	69	7%
Hangar	584	146	1,119	762	47%
History Room	6	0	6	0	-
Literacy	107	77	234	162	44%
Teen Programs	50	20	132	64	106%
General Interest	3	195	3	195	-98%
Self Directed	0	47	396	315	26%
TOTAL Adult/Teen	777	510	1,964	1,567	25%

Proctored Tests	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Tests	3	5	13	12	8%

History Room Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
History Room Visitors	6	0	24	3	700%

The Hangar Makerspace	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Hangar Open Hour Visits	73	12	244	72	239%
Hangar Users	15	0	75	18	317%
Hangar Tours	28	7	99	46	115%

Volunteer Hours	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
History Room	19	69	25	183	-86%
PLFF	212.75	479	680	945	-28%
General Library	193.25	222	966	895	8%
Adult Literacy	205	209	583	553	5%
PTAC	39.25	29	116	50	133%
Total Volunteer Hours	669.25	1008	2370.25	2626	-10%
FTE Equivalent	3.86	5.82	13.67	15.15	-10%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2022-23	2021-22	% change
Adult Literacy & ESL Students	48	34	41%
Adult Literacy & ESL Tutors	41	30	37%

ACHIEVEMENTS

- Megan Tolman coordinated the Local History Room Open House: Maps on September 3rd.
- Michelle Meades coordinated Book Club on September 13.
- Michelle Meades coordinated 3 Book a Librarian appointments.
- Michelle Meades coordinated 2 Monday Morning Meetups.
- Michelle Meades completed weeding the 000s on September 13.
- Michelle Meades completed weeding the 100s on September 28.
- Victor Meza coordinated PTAC Meetings on September 1st and 15th.
- Victor Meza coordinated Back 2 School DIY Projects on September 15th.
- Victor Meza and Megan Tolman coordinated Yoga on the Lawn on September 3, 10, 17, and 24.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on September 7, 14, 21, and 28.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on September 6, 13, 20, and 27.
- Sabrina Rosengren coordinated Read, Write, Speak Club on September 2, 9, 16, 23, and 30.

- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on September 8.
- Sabrina Rosengren facilitated a RWS Facilitator meeting on September 13.
- Sabrina Rosengren and Yesenia Baltierra conducted Literacy Americorps interviews on September 22.
- Sabrina Rosengren and Michelle Meades met with Navigation Center on September 15.
- Shellie McCurdy coordinated the September Hangar Take & Make.
- Shellie McCurdy and Victor Meza attended the OC Maker Faire on September 10.

MEETINGS

- Adult and Teen Service's staff attended the all-staff meeting on September 20.
- Sabrina Rosengren, Katie Matas attended weekly Thursday Huddles in September.
- Victor Meza met with Yesenia Baltierra on September 7th and 21st.
- Tim Balen met with Yesenia Baltierra on September 20 and 21.
- Victor Meza met with Daisy Badge on September 8th and 29th.
- Sabrina Rosengren and Yesenia Baltierra met on September 9 and 23.
- Shellie McCurdy met with Yesenia Baltierra on September 7.
- Shellie McCurdy met with Tim Worden on September 3.
- Shellie McCurdy met with Victor Meza on September 7.
- Katie Matas met with Yesenia Baltierra on September 21 and 30.
- Katie Matas met by phone with SirsiDynix support on September 23.
- Megan Tolman met with Yesenia Baltierra on September 15th.
- Michelle Meades met with Yesenia Baltierra on September 13, 27, and 28.
- Michelle Meades, and Sabrina Rosengren met with Angie Lo on September 15.
- Michelle Meades met with Daisy Badge on September 28.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended Americorps Supervisor training on September 29.
- Tim Balen and Yesenia Baltierra attended the Brainfuse HelpNow California State Library webinar on September 28.
- Tim Balen attended the Data Storytime for Librarians webinar on September 30.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Technology and Website Report for September 2022
DATE: October 17, 2022

MONTHLY STATISTICS

Computer and Wi-Fi Usage	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Children Computer Usage	370	241	899	517	74%
Teen Computer Usage	173	81	427	305	40%
Adult Computer Usage	1,042	815	3,308	2,190	51%
Total Computer Usage	1,585	1,137	4,634	3,012	54%
Wi-Fi Usage	1,736	1,303	4,573	3,222	42%
Guest Passes	109	33	244	95	157%

Website Traffic	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Website visits	14,524	10,847	43,263	34,662	25%
Page Hits	24,779	18,600	74,157	61,367	21%
Users	9,303	6,440	26,656	19,922	34%
Pages/Session	1.56	1.68			
Avg. Session Duration	00:01:52	00:01:56			
% New Sessions	80	76			
Placentia Library Online Catalog Usage	4,675	4,130	15,576	4,130	277%

Technology Updates

Completed Projects:

- Process multiple onboardings
- Strong Password Update
- Enterprise Password Manager
- Memory Lab Technology
- Security Incident Response
- CCTV NVR server repair

Ongoing Projects:

- Upgraded Wi-Fi Access Points
- Network Segmentation and security updates
- Workstations Preventative Maintenance
- New Phone System Project
- Cyber Security Training- All staff deployment setup
- New Website development and deployment (RFP)
- Update Virtual Library Card Application Process
- High Speed Networks Grant Application
- Literacy Grant Technology Updates

Upcoming Projects:

- PEG TV Channel (Research phase)
- Online Fine/fee payment processing
- Credit Card Processing update
- Windows 11 deployment plan (research phase)
- Bookmobile mobile access terminals
- Childrens Tablets Replacement Project
- Google Chrome Managed Browsers Project
- Remote/Hybrid Technology/Security policies

System Updates:

October is cybersecurity awareness month, and the library has made many investments in software, hardware, and in staff to continue to develop and improve cyber-security. The library now utilizes an enterprise grade password manager for staff to store and share login credentials securely and no longer track these in unsecured documents. Strong passwords are now required for all database access and website permissions, and the district renewed and updated its security firewall services. Lastly the District has subscribed to a cyber-security training and monitoring service to provide up-to-date trainings for staff as well as regular testing and monitoring for phishing, malware, and other security threats.

The security camera system continues to show its age and has failed multiple times in the past year. The ongoing maintenance and repair time required to keep systems operational continues to rise. The technology team also responded to one security incident that included google and e-security consultants. Existing security measured prevented any unauthorized access to data but did lead to minor down time for some staff workstations. The patches have been completed and new solution implemented.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for September 2022

DATE: October 17, 2022

Attendance	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Days Open	29	29	90	80	12%
Number of Hours Open	264	267	803	737	9%
Attendance	17,480	15,603	52,983	43,565	22%

Card Holders	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Active Borrowers ~	5,640	4,946			14%
Child Card Holders*	13,988	-			-
Teen Card Holders*	4,467	-			-
Adult Card Holders*	42,984	-			-
Total Card Holders	61,439	57,915			6%
New Patron Registration	438	1,321	1,265	1,943	-35%
New Virtual Library Cards	128	381	259	495	-48%

~FY-T-D- comparison not applicable

*FY 2021-22 data not available

Information Desk Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Reference Questions -- in person	1,999	1,658	5,564	4,882	14%
Reference Questions -- telephone	645	807	1,888	2,570	-27%
Reference Questions -- email/chat	4	27	29	69	-58%
Total Reference Questions	2,648	2,492	7,481	7,521	-1%
Assistance in Spanish	72	18	255	57	347%
Assistance with Passports*	252		715		-
Curbside Usage	25	39	48	98	-51%
Study Room Usage	173	104	465	193	141%

*New Statistic for FY 2022-23

Passport Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Passports Processed	400	455	1,394	1,775	-21%
Consultations Only	29		110		-
Unfilled Appointments	147		249		-
No Show Appointments	78		279		-
Photo Only (Walk-in)	5		31		-

*New Statistic for FY 2022-23

ACHIEVEMENTS

- Laura De Leon booked two Community Meeting Room reservations.

MEETINGS

- Estella attended the Supervisor meeting on September 1 and 22.
- Laura and Angie met with Yesenia as part of the Staff Appreciation Planning Committee on September 7.
- Estella attended the SLS meeting on September 15.
- Estella, Laura, Eric and Angie attended the SS meeting on September 15.
- Estella and Yesenia met with Tim on September 14.
- Laura met with Estella on September 14.
- Eric met with Estella on September 28.

PROFESSIONAL DEVELOPMENT

- Laura De Leon successfully completed the PLFF credit card processing training.
- Sandra Vazquez and Yomara Solis successfully completed the U.S. Dept. of State training and certification.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: **Hearing on District-Based Elections**

DATE: October 17, 2022

BACKGROUND

In July of 2022 the Board of Trustees (“Board”) adopted Resolution No. 2022-04 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board held two public hearings on August 15, 2022, and September 19, 2022, to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts were drawn and the sequencing of the district elections. Once a map is drawn, the Board must hold two additional hearings to receive public input on the maps.

This is the first of the two hearings hearing at which the public and the Board for the first time considers a proposed map and sequencing of the district elections. Since the Board set this matter for hearings at its September 19, 2022 meeting, the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing, along with the proposed map and sequencing of elections was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page.

Based on the District’s Proposed Map (Attachment B), current trustees reside in the following districts:

- District 1: No representation
- District 2: President Martin and Secretary Carline
- District 3: Trustee Dahl
- District 4: Trustee Beverage
- District 5: Trustee Nelson

DISCUSSION

1. Considerations for District Boundaries

At the hearing the public will be invited to provide input regarding the proposed map and whether it furthers the purposes of the California Voting Rights Act of 2001, i.e., prevents voting dilution of protected classes. “Communities of interest” and other local factors were considered in drafting the district map, which corresponds to the district map adopted by the City of Placentia which recently completed the process of establishing district-based elections and was found by the Placentia City Council to be compliant with the California Voting Rights Act. The City’s jurisdictional boundaries mirror the Library’s.

As noted in previous staff reports, a community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no order of priority, include:

- School attendance area;
- Communities separated by physical features such as canyons, hills, rail, or roads;
- Communities around a park or other neighborhood landmarks;
- Communities with shared interests on issues, neighborhood activities, or legislative/election concerns; and
- Shared demographic characteristics such as income, education, linguistic isolation, language spoken at home, single-family and multi-family housing areas.

Some of the requirements for the districts to ensure compliance with state and federal criteria are that each district shall:

- Contain a nearly equal population.
- Be drawn in a manner that complies with the Federal Voting Rights Act.
- Not be drawn with race as the predominate factor.

2. Election Sequencing

The Board will also discuss the proposed election sequencing. Since the terms of the Board are staggered, district elections cannot all take place at the same election and thus the Board must decide the sequencing of its elections. Elections Code section 10010 provides that the Board is to give special consideration to the purposes of the California Voting Rights Act of 2001 (prevention of voting dilution of protected classes) and to consider preferences expressed by the public in determining how sequencing of the district elections is to occur. In other words, the Board must make a deliberative decision regarding sequencing.

The proposed election sequencing would start district-based elections in November of 2024, when there are three Trustee seats up for election and this is the earliest it could be

initiated. It is being proposed to initiate district-based elections in districts 1, 3, and 4. As noted in previous staff reports, the sequencing of elections cannot result in shortening any Trustee term. Currently there is no one on the Board of Trustees from proposed district 1. President Martin resides in district 2, but if re-elected in 2022, her term would not expire until November of 2026. The same is true with respect to Trustee Nelson in District 5. Staff is proposing to have districts 2 and 5 up for election in 2026.

3. Next Steps

After receipt of public and Board input on the proposed map and sequencing of elections, the Board should direct staff to bring back a final map and proposed sequencing at its meeting on November 21, 2022, at which the Board would consider introducing an ordinance¹ for first reading to approve the map and election sequencing. If the ordinance is introduced for first reading, the Board would consider adopting the ordinance at its meeting on December 19, 2022. Any changes to the map, will require an additional hearing.

Attachment A is the Public Notice.

Attachment B is the City of Placenta adopted District Map and Staff Report dated February 16, 2022.

Attachment C is the Timeline for Consideration and Implementation of District-Based Elections.

RECOMMENDATION

- Receive public input regarding proposed boundaries and sequencing of elections and discuss any additional information the Board may want to consider.
- Provide direction to staff regarding a map and election sequencing to be considered at the Board's meeting on November 21, 2022.
- Set November 21, 2022, as the date for the fourth hearing.

¹ Although the Board typically does not adopt ordinances, it is recommended it do so since that is what the Elections Code requires. In addition, unlike resolutions, ordinances, with some exceptions not applicable in this case, require two readings and are not effective until 30 days after adoption.

NOTICE OF PUBLIC HEARINGS
Placentia Library District
411 E. Chapman Avenue Placentia, CA

Notice is given that the Board of Trustees of the Placentia Library District will conduct public hearings on the below listed dates and times in the Placentia Library District Community Meeting Room located at 411 E. Chapman Avenue, Placentia, to discuss the implementation of a district-based electoral system for the election of representatives to the Board of Trustees pursuant to Elections Code section 10010.

At the following public hearings, the Board of Trustees will receive public input regarding the proposed transition from at-large elections for Board of Trustees to district-based elections, the time frame and sequencing for this transition, the criteria and factors to be used in drawing maps of the districts and other matters relevant to the proposed transition. Based on input from these hearings, the Board will direct that district maps be drawn and propose the timing and sequencing of the district-based elections.

Monday, September 19, 2022 at 6:30 p.m. – Second Public Hearing Monday
October 17, 2022 at 6:30 p.m. – Publish Maps and Sequence of Elections
Monday, November 21, 2022 at 6:30 p.m. – Third Public Hearing

You are invited to attend all public hearings and comment on the proposed actions described above. If you challenge any action related to this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered at, or prior to, a public hearing. If you have written comments that you wish to submit, please send them by mail to Placentia Library District, Attn: Library Director, 411 E. Chapman Avenue, Placentia, CA 92870. Written comments may also be submitted by e-mail at administration@placentialibrary.org at least one hour prior to a public hearing and if timely received, will be made a part of that hearing's record.

For more information visit the Library District's website at www.placentialibrary.org. Agendas for the public hearings will be posted on the Library District's website at least 72 hours prior to the hearing and contain additional information for you to participate.

Jeanette Contreras, Library Director
Placentia Library District

CONVOCATORIA DE AUDIENCIAS PÚBLICAS

**Placentia Library District
411 E. Chapman Avenue Placentia, CA**

Se notifica que la Junta de Síndicos de Placentia Library District llevará a cabo audiencias públicas en las fechas y horas enumeradas a continuación en la Sala de Reuniones Comunitarias de Placentia Library District ubicada en 411 E. Chapman Avenue, Placentia, para discutir la implementación de un sistema electoral basado en el distrito para la elección de representantes a la Junta de Síndicos de conformidad con la sección 10010 del Código de Elecciones.

En las siguientes audiencias públicas, la Junta de Síndicos recibirá información pública sobre la transición propuesta de las elecciones generales para la Junta de Síndicos a las elecciones basadas en distritos, el marco de tiempo y la secuencia para esta transición, los criterios y factores que se utilizarán para dibujar mapas de los distritos y otros asuntos relevantes para la transición propuesta. Sobre la base de los aportes de estas audiencias, la Junta ordenará que se elaboren mapas de distrito y propondrá el momento y la secuencia de las elecciones basadas en el distrito.

Lunes 19 de septiembre de 2022 a las 6:30 p.m. – Segunda Audiencia Pública

Lunes 17 de octubre de 2022 a las 6:30 p.m. – Publicar mapas y secuencia de elecciones

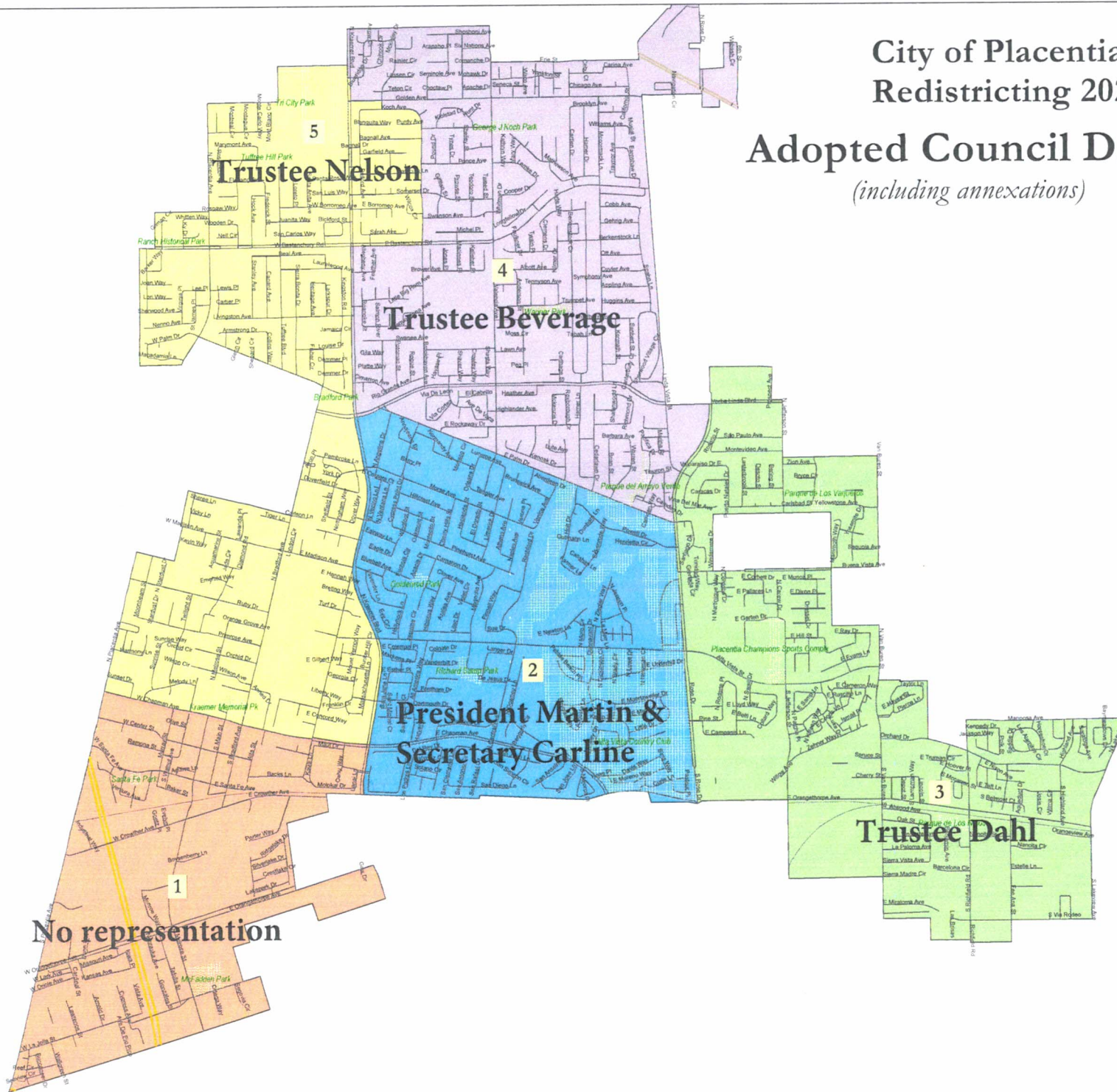
Lunes, 21 de noviembre de 2022 a las 6:30 p.m. – Tercera Audiencia Pública

Se le invita a asistir a todas las audiencias públicas y comentar sobre las acciones propuestas descritas anteriormente. Si impugna cualquier acción relacionada con esta propuesta en la corte, puede limitarse a plantear solo aquellos problemas que usted o alguien más planteó en la audiencia pública descrita en este aviso, o en la correspondencia escrita entregada en, o antes de, una audiencia pública. Si tiene comentarios escritos que desea enviar, envíelos por correo a Placentia Library District, Attn: Library Director, 411 E. Chapman Avenue, Placentia, CA 92870. Los comentarios escritos también pueden enviarse por correo electrónico a administration@placentialibrary.org al menos una hora antes de una audiencia pública y, si se reciben oportunamente, se harán parte del registro de esa audiencia.

Para obtener más información, visite el sitio web de la biblioteca en www.placentialibrary.org. Las agendas para las audiencias públicas se publicarán en el sitio web de la biblioteca al menos 72 horas antes de la audiencia y contendrán información adicional para que usted participe.

Jeanette Contreras, Directora de la Biblioteca
Placentia Library District

City of Placentia
Redistricting 2022
Adopted Council Districts
(including annexations)



No representation

Adopted Map_withAnnex							
District		1	2	3	4	5	Total
	Total Pop	10,547	10,443	10,599	10,838	10,414	52,841
	Deviation from ideal	-21	-125	31	270	-154	424
	% Deviation	-0.20%	-1.18%	0.29%	2.55%	-1.46%	4.01%
Total Pop	% Hisp	75.7%	25%	30%	23%	36%	38%
	% NH White	14%	38%	37%	55%	40%	37%
	% NH Black	2%	2%	3%	2%	2%	2%
	% Asian-American	6%	33%	27%	18%	20%	21%
Citizen Voting Age Pop	Total	4,513	7,514	8,350	7,994	7,128	35,498
	% Hisp	59%	16%	17%	23%	42%	29%
	% NH White	30%	54%	51%	59%	43%	49%
	% NH Black	3%	0%	8%	3%	1%	4%
	% Asian/Pac.Isl.	7%	26%	24%	13%	13%	18%
Voter Registration (Nov 2020)	Total	3,743	6,774	6,341	7,512	6,674	31,044
	% Latino est.	59%	19%	26%	17%	30%	27%
	% Spanish-Surnamed	54%	17%	24%	16%	27%	25%
	% Asian-Surnamed	5%	18%	14%	8%	10%	12%
	% Filipino-Surnamed	2%	2%	2%	1%	2%	2%
	% NH White est.	26%	61%	55%	71%	59%	58%
	% NH Black	3%	1%	4%	3%	1%	2%
Voter Turnout (Nov 2020)	Total	2,864	5,986	5,530	6,799	5,853	27,032
	% Latino est.	56%	18%	25%	17%	29%	25%
	% Spanish-Surnamed	52%	17%	23%	16%	26%	23%
	% Asian-Surnamed	5%	17%	14%	8%	10%	11%
	% Filipino-Surnamed	2%	2%	2%	1%	2%	2%
	% NH White est.	28%	63%	57%	72%	60%	60%
	% NH Black	3%	1%	4%	3%	1%	2%
Voter Turnout (Nov 2018)	Total	1,794	4,299	3,668	5,117	4,423	19,301
	% Latino est.	55%	15%	22%	14%	27%	23%
	% Spanish-Surnamed	50%	14%	20%	14%	25%	21%
	% Asian-Surnamed	4%	14%	12%	6%	8%	9%
	% Filipino-Surnamed	1%	2%	1%	1%	1%	1%
	% NH White est.	30%	68%	62%	75%	64%	64%
	% NH Black est.	3%	1%	4%	3%	1%	2%
ACS Pop. Est.	Total	9,735	10,603	11,231	11,263	10,022	52,854
Age	age0-19	33%	26%	26%	25%	24%	27%
	age20-60	53%	49%	60%	50%	55%	53%
	age60plus	14%	25%	15%	25%	22%	20%
Immigration	immigrants	37%	26%	20%	17%	24%	24%
	naturalized	29%	76%	85%	68%	56%	60%
Language spoken at home	english	34%	61%	73%	73%	63%	62%
	spanish	61%	12%	8%	10%	26%	22%
	asian-lang	2%	13%	12%	12%	8%	10%
	other lang	4%	14%	7%	4%	3%	6%
Language Fluency	Speaks Eng. "Less than Very Well"	25%	13%	10%	9%	9%	13%
Education (among those age 25+)	hs-grad	49%	44%	49%	49%	53%	49%
	bachelor	14%	30%	29%	30%	24%	26%
	graduatedegree	4%	20%	15%	16%	15%	14%
Child in Household	child-under18	44%	35%	38%	37%	36%	38%
Pct of Pop. Age 16+	employed	66%	58%	75%	61%	64%	65%
Household Income	income 0-25k	22%	9%	6%	9%	8%	10%
	income 25-50k	24%	14%	7%	9%	13%	13%
	income 50-75k	15%	14%	15%	15%	16%	15%
	income 75-200k	37%	37%	52%	53%	48%	46%
	income 200k-plus	2%	25%	19%	15%	16%	16%
Housing Stats	single family	54%	81%	67%	90%	75%	74%
	multi-family	46%	19%	33%	10%	25%	26%
	rented	65%	29%	39%	20%	31%	36%
	owned	35%	71%	61%	80%	69%	64%
Total population data from the 2020 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop. Age Immigration, and other demographics from the 2016-2020 American Community Survey and Special Tabulation 5-year data.							

PLACENTIA LIBRARY DISTRICT
TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-
BASED ELECTIONS
(Items in Italics Have Been Completed)

DATE	EVENT	COMMENT
<i>June 22, 2022</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
<i>August 15, 2022</i>	<i>First Public Hearing</i>	<i>Board receives public input regarding composition of districts. No maps yet.</i>
<i>September 19, 2022</i>	<i>Second Public Hearing</i>	<i>Board received public input regarding composition of districts. No maps yet.¹</i>
October 10, 2022	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before third hearing
By October 17, 2022	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
By November 14, 2022	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before fourth hearing ²
November 21, 2022	Fourth Public Hearing	Board hearing regarding draft maps and sequencing ³ at which Board may adopt ordinance for first reading approving district-based elections and sequencing
December 19, 2022	Ordinance Adoption	
January 19, 2023 ⁴	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2024	General Election	First election utilizing adopted districts
November 2026	General Election	Remaining seats filled by districts

¹ First and second hearings must occur within a period of 30 days.

² Map(s)/sequencing need not be re-published if it does not change

³ Third and fourth hearings must occur within a period of 45 days.

⁴ Ordinances are adopted by introducing for a first reading and then adoption and are effective 30 days thereafter

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 2022-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129).**

DATE: October 17, 2022

BACKGROUND

At the September 19, 2022 Library Board of Trustees meeting, the Board authorized the acceptance of the Building Forward Marching Grant from the California State Library in the amount of \$54,810. The grant is to fund the Falls, Floods & Fumes project covering needed upgrades and addressing safety concerns and critical facility projects, including:

- Loading ramp – a non-ADA compliant structure without proper railing and a fall hazard.
- Floods in the restrooms due to collapsed plumbing pipes.
- Ventilation system for the enclosed makerspace – high used space with machines producing gas and fumes.

The District awaits the Award Packet from the California State Library which is to be issued in the coming weeks. The Packet will include the Award Letter confirming the award amount, project period, and required match amount (if applicable), as well as the Grant Agreement, a list of unallowable costs, and templates and guidance for submitting the following items, which are required for us to process your first payment: • Confirmed Project Budget • Final Project Implementation Plan • Certification of Compliance • Letter Certifying Availability of Match Funds • Resolution Authorizing Acceptance of the Grant • Signed Grant Agreement • Completed Fiscal Claim Form for the first award payment. The District is required to submit the above items with no mistakes before the California State Library renders payment.

Part of the Award Packet requirement is the adoption of a resolution to accept and execute the grant funds. Attachment A is Resolution 2022-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129).

RECOMMENDATIONS

1. Adopt Resolution 2022-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129); and
2. Roll call vote.

RESOLUTION 2022-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application to the State or prior to execution of the grant agreement; and

WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project

WHEREAS, Placentia Library District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, Placentia Library District intends to apply for grant funding from the California State Library for the Falls, Floods & Fumes Project;

THEREFORE, BE IT RESOLVED by the Library Board of Trustees, with acknowledgement of the Placentia Library District of Orange County, as follows:

1. That pursuant and subject to all of the terms and provisions of the California Budget Act of 2021, the Placentia Library District, Library Director, or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.
2. The Placentia Library District, Library Director, or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.
3. The Placentia Library District, Library Director, or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding.
4. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained; and,

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Library Board of Trustees of the Placentia Library District at the meeting held on October 17, 2022, motion by _____ and seconded by _____, motion passed by the following vote:

AYES: [#]
NOES: [#]
ABSTAIN: [#]
ABSENT: [#]

Jo-Anne W. Martin, Board President

Gayle Carline, Board Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Authorization for staff to proceed with bid from Phoenix Motorcars for a customized electric bookmobile in the amount not to exceed \$250,000**
DATE: October 17, 2022

BACKGROUND

In its 103 years of service to the Placentia community, the Placentia Library District has not operated an outreach effort through bookmobile service. Recently, the District was awarded \$250,000 through the California State Library for purchase of an electric bookmobile which will deliver equitable access to materials, services and technology through educational and engaging resources and programs that encourage reading, innovation, imagination, and creativity. The bookmobile will focus on low socioeconomic neighborhoods, facing transportation and academic challenges and opportunities for positive diversity and inclusion reinforcements.

Bookmobile service for underserved neighborhoods and local schools, provide library access to young children, seniors and newcomers who may face barriers to access the library. The new service helps to achieve six of the eight following District goals:

- Strengthen connection and expand community relationships.
- Provide equitable access.
- Adapt to community needs.
- Cultivate thriving collection of resources.
- Provide and promote relevant library services.
- Provide an inviting, pleasant, and safe place to explore.

On August 15, 2022, the Library Board of Trustees approved the Request for Bids for an electric bookmobile. The closing date for bid submission was September 13, 2022. The District received two bids – Matthews Special Vehicles and Phoenix Motorcars for a 2023 or later Ford E450 bookmobile.

Matthews Special Vehicles, located at 211 American Avenue, Greensboro, North Carolina, has been a premier specialty vehicle manufacturer since 1992. The company designs and manufactures vehicles for public safety, education, blood collection, and mobile healthcare. They are the largest chassis providers in the industry and also designs and builds custom yachts.

Phoenix Motorcars is headquartered in Anaheim, California, and is one of the leading manufacturers of class 4 all-electric buses and trucks. The company delivered its first commercial EV in 2014 and its first zero emission airport shuttle bus at the Los Angeles International Airport with an inventory of over 30 electric shuttle buses.

Attachment A is Matthews Specialty Vehicles' bid - \$446,561

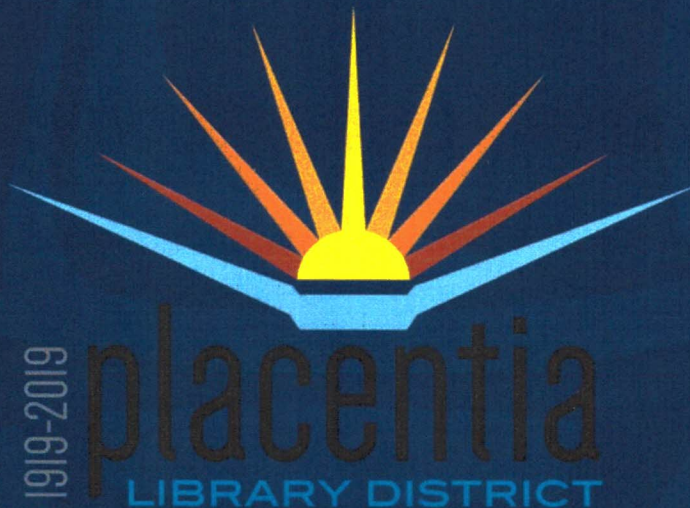
Attachment B is Phoenix Motorcars' bid - \$231,606 (with \$60,000 HVIP Incentive)

RECOMMENDATIONS

1. Authorization for staff to proceed with bid from Phoenix Motorcars to build a customized electric bookmobile in the amount not to exceed \$250,000; and
2. Roll call vote.



www.msvehicles.com    



Electric Bookmobile

Prepared By: Caitlyn Braunns
Account Executive
211 American Ave
Greensboro, NC 27409
336.297.9600 X 608
cbraunns@msvehicles.com

OUR STORY...

“Any Job Big or Small, Do it Right, or Not at All!”

-Robert E. Matthews

Matthews Specialty Vehicles comes from a legacy of greatness! Founded by Robert E. and Justine Matthews, Matthews Buses, Inc. began over 50 years ago as a qualified distributor for the Thomas Built Bus family in upstate New York. Robert built the Matthews brand through the demonstrated durability, reliability and safety that went into every Thomas Built Bus. He would even personally fly customers to the factory so that they could see for themselves the Thomas Built Bus difference. Robert’s tenacity, strong character and good-natured way built the foundation of this great company!



Above: Robert & Justine Matthews

In partnership with Thomas Built Buses, Matthews delved into the custom conversion business in 1992. Matthews quickly grew a fine reputation for top quality craftsmanship and reliability –so much so– Matthews became the exclusive manufacturer of custom specialty vehicles for Thomas Built Buses! After almost a decade of exclusive partnership, Matthews expanded by beginning to offer conversions on additional chassis platforms such as Freightliner, Ford, Mercedes Benz and many more.

Today, Brad Matthews, son of our founders Robert E. and Justine Matthews, is the owner and President. Under his direction and with our awesome team we have become a global premier specialty vehicle manufacturer. We are proudly headquartered in Greensboro, NC! The Matthews campus houses a cohesive team to design, engineer, manufacture, and provide parts as well as product support for the life of the vehicle.

From the far reaches of the world, and across the US our vehicles can be found serving private sector organizations, municipalities, governments, and military organizations. This is just the beginning. We invite you to become a part of the Matthews story!

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BID DOCUMENTS

TAB 1





211 American Avenue Greensboro, North Carolina 27409
Toll Free: (877)905-4678 Local: (336)297-9600
www.MSVehicles.com

October 12, 2022

Placentia Library District
ATTN: Yesenia Baltierra
411 E. Chapman Ave. Placentia, CA 92870
Phone: (714) 528-1925 x201
Email: ybaltierra@placentialibrary.org

Re: Electric Bookmobile for Placentia Library District RFP

To Yesenia Baltierra:

Thank you for allowing Matthews Specialty Vehicles the opportunity to provide a proposal for the manufacture and delivery of Placentia Library District new electric bookmobile. Since 1992 Matthews has been the go-to builder of premier specialty vehicles. Our vehicles can be found serving private sector organizations, municipalities, governments, and military organizations across the United States and around the world! We would enjoy the opportunity to add you to the list of our satisfied customers.

Matthew Specialty Vehicles understands your Request for Proposal and has chosen to submit a bid response, with the following exceptions.

- Please review the provided specifications and conceptual layout for information of the layout and inclusions for our product bid. Our vendor supplied specifications supersede the RFP specifications.
- Vehicle estimated for completion 460+ days after the receipt of the signed order. Vehicle completion and delivery are dependent upon factors such as body/chassis availability, raw materials availability, and production scheduling. Quoted lead times and delivery expectations by MSV are approximate and are based upon market and production conditions at the time of the Purchaser's order for Product from MSV. Purchaser agrees that MSV shall not be liable for any delay in or failure to have the Product delivered in accordance with quoted lead time if such delay or failure is due to Force Majeure, delays from the chassis OEM, changes to the Order Specifications, or any other circumstances or cause beyond MSV's control. Quoted lead times and delivery expectations are not guaranteed.
- Note our terms are 50% down and the balance due at completion.
- Vehicle GVWR will be 14,500 lbs in lieu of 14,000 lbs.
- Vehicle will include one (1) AC unit in lieu of two (2)
- Front entrance door will be mounted between the wheelbase for lower entry and egress into the vehicle in lieu of aft of the rear axle
- Wheelbase will be 176" in lieu of 148"
- Telematics System not included
- Electric Vehicle driving training not included. Full training provided on the vehicle operations and functions.
- One (1) fixed desk located at the driver's area in lieu of one (1) modular workstation designed to last the lifetime of the vehicle.

After you review our detailed proposal packages, please let me know if you have questions or concerns. I can be reached by email at cbraunns@msvehicles.com or by phone at 877-905-4678 ext. 608.

Matthews Specialty Vehicles looks forward to receiving notice of Placentia Library District preferred and awarded vendor for this project.

Best regards,

A handwritten signature in black ink that reads "Caitlyn Braunns".

Caitlyn Braunns
Account Executive
Matthews Specialty Vehicles

MSV PRICING PROPOSAL & SPECIFICATIONS

TAB
2





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PROPOSAL ACCEPTANCE
Placentia Library District
ATTN: Yesenia Baltierra
411 E. Chapman Ave. Placentia, CA 92870
Phone: (714) 528-1925 x201 Email: ybaltierra@placentialibrary.org

Electric E-450 Bookmobile

✓ **One (1) MSV Electric Ford E-450 Bookmobile\$446,561.00**

TERMS AND CONDITIONS:

1. Delivery to Placentia, CA and bumper-to-bumper training included. Delivery charges are included in the Purchase Price. any changes in transportation charges including but not limited to fluctuations in fuel prices shall be borne by the Purchaser.
2. Our detailed proposal does not include taxes, tags, or fees
3. This proposal is valid for 30-days
4. Payment terms are 50% down and the balance due at completion.
5. The price for the Product shall be as reflected in and agreed to by the parties in the Purchase Agreement. Unless otherwise specified in the Purchase Agreement, the portion of the Purchase Price attributable to the selected OEM chassis may differ from any estimate/quote provided to the Purchaser by Matthews Specialty Vehicles, Inc (MSV) prior to the Company's final receipt of the OEM's invoice. Purchaser is responsible for any increase in the OEM chassis price including any change in OEM discounts or incentives.
6. Any change by Purchaser to the Order Specification must be approved by MSV by an approved Change Order. Approval of the Change Order is subject to the nature of the change, timing and availability of materials/labor, the disruption such change may have on the Company's operations, and equitable changes to the Purchase Price. MSV may, from time to time, make changes to the Order Specifications without the consent of the Purchaser provided such changes do not materially affect the form or function of the Product.
7. Vehicle estimated for completion 600+ days after the receipt of the signed order. Vehicle completion and delivery are dependent upon factors such as body/chassis availability, raw materials availability, and production scheduling. Quoted lead times and delivery expectations by MSV are approximate and are based upon market and production conditions at the time of the Purchaser's order for Product from MSV. Purchaser agrees that MSV shall not be liable for any delay in or failure to have the Product delivered in accordance with quoted lead time if such delay or failure is due to Force Majeure, delays from the chassis OEM, changes to the Order Specifications, or any other circumstances or cause beyond MSV's control. Quoted lead times and delivery expectations are not guaranteed.

CUSTOMER

Name: _____


Signature: _____

Title: _____

Date: _____

MATTHEWS SPECIALTY VEHICLES

Name: Caitlyn Braunns

Signature: 

Title: Account Executive

Date: October 12, 2022



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BASIC VEHICLE DIMENSIONS

Exterior Width: 96"
Interior Width: 90"
Interior Height: 84"
Exterior Height: 11' 6" (including roof top A/C)
Exterior Length: approximately 25'
Interior Load Space: 17'
Wheelbase: 176"

CHASSIS SPECIFICATIONS

CHASSIS MANUFACTURER

Ford (Note: The OEM Ford engine, transmission, brakes, fuel tank, etc. will be removed for installation of fully electric system. The cost of decontending and credit of the ICE components from chassis are calculated in the Conversion pricing. ICE Components remain the property of OFS/Optimal.)

CHASSIS TYPE

E450 – Cut Away Cab Chassis
Standard Trim
Power Windows
Power Locks
Keyless Alarm

AXLES

Front: 4,600lbs. Twin- I - Beam front axle.
Rear: 9,600lbs. Full floating axle.

BATTERIES

12v- volt, 72amp, and 650CCA
Proterra 113 kWh, 326V, water/glycol cooling

BRAKES

Heavy Duty power disc brakes; Anti-lock Braking System.

BUMPERS

Chrome front bumper

CHARGING

CCS Type 1 compatible with AC charging and DC fast charging

40 amp/240v

GAUGES

Temp and oil

GVWR

14,500 lbs.



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HEATER AND DEFROSTER

Cab

HEADLAMPS

Single rectangular halogen

LIGHTS

FMVSS 108 compliant

MOTOR

Continuous Power 100 Nm

Peak Power 280 kW

Voltage Range 300-750 vdc

MIRRORS

Ford OEM rear-view mirror

Ford OEM side-view mirror on passenger side

Ford OEM side-view mirror on driver side

OIL FILTER

Disposable

REFLECTORS

Two (2) on each side and two (2) on rear shall be provided.

SEATS

Standard vinyl bucket seats

SPRINGS, FRONT AND REAR

Front: 4,600lbs. Capacity front coil spring

Rear: 9,600lbs. Capacity single stage multi-leaf rear springs.

STABILIZING BAR

Front

STEERING

Power Steering

SUN VISORS

Sun visors shall be provided for the driver and passenger.

TIRES

LT 225/75RX16E H

Spare tire not included

WHEELS

16" White Wheels



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WINDSHIELD

Tinted safety Glass

BODY SPECIFICATIONS

MSV custom aluminum body; body framework will be a welded aluminum design. Sidewall horizontal and vertical structure will be 2" x 2" x .125" aluminum tubing. All horizontal and vertical structures to be welded top and bottom. All vertical tubing will be spaced on 16" centers. The exterior will be sheeting with .050" white aluminum skin. Lower skirt panels will be constructed of .050" aluminum sheeting with a low-profile rub rail between the upper body panel and lower skirt panel.

Roof will be constructed of 1" x 1" x .125" aluminum tubing on 16" centers with a truss system forming a contour exterior. The exterior will be .035 white aluminum sheeting.

Floor will be constructed of 2" x 4" x .25" aluminum interlocking floor decking with 3/16" T bracing.

Mounting:

Seven (7) 0.25" tubular steel trusses will be used. The body longitudinal substructure shall be bolted to the chassis with high density vibration resistant plastic between truss and body. Locations shall be determined by final design weight of the body structure, the weight ratings of the mounts and the chassis manufacturer's recommendations found in his body builder's manual.

Cap:

The front of the vehicle shall have a custom fiberglass cap. Cap will be specifically constructed to match the contours on the chassis to form a continuous aerodynamic structure. "Box Trucks" and/or fiberglass pieces, wind dams or fairings not specifically designed to fit the chassis are not acceptable.

Lighting:

All lights must comply with FMVSS 108. All exterior lighting will be D.O.T. approved.

Front entrance door to be approximately 32" wide x 90" high, forward stainless steel full-length piano hinge, outward opening sedan door. Door includes glass mounted in the upper and lower section of the door: laminated, tinted to 70% light transmission, 22" wide x 30" high. The interior steps shall be a commercial-grade PVC or Vinyl floor covering coordinating with the interior flooring of the unit.

Accessibility door to be approximately 47.25" x 60.00" high, pre-hung single door shall be installed per the vehicles final floor plan.

CONVERSION SPECIFICATIONS**AUDIO**

Four (4) interior speakers shall be installed and tied to multimedia radio installed at wire entry, vehicle control panel.

- Two (2) microphones shall be provided.

One (1) exterior mounted TV shall be installed on the curb side of the vehicle and include one (1) HDMI extender kit wired to the IT cabinet for customer supplied input.

- Two (2) exterior speakers shall be installed and wired to the radio/PA System.
- Two (2) exterior speakers shall be installed and wired to the exterior TV.



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AUXILLARY STEP

An electric operated step will be provided below the entrance door. Step shall be a 30" wide tread area to be positive non-skid surface. Step will deploy when door is opened and include a switch on the dash to keep the step deployed. Step will automatically retract when ignition key is activated.

AWNING

Awning installed on the passenger side of the unit. Fabric shall be standard gray/black

CABINETRY - FINISH

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood covered with high impact Wilsonart laminate. Customer shall choose from manufacturer's selection of colors during the preconstruction process.

CABINETRY - CONSTRUCTION

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood covered with high impact laminate.

Interior cabinetry shall be constructed from pre-engineered components produced by a CNC router, with accuracy to design of +/- .002".

Component design files shall be kept by the vendor for a minimum of 15 years to allow for identical field replacement should such become necessary. All cabinet components shall be identified with a UPC bar code and written description to additionally facilitate this requirement. All exposed edges shall have a 3mm, hardened PVC edge band applied to ensure durability and superior aesthetical qualities. Banding shall be applied using AD-20, EVA Ethylene – Vinyl acetate based adhesive and using only machinery.

Storage – Storage cabinets will be constructed according to final floor plan. Drawers and cabinets with include Southco flush mounted lockable latches.

CEILING

Kemlite L-1062 semi-rigid panel of fiberglass reinforced plastic (FRP). Ceiling will be covered with 1/2" Luann grade plywood then covered with .075" FRP panel. Ceiling will be covered with one continuous sheet and no seams will be allowed.

DELIVERY

Vehicle shall be flat bedded to California. Representative will train staff on vehicle, bumper to bumper. Staff members shall be trained to operate every component on vehicle and train other staff, if necessary.

ELECTRICAL SYSTEM

AC Electrical System: Shall be a 120/240 VAC system rated for anticipated conversion load. System shall include 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers. System shall be wired using UL approved, tinned copper multi-stranded boat cable. All wiring shall be color-coded: black=hot, white=neutral and green=ground. Additionally, wiring shall be labeled with machine generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.



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Wiring shall be supported on 20" to 24" centers with insulated, non-conductive clamps. Wire bundles shall be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure to high heat. Wiring run in external areas shall be encased in conduit to further protect against damage.

- Two (2) Duplex 120v receptacles shall be installed
- One (1) USB/Duplex 120v receptacles shall be installed
- One (1) Exterior Duplex 120v receptacle shall be installed on the curb side of the vehicle.

Battery Package installed to allow for electric battery-operated power for all conversion installed items.

Inverter/charger installed along with batteries and solar panels. Final size and specifications of batteries and solar panels to be determined during the engineering process.

DC Electrical System: Shall be a 12VDC negative ground system rated for anticipated conversion load. System shall include distribution panel(s) using Type 1 automatic reset circuit breakers unless connected component manufacturers specifications require other.

All added circuits shall be protected from over current by circuit breakers rated for a minimum of 125% of anticipated load. Circuit breaker functions shall be clearly designated by printed labels. Wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points.

Charging system shall include provisions for automatic and manual battery bank merging to provide redundant battery power for vehicle and generator starting. System shall provide battery isolation during operation periods when the vehicle engine is not running to prevent depletion of both battery systems.

Wiring Requirements:

All high-current battery cabling shall utilize full-length cable runs sized to load; splices are not acceptable.

Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

All added wiring for 12VDC load runs shall be AWG 8, 10, 12, and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals shall be insulated with insulation grip, Type II, Class 2, and crimped with tooling recommended by manufacturer.

All added wiring shall be supported on 20-24" centers and bundles shall be tied with trimmed nylon ties. Entire system shall be installed to modern US automotive standards using best practices available at time of installation. Plastic grommets and/or dielectric sealants shall be used to protect wiring and/or looms where they pass through sheet metal, bulkheads, or structural supports. Convuluted polyethylene tubing shall be used to protect against chafing and abrasion where required. Extreme care shall be exercised to provide for easy serviceability of the system in future years.

Extreme care shall be taken to avoid the engine manifold, engine exhaust, muffler, or any high-heat items that may subject the wiring to severe overheating during long periods of operation. These shall be the minimum acceptable wiring standards.

FLOOR COVERING



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Altro® Transit Style flooring shall be installed. Customer will choose from manufacturer's selection of colors during pre-construction process.

FLOORPLAN

Custom floor plan designed and engineered using Computer Aided Drafting (CAD) technology. Floor plan will be provided on Size B paper and designed in 3/8" scale. (D size 1/2" scale also available).

GRAPHICS, FULL WRAP

Full coverage vinyl graphics package to include all sides, front and back shall be covered with graphics and lettering. Graphics will be 3M-vinyl wrap package and will cover all windows with a perforated see through vinyl. The front cab area windows cannot be covered due to DOT regulations. The roof is also not covered but the entire vehicle will be painted a base color of white.

PAINT

Vehicle shall be a factory base color of white.

HVAC

Air Conditioning:

One (1) rooftop mounted ProAir ERT6500, 65,000 BTU cooling, 95,000 BTU heating

INTERIOR LAYOUT

The interior will be laid out according to final floor plan and will include the following:

- Wire Entry, Vehicle Control panel with ventilated storage cabinet below for I.T.
- Desk/Workstation located behind driver's seat
 - Drawer installed below desk
 - Drop leaf extension installed
 - One (1) stool for staff installed
 - Two (2) upper cabinets shall be installed above the workstation
- Button track shall be installed in center floor for securement for customer supplied items
- ACORE® Shelving installed
 - An aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees.
 - Shelving is anticipated to be a 9" depths.
 - Twenty-four (24) 9" shelves shall be installed
 - Eight (8) single sided book carts with wall securements installed

LIGHTING, INTERIOR

12-Volt LED lights installed throughout the interior

LIGHTING, EXTERIOR

Two (2) scene lights mounted

- One (1) shall be installed at side entry door



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- One (1) shall be installed at rear wheelchair door

SAFETY EQUIPMENT

- One (1) Carbon Monoxide
- One (1) Smoke Detector
- One (1) 5 lb. Fire Extinguisher
- One (1) Back-Up Alarm
- One (1) Set of Reflective Triangles
- One (1) First Aid Kit
- Back up Camera System
- Audible alarm system with door sensors

SHORELINE CORD

50-amp heavy-duty rubber covered 120-volt, 25ft. shoreline cord with Twistlock inlet. Shorecord inlet shall be located on the rear driver's side of the mobile unit.

WALLS

½" cabinet grade plywood finished with Natural wood maple or oak finish.

WHEELCHAIR LIFT/INTERIOR

Braun Interior mounted wheelchair lift installed in the rear of the vehicle. Vinyl cover included.

WHEELS

Stainless steel wheel inserts installed.

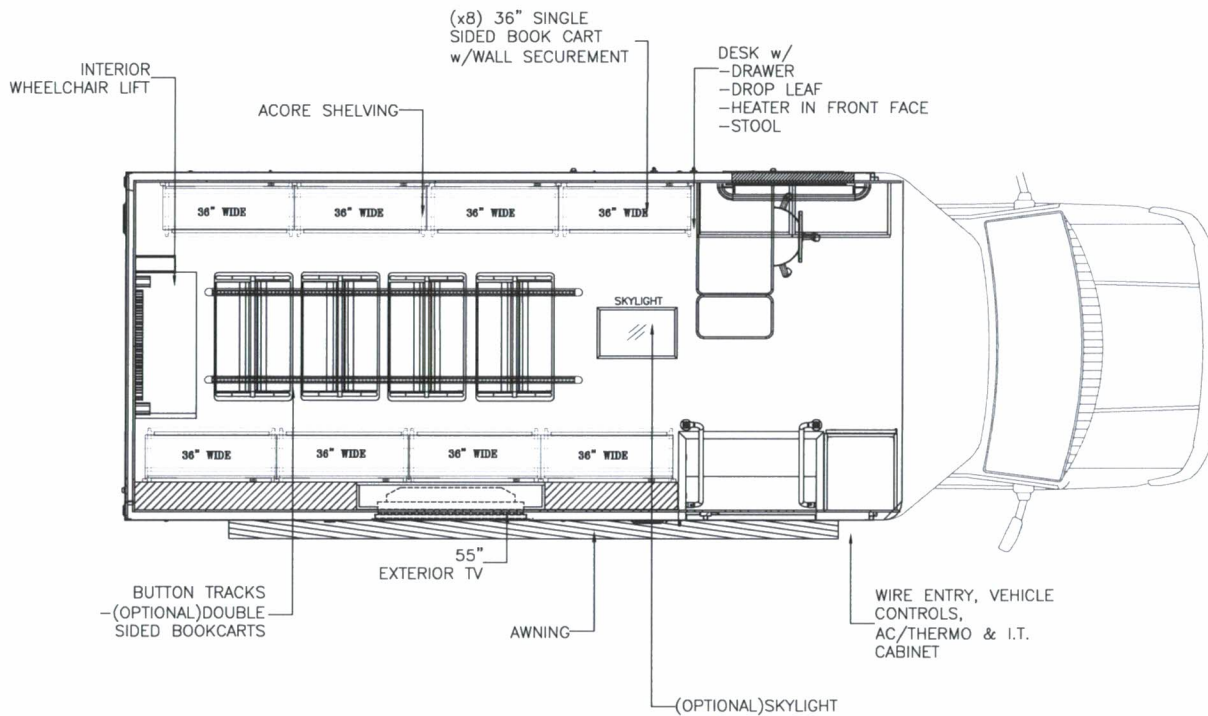
WINDOWS

One (1) slider window shall be installed according to the vehicle's final floorplan. Windows will include pull-down shades. Customer will choose from manufacturer's selection of colors during preconstruction process.

PROPOSED LAYOUT

TAB
3





NOTES
 -FULL WRAP GRAPHICS PACKAGE
 -ELECTRIC CONVERSION
 -ELECTRIC CHASSIS
 -PA/RADIO

PRELIMINARY CONCEPT DRAWING
 THIS DRAWING IS FOR QUOTE PURPOSES ONLY.
 ENGINEERING INTERVENTION IS NECESSARY FOR
 FINAL LAYOUT BEFORE PRODUCTION BEGINS.

PLAN VIEW

Approved as drawn with NO changes
 Approved as drawn with noted changes

Signature _____ Date _____

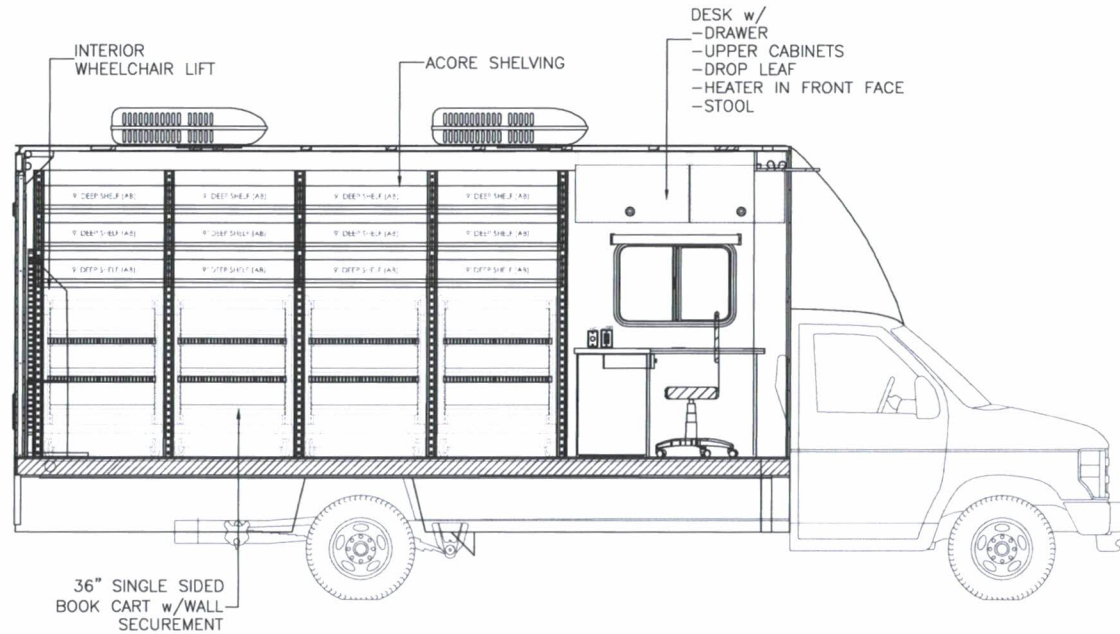
PLACENTIA LIBRARY DISTRICT



211 AMERICAN AVE
 GREENSBORO, NC 27409
 1-877-905-4678
 www.msvvehicles.com

SHELL: ELECTRIC FORD E-450	DRAWING NUMBER: BID DRAWING
REQUESTED BY: C. BRAUNNS	DATE: 10/11/2022
REVISION:	SCALE: 3/8" = 1' 0"
REVISION DATE:	
PROPRIETARY DRAWINGS	
THE VEHICLE DEPICTED FOR CONSTRUCTION IN THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.	

Sheet:
1
 Page 76
 Attachment A
 Agenda Item 27



PRELIMINARY CONCEPT DRAWING
 THIS DRAWING IS FOR QUOTE PURPOSES ONLY.
 ENGINEERING INTERVENTION IS NECESSARY FOR
 FINAL LAYOUT BEFORE PRODUCTION BEGINS.

DRIVER INTERIOR VIEW

- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature _____ Date _____

PLACENTIA LIBRARY DISTRICT



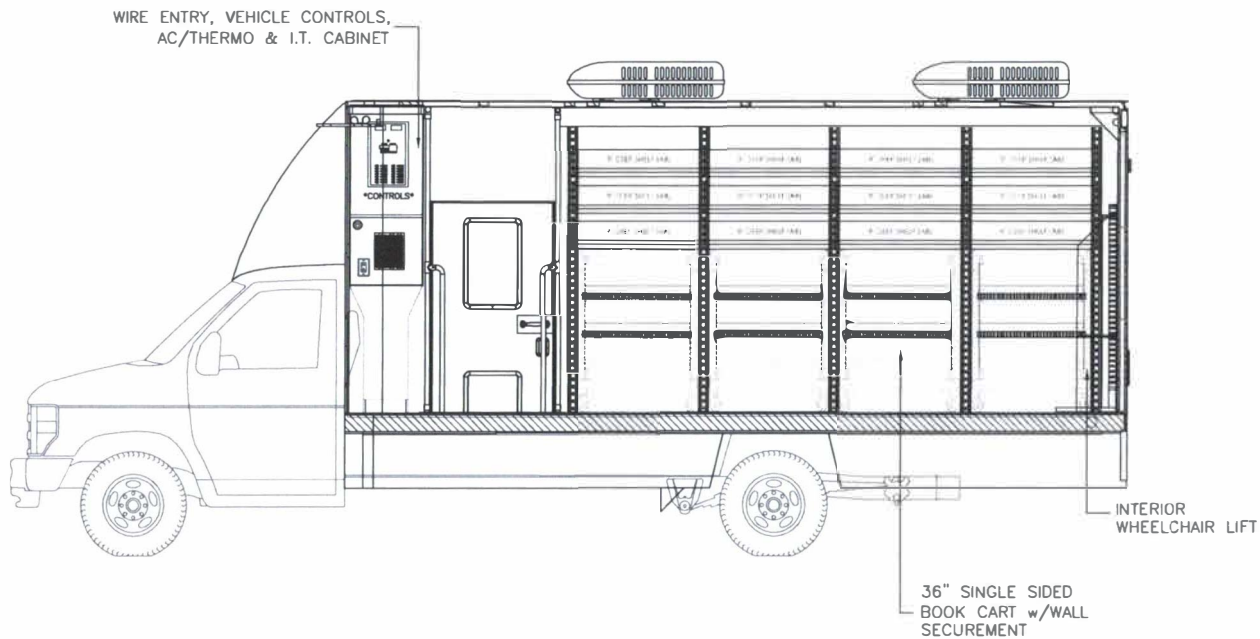
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SHELL: ELECTRIC FORD E-450		DRAWING NUMBER: BID DRAWING	
REQUESTED BY: C. BRAUNNS	DATE: 10/11/2022	SCALE: 3/8" = 1' 0"	REVISION DATE:
REVISION:		REVISION DATE:	

PROPRIETARY DRAWINGS
 THE VEHICLE DEPICTED FOR CONSTRUCTION IN THESE
 DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY
 VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

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PRELIMINARY CONCEPT DRAWING
 THIS DRAWING IS FOR QUOTE PURPOSES ONLY.
 ENGINEERING INTERVENTION IS NECESSARY FOR
 FINAL LAYOUT BEFORE PRODUCTION BEGINS.

PASSENGER INTERIOR VIEW

- Approved as drawn with NO changes
- Approved as drawn with noted changes

Signature _____ Date _____

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 www.msvvehicles.com

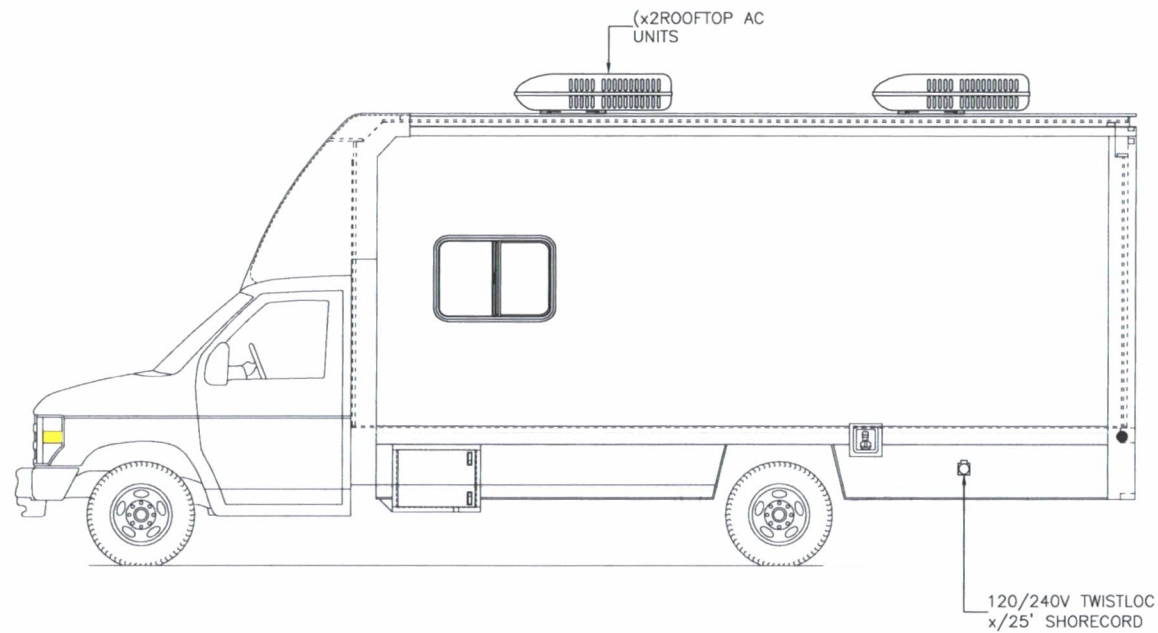
SHELL ELECTRIC FORD E-450		DRAWING NUMBER BID DRAWING	
REQUESTED BY C. BRAUNNS	DATE 10/11/2022	SCALE 3/8" = 1' 0"	REVISION DATE
REVISION		REVISION DATE	

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 Page 78

Agenda Item 27
 Attachment A



PRELIMINARY CONCEPT DRAWING
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DRIVER EXTERIOR VIEW

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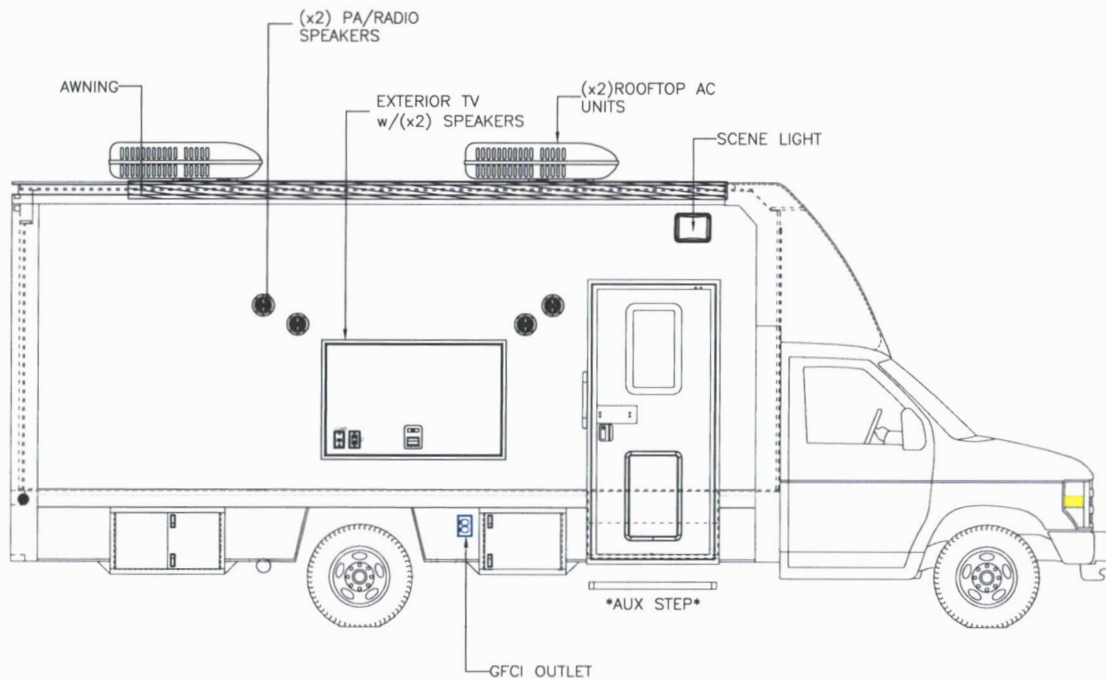
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REVISION:		REVISION DATE:	

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PASSENGER EXTERIOR VIEW

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REQUESTED BY: C. BRAUNNS	DATE: 10/11/2022	SCALE: 3/8" = 1' 0"	REVISION DATE:
REVISION:			

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REFERENCE & EXAMPLES

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Rockhill, SC 29730

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Jason.hyatt@yclibrary.org

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CECIL COUNTY PUBLIC LIBRARY

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ejesonis@cecilcountylibrary.org

Multiple Vehicle Order

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E-450 Truck
Example Pictures

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Greensboro, NC 27409
336.297.9600

www.msvehicles.com    







WARRANTY & SUPPORTING DOCUMENTS

TAB 5



2022 Model Year **Ford Warranty Guide**

(Except F-600/F-650/F-750/F-53/F-59
Over 19,500 lbs. GVWR and Electric Vehicles)



owner.ford.com

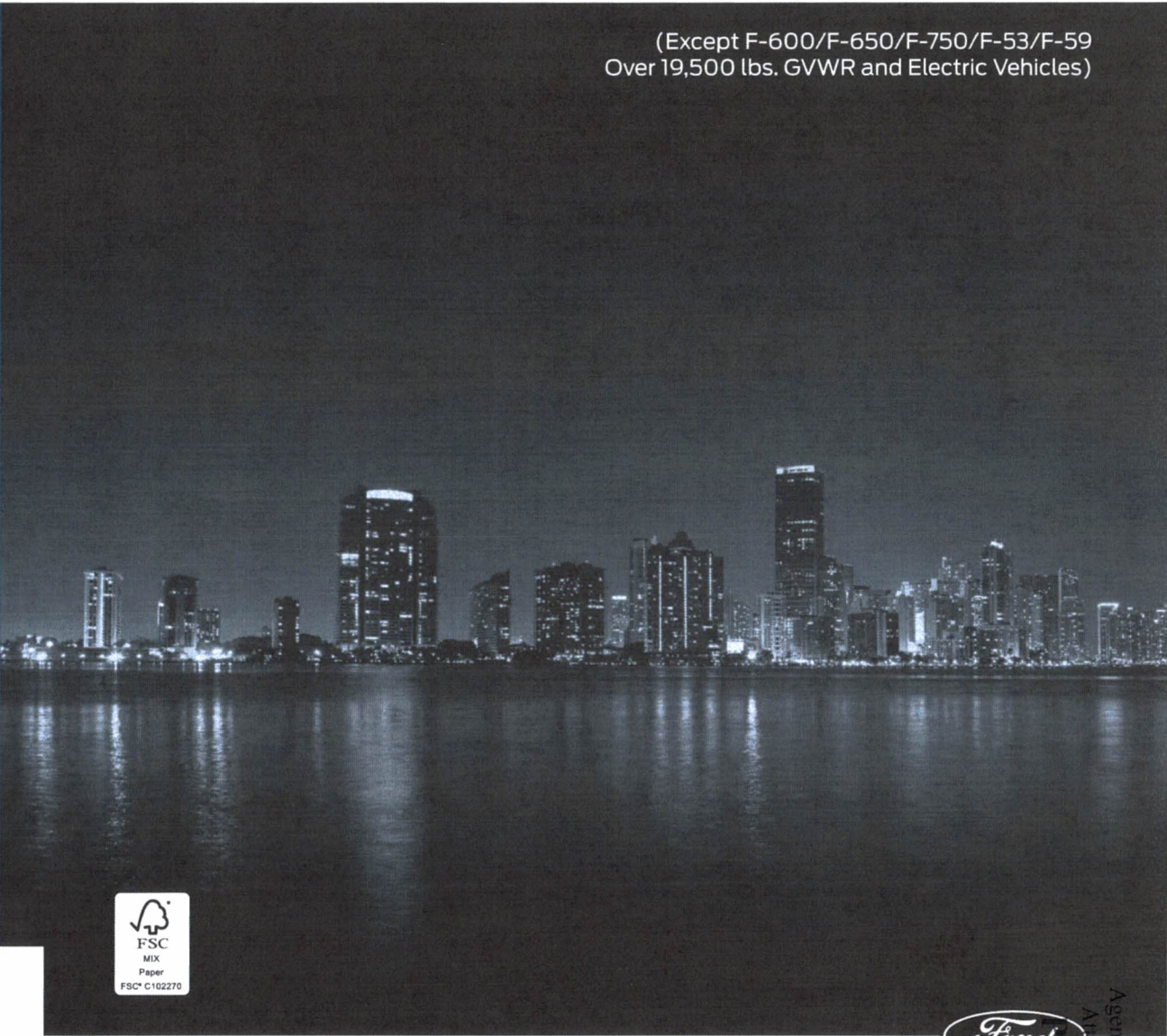


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December 2020
Second Printing
Litho in U.S.A.



NW7J19T201 AA



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Attachment A
Page 88



Your satisfaction is our #1 goal. If you have any questions or concerns, or are unsatisfied with the service you are receiving, follow these steps:

1. Contact your Sales Representative or Service Advisor at your selling/servicing dealership.
2. If your inquiry or concern remains unresolved, contact the Sales Manager, Service Manager or Customer Relations Manager.
3. If you require assistance or clarification on Ford Motor Company policies or procedures, please contact the Ford Customer Relationship Center.

In the United States:	In Canada:
Ford Motor Company Customer Relationship Center P.O. Box 6248 Dearborn, MI 48121 1-800-392-3673 (FORD) For the hearing- or speech-impaired: Please contact the Telecommunication Relay Service by dialing 711 www.owner.ford.com	Customer Relationship Centre Ford Motor Company of Canada, Limited P.O. Box 2000 Oakville, Ontario L6J 5E4 1-800-565-3673 (FORD) TDD for hearing impaired 1-888-658-6805 M-F 8:30 AM - 8:00 PM (ET) www.ford.ca
In Asia-Pacific Region, Sub-Saharan Africa, U.S. Virgin Islands, Central America, the Caribbean, and Israel:	In Puerto Rico:
Ford Motor Company Ford Export Operations Attention: Customer Relations 1555 Fairlane Drive Fairlane Business Park #3 Allen Park, MI 48101 Telephone: (313) 594-4857 For customers in Guam, the Commonwealth of the Northern Mariana Islands (CNMI), America Samoa, and the U.S. Virgin Islands, please feel free to call our Toll-Free Number: (800) 841-FORD (3673) Fax: (313) 390-0804 E-mail: expcac@ford.com	Ford International Business Development, Inc. P.O. Box 11957 Caparra Heights Station San Juan, PR 00922-1957 Telephone: (800) 841-FORD (3673) Fax: (313) 390-0804 E-mail: prcac@ford.com www.ford.com.pr
In Middle East:	
Ford Middle East Customer Relationship Center P.O. Box 21470 Dubai, United Arab Emirates Telephone: 971-4-3326084 Toll-free Number for the Kingdom of Saudi Arabia: 800 8971409 Local Telephone Number for Kuwait: 24810575 Fax: 971-4-3327299 E-mail: menacac@ford.com www.mc.ford.com	

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1. Introduction

Ford Motor Company and your selling dealer thank you for selecting one of our quality products. Our commitment to you and your vehicle begins with quality protection and service.

When you need warranty repairs, your selling dealer would like you to return to it for that service, but you may also take your vehicle to another Ford Motor Company dealership authorized for warranty repairs. Certain warranty repairs require special training though, so not all dealers are authorized to perform all warranty repairs. That means that, depending on the warranty repair needed, the vehicle may need to be taken to another dealer. If a particular dealership cannot assist you, then contact the Customer Relationship Center at 1-800-392-3673.

This booklet explains in detail the warranty coverages that apply to your 2022-model car or light truck. If you bought a previously owned 2022-model vehicle, you are eligible for any remaining warranty coverages.

Ford Motor Company provides the **Emissions Defect Warranties** and **Emissions Performance Warranties** which cover your emissions control systems, and **Noise Emissions Warranty** which applies only to medium/heavy duty trucks over 10,000 pounds Gross Vehicle Weight Rating (pages 19-36).

2. Important information you should know

IF YOU NEED CUSTOMER ASSISTANCE

Your Ford Motor Company dealer is available to assist you with all your automotive needs. Please follow the procedures outlined on the front page of this booklet.

In addition, if you are an eligible U.S. owner, you may use - at no cost - the services of the BBB AUTO LINE program. For details, see Better Business Bureau (BBB) AUTO LINE program, page 38 or call 1-800-955-5100.

KNOW WHEN YOUR WARRANTY BEGINS

Your **Warranty Start Date** is the day you take delivery of your new vehicle or the day it is first put into service (for example, as a dealer demonstrator), whichever occurs first.

CHECK YOUR VEHICLE

We try to check vehicles carefully at the assembly plant and the dealership, and we usually correct any damage to paint, sheet metal, upholstery, or other appearance items. But occasionally something may slip past us, and a customer may find that a vehicle was damaged before he or she took delivery. If you see any damage when you receive your vehicle, notify your dealership within one week.

MAINTAIN YOUR VEHICLE PROPERLY

Your glove compartment contains an **Owner's Manual** which indicates the scheduled maintenance required for your vehicle. Proper maintenance guards against major repair expenses resulting from neglect or inadequate maintenance, may help increase the value you receive when you sell or trade your vehicle, and is important in allowing your vehicle to comply with applicable emissions standards.

It is your responsibility to make sure that all of the scheduled maintenance is performed and that the materials used meet Ford engineering specifications. Failure to perform scheduled maintenance as specified in the Owner's Manual will invalidate warranty coverage on

parts affected by the lack of maintenance. Make sure that receipts for completed maintenance work are retained with the vehicle.

Your Ford or Lincoln dealership, or Ford or Lincoln Quality Care Service Center, has factory-trained technicians who can perform the required maintenance using genuine Ford parts. The dealership looks forward to meeting your every service need to maximize your satisfaction with your vehicle.

WHO PAYS FOR WARRANTY REPAIRS?

You will not be charged for repairs covered by any applicable warranty during the stated coverage periods, unless specifically stated elsewhere in this guide.

Some states have mandated alternate time coverage periods for parts of your vehicle (e.g. seatbelts).

Some states and/or local governments may require a tax on a portion of warranty repairs. Where applicable law allows, the tax must be paid by you, the owner of the vehicle.

During the Bumper to Bumper Warranty period, dealers may receive instructions to provide no-cost, service-type improvements - not originally included in your Owner's Manual - intended to increase your overall satisfaction with your vehicle.

Sometimes Ford may offer a special adjustment program to pay all or part of the cost of certain repairs beyond the terms of the applicable warranty. Check with your dealer or call 1-800-392-3673 to learn whether any adjustment program is applicable to your vehicle. Please have your vehicle identification number available.

DO WARRANTIES APPLY IN OTHER COUNTRIES?

The **New Vehicle Limited Warranty** and the **Emissions Warranties** described in this booklet apply to your vehicle if:

- it was originally purchased through the Ford Export Operations Military Sales Program; or
- it was originally sold or leased by Ford Motor Company or one of its dealers in the United States or U.S. Federalized Territories, and it was originally registered/licensed and operated in the United States, U.S. Federalized Territories, or Canada.

If you meet either of these two requirements, you do have warranty coverage when you travel with this vehicle outside the United States, U.S. Federalized Territories, or Canada. In some cases, however, you may have to pay the servicing Ford dealer in a foreign country or U.S. Federalized Territory for a repair that is covered under the U.S. warranty. If this happens, be sure to save the paid repair order or invoice. You should present this document to a U.S. Ford Motor Company dealer for warranty refund consideration. Refer to www.Ford.com for additional customer assistance reference information.

3. The New Vehicle Limited Warranty for your 2022-model vehicle

LIMITATIONS AND DISCLAIMERS

All of the warranties in this booklet are subject to the following limitations and disclaimers:

The warranties in this booklet are the only express warranties applicable to your vehicle. Ford does not assume or authorize anyone to assume for it any other obligation or liability in connection with your vehicle or these warranties. No person, including Ford employees or dealers, may modify or waive any part of these warranties.

Ford and its dealers reserve the right to make changes in or additions to vehicles built or sold by them at any time without incurring any obligation to make the same or similar changes or additions to vehicles previously built or sold.

Ford and its dealers also reserve the right to provide post-warranty repairs, conduct recalls, or extend the warranty coverage period for certain vehicles or vehicle populations, at the sole discretion of Ford. The fact that Ford has provided such measures to a particular vehicle or vehicle population in no way obligates Ford to provide similar accommodations to other owners of similar vehicles.

As a condition of these warranties, you are responsible for properly using, maintaining, and caring for your vehicle as outlined in your Owner's Manual. Ford recommends that you maintain copies of all maintenance records and receipts for review by Ford.

Ford and your dealer are not responsible for any time or income that you lose, any inconvenience you might be caused, the loss of your transportation or use of your vehicle, the cost of rental vehicles, fuel, telephone, travel, meals, or lodging, the loss of personal or commercial property, the loss of revenue, or for any other incidental or consequential damages you may have.

Punitive, exemplary, or multiple damages may not be recovered unless applicable law prohibits their disclaimer.

You may not bring any warranty-related claim as a class representative, a private attorney general, a member of a class of claimants or in any other representative capacity.

Ford shall not be liable for any damages caused by delay in delivery or furnishing of any products and/or services.

You may have some implied warranties. For example, you may have an implied warranty of merchantability (that the car or light truck is reasonably fit for the general purpose for which it was sold) or an implied warranty of fitness for a particular purpose (that the car or light truck is suitable for your special purposes), if a special purpose was specifically disclosed to Ford itself not merely to the dealer before your purchase, and Ford itself not just the dealer told you the vehicle would be suitable for that purpose.

These implied warranties are limited, to the extent allowed by law, to the time period covered by the written warranties, or to the applicable time period provided by state law, whichever period is shorter.

DISCLAIMER OF IMPLIED WARRANTIES FOR BUSINESS AND RACING USE

****** Ford disclaims all implied warranties if the vehicle is used for business or commercial purposes. ******

****** Ford disclaims the implied warranty of fitness for a particular purpose if your vehicle is used for racing, even if the vehicle is equipped for racing. ******

The warranties contained in this booklet and all questions regarding their enforceability and interpretation are governed by the law of the state in which you purchased your Ford vehicle. Some states do not allow Ford to limit how long an implied warranty lasts or to exclude or limit incidental or consequential damages, so the limitation and exclusions described above may not apply to you.

APPLICABILITY OF LIMITATIONS OF IMPLIED WARRANTY TO NEW VEHICLE LIMITED WARRANTY AND EMISSIONS WARRANTY

****** This information about the limitation of implied warranties and the exclusion of incidental and consequential damages under the NEW VEHICLE LIMITED WARRANTY also applies to the EMISSIONS WARRANTIES described on pages 19-35. ******

Ford participates in the BBB AUTO LINE warranty dispute resolution program. You may contact BBB AUTO LINE by calling 800-955-5100.

You are required to submit your warranty dispute to the BBB AUTO LINE before exercising rights or seeking remedies under the Federal Magnuson-Moss Warranty Act, 15 U.S.C. § 2301 et seq. To the extent permitted by the applicable state "Lemon Law", you are also required to submit your warranty dispute to the BBB AUTO LINE before exercising any rights or seeking remedies under the "Lemon Law".

If you choose to seek remedies that are not created by the Magnuson-Moss Warranty Act or the applicable state "Lemon Law," you are not required to first use BBB AUTO LINE to resolve your dispute – although the program is still available to you.

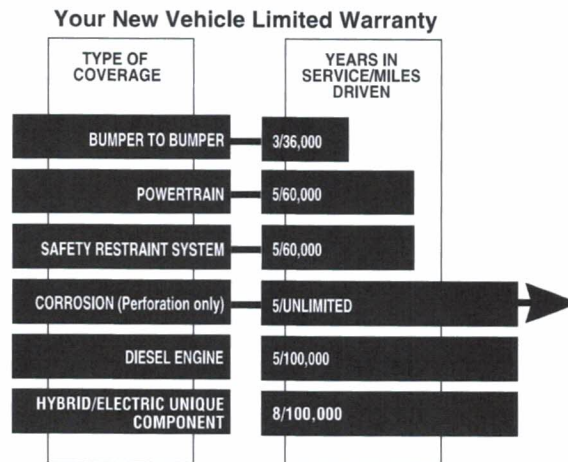
For more information regarding the BBB AUTO LINE program, see page 38 of this booklet.

QUICK REFERENCE: WARRANTY COVERAGE

This chart gives a general summary of your warranty coverage provided by Ford Motor Company under the **New Vehicle Limited Warranty**. Please refer to the description of warranty coverage for more specific information.

For each type of coverage, the chart shows two measures:

- years in service
- miles driven



The measure that occurs first determines how long your coverage lasts. For example: Your Bumper to Bumper Coverage lasts for three years - unless you drive more than 36,000 miles before three years elapse. In that case, your coverage ends at 36,000 miles.

For more details on coverage, see:

- ➔ **What is Covered?** (pages 9-13)
- ➔ **What is Not Covered?** (pages 13-16)

WHAT IS COVERED?

Your NEW VEHICLE LIMITED WARRANTY gives you specific legal rights. You may have other rights that vary from state to state. Under your New Vehicle Limited Warranty if:

- your Ford vehicle is properly operated and maintained, and
- was taken to a Ford dealership for a warranted repair during the warranty period,

then authorized Ford Motor Company dealers will, without charge, repair, replace, or adjust all parts on your vehicle that malfunction or fail during normal use during the applicable coverage period due to a manufacturing defect in factory-supplied materials or factory workmanship.

This warranty does not mean that each Ford vehicle is defect free. Defects may be unintentionally introduced into vehicles during the design and manufacturing processes and such defects could result in the need for repairs. Ford provides the New Vehicle Limited Warranty only to remedy manufacturing defects that result in vehicle part malfunction or failure during the warranty period.

The remedy under this written warranty, and any implied warranty, is limited to repair, replacement, or adjustment of defective parts. This exclusive remedy shall not be deemed to have failed its essential purpose so long as Ford, through its authorized dealers, is willing and able to repair, replace, or adjust defective parts in the prescribed manner. Ford's liability, if any, shall in no event exceed the cost of correcting manufacturing defects as herein provided and upon expiration of this warranty, any such liability shall terminate.

Conditions that are not covered by the New Vehicle Limited Warranty are described on pages 13-16. When making warranty repairs on your vehicle, the dealer will use Ford or Motorcraft parts or remanufactured or other parts that are authorized by Ford, at the discretion of Ford or the Ford dealership.

Nothing in this warranty should be construed as requiring defective parts to be replaced with parts of a different type or design than the original part, so long as the vehicle functions properly with the replacement part. Moreover, Ford and its authorized dealers are entitled to a reasonable time and a reasonable number of attempts within which to diagnose and repair any defect covered by this warranty.

In certain instances, Ford may authorize repairs at other than Ford dealer facilities.

Two separate warranties apply to tires on your new vehicle. The New Vehicle Limited Warranty covers tire defects in factory supplied material or workmanship for 100% of labor costs and on a pro rata adjustment basis for parts. (See the reimbursement schedule below).

For vehicles within the New Vehicle Limited Warranty time in service and mileage coverage period, defective tires will be replaced on a pro rata adjustment basis according to the following mileage-based Reimbursement Schedule:

MILES DRIVEN	PERCENT OF PARTS COVERED BY FORD
1-12,000	100%
12,001-24,000	60%
24,001-36,000	30%

The tire manufacturer also provides you with a separate tire warranty that may extend beyond the New Vehicle Limited Warranty coverage. You will find the manufacturer's tire warranty with the owner literature supplied with your vehicle. You have the option of having a tire warranty repair performed by the tire manufacturer's authorized service center. If you go to a tire service center for a repair covered by the New Vehicle Limited Warranty, you may be charged a prorated amount for wear or other charges. If so, you should present your paid invoice detailing the nature of the charges to any Ford Motor Company dealership for refund consideration. When making warranty repairs on your vehicle, the dealer will use Ford or Motorcraft parts or remanufactured or other parts that are authorized by Ford. In certain instances, Ford may authorize repairs at other than Ford dealer facilities. Tire replacements under warranty will be made with the same brand and model as originally equipped with the vehicle unless the same brand and model is no longer available, in which case a tire of the same brand, size, load, speed and tread type will be used. In some circumstances, Ford may authorize another brand and/or model to substitute for the original brand and model, even if still available.

Normal tire wear or damage is not reimbursable. See page 16 for details of what is not covered.

Extended warranty coverage periods are available for certain vehicle parts and conditions. Specifically,

(1) Your vehicle's Powertrain components are covered for five years or 60,000 miles, whichever occurs first. The extended coverage applies to

the **Engine:** all internal lubricated parts, cylinder block, cylinder heads, electrical fuel pump, powertrain control module, engine mounts, flywheel, injection pump, manifold (exhaust and intake), manifold bolts, oil pan, oil pump, seals and gaskets, engine thermostat, engine thermostat housing, timing chain cover, timing chain (gears or belt), turbocharger/supercharger unit, valve covers, water pump;

Transmission: all internal parts, clutch cover, seals and gaskets, torque converter, transfer case (including all internal parts), transmission case, transmission mounts (front and rear); **Front-Wheel Drive:** axle shafts, support bracket, front bearings, seals and gaskets, universal and constant velocity joints; **Rear-Wheel Drive:** axle shafts, rear bearings, center support bearing, drive axle housing (including all internal parts), drive shaft, retainers, supports, seals and gaskets, universal and constant velocity joints. **Four-Wheel/All-Wheel Drive:** axle shafts, support bracket, bearings (front and rear), center support bearing, drive shafts, final drive housing (including all internal parts), hubs-automatic front locking (four-wheel drive), locking rings (four-wheel drive), seals and gaskets, universal and constant velocity joints.

(2) Your vehicle's safety belts and air bag Supplemental Restraint System (SRS) are covered for an extended Safety Restraint Coverage Period, which lasts for five years or 60,000 miles, whichever occurs first.

(3) Your vehicle's body sheet metal panels are covered for an extended Corrosion Coverage Period, which lasts for five years, regardless of miles driven. The extended warranty coverage only applies if a body sheet metal panel becomes perforated due to corrosion during normal use due to a manufacturing defect in factory-supplied materials or factory workmanship. If aluminum body panels have corrosion or rust damage, and the damage is not the result of abnormal usage, vehicle accident, customer actions and/or extreme environmental conditions, the corrosion or rust damage repairs are covered for 5 years, unlimited miles. For damage caused by airborne material (environmental fallout) where there is no factory-related defect involved and therefore no warranty – our policy is to provide free repair of paint damage due to the airborne material for 12 months or 12,000 miles, whichever occurs first.

(4) Your vehicle's direct injection diesel engine and certain engine components are covered during the Diesel Engine Coverage Period, which lasts for five years or 100,000 miles, whichever occurs first. The following parts are covered during this extended coverage period: the

engine, cylinder block, heads and all internal parts, intake and exhaust manifolds, timing gear, harmonic balancer, valve covers, oil pan and pump, water pump, fuel system (excluding fuel lines, fuel tank and frame mounted fuel conditioning module sometimes referred to as the frame mounted pump/filter/water separator or frame mounted fuel filter/water separator), high pressure lines, gaskets and seals, glow plugs, turbocharger, two-stage turbocharger assembly, turbocharger actuator, powertrain control module, high pressure fuel injection pump assembly, injectors, injection pressure sensor, fuel rail pressure sensor, exhaust back pressure regulator and sensor, exhaust pressure sensor, manifold pressure sensor, intake air temperature sensor, crankshaft position sensor, camshaft position sensor, accelerator switch.

(5) The electrical drivetrain system of your vehicle is covered by the Hybrid & Electric Vehicle Unique Component coverage for eight years or 100,000 miles, whichever comes first. The components in the electrical drivetrain system of your vehicle will vary, depending on whether your vehicle is a hybrid, plug-in hybrid, but you can rest assured knowing that your vehicle's electrical drivetrain system is covered by this comprehensive warranty. Depending on your vehicle, electrical drivetrain system components covered by this warranty may include, and are not limited to: high-voltage battery, high-voltage battery connector, battery energy control module (BECM), on-board charger, inverter system controller (ISC), DC/DC converter, hybrid continuously variable transmission or electric driveline motor and transmission range sensor. If an electrical drivetrain system component requires replacement under warranty, it may be replaced with a new, factory remanufactured, or factory refurbished component, at Ford's discretion. Refurbished battery components selected for your vehicle will align with your vehicle's age and mileage, and meet Ford's stringent requirements and standards. (see "Note: High-Voltage Battery Gradual Capacity Loss" below).

Note: High Voltage Battery Gradual Capacity Loss

The high voltage battery will experience gradual capacity loss with time and use, similar to all batteries, which is considered normal wear and tear. Loss of battery capacity due to or resulting from gradual capacity loss is NOT covered under the New Vehicle Limited Warranty. See your Owner's Manual for important tips on how to maximize the life and capacity of the high voltage battery.

NOTE: Some components may also be covered by the Emissions Warranties. For more information, see pages 19-35.

If you own or lease a 2022-model Next Generation Police Interceptor Vehicle (NGPI), refer to the Warranty Addendum Card that was given to you when you took delivery of your vehicle for further explanation of Amendments to the New Vehicle Limited Warranty. The Warranty Addendum applies only the NGPI vehicles delivered in the State of Florida and New York.

WHAT IS NOT COVERED UNDER THE NEW VEHICLE LIMITED WARRANTY?

Damage Caused By:

- accidents, collision or objects striking the vehicle (including driving through a car wash)
- theft, vandalism, or riot
- fire or explosion
- using contaminated or improper fuel/fluids
- customer-applied chemicals or accidental spills
- driving through water deep enough to cause water to be ingested into any component. i.e. powertrain components
- misuse of the vehicle, such a driving over curbs, overloading, racing or using the vehicle as a permanent stationary power source

(Plug-InVehicles only) - The New Vehicle Limited Warranty does not cover: damage to the 120V convenience cord caused by misuse of the cord. Always use the convenience cord in a manner that conforms to the directions found in the Owner's Manual.

Damage Caused by Alteration or Modification

The New Vehicle Limited Warranty does not cover any damage caused by:

- alterations or modifications of the vehicle, including the body, chassis, electronics or their components, after the vehicle leaves the control of Ford Motor Company
- tampering with the vehicle, tampering with the emissions systems or with the other parts that affect these systems (for example, but not limited to exhaust and intake systems)

- the installation or use of a non-Ford Motor Company part or software (other than a certified emissions part or software) or any part or software (Ford or non-Ford) designed for off-road use only installed after the vehicle leaves the control of Ford Motor Company, if the installed part fails or causes a Ford part to fail. Examples include, but are not limited to lift kits, oversized tires, roll bars, cellular phones, alarm systems, automatic starting systems and performance-enhancing powertrain components or software and performance “chips”.

Your vehicle may allow, enable or facilitate the use of certain non-Ford Motor Company software. Ford is not responsible for the functionality of such software. Ford may disallow, discontinue or modify your ability to use such software at any time without prior notification or incurring any warranty or other obligation. Non-Ford Motor Company software may be governed by End User License Agreement or warranty provided by the software provider. For Ford Motor Company software see End User License Agreement found in the Owner Manual.

Damage Caused by Use and/or the Environment

The New Vehicle Limited Warranty does not cover surface rust, deterioration and damage of paint, trim, upholstery, and other appearance items that result from use and/or exposure to the elements. You, as the owner, are responsible for these items. Some examples are:

- dings, dents
- cuts, burns, punctures or tears
- road salt
- tree sap, bird and bee droppings
- windstorm, lightening, hail
- earthquake
- freezing, water or flood
- stone chips, scratches (some examples are on paint and glass)
- windshield stress cracks. However, limited coverage on windshield stress cracks will be provided for the first 12 months or 12,000 miles (whichever occurs first), even though caused by use and/or exposure to the elements.

Maintenance/Wear

The New Vehicle Limited Warranty does not cover: (1) parts and labor needed to maintain the vehicle; and (2) the replacement of parts due to normal wear and tear. You, as the owner, are responsible for these items. See your Owner's Manual. Some examples of maintenance and normal wear are:

- oil changes
- oils, lubricants, other fluids
- oil/air filters
- tire rotation/inflation
- cleaning/polishing
- clutch linings
- wiper blades*
- wheel alignments and tire balancing*
- brake pad/lining*

* Ford will replace or adjust certain maintenance items when necessary, free of charge during a limited period:

- Wiper blade replacements will be provided during the first six months in service, regardless of miles driven.
- Wheel alignments and tire balancing will be provided during the first 12 months or 12,000 miles in service, whichever occurs first.
- Brake pad/lining replacements will be provided during the first 12 months or 18,000 miles in service, whichever occurs first.

SYNC Hands-Free Communications and Entertainment System

If your vehicle is equipped with SYNC, the New Vehicle Limited Warranty does not cover repairs under certain conditions, such as failure to provide proper installation environment. The New Vehicle Limited Warranty does not cover repairs for certain damage or loss, such as:

- Loss of personal recording media, software or data
- Loss, change, or discontinuation of functionality because of:
 - system updates to Ford Motor Company software or lack of compatibility with non-Ford Motor Company electronic devices
 - non-Ford Motor Company software, or
 - obsolescence of vehicle software or hardware
 - lack of network coverage or availability

- Damage caused by:
 - abnormal use such as insertion of foreign objects, fluid spillage
 - unauthorized modification to alter functionality or capability
 - computer or internet viruses, bugs, or malware, such as worms, Trojan Horses, cancelbots
 - installation of unauthorized software, peripherals and attachments
 - unauthorized, unapproved and/or incompatible repairs, upgrades and modification
 - the defective function or obsolescence of your cellular phone or digital media device (for example, inadequate signal reception by the external antenna, viruses or other software problems)

Tire Wear or Damage

The New Vehicle Limited Warranty does not cover normal wear or worn out tires. Tires will not be replaced (unless required by a warranty repair) for wear or damage including:

- tire damage from road hazard such as cuts, snags, bruises, bulges, puncture, and impact breaks
- tire damage due to under or over inflation, tire chain use, racing, spinning (as when stuck in snow or mud), improper mounting or dismounting, or tire repair

Other Items or Conditions Not Covered

The New Vehicle Limited Warranty does not cover:

- vehicles that have had the odometer disconnected, altered, or inoperative for an extended period of time with the result that the actual mileage cannot be determined
- vehicles that have ever been labeled or branded as dismantled, fire, flood, junk, rebuilt, reconstructed, or salvaged; this will void the New Vehicle Limited Warranty
- vehicles that have been determined to be a total loss by an insurance company; this will void the New Vehicle Limited Warranty
- converted ambulances that are not equipped with the Ford Ambulance Prep Package, see important information about ambulance conversions (page 40)

- aftermarket parts or components, sometimes installed by Ford Motor Company or an authorized Ford dealership, may not be covered by the New Vehicle Limited Warranty. Any damage caused to Ford components due to the failure of aftermarket parts (other than a certified emissions part) is not covered.
- high-voltage battery replacement due to improper vehicle storage. Refer to the Owner's Manual for the proper ways your vehicle's battery must be maintained in the event the vehicle is not driven or is stored for an extended period of time.
- The Lithium-ion battery (EV battery) will experience gradual capacity loss with time and use (similar to all lithium-ion batteries), which is considered normal wear and tear. Loss of battery capacity due to or resulting from gradual capacity loss is NOT covered under the New Vehicle Limited Warranty. See your Owner's Manual for important tips on how to maximize the life and capacity of the Lithium-ion battery.

4. In addition ...

ROADSIDE SERVICE ASSISTANCE (UNITED STATES, PUERTO RICO, AND U.S. VIRGIN ISLANDS)

Your vehicle is covered by the complimentary Ford Roadside Assistance Program (unless you are driving a daily rental unit). Under this program, Ford will cover:

- Towing to the nearest Ford Motor Company dealership, or towing to your selling dealership if within 35 miles of the disablement
- Flat tire change (vehicle must have useable spare)
- Fuel delivery (limited to two occurrences in a 12-month period up to 2 gal. gas, 5 gal. diesel)
- 12V Battery jump starts
- Lock-out assistance (replacement key cost is customer responsibility)
- Winch out services: includes pulling a vehicle within 100 feet of a paved or county maintained road. No recoveries.

The Roadside Assistance Program is separate from the New Vehicle Limited Warranty. It begins at the warranty start date and lasts for five years or 60,000 miles (whichever occurs first). If you need towing beyond the five years or 60,000 miles (whichever occurs first) period, Ford can arrange roadside assistance and charge your credit card. If the reason for the vehicle disablement is later found to be covered by another Ford warranty, Ford will provide a refund for the tow charge under the other warranty, through the dealership.

For emergency roadside assistance, call 1-800-241-3673, 24 hours a day, 365 days a year.

Ford Rent-A-Car (FRAC) and Dealer Daily Rental (DDR) vehicles that must be towed because a covered repair failed during the warranty coverage period, Ford will cover towing to the nearest Ford Motor Company dealership.

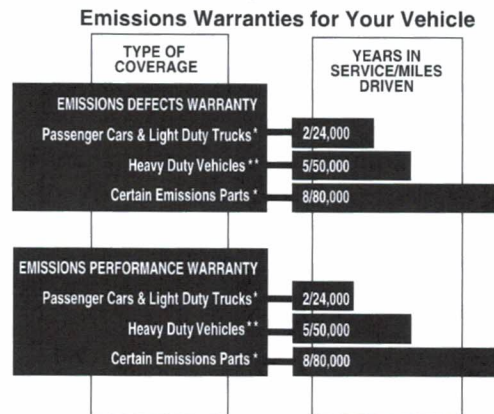
Ford Motor Company reserves the right to modify or discontinue Roadside Assistance at any time. Certain restrictions apply to Roadside Assistance benefits. Call 1-800-241-3673 for further details.

5. Federal requirements for emissions warranties

QUICK REFERENCE: EMISSIONS WARRANTY COVERAGE

This chart shows your warranty coverage under two emissions warranties that Ford Motor Company provides, in compliance with Federal requirements. The warranties are:

- Emissions Defects Warranty
- Emissions Performance Warranty



* Applies to vehicles up to 8,500 pounds gross vehicle weight rating (GVWR)
 ** Applies to trucks over 8,500 pounds gross vehicle weight rating (GVWR) up to 19,500 pounds gross vehicle weight rating (GVWR). Vocational vehicle tires covered for 2/24,000 for defects that affect compliance with greenhouse gas requirements.

For full details on emissions control coverage, see:

- ➔ **Emissions Defect Warranty** (page 20)
- ➔ **Emissions Performance Warranty** (page 21)
- ➔ **What is Covered?** (pages 22-24)
- ➔ **What is Not Covered?** (page 24)

NOTE: Fully-electric vehicles are not eligible for any emissions warranties described in this booklet.

EMISSIONS DEFECT WARRANTY COVERAGE

During the warranty coverage period, Ford Motor Company warrants that:

- your vehicle or engine is designed, built, and equipped to meet - at the time it is sold - the emissions regulations of the U.S. Environmental Protection Agency (EPA).
- your vehicle or engine is free from emission-related defects in factory-supplied materials or workmanship, which are defects that could prevent the vehicle or engine from conforming with applicable EPA regulations.
- you will not be charged for diagnosis, repair, replacement, or adjustment of parts containing an emissions-related defect. A list of emission-related parts can be found in **What is Covered?** on pages 22-24.

The warranty coverage period for:

- The emissions defects warranty coverage period for passenger cars and light duty trucks (applies to vehicles up to 8,500 pounds GVWR) is as follows:
 - 8 years or 80,000 miles (whichever occurs first) for catalytic converters, electronic emissions control unit, and onboard emissions diagnostic devices, including the Battery Energy Control Module (BECM).
 - 2 years or 24,000 miles (whichever occurs first) for all other covered parts. (Note: Ford's 3-year, 36,000-mile bumper-to-bumper coverage, as described above, surpasses this mandatory federal coverage.)
- Heavy duty vehicles (applies to trucks over 8,500 pounds GVWR up to 19,500 pounds GVWR)
 - The emissions warranty coverage period for heavy duty vehicles (HDVs) is 5 years or 50,000 miles (whichever comes first) for all parts covered by your emissions warranty.
The 5 year or 50,000 mile warranty includes coverage of components whose failure would increase the vehicle's emissions of air conditioning refrigerants.
 - **Only for HDVs designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** Tire defects that affect compliance with greenhouse gas requirements are covered for 2 years or 24,000 miles, whichever comes first.

EMISSIONS PERFORMANCE WARRANTY COVERAGE

Under Emissions Performance Warranty Coverage, Ford Motor Company will repair, replace, or adjust - with no charge for labor, diagnosis, or parts - any emissions control device or system, if you meet all of the following conditions:

- You have maintained and operated your vehicle according to the instructions on proper care in the **Owner's Manual** and this booklet.
- Your vehicle fails to conform, during the warranty coverage period, to the applicable national EPA standards, as determined by an EPA approved inspection and maintenance program.
- You are subject to a penalty or sanction under local, state, or federal law because your vehicle has failed to conform to the emissions standards. (A penalty or sanction can include being denied the right to use your vehicle.)
- Your vehicle has not been tampered with, misused, or abused.

The warranty coverage period for:

- Passenger cars and light duty trucks (applies to vehicles up to 8,500 pounds GVWR) is as follows:
 - 8 years or 80,000 miles (whichever occurs first) for catalytic converter, electronic emissions control unit, and onboard emissions diagnostic devices.
 - 2 years or 24,000 miles (whichever occurs first) for all other covered parts .
- Heavy duty vehicles (applies to trucks over 8,500 pounds GVWR up to 19,500 pounds GVWR)
 - 5 years or 50,000 miles (whichever occurs first) for all covered parts.

See **WHAT IS COVERED?** below for list of covered parts.

Note that the warranty period begins on the **Warranty Start Date** as specified on page 2 of this booklet.

WHAT IS COVERED?

For your vehicle if these parts contain an emissions-related defect, they are covered by both the Emissions Defect Warranty and the Emissions Performance Warranty.

- Air Flow Sensor
- Air/Fuel Feedback Control System and Sensors
- Air Induction System
- Battery Energy Control Module (BECM)
- Brake Hydraulic/Electric Control Assembly (Plug-in Hybrid vehicles only)
- Brake Vacuum Pump (Plug-in Hybrid vehicles only)
- Catalytic Converters (including Selective Catalytic Reduction and Diesel Oxidation Catalysts)
- Charger and Bracket Assembly High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- Cold Start Enrichment System (diesel only)
- Controls for Deceleration (diesel only)
- Converter and Bracket Assembly High Voltage to Low Voltage (Hybrid and Plug-in Hybrid vehicles only)
- Diesel Exhaust Fluid System
- Diesel Particulate Filter
- Electronic Ignition System (diesel only)
- Electronic Engine Control Sensors and Switches
- Powertrain Control Module (PCM)/ Engine Control Module (ECM)*
- Evaporative Emission Control System
- Exhaust Gas Recirculation (EGR) System
- Exhaust Manifold
- Exhaust Pipe (Manifold to Catalyst)
- Fuel Filler Door Sensor (Hybrid and Plug-in Hybrid vehicles only)
- Fuel Filler Tube and Seal (non-diesel only)
- Fuel Injection System
- Fuel Injector Supply Manifold
- Fuel Tank (non-diesel only)
- Fuel Tank Pressure Control Valve
- Heating Element of Back Window (3.0L diesel F-150 only)
- High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- HVAC Controller (Plug-in Hybrid vehicles only)
- Ignition Coil and/or Control Module
- Intake Manifold

- Intercooler Assembly - Engine Charger
- Inverter System Controller (Plug-in Hybrid vehicles only)
- Jumper Assembly Charge Inlet to Charger (Hybrid and Plug-in Hybrid vehicles only)
- Jumper Assembly DC/DC Converter to High Voltage Panel (Hybrid and Plug-in Hybrid vehicles only)
- Malfunction Indicator Lamp (MIL)/On-Board Diagnostic (OBD) System
- Module and Bracket Assembly Transmission Inverter Control (Hybrid and Plug-in Hybrid vehicles only)
- Motor Electronics Coolant Pump (Plug-in Hybrid vehicles only)
- PCV system and Oil Filler Cap
- Onboard Charger (Plug-in Hybrid vehicles only)
- Secondary Air Injection System
- Spark Control Components
- Spark Plugs and Ignition Wires
- Thermostat
- Throttle Body Assembly (MFI)
- Transmission Assembly (Plug-in Hybrid vehicles only)
- Transmission Auxiliary Oil Pump (Plug-in Hybrid vehicles only)
- Transmission Fluid Temperature Sensor (Plug-in Hybrid vehicles only)
- Transmission Control Module (TCM) and Solenoids
- Turbocharger Assembly
- Vacuum Distribution System

* Includes hardware and emissions related software changes only

Important Information About List of Parts

Also covered by the two emissions warranties are all emissions-related bulbs, hoses, clamps, brackets, tubes, gaskets, seals, belts, connectors, non-diesel fuel lines, sensors, and wiring harnesses that are used with components on the list of parts, above.

Concerning parts that should be replaced on a certain maintenance schedule: these parts remain under warranty until : (a) the first replacement time that is specified in your **Owner's Manual**; or (b) the time or mileage limits of the Federal Defect and Performance Warranties (whichever occurs first). Your Ford Motor Company dealer maintains a complete list of parts covered by the emissions performance warranty. For questions about emission-related parts, contact your dealer.

WHAT IS NOT COVERED?

Ford Motor Company may deny you emissions warranty coverage if your vehicle or a part does not contain an emissions-related defect or has failed because of abuse, neglect, improper maintenance, unapproved modifications, or any items included in **What Is Not Covered?**, pages 13-16.

If you need more information about getting service under the **Federal Emissions Performance Warranty**, or if you want to report what you believe to be violations of the terms of this warranty, you may contact:

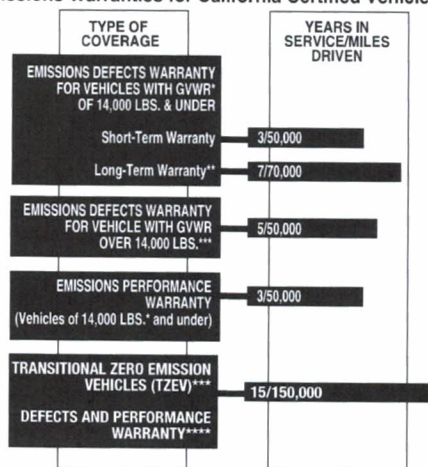
**U.S. Environmental Protection Agency
Office of Transportation and Air Quality
Compliance Division, Light-Duty Vehicle Group
Attn: Warranty Complaints
2000 Traverwood Drive
Ann Arbor, MI 48105
Email: complianceinfo@epa.gov**

6. California requirements for emissions warranties

QUICK REFERENCE: EMISSIONS WARRANTY COVERAGE

This chart shows the emission warranty that Ford Motor Company provides for your vehicle under the emissions control warranty in accordance with the regulations of the California Air Resources Board. This coverage is in addition to Federal Emission warranties (Page 19).

Emissions Warranties for California Certified Vehicles



* Gross Vehicle Weight Rating

** These specific parts were selected on the basis of their estimated replacement cost at the time the California Air Resources Board certified your vehicle for sale in California (up to 14,000 pounds GVWR).

*** Refer to your Vehicle Emission Control Information label for emissions certification information.

**** Except for the high voltage battery, which is covered for 10 years or 150,000 miles (whichever occurs first).

NOTE: Fully-electric vehicles are not eligible for any emissions warranties described in this booklet.

Vehicles Eligible for California Emission Warranty Coverage

California emission warranty coverage applies if your vehicle meets the following two requirements:

- Your vehicle is registered in a state¹ that has adopted and is enforcing California emission warranty regulations applicable for your vehicle at the time of repair, and
- Your vehicle is certified for sale in California as indicated on the vehicle emission control information label.

¹ Subject to change, the following states have adopted and are enforcing California emission warranty regulations:

- **Passenger Car & Light-duty Trucks** (up to 8,500 pounds GVWR) - California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington
- **Medium-Duty Passenger Vehicles** (up to 10,000 pounds GVWR designed primarily for the transportation of persons. Excludes incomplete trucks, trucks with a seating capacity either over twelve persons total or over nine persons rearward of the driver's seat, or trucks with an open cargo area of at least six feet of interior length): California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, New York, Oregon, Rhode Island, Vermont and Washington
- **Medium-Duty Vehicles** (over 8,500 pounds GVWR up to 14,000 pounds GVWR) - California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, New York, Oregon, Rhode Island, and Vermont.
- **Light Heavy-Duty Diesel Engine Vehicles** (over 14,000 pounds GVWR up to 19,500 pounds GVWR) - California, Maine and Pennsylvania.

Vehicles Eligible for California Transitional Zero Emission Vehicle (TZEV) Emission Warranty Coverage

California Transitional Zero Emissions Vehicle (TZEV) extended emission warranty coverage applies if your vehicle meets the following two requirements:

- Your vehicle is registered in a state** that has adopted and is enforcing California TZEV emissions warranty regulations applicable to your vehicle at the time of repair, and
- Your vehicle is certified as a TZEV in California as indicated on the vehicle emission control information label.

**Subject to change, the following states have adopted and are enforcing California TZEV emission warranty regulations:

California, Colorado, Connecticut, Maine, Maryland, Massachusetts, New Jersey, New York, Rhode Island, Oregon and Vermont (NOTE: Delaware, Pennsylvania and Washington did not adopt the California TZEV emission warranty; standard California emission warranty coverage applies to all emission components.)

For full details about coverage under California requirements for emissions control, see:

- ➔ **Defects Warranties** (pages 28-34)
- ➔ **Performance Warranty** (pages 28-30)
- ➔ **What Is Covered?** (pages 31-33)
- ➔ **What Is Not Covered?** (page 33)

EXPLANATION OF CALIFORNIA EMISSIONS WARRANTIES

Your Warranty Rights and Obligations

The California Air Resources Board and Ford Motor Company are pleased to explain the emission control system warranty on your 2022-model vehicle. In California, new motor vehicles must be designed, built, and equipped to meet the State's stringent anti-smog standards. Ford must warrant the emission control system on your vehicle for the periods of time listed on pages 28-30, provided there has been no abuse, neglect, or improper maintenance of your vehicle.

Your emission control system may include parts such as the fuel injection system, the ignition system, catalytic converter, and the engine computer. Also included may be hoses, belts, connectors, and other emissions-related assemblies.

Where a warrantable condition exists, Ford Motor Company will repair your vehicle at no cost to you including diagnosis, parts, and labor.

Manufacturer's Warranty Coverage

For Vehicles Eligible for California Emission Warranty Coverage

If Gross Vehicle Weight Rating is 14,000 lbs. or less:

For 3 years or 50,000 miles (whichever occurs first):

1. If your vehicle fails a Smog Check inspection, all necessary repairs and adjustments will be made by Ford to ensure that your vehicle passes the inspection. This is your emission control system **PERFORMANCE WARRANTY**.

2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system **DEFECTS WARRANTY**.

For 7 years or 70,000 miles (whichever occurs first):

If a high-priced emissions-related part is defective or if its failure causes your vehicle to fail a Smog Check inspection, the part will be repaired or replaced by Ford. This is your long-term emission control system **DEFECTS WARRANTY**.

For a list of the high-priced emission-related parts that are covered for 7 years or 70,000 miles, go to www.owner.ford.com / Owner Manuals. Select the list that corresponds to the model and the model year of your vehicle. NOTE: This list is vehicle specific and may not be the same for all vehicles. It is based on the replacement cost of each specific part, which can vary between vehicle lines.

If Gross Vehicle Weight Rating is 8,501 lbs. through 14,000 lbs.:

- For 5 years or 50,000 miles (gasoline powered engines and vehicles) or 5 years or 100,000 miles (diesel powered engines and vehicles) (whichever occurs first) for components whose failure would increase the vehicle's emissions of air conditioning refrigerants.
- **Only for HDVs designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** Tire defects that affect compliance with greenhouse gas requirements are covered for 2 years or 24,000 miles, whichever comes first.

If Gross Vehicle Weight Rating is over 14,000 lbs.:

For 5 years or 50,000 miles (gasoline powered engines and vehicles) or 5 years or 100,000 miles (diesel powered engines and vehicles) (whichever occurs first). The warranty includes coverage of components whose failure would increase the vehicle's emissions of air conditioning refrigerants. **Only for HDVs designated as "vocational vehicles" on the underhood "VEHICLE EMISSION CONTROL INFORMATION" label:** Tire defects that affect compliance with greenhouse gas requirements are covered for 2 years or 24,000 miles, whichever comes first.

For Vehicles Eligible for California TZEV Emission Warranty Coverage

Except as noted below, for 15 years or 150,000 miles (whichever first occurs):

1. If your vehicle fails a Smog Check inspection, all necessary repairs and adjustments will be made by Ford to ensure that your vehicle passes the inspection. This is your emission control system PERFORMANCE WARRANTY.

2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system DEFECTS WARRANTY.

NOTE: The TZEV warranty period for the high-voltage battery is 10 years or 150,000 miles (whichever first occurs).

Owner's Warranty Responsibilities

As the vehicle owner, you are responsible for the performance of the required maintenance listed in your owner's manual. Ford Motor Company recommends that you retain all receipts covering maintenance on your vehicle, but Ford cannot deny warranty coverage solely for the lack of receipts or for your failure to ensure the performance of all scheduled maintenance.

You are responsible for presenting your vehicle to a Ford Motor Company dealer as soon as a problem exists. The warranty repairs should be completed in a reasonable amount of time, not to exceed 30 days.

As the vehicle owner, you should also be aware that Ford Motor Company may deny you warranty coverage if your vehicle or a part has failed due to abuse, neglect, improper maintenance, or unapproved modifications.

If you have any questions regarding your warranty rights and responsibilities, or if you want to report what you believe to be violations of the terms of this warranty, you may contact the Ford Customer Relationship Center at 1-800-392-3673 (FORD) or the California Air Resources Board at:

**California Air Resources Board
9528 Telstar Avenue
El Monte, California 91731**

WHAT IS COVERED?

If the parts on the following list contains a defect that affects emissions, they are covered by the Defects Warranties.

- Air Flow Sensor
- Air/Fuel Feedback Control System and Sensors
- Air Induction System
- Battery Energy Control Module (BECM)
- Brake Hydraulic/Electric Control Assembly (Plug-in Hybrid vehicles only)
- Brake Vacuum Pump (Plug-in Hybrid vehicles only)
- Catalytic Converters (including Selective Catalytic Reduction and Diesel Oxidation Catalysts)
- Charger and Bracket Assembly High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- Cold Start Enrichment System (diesel only)
- Controls for Deceleration (diesel only)
- Converter and Bracket Assembly High Voltage to Low Voltage (Hybrid and Plug-in Hybrid vehicles only)
- Diesel Exhaust Fluid System
- Diesel Particulate Filter
- Electronic Ignition System (diesel only)
- Electronic Engine Control Sensors and Switches
- Powertrain Control Module (PCM)/Engine Control Module (ECM)*
- Evaporative Emission Control System
- Exhaust Gas Recirculation (EGR) System
- Exhaust Manifold
- Exhaust Pipe (Manifold to Catalyst)
- Fuel Filler Door Sensor (Hybrid and Plug-in Hybrid vehicles only)
- Fuel Filler Tube and Seal (non-diesel only)
- Fuel Injection System
- Fuel Injector Supply Manifold
- Fuel Tank (non-diesel only)
- Fuel Tank Pressure Control Valve
- Heating Element of Back Window (3.0L diesel F-150 only)
- High Voltage Battery (Hybrid and Plug-in Hybrid vehicles only)
- HVAC Controller (Plug-in Hybrid vehicles only)
- Ignition Coil and/or Control Module
- Intake Manifold
- Intercooler Assembly - Engine Charger

2. If any emissions-related part on your vehicle is defective, the part will be repaired or replaced by Ford. This is your short-term emission control system DEFECTS WARRANTY.

NOTE: The TZEV warranty period for the high-voltage battery is 10 years or 150,000 miles (whichever first occurs).

Owner's Warranty Responsibilities

As the vehicle owner, you are responsible for the performance of the required maintenance listed in your owner's manual. Ford Motor Company recommends that you retain all receipts covering maintenance on your vehicle, but Ford cannot deny warranty coverage solely for the lack of receipts or for your failure to ensure the performance of all scheduled maintenance.

You are responsible for presenting your vehicle to a Ford Motor Company dealer as soon as a problem exists. The warranty repairs should be completed in a reasonable amount of time, not to exceed 30 days.

As the vehicle owner, you should also be aware that Ford Motor Company may deny you warranty coverage if your vehicle or a part has failed due to abuse, neglect, improper maintenance, or unapproved modifications.

If you have any questions regarding your warranty rights and responsibilities, or if you want to report what you believe to be violations of the terms of this warranty, you may contact the Ford Customer Relationship Center at 1-800-392-3673 (FORD) or the California Air Resources Board at:

**California Air Resources Board
9528 Telstar Avenue
El Monte, California 91731**

Important Information about List of Parts

There may be additional coverage for these parts through the Bumper to Bumper, Powertrain, or Diesel Engine limited warranties. In any case, the warranty with the broadest coverage applies.

Also covered by this warranty are all emissions-related bulbs, hoses, clamps, brackets, tubes, gaskets, seals, belts, connectors, non diesel fuel lines, and wiring harnesses that are used with components on the list of parts above.

Concerning parts that should be replaced on a certain maintenance schedule: these parts remain under warranty until the first required replacement time that is specified in your **Owner's Manual**.

NOTE: If the diagnosis does not reveal a defect, the Defects Warranty does not apply.

Your Ford Motor Company dealer maintains a complete list of covered parts. For more details about the specific parts that are covered by the Defects Warranty, contact your dealer.

WHAT IS NOT COVERED?

Ford Motor Company may deny you emissions warranty coverage if your vehicle or a part does not contain a defect that affects emissions or has failed because of abuse, neglect, improper maintenance, unapproved modifications, or any items included in **What Is Not Covered?**, pages 13-16.

7. Additional information about your emissions warranty coverage, under Federal and California requirements

HOW DO I GET WARRANTY SERVICE?

To get service under your emissions warranties, take your vehicle to any Ford Motor Company dealer as soon as possible after illumination of the Malfunction Indicator Light or it has failed an EPA-approved test or a California Smog Check inspection. Be sure to show the dealer the document that says your vehicle has failed the test.

Your dealer will determine whether the repair is covered by the warranty. If the dealer has a question about Emissions Performance Warranty coverage, it will forward the question to Ford Motor Company, which must make a final decision within 30 days after you bring your vehicle in for repair. (The decision will be made within a shorter time if state, local, or federal law requires you to have the vehicle repaired more quickly in order to avoid additional penalties.) The deadline for a determination about Emissions Performance Warranty Coverage does not need to be met if you request a delay, agree to a delay in writing, or if the delay is caused by an event for which neither Ford nor your dealer is responsible. If a question about Emissions Performance Warranty coverage is referred to Ford Motor Company, you will be notified by Ford Motor Company in writing if your claim for warranty coverage is denied. The notice will explain the basis for denying your claim. If you fail to receive this notice within a timely manner, as determined above, Ford will perform the warranty repair for you free of charge.

HOW DO I HANDLE EMERGENCY REPAIRS?

If your vehicle needs an emergency warrantable repair and a Ford Motor Company dealer is not available, or if a Ford Motor Company dealer cannot perform warrantable repair(s) within 30 days of you bringing your vehicle to the dealer, repairs may be performed at any service establishment or by you using Ford equivalent replacement parts.

Ford will reimburse you for the cost of these warranty repairs including diagnosis, if you take the part(s) that are replaced and the repair receipt(s) to a Ford Motor Company dealer. The reimbursement shall not exceed Ford's suggested retail price for the warranted parts that are replaced and labor charges based on Ford's recommended time allowance for the warranty repair and the geographically appropriate hourly rate.

WHAT REPLACEMENT PARTS SHOULD I USE?

Ford Motor Company recommends that you use genuine Ford replacement parts. However, when you are having non-warranty work done on your vehicle, you may choose to use non-Ford parts. If you decide to use non-Ford parts, be sure they are equivalent to Ford parts in performance, quality, and durability. If you use replacement parts that are not equivalent to Ford parts, your vehicle's emissions control systems may not work as effectively, and you may jeopardize your emissions warranty coverage.

Under the Federal and California emissions warranties, Ford will repair or replace covered parts if they are properly installed Ford parts or the equivalent, or non-Ford parts that have been certified by the U.S. EPA or the California Air Resources Board (CARB). Ford is not responsible for the cost of repairing or replacing non-Ford parts that are not equivalent to Ford parts or that have not been certified by EPA or CARB.

The maintenance, replacement, or repair of emissions control devices or systems can be performed by any automotive repair establishment or individual using Ford replacement parts or the equivalent, or EPA- or CARB-certified parts, without voiding your emissions warranty coverage for future repairs during the applicable warranty period.

PROPER MAINTENANCE PRESERVES YOUR WARRANTY

If you do not maintain your vehicle properly, Ford may have the right to deny you warranty coverage.

To have repairs made under this warranty, you may have to show that you have followed Ford's instructions on properly maintaining and using your vehicle. You will find these instructions in your **Owner's Manual**. Be sure to save your service receipts and to keep accurate records of all maintenance work.

CUSTOMER ASSISTANCE

If you are not satisfied with the handling of a warranty matter, see **Customer Assistance**, on the inside front cover, and **Better Business Bureau (BBB) AUTO LINE program**, page 38.

8. Noise emissions warranty

NOISE EMISSIONS WARRANTY FOR CERTAIN LIGHT TRUCKS

Ford Motor Company warrants to the first person who purchases this vehicle for purposes other than resale and to each subsequent purchaser that this vehicle as manufactured by Ford, was designed, built and equipped to conform at the time it left Ford's control with all applicable U.S. EPA Noise Control Regulations.

This warranty covers this vehicle as designed, built and equipped by Ford Motor Company, and is not limited to any particular part, component or system of the vehicle as manufactured by Ford. Defects in design, assembly or in any part, component or system of the vehicle as manufactured by Ford, which, at the time it left Ford's control, caused noise emissions to exceed Federal standards, are covered by this warranty for the life of the vehicle.

THE NOISE EMISSIONS WARRANTY OBLIGATIONS DO NOT APPLY TO:

- loss of time, inconvenience, loss of use of the vehicle, commercial loss or, other consequential damages.
- any vehicle which is not covered by the U.S. EPA Medium and Heavy Trucks Noise Emission Standards (40 C.F.R. Part 205, Subpart B). Among the non-covered vehicles are those lacking a partially or fully enclosed operator's compartment, such as a basic stripped chassis, those having a Gross Vehicle Weight Rating of 10,000 pounds or less, and those sold outside the United States and its territories. To the extent permitted by law, THIS WARRANTY IS EXPRESSLY INSTEAD of any express or implied warranty, condition, or guarantee, agreement, or representation, by any person with respect to conformity of this vehicle with the U.S. EPA Noise Control Regulations, including ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS.

9. Ford Protect Extended Service Plan

MORE PROTECTION FOR YOUR VEHICLE

You can get more protection for your new car or light truck by purchasing a Ford Protect. Ford Protect service contracts are backed by Ford Motor Company or Ford Motor Service Company. Ford Protect plans provide up to 8 years and 150,000 miles of coverage.

They provide:

- benefits during the warranty period, depending on the plan you purchase can be: reimbursement for a rental vehicle, protecting against tire and wheel road hazard damage, coverage for certain maintenance and wear items, lost key replacement, other plans are available;
- protection against covered repair costs and continuing Roadside Service Assistance benefits after your Bumper to Bumper Warranty expires.

You may purchase Ford Protect from any Ford Motor Company dealer or see our website at fordprotect.ford.com. There are several Ford Protect plans available in various time, distance and deductible combinations. Each plan is tailored to fit your own driving and vehicle ownership needs, including reimbursement for towing and rental.

When you purchase Ford Protect, you receive peace-of-mind protection throughout the United States, Canada and Mexico, provided by a network of more than 3,200 Ford Motor Company dealers.

NOTE: Repairs performed outside the United States, Canada, Mexico, Guam or Puerto Rico, Virgin Islands, American Samoa and District of Columbia are not eligible for Ford Protect coverage.

This information is subject to change. Ask your dealer for complete details about Ford Protect coverage.

10. The Better Business Bureau (BBB) AUTO LINE Program (U.S. Only)

Your satisfaction is important to Ford Motor Company and to your dealer. If a warranty concern has not been resolved using the three-step procedure outlined on the first page of the Customer Assistance section, you may be eligible to participate in the BBB AUTO LINE program.

The BBB AUTO LINE program consists of two parts — mediation and arbitration. During mediation, a representative of the BBB will contact both you and Ford Motor Company to explore options for settlement of the claim. If an agreement is not reached during mediation and your claim is eligible, you may participate in the arbitration process. An arbitration hearing will be scheduled so that you can present your case in an informal setting before an impartial person. The arbitrator will consider the testimony provided and make a decision after the hearing.

You are not bound by the decision, but should you choose to accept the BBB AUTO LINE decision, Ford must abide by the accepted decision as well. Disputes submitted to the BBB AUTO LINE program are usually decided within forty days after you file your claim with the BBB.

BBB AUTO LINE Application: Using the information provided below, please call or write to request a program application. You will be asked for your name and address, general information about your new vehicle, information about your warranty concerns, and any steps you have already taken to try to resolve them. A Customer Claim Form will be mailed that will need to be completed, signed, and returned to the BBB along with proof of ownership. Upon request, the BBB will review the claim for eligibility under the Program Summary Guidelines.

You can get more information by calling BBB AUTO LINE at 1-800-955-5100, or writing to:

**BBB AUTO LINE
3033 Wilson Boulevard, Suite 600
Arlington, Virginia 22201**

BBB AUTO LINE applications can also be requested by calling the Ford Motor Company Customer Relationship Center at 1-800-392-3673.

Note: Ford Motor Company reserves the right to change eligibility limitations, modify procedures, or to discontinue this process at any time without notice and without obligation.

11. State warranty enforcement laws

These state laws - sometimes called "lemon laws" - allow owners to receive a replacement vehicle or a refund of the purchase price, under certain circumstances. The laws vary from state to state.

To the extent your state law allows, Ford Motor Company requires that you first send us a written notification of any defects or non-conformities that you have experienced with your vehicle. (This will give us the opportunity to make any needed repairs before you pursue the remedies provided by your state's law.)

In all other states where not specifically required by state law, Ford Motor Company requests that you give us the written notice. Send your written notification to:

Ford Motor Company
Customer Relationship Center
P.O. Box 6248
Dearborn, MI 48126

12. Important information about ambulance conversions

Ford vehicles are suitable for producing ambulances only if equipped with the **Ford Ambulance Prep Package**. In addition, Ford urges ambulance manufacturers to follow the recommendations of the **Ford Incomplete Vehicle Manual** and the **Ford Truck Body Builders Layout Book** (and pertinent supplements).

Using a Ford vehicle without the Ford Ambulance Prep Package to produce an ambulance could result in elevated underbody temperatures, fuel overpressurization, and the risk of fuel expulsion and fires. Such use also voids the Ford Bumper to Bumper Warranty and may void the Emissions Warranties.

You may determine whether the vehicle is equipped with the **Ford Ambulance Prep Package** by inspecting the information plate on the driver's rear door pillar.

You may determine whether the ambulance manufacturer has followed Ford's recommendations by contacting the ambulance manufacturer of your vehicle.



211 American Ave. Greensboro, North Carolina 27409
Toll Free: (877)905-4678 Local: (336)297-9600
www.MSVehicles.com

Limited Conversion Warranty and Warranty Disclaimer

1. LIMITED WARRANTY

MATTHEWS SPECIALTY VEHICLES ("MSV") Hereby warrants its Specialty Vehicle Conversions ("Product") to the original purchaser in new and renewed specialty applications in the United States of America or Canada. Warranty offered herein applies ONLY to defects in material and workmanship of the up-fitting by MSV, with the decision to repair or replace parts or components covered to be at the sole discretion of MSV.

2. WARRANTY PERIOD

MSV Product furnished is warranted for a period of 12 months (1 year), without limitation to system operating hours or vehicle distance traveled, when placed in new and renewed specialty vehicle applications. Warranty for new conversions shall begin on the same day the chassis and body manufacturer's warranty commences.

3. WARRANTY COVERAGE

This warranty specifically covers all parts of the conversion either manufactured by, or installed under the direction of MSV, such as, but not limited to: A.C. wiring system and lighting (power lines), all interior and exterior cabinet and woodwork including shelving and hardware, floor coverings and seating. Any part repaired or replaced under this warranty will remain under warranty until the end of the original warranty period as described in 2 above or for 60 days from the date of repair or replacement, whichever is longer. The structural chassis and body portions of the vehicle, generator(s), audio/video equipment, telephones, air conditioners, and heaters on your vehicle are covered by separate warranties offered by their respective manufacturers with service and repairs available from their respective manufacturer's service providers. Some major Power Train components such as, but not limited to, Engines, Transmissions, and Tires are subject to the terms, conditions, and limitations of their respective manufacturer's warranty offerings, including requirements for obtaining service and repairs.

3M Graphics Market Center Warranties

At a Glance		3M Basic Product Warranty	3M Performance Guarantee	3M™ MCS™ Warranty
3M Components and Remedies for Each Warranty				
3M Graphic Materials		✓		
Remedy: credit or replacement of unused materials				
3M Graphic Materials and Qualified Inks			✓	
Remedy: credit or replacement of defective 3M products for the stated warranted durability period.				
3M Graphic Film or Substrates, 3M Inks, 3M Graphic Protection on approved printers				✓
Remedy: credit or replacement of all 3M materials used in the graphic. Certain fleet and vehicle graphics may also have a labor reimbursement component.				
Coverage				
Finished Graphic Appearance	As defined in Product Bulletin for 3M products only		✓	✓
Warranted Durability	As defined in Product Bulletin		✓	✓
Physical Defects	Obvious damage for any reason	✓	✓	✓
Manufacturing Defects	Visual defects	✓	✓	✓
	Adhesive defects	✓	✓	✓
	Adhesion failure on recommended substrates		✓	✓
Printing Defects and Ink Performance	Image defects when printing		✓	✓
	Excessive image fading			✓
	Image cracking or crazing			✓
	Image peeling			✓
	Gloss changes			✓
	Blistering			✓
Cutting Defects	Excessive dimensional change			✓
	Clean cutting and weeding		✓	✓
Removal	Removable or changeable films do not remove as stated		✓	✓
Additional Coverage for 3M™ Panaflex™ Awning and Sign Facing and 3M™ Panagraphics™ Flexible Substrates	Seam or splice failure when made as recommended			✓
	Blowout when used as recommended			✓
	Mildewing			✓
	Wicking			✓

3M Graphics Market Center Warranties

When you've made the decision that only the best will do, why look any further? 3M offers you a choice of graphics materials and a choice of warranties that give you everything you want. Including peace of mind.

3M Basic Product Warranty - see page 3 for specifics

Need a good solid foundation? 3M's Basic Product Warranty gives you that with the assurance that you are getting a good product with reliable durability. By itself, it's just enough protection for many short-term promotional graphics where warranted finished graphics aren't specified.

3M Performance Guarantee – see page 4 for specifics

Require a little more muscle? Step up to the 3M Performance Guarantee when you need media, printers and inks guaranteed to work together with optimized performance, guaranteed durability and good adhesive and application characteristics. Available for many 3M films and substrates imaged on an ever-broadening range of platforms with original equipment manufacturers' inks.

3M™ MCS™ Warranty – see pages 5-7 for specifics

Want to really stand out at the top? The 3M™ MCS™ Warranty—the first finished graphics warranty in the industry and still going strong—gives peace of mind to discriminating users that require optimum performance for the intended life of the graphic.

About These Warranties

The warranties stated in this document are exclusive and are made in place of any and all express or implied warranties or conditions, including any implied warranty of merchantability or fitness for a particular purpose, or any industry practice or custom or trade usage.

The warranties and limited remedies stated in this document may not be modified except in writing and modifications must be signed by the U.S. Graphics Market Center business director. Failure to follow the instructions contained in the appropriate 3M Product and Instruction Bulletins will void all warranties and limited remedies.

EXCEPT AS SPECIFICALLY STATED IN THIS DOCUMENT, 3M SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE OR BUSINESS) RESULTING FROM, OR IN ANY WAY RELATED TO PERFORMANCE, USE OR INABILITY TO USE ANY OF THE 3M PRODUCT OR 3M GRAPHICS MARKET CENTER PRODUCTS. This limitation applies regardless of the legal theory upon which damages are sought.

The terms, conditions, limitations and remedies of all warranties are contingent upon using the product as described in the applicable 3M Product and Instruction Bulletins. 3M Product Bulletins include durability statements and may include limitations specific to the product(s) being used or its intended applications, which take precedence over any statement made in the Warranty Brochure. Bulletins may be obtained at www.3mgraphics.com.

3M Graphics Market Center Warranties

3M Basic Product Warranty

What 3M Guarantees for 3M Graphic Products

Individual Product Limited Warranty

3M warrants to the Distributor, Graphics Manufacturer and End User that each 3M product will be free of the defects listed below and manufactured to the specifications described in the applicable Product Bulletin in effect at the time of purchase.

Expected Durability

Each 3M film and overlaminate has an Expected Durability period based on using the product without imaging or processing, and applied to flat substrates in non-abusive environments. This period is a reliable expectation but does not guarantee graphic performance.

Defect Coverage

- **Physical Defects.** Defects incurred during manufacturing, packaging or shipment.
- **Manufacturing Defects.** Visual and adhesive defects.

Warranty Limitations

These limitations apply when the Basic Product Warranty is the only warranty offered, and are due to factors over which 3M has no control, including the wide variety of printing and manufacturing methods that may be employed, and the impact of such on adhesion.

- **Fitness for Use Limitation.** 3M may recommend but does not warrant fitness for any particular use.
- **Printing Limitation.** No warranty for satisfactory printability, including but not limited to color fidelity or density, is given.
- **Adhesion Limitation.** No warranty for adhesion is given.
- **Durability Limitation.** No warranty for durability is given.

Remedies and Limitation of Liability

3M's sole liability under the terms of the Basic Product Warranty is credit or replacement of the returned, unused material.

3M may request samples of the defective materials when a claim is made.

3M Graphics Market Center Warranties

3M Performance Guarantee

What 3M Guarantees for 3M Graphic Films Used with Qualified Inks

Individual Product Limited Warranty

3M warrants that when the product is used according to 3M's written guidelines, it will be suitable for the recommended types of graphics and end uses, and will perform satisfactorily for the warranted durability period as stated in the applicable 3M Product Bulletin in effect at the time of purchase.

Definitions

- **Removable Film.** A film described by 3M as "removable" can be removed with heat and/or chemicals within the warranted durability period and leaves thirty percent (30%) or less adhesive residue.
- **Changeable Film.** A film described by 3M as "changeable" can be removed without heat or chemicals within the warranted durability period and leaves little or no adhesive residue.

Warranted Durability

A finished graphic Warranted Durability period is offered for the graphic constructions defined by the Performance Guarantee table in the current Product Bulletin: Performance Guarantee. The durability period extends only to the performance of the 3M graphics products used in the construction.

Defect Coverage for all 3M Graphic Films

- **Physical Defects.** Defects incurred during manufacturing, packaging or shipment.
- **Manufacturing Defects.** Visual and adhesive defects and defects that prevent using the product as described in its Product Bulletin, including adhesion to the recommended substrates and removal when using removable or changeable film.
- **Printing Defects.** Artifacts or misprints that occur when printing on specified 3M graphic films using the 3M-qualified printers and inks.
- **Cutting Defects.** Clean cutting and weeding characteristics when cut as recommended in the applicable Product Bulletin.

Warranty Limitations

These limitations apply when the Performance Guarantee is the only warranty offered, and are due to factors over which 3M has no control, including the wide variety of printing and manufacturing methods that may be employed.

- **Fitness for Use Limitation.** 3M makes no claim for fitness of use other than those described in the applicable Product Bulletin in effect at the time of purchase.
- **Ink Performance Limitation.** 3M does not warrant the finished graphic if failure is due to performance and appearance issues related to ink such as image fade, cracking, peeling or any other issues associated with the printing ink.

Remedies and Limitation of Liability

3M's sole liability under the terms of the Performance Guarantee is replacement or credit for the defective 3M products for the warranted durability of the product.

3M may request samples of the failure.

3M Graphics Market Center Warranties

3M™ MCS™ Warranty

What 3M Guarantees for Finished Graphics Using All 3M Components

Individual Product Limited Warranty

3M warrants that when the product is used according to the 3M's written instructions, it will be suitable for the recommended types of graphics and end uses, and will perform satisfactorily for the warranted durability period as stated in the applicable 3M Product Bulletins in effect at the time of the product purchase.

Finished Graphic Limited Warranty

3M further warrants to the End User that when graphics are made using exclusively 3M graphics products, 3M will honor all warranties extended to the Distributor or Graphics Manufacturer who sold or produced the graphics as described in the applicable 3M Product and Instruction Bulletins in effect at the time of the product purchase.

Definitions

- **Removable Film.** A film described by 3M as "removable" can be removed with heat and/or chemicals within the warranted durability period and leaves thirty percent (30%) or less adhesive residue.
- **Changeable Film.** A film described by 3M as "changeable" can be removed without heat or chemicals within the warranted durability period and leaves little or no adhesive residue.
- **Fleet Vehicle.** Fleet vehicles are commercial straight trucks and trailers, but not vans, buses, recreational vehicles or automobiles.

Warranted Durability

A finished graphic Warranted Durability period is offered for the graphic constructions defined by the 3M™ MCS™ Warranty table in the applicable base film's Product Bulletin. The durability period extends to the performance of all graphics products recommended for the construction.

Defect Coverage for All 3M Graphic Products

- **Physical Defects.** Defects incurred during manufacturing, packaging or shipment.
- **Manufacturing Defects.** Visual and adhesive defects and defects that prevent using the product as described in the applicable Product Bulletin, including adhesion to the recommended substrates.
- **Printing and Ink Defects.** Artifacts or misprints that occur when printing on 3M graphic film or substrate with the recommended inks or toners and imaging equipment.
- **Cutting Defects.** Clean cutting and weeding characteristics when cut as recommended in the applicable Product Bulletin.
- **Finished Graphic Appearance Defects.** Defects, including those attributed to the ink, such as excessive fading, discoloration (including those due to mildew or wicking on flexible substrates), cracking, crazing, peeling, gloss changes, blistering, excessive dimensional change or loss of adhesion or reflectivity that makes the graphic visually unsuitable for its intended purpose when viewed with the intended lighting, angle and distance for such a graphic, as determined by customary industry standards.

3M Graphics Market Center Warranties

Additional Defect Coverage for 3M™ Panaflex™ Awning and Sign Facing Material and 3M™ Panagraphics™ Flexible Substrates

- **Seam or Splice Failure.** When using a reliable, professional hardware system that is specifically designed for mounting flexible sign materials that meets local, state and national codes, is properly designed and the awning or sign is installed by a professional sign installer, 3M warrants that awning or sign face seams or splices made by 3M or its approved fabricators will not separate, the facing will not delaminate, applied 3M graphics will not have excessive cracking or peeling, and awnings and sign faces will not excessively stretch, wrinkle or sag for the warranted durability period.
- **Blowout.** An internally-illuminated sign face up to 625 square feet (56.25 square meters) will not be damaged by winds up to the velocities that the sign cabinet is designed to withstand. Blowout is defined as the failure of a seam or splice, tearing of the facing, or separation of a sign face from its cabinet due to wind pressure that does not affect the display cabinet or structure when 3M recommended installation procedures are followed.
- **Mildewing.** These materials will not promote mildew growth, and any such growth will be non-invasive and cleanable by following the 3M-recommended cleaning instructions.
- **Wicking.** These materials will resist wicking, which is the absorption of dirt and contaminants by the internal reinforcing fabric.

Warranty Limitations

- **Defined End Uses Limitation.** This warranty only applies to graphic products that are used by knowledgeable and skilled graphics manufacturers and installers for the end uses and in the combinations described in the applicable 3M Product and Instruction Bulletins. For any other use, the user is responsible for determining the suitability of the product and for any and all risk or liability associated with that use or application.
- **Product Misuse Limitation.** This warranty does not cover graphic products or finished graphics that are modified or damaged through improper storage, misuse, abuse, accident, vandalism, neglect or mishandling of processed or unprocessed products by any person.
- **Glass Breakage Limitation.** This warranty does not cover glass breakage.
- **Adhesion to Application Surfaces Limitation.** This warranty does not cover the graphic or damage to the substrate because the layers of the substrate separate due to a lower bond between those layers than the bond between the graphic and the top layer of the substrate.
- **Weathering Effects Limitation.** Some degradation of materials and graphics over time is considered normal wear. 3M warrants that at the end of the warranty period, the graphics will be in commercially-acceptable service condition from normal viewing distances and the 3M graphic products will retain their stated properties.

Remedies and Limitations of Liability

- **Materials.** For any 3M graphic product that does not meet the above warranty terms (for approved warranty claims), upon timely notification, 3M's sole responsibility, and the Distributor, Graphics Manufacturer and End User's exclusive remedy shall be at 3M's option: (A) Credit the full purchase price of all 3M materials used to produce the graphic; or (B) Replace all 3M materials consumed in the manufacture of the graphics.
- **No Extension of Warranty.** In the case of an approved warranty claim, the replacement graphic or materials carry only the remaining term of the original graphic or materials' warranty period as stated in the applicable 3M Product Bulletin.

3M Graphics Market Center Warranties

- **Fleet Labor Reimbursement Remedy for Approved Warranty Claims.** For a limited number of products and fleet applications as stated in specific individual 3M Product Bulletins, 3M will reimburse a reasonable portion of the direct labor costs to remove, remake and reapply fleet graphics for approved warranty claims.
- **Van, Bus, Recreational Vehicle and Automobile (“Vehicle”) Paint Refurbishing Reimbursement Remedy for Approved Warranty Claims.** For vehicle graphics made using exclusively 3M-recommended removable or changeable films, products and procedures, 3M will pay a portion of the reasonable costs of refurbishing painted surfaces when the vehicle surface is damaged during film removal for approved warranty claims. 3M’s coverage will not exceed two times (2X) the cost of materials used to mark an individual vehicle and will be limited to an annual disbursement of no more than 2% of the graphics manufacturer’s total materials purchased during the calendar year for the production of vehicle graphics. This limitation applies to each manufacturer’s total purchases for all locations. This amount does not accumulate and cannot be carried over to future years. Reimbursement is contingent upon the user properly inspecting, documenting and signing the Pre-Installation Inspection and Record provided in Instruction Bulletin 5.36 for *each vehicle* prior to graphic application.
- **All Other Applications Labor Reimbursement Remedy for Removable and Changeable Films for Approved Warranty Claims.** If the film cannot be successfully removed or an excessive amount of adhesive residue remains on the surface, 3M will reimburse the purchaser for reasonable and documented additional costs over and above normal removal labor costs for approved warranty claims.
- **Labor and Removal Remedy Limitations. None of the reimbursement remedies described above includes coverage for the following:**
 - Labor reimbursement for graphics covered by any 3M warranty except the 3M™ MCS™ Warranty.
 - Compensation for machine burden, overhead, travel, supervisions, lost profits or other consequential damages.
 - Compensation for damage to the following substrates resulting from graphic removal, even when using a removable or changeable graphic film:
 - Any interior painted architectural surface (for example, walls).
 - Any surface that has a pre-existing unstable or unsound paint or surface finish.
 - Any surface that has damage, improperly repaired damage, or damage that occurs while the graphic is in use, such as holes in walls or body damage on fleet or vehicles.
- **3M™ Panaflex™ Awning and Sign Facing Materials and 3M™ Panagraphics™ Flexible Substrates Warranty Limitations.** 3M does not warrant the following.
 - Damage due to force majeure, such as abnormally high winds or objects being blown against the sign face.
 - Damage to an awning or sign face due to improper frame or sign cabinet construction, installation or tensioning.
 - The reapplication of new graphics to an existing awning or sign face.
 - Cleaning with a pressure washer.
 - Wicking when the material is not discolored.
 - Vandalism.

3M Graphics Market Center Warranties

Additional Resources

These information sources are available on our Web site at www.3mgraphics.com.

- Product Bulletins
- Instruction Bulletins
- Platform-specific Warranty Matrices

This brochure is available as a printed brochure; please contact your 3M sales representative or customer service representative to obtain a copy.

Graphics Market Center Claims Procedure

End Users

Contact your graphics manufacturer who may submit a claim on your behalf.

Distributors and Graphics Manufacturers

If you purchase direct from 3M, the required method for initiating a claim is to use the on-line product quality complaint form, which provides complete details. Go to www.3mgraphics.com/qualitydirect or call toll-free, 1-800-511-3705 in the U.S. To be eligible for adjustment, 3M must receive notice within sixty (60) days after the reason for the claim was discovered.

3M

Commercial Graphics Division
P O Box 33220
3M Center, Building 220-12E-04
St. Paul, MN 55144-3220 USA
General Info. 1-800-374-6772
Technical Info. 1-800-328-3908
Fax 1-651-736-4233

3M Canada
P.O. Box 5757
London, Ontario
Canada N6A 4T1
1-800-265-1840
Fax 519-452-6245

3M Mexico, S.S. de C.V
Av. Santa Fe No. 55
Col. Santa Fe, Del. Alvaro Obregon
Mexico, D.F. 01210
52-55-52-70-04-00
Fax 52-55-52-70-22-77

3M Puerto Rico, Inc.
Puerto Rico Industrial Park
P. O. Box 100
Carolina, PR 00986-0100
787-620-3000
Fax 787-750-3035

Fax-on-Demand document number: 9503 Fax-on-Demand ordering: 1-800-364-0768 US/Canada; 1-651-732-6506 International
www.3mgraphics.com

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NEW
Something **BIG**
in a Small Package

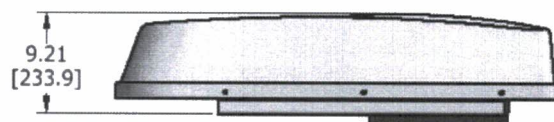
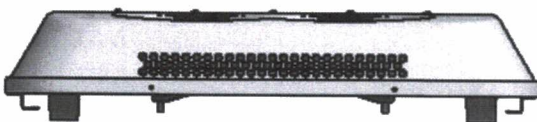
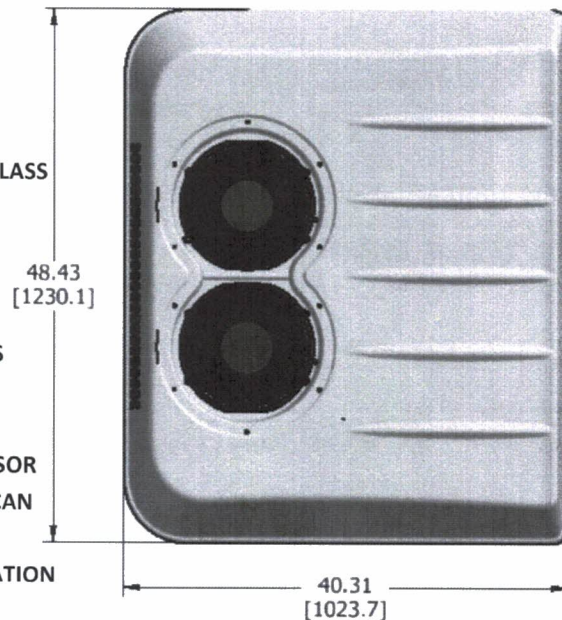


ERT6500 (ALL ELECTRIC). Designed for use in SMALL BUSES. Teamed with an **INTERNAL ELECTRIC variable speed compressor** to maximize performance. Available as Air Condition only or Heat/Cool Unit.

APPLICATIONS INCLUDE LIMOS, SHUTTLE BUSES, SHUTTLE VANS, DELIVERY TRUCKS, AMBULANCE, HANDICAP AND SPECIALITY VEHICLES

TECHNICAL SPECIFICATIONS

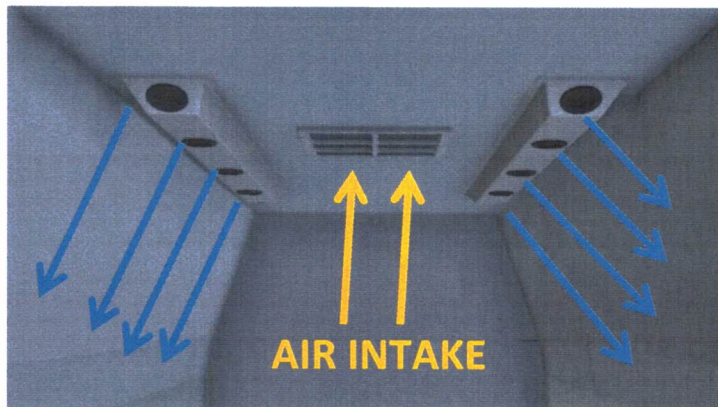
- LIGHT WEIGHT RUGGED ALUMINUM FRAME
- UV RESISTANT COVER IN "WHITE OR BLACK"
- INTEGRAL FILTER DRIER & RECEIVER W/SIGHT GLASS
- TWO SEALED HIGH CAPACITY 11" FANS
- COOLING: 65,000 BTU
- HEATING: 95,000 BTU (optional)
- WEIGHT: LESS THEN 75LBS
- ENHANCED COPPER TUBE ALUMINUM FIN COILS
- CFM: 1150
- ELECTRIC DCv of 200-400, or 400-700
- INTERNAL VARIABLE SPEED ELECTRIC COMPRESSOR
- POWER CONSUMPTION OPTIMIZATION, J1939 CAN
- CAN MEET TEXAS PULLDOWN
- COMES PRE-CHARGED R134A for EASY INSTALLATION



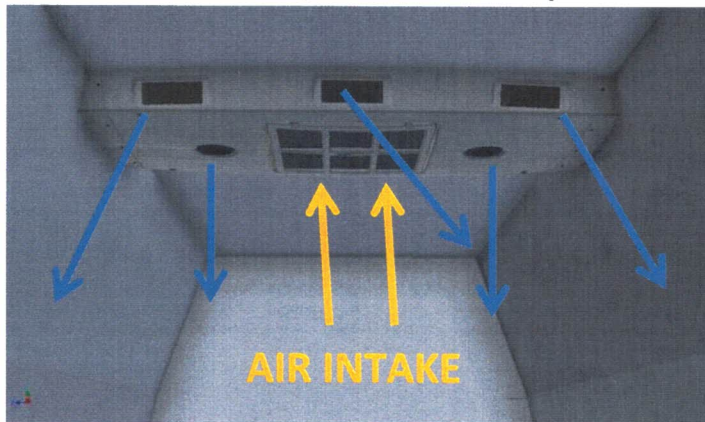
NEW
Something **BIG**
in a Small Package

****ERT6500, two high performance ducting options.****

Dual Ducts with 5 adjustable louvers per side



Airtight Plenum with 3 adjustable louvers per side and 2 down



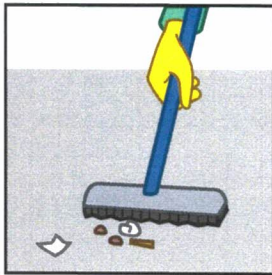
Your ProAir Representative:

Alt Fuel Innovations,

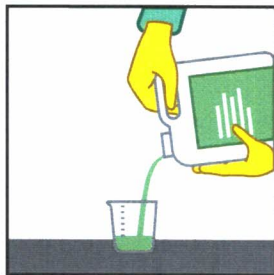
Bob West, 336-862-6368;
bobwest@altfuelinnovations.com



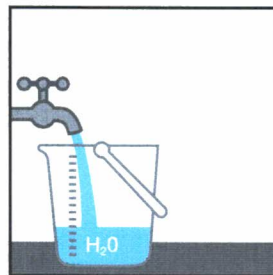
Manual cleaning



1. Vacuum up dust + dirt, remove large debris.



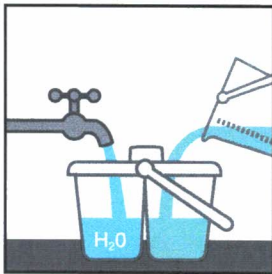
2. Measure out correct volume of Altro 44™ or equivalent cleaner.



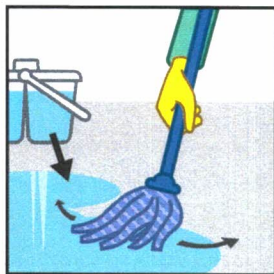
3. Measure out correct volume of water.



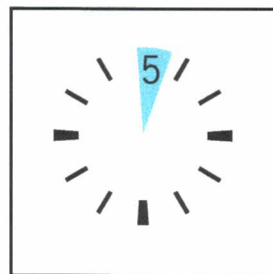
4. Combine both measurements of Altro 44™ + water. 1:10 ratio.



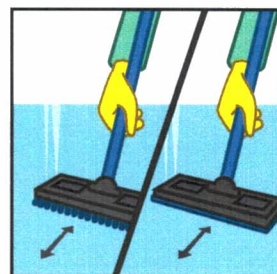
5. Pour water + combined cleaning solution into bucket.



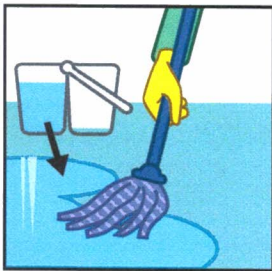
6. Apply cleaner to floor using a nylon fiber mop.



7. Wait 5 minutes.



8. (Extra step for deep cleaning) Scrub cleaner back + forth on the floor.



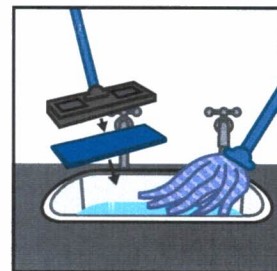
9. Rinse thoroughly with hot, clean water to ensure that no cleaner residue remains on the surface.



10. Place safety signage onto wet floor.



11. Keep safety signage in place until floor is thoroughly dry.



12. Rinse both mop and scrubber thoroughly in the sink basin.



Altro Transflor Meta™

Typical applications:

Bus, coach, shuttle and emergency vehicles. Non-restricted rail and maritime applications.

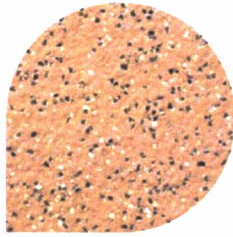
Altro Transflor Meta is engineered in three thicknesses (1.8mm / 2.2mm / 2.7mm) making it highly resilient, functional flooring to meet your installation requirements.

Silicon carbide and aluminum oxide grains for slip-resistance are included in the construction and dimensional stability is increased by including scrim in the middle. Altro Transflor Meta also benefits from Altro Easyclean Technology for improved cleanliness, reduced dirt pick-up and enhanced color retention.

This safety flooring has been designed with your passengers' comfort in mind. We've opted for subdued deep tones to create calm interiors and have twelve colors in the range to suit your mood.

This range includes safety color options, designed to increase passenger awareness and safety in areas such as on stairs and entrances.





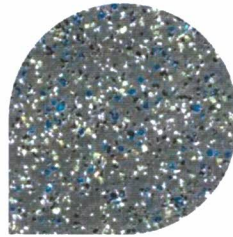
Bison LRV: 21

TFM1847 (1.8mm)
TFM2247 (2.2mm)
TFM2747 (2.7mm)
WR63 / A1M239



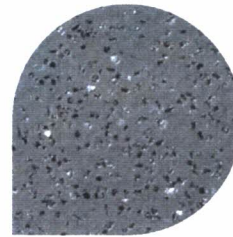
Midnight LRV: 8

TFM18421 (1.8mm)
TFM22421 (2.2mm)
TFM27421 (2.7mm)
WR72 / A1M72



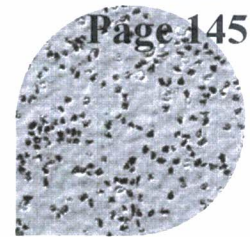
Storm LRV: 16

TFM18903 (1.8mm)
TFM22903 (2.2mm)
TFM27903 (2.7mm)
WR82 / A1M82



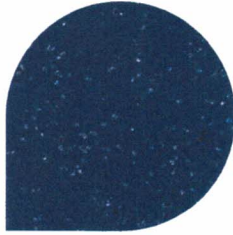
Genome LRV: 15

TFM1802 (1.8mm)
TFM2202 (2.2mm)
TFM2702 (2.7mm)
WR83 / A1M83



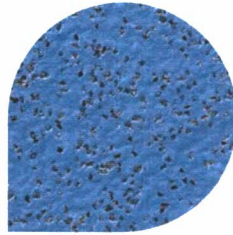
Pewter Gray LRV:25

TFM1889 (1.8mm)
TFM2289 (2.2mm)
TFM2789 (2.7mm)
WR181 / A1M81



Radial LRV: 7

TFM1806 (1.8mm)
TFM2206 (2.2mm)
TFM2706 (2.7mm)
WR39 / A1M73



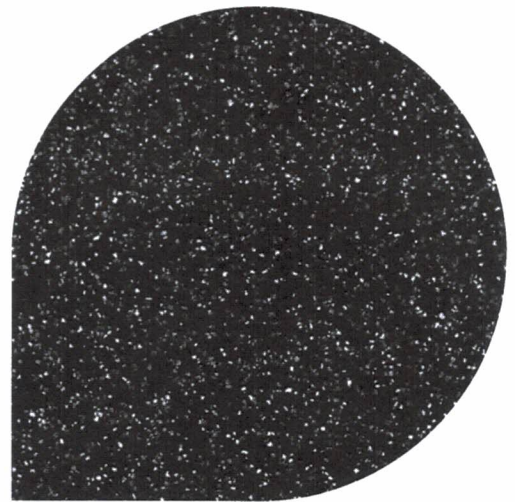
Diablo LRV: 13

TFM1875 (1.8mm)
TFM2275 (2.2mm)
TFM2775 (2.7mm)
WR249 / A1M249



Torino LRV: 10

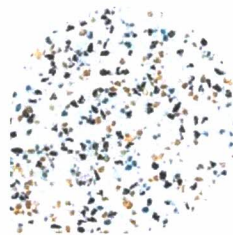
TFM1874 (1.8mm)
TFM2274 (2.2mm)
TFM2774 (2.7mm)
WR248 / A1M238



Black LRV: 7

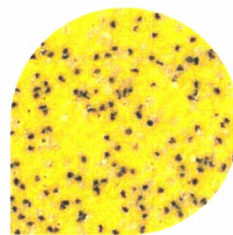
TFM18892 (1.8mm)
TFM22892 (2.2mm)
TFM27892 (2.7mm)
WR100 / A1M100

Accent and safety colors



Safety White LRV: 58

TFM2200 (2.2mm)
TFM2700 (2.7mm)
WR01 / A1M01



Safety Yellow LRV:46

TFM2229 (2.2mm)
TFM2729 (2.7mm)
WR08 / A1M200

i Color matched **Weldrods (WR)** and **Mastics (AM)** are available. You'll find their product codes under product SKUs.

i All products **available in roll and kit** format. Custom colors are also available.



Samples
Experience has shown that printing cannot reproduce colors accurately.

If color choice is critical, please request a sample of the material.

Dimensions	6'7" x 66' / 2m x 20m		
Thickness	1.8mm	2.2mm	2.7mm
Weight	2.4kg/m² 4.4lb/yd²	2.8kg/m² 5.15lb/yd²	3.4kg/m² 6.25lb/yd²
Format	ROLL and KIT		



LRV = Light reflectance value



211 American Ave. Greensboro, North Carolina 27409
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www.MSVehicles.com

Our In-House Product Support and Warranty Team



Toll Free: (844) 478-0008

Thank you for choosing Matthews Specialty Vehicles for your specialty vehicle needs. Since 1992 Matthews Specialty Vehicles has been the go-to builder of premier specialty vehicles. Our vehicles can be found serving private sector organizations, municipalities, governments and military organizations across the United States and around the world! We are proud to add you to our list of satisfied customers.

Did you know? Each Matthews Specialty Vehicle is delivered with great care, and cleaned inside and out before it reaches your facility. Then a member of the Matthews Training and Delivery staff provides bumper to bumper training for you and your team. This comprehensive training program covers operation, function and maintenance of your new vehicle. In our over 20 years of experience in custom conversions we have learned that customer satisfaction grows with proper training! We have also learned that the customers that have taken full advantage of their training session find this time to be productive and helpful.

The Matthews product support and service doesn't stop there. After delivery and training if you should ever need product support or warranty support please call our team of in-house specialists. This team's primary responsibility is to provide you with all of the service and support that you need to keep your vehicle serviceable and on the road. If you require warranty service you would simply call their dedicated toll free line to speak with a representative whom would facilitate your service request. If you require parts, you would simply call the same toll free number and select parts in the menu options. A representative would assist you with parts. It's great asset to have these specialists in-house to assist you with your vehicle.



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4. ITEMS NOT COVERED BY WARRANTY

This Extended Warranty offering SPECIFICALLY DOES NOT COVER the normal wearing of parts and / or components over time and use, failures as a result of long-term wear, or normal operating expenses associated with such items. This Extended Warranty offering SPECIFICALLY DOES NOT COVER parts or portions of the vehicle covered by other manufacturers warranty offering, such as, but not limited to: structural chassis and body, engine transmission and / or tires. Excluded from this warranty are MSV Products modified in any way without prior written approval from MSV disassembled or tampered with by anyone other than MSV, or an MSV Authorized Service Provider, and products damaged by negligence, misuse, abuse, chemical corrosion, fire, water, explosion, vandalism, or damaged in the commission of a crime. Products damaged by the original purchaser or any third party including a vehicle dealer or service facility while performing work, are not warranted by MSV. MSV shall not be liable for work performed by sub-contracted third party service providers. It is the individual vendor's responsibility to guarantee its own services. Product failures as a result of an Act of God, such as, but not limited to: lightning, earthquake, windstorm, tornado, hurricane, or flood, are NOT covered. MSV has a formal company policy to continually improve the design and reliability of all of its products. Should the design of the product purchased be changed or modified at some future date, MSV has no obligation or duty to "upgrade" the product purchased to a new design or specification standard under this warranty.

5. OBTAINING WARRANTY SERVICE

Warranty service for items covered by MSV must be performed by either MSV or a MSV Authorized Service Provider. All warranty claims, regardless of how or where made, shall be within the stated warranty period. Individual applying for warranty service shall provide proper documentation that he (or she) is both the original owner and date Warranty commenced. All warranty work must be pre-approved by an authorized representative of MSV. Authorized representative must give an authorization number to the customer at the time of pre-approval. Authorization number must be included on all related documentation, invoices, etc., in order to be processed. Documentation submitted with incomplete information will result in delays to the payment of the claim until such information can be obtained and processed. Any claim submitted without proper authorization shall be subject to rejection at the sole discretion of MSV.

Any warrantable event of an "emergency" nature, occurring after normal business hours, must be reported for approval and to obtain an authorization number within three business days of the occurrence. The standard limitation of warranty liability including diagnostics is \$200. Any warranty repair for which it is likely that total charges including diagnostics, parts, and labor, will exceed \$200 must be accompanied by a written estimate that must also be pre-approved prior to any such work



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being performed. Approval of any such estimate will be at the sole discretion of MSV. Any invoices for warranty repairs and any return parts must be received no more than 3 days after the approval date, regardless of when the Warranty Period expires. A credit will be issued only after returned parts are received. Extenuating circumstances must be dated and documented, and will be considered on an individual case-by-case basis MSV reserves the right, at its option, to repair, replace, or provide a comparable replacement for defective parts. Furthermore, MSV also reserves the right to decide from whom such a warranty part may be obtained, whether from MSV, a local vendor, service facility, or parts supplier. MSV also reserves the right, at its option, to authorize a third-party service provider, or to schedule a factory-trained Service Representative to make warranty repairs. MSV will issue the Original Purchaser credit for warranty related shipping charges after returned parts are received and evaluated. Shipping credit will NOT be issued for any part that has been returned without proper authorization, if the part is found to be non-defective, or if it is found to be defective as the direct or indirect result of misuse, abuse, neglect, or un-authorized modification. (See Section 4)

6. COMPLETE WARRANTY

THE WARRANTY OFFERED AND DESCRIBED HEREIN IS THE COMPLETE WARRANTY FOR THE PRODUCT AND IS IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OR MERCHANTABILITY OF FITNESS OR ABILITY TO SUCCESSFULLY PERFORM A SPECIFIC PURPOSE OR JOB APPLICATION; AND MSV HEREBY DISCLAIMS AND BUYER (Whether OEM, Dealer, or Purchaser) HEREBY WAIVES ANY OBLIGATION, LIABILITY, RIGHT, CLAIM, OR DEMAND IN CONTRACT, TORT, (INCLUDING NEGLIGENCE), STRICT LIABILITY, PATENT INFRINGEMENT, OR OTHERWISE WITH RESPECT TO THE MSV PRODUCT FURNISHED.

7. COLLATERAL, CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES

MSV shall not be liable for collateral, consequential, incidental, or special damages or losses beyond the repair or replacement of defective products under the terms of this warranty. Such collateral, consequential, incidental, or special damages or losses include, but are not limited to: damage to or loss of a vehicle or any portion thereof, labor expenses or loss of profits arising out of inability to use the vehicle, downtime expenses such as service calls, rental vehicles, towing costs, lodging, meals, or any other type of downtime related expenses.

SPECIAL NOTE: Some U.S. states and Canadian provinces may not allow the limitation of collateral, consequential, incidental or special damages. Purchasers may have additional rights to the rights described and stated in this warranty that are provided by various state or provincial laws.

8. AUTHORITY TO CHANGE OR MODIFY WARRANTY



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The warranty described and defined herein can only be changed or modified by MSV personnel. This would include all terms, conditions, limitations, rights, or obligations. MSV Authorized Dealers and Service Providers have no authority to change or otherwise modify any part of this warranty offering. Warranty changes or modifications shall come ONLY from MSV on an individual case-by-case basis, with any and all such changes or modifications made in writing and signed and dated by appropriate MSV management and fully describe exactly which section is being changed or modified, and in what manner. All MSV products sold under the terms, conditions, and limitations of this warranty shall be subject only to this warranty. Should MSV offer a different warranty in the future, it shall apply only to products sold when it is effect, and the terms, conditions, and limitations of this warranty will not be transferable or subject to upgrade.



211 American Ave.
Greensboro, NC 27409
cbraunns@msvehicles.com
336.297.9600

www.msvehicles.com



Prepared for: Placentia Library District



Yesenia Baltierra
Assistant Library Director
411 E. Chapman Ave.
Placentia, CA 92870
Office: (714) 528-1925, ext. 201
714-930-3183
ybaltierra@placentialibrary.org

Placentia Library District

Quote #: SA-QS-865BM

Electric Book Mobile Project

September 22nd, 2022



Thomas Allen
Vice President of Sales
thomasa@phoenixmotorcars.com

Office 909.987.0815
Cell 323.217.9483
www.phoenixmotorcars.com

I. VEHICLE SPECIFICATIONS:

Pictures for reference only

Chassis:

- 2023 or later Ford E450 Superduty DRW Chassis – 176” WB
- 4.56 Limited Slip Axle
- Power Windows and Locks
- Remote Power Mirrors
- Remote Keyless Entry

Phoenix All-Electric Drive System:

- Permanent high-power magnet motor + inverter
- **Up to 150 Miles All Electric Range per Charge**
- Dual charging capability
 - CHAdeMO compliant level III – 50 kW
 - J1772 level II charging -13 kW
- GVWR 14,500 lbs.
- Dual Mode Regenerative Braking
- Max Speed 65mph
- Phoenix Telematics System – **Phoenix Connect**
- Electronic AM-FM Radio with Clock and audio input jack
- Electric Vehicle Cluster
- Electronic Shift
- Electric Heater, 20K Max BTU (Standard)
- HVAC Unit (Ford Standard) with electric compressor.

Miscellaneous

- Back-Up Camera with LCD Monitor in Dashboard
- Reverse Alarm
- First Aid Kit 16 Unit
- Fire Extinguisher 5 lbs. with Reflective Flare Kit

Diagnostic Package

- Phoenix Motorcars will provide a service tablet containing Phoenix Motorcars software and all required diagnostic equipment (MotoServ Dongle, Kvaser cable, and OBD II diagnostic connector).
- Perform a 4-hour PMC electric vehicle training for technicians.
- Provide up to 4 hours of phone technical support.
- Only one Diagnostic package required per fleet.

- Provide a service tablet containing Phoenix Motorcars software and all required diagnostic equipment (MotoServ Dongle, Kvaser Cable and OBD II diagnostic connector).
- Perform a 4-hour PMC electric vehicle training for technicians of onboard components, including high voltage safety instruction.
- Provide up to 4 hours of phone technical support.

Book Mobile Body Specs:

Includes Truck Box Body 16'L x 96" W x 85" H

Standard Box Body Specifications:

FEATURES	
Side Walls	<ul style="list-style-type: none"> • .040" Smooth aluminum pre-painted white panels <ul style="list-style-type: none"> • Galvanized-steel Z-wall posts • 3/8" Plywood sides interior lining • FiberPanel® PW (FRP) white panels • FiberPanel® HC white panels • 6mm SignaturePlate™ pre-painted white panels
Front	<ul style="list-style-type: none"> • FiberPanel® PW (FRP) white front wall • Cab-access door – standard height • Molded-composite corners with radius .063" aluminum mill finish wind deflector (86", 96") • Extruded-aluminum radius vertical front corners (86", 96") • 2" Vertical front corners with no wind deflector (90")
Rear Frame	<ul style="list-style-type: none"> • Painted galvanized steel • 14 ga. Header • 12 ga. Corner posts • 10 ga. One-piece V-groove threshold • Internal gussets
Rear Door	<ul style="list-style-type: none"> • Premium roll-up with 6" header • 1/4" Composite with 6" header (standard only with FiberPanel® HC option) • Maximum security (MS) lock
Floor	<ul style="list-style-type: none"> • 2" x 6" Pine (flat floor standard)
Subframe	<ul style="list-style-type: none"> • 3" Formed "C"-channel cross members on 16" C/L • 5" Formed "C"-channel longsills - puck mounted • Full-perimeter steel reinforcing aluminum rub rail • Pre-coated understructure
Roof	<ul style="list-style-type: none"> • One-piece .032" aluminum skin • Galvanized-steel anti-snag roof bows on 24" C/L
Interior Lights	<ul style="list-style-type: none"> • LED dome light with rear switch – hot wired
Exterior Lights	<ul style="list-style-type: none"> • LED clearance lights • LED oval taillights with integrated back-up lights - surface mounted
Bumper	<ul style="list-style-type: none"> • Pooched step
Additional Features	<ul style="list-style-type: none"> • Two rear grab handles
Warranty	<ul style="list-style-type: none"> • 1-year white surface and leaks • 3-year/36,000-mile limited bulkhead-to-bumper warranty • 5-year limited structural warranty (roof, wall and floor structure) • See our warranty policy for details

Book Mobile Body Customization:

EXTERIOR

- Pro Air Roof Mount 40,000 BTU with ducting (tied into factory system with Digital controller)
- Cap Trim, reinforcement, B Header removal for walk thru
- Electric Awning
- Exterior Lighting: LED Scene Lights x 2 with interior switch
- Interior Entry Step with Trim located on passenger side rear
- Kwikkee Electric Entry Step
- Rear Entry Door RV Style
- Entry Door Right Rear RV Style
- Exterior Sealed TV Compartment
- Exterior Book Drop Box with custom pull outshoot near desk area
- Rear Mounted Fold Up Tommy Lift Gate Model Railgate: A85I6EA155CS

INTERIOR

- Headliner and Wall Panels light gauge Aluminum Skin: Aluminum Side Walls Vinyl, Ceiling panels Slat Wall Rear, White Peg Board Forward Wall
- Flush Mount L Track (aircraft Style) cart Securement
- Loncoin Floor Commercial Covering with Trim
- Custom Aluminum Book Shelving and cabinets with adjustable shelves powder coated to customer specs
- 6 x Flush mounted LED Lighting 4.5 x 12" with master switch
- 2 x Removable Rolling Shelving units, bottom wall Rows/Driver and Passenger rear
- Entry Grab Bars and Railing
- Desk Front Passenger side, custom with drawers and a laminated top
- PA System with exterior speakers
- Upgraded Camera System and HardDrive:
 - Camera System 360 bird eye view dash monitor/ recorder/lift and interior cameras
 - 4I12-HVR (Recorder)
 - Passive GPS (real time when connected to cellular)
 - ITB Hard Drive
 - UPS Backup Battery
 - 7" Touch Screen Display w/ Event Button
 - HD 1080p 360° Birdseye TotalView (4 Cameras all cameras recorded with ability to toggle between cameras individually)
 - Cable to connect to cellular modem for real-time streaming and notifications (email)
- Fabricate and install Front Overhead locking Storage Compartment
- Fabricate High Strength aluminum locking Storage Cabinet Left Rear
- Extra Storage and Cabinets

- 2ea. 24" x 30" Sky lights
- Desk System with Fold Down Extension
- Step Well



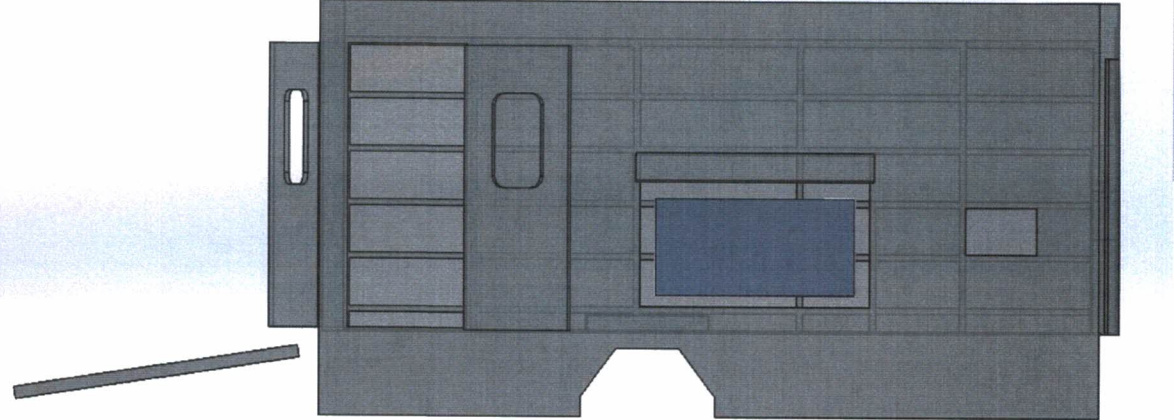
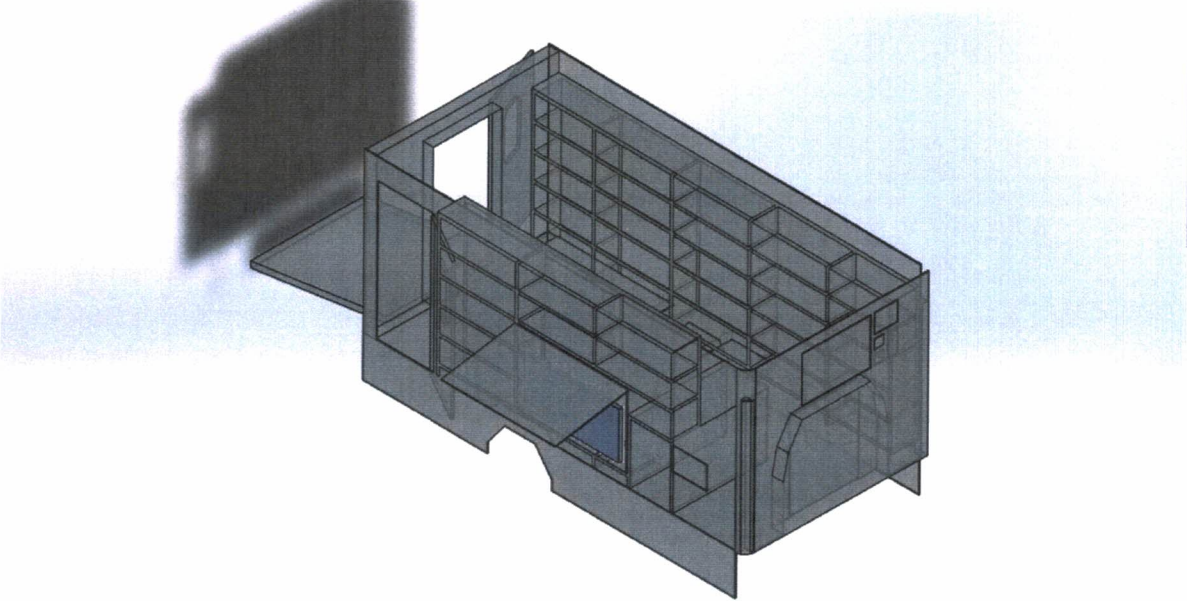
ELECTRICAL

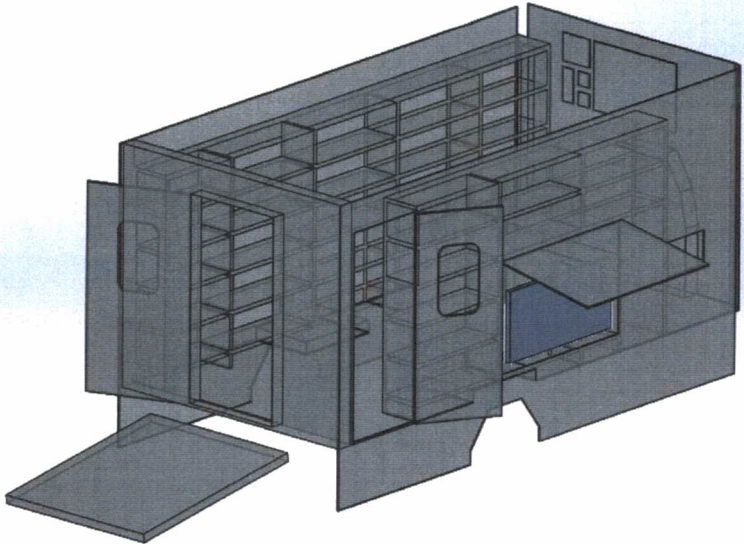
- 2000 Watt Inverter Pure sine
- Electrical 120volt/ 12volt Fuse panel
- 120volt to 12volt converter 55 amp
- (6) 115Volt Receptacles
- 12volt USB Receptacles at desk
- TV / HDMI / computer/ RCA Patch Cords and wall Plates at Desk
- Exterior 120Volt Shore Cord receptacle
- Exterior Cat6 input
- Interior Cat6 Receptacle
- 120v automatic Transfer switch
- Interior LED Lighting
- Safety Vision Observer 4000 HVR with two cameras
- 50" Smart TV mounted to face outside on passenger side with fold up door
- Work Station counter with 4' x 3' cubbies with sliding doors behind TV
- Parking Sensor System with 4 front and 4 rear in-bumper sensors shall that detect obstacles using ultrasonic wave (sonar) echolocation technology, and include a wired LED digital display with audible alert mounted in the dash area



Pictures for reference only

Drawings





2

1

THE MOBILITY SPECIALISTS INC.

SPECIFICATIONS:
 E450 BOOKMOBILE BOX TRUCK

8FT WIDTH X 17FT LENGTH BOX
 84IN HEIGHT

REAR PASSENGER SIDE ENTRANCE
 30IN WIDTH X 72IN HEIGHT

HINGED SIDE BAGGAGE DOOR
 FOR 50" TV SEEN FROM OUTSIDE

REAR ENTRANCE WITH LIFTGATE

BOOK SHELVING ON BOTH SIDES

BULKHEAD CONTROL PANEL & OUTLETS

CUSTOM BOOK STORAGE & FLIP DESK

CEILING LIGHTS, SKYLIGHT AND A/C

INTERIOR & EXTERIOR CAMERAS

BOOK DROP OFF BOX

CARTS WITH TRACK RESTRAINTS

CONTACT VINCE FABOZZI
 WC-VANS@PACBELL.NET OR (877) 777-5438

DRAWN	NAME	DATE	THE MOBILITY SPECIALISTS INC.	
CHECKED	BCN	6-28-20		
ENG APPR	VF	6-28-20	TITLE:	
MFG APPR			E450 BOOKMOBILE BOX TRUCK	
Q.A.			SIZE DWG. NO.	
COMMENTS:			A	
			SCALE: 1:40	
			SHEET 1 OF 1	

PROPRIETARY AND CONFIDENTIAL
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF THE MOBILITY SPECIALISTS INC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF THE MOBILITY SPECIALISTS INC. IS PROHIBITED.

INTERPRET GEOMETRIC TOLERANCING PER:
 MATERIAL: _____
 FINISH: _____
 APPLICATION: _____
 DO NOT SCALE DRAWING

2

1

II. PRICE QUOTATION – VEHICLES:

Phoenix Motorcars Zero Emission Mobile Library Truck	QTY	Unit Price	Extended Price
<u>Custom Z500 Truck</u> ¹⁻⁵	<u>1</u>	<u>\$259,950</u>	<u>\$259,950</u>
PA System with Exterior Speakers	<u>1</u>	\$850	\$850
Diagnostic Package	1	\$5,000	\$5,000
<u>HVIP Incentive</u> ⁶	<u>1</u>	<u>(\$60,000)</u>	<u>(\$60,000)</u>
Subtotal After HVIP:	1	<u>\$205,800</u>	<u>\$205,800</u>
Taxes Estimate (8.75%):	1	\$23,258	\$23,258
DMV Title and Registration Estimate:	1	\$2,050	\$2,050
Shipping to Placentia, CA:	1	\$498	\$498
<u>Total Price</u> ¹⁻⁷ :	<u>1</u>	<u>\$231,606</u>	<u>\$231,606</u>

1. Includes all the items described in Section I.
2. Lead time of ~Q2 2023 depending on chassis availability and delivery.
3. Quotation valid for 60 days.
4. 20% Down Payment of MSRP required upon execution of Purchase Order.
5. Only one diagnostic package required per fleet.
6. Contingent on the end operator operating the Vehicle in California for a minimum of 3 years and HVIP Funding Availability. HVIP currently open while funding lasts.
7. Taxes calculated off of total MSRP, Title and Registration is subject to change at time of vehicle registration.

III. QUARTERLY MAINTENANCE OPTION:

Phoenix Motorcars Quarterly Maintenance Option	QTY	Unit Price	Extended Price
Service Per Quarter ¹⁻²	1	\$561	\$561
Total Price¹⁻²:	1	\$561	\$561

1. Please see attached maintenance brochure for details.
2. If quarterly maintenance package is selected, diagnostic isn't required for purchase.

Maintenance Schedule

Phoenix EV Schedule Maintenance

	7.5K	15K	22.5K	30K	37.5K	45K	52.5K	60K	67.5K	75K	82.5K	90K
Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints	*	*	*	*	*	*	*	*	*	*	*	*
Inspect brake system pads/shoes/rotors/drums, brake lines and hoses, and parking brake system	*	*	*	*	*	*	*	*	*	*	*	*
Perform EV high voltage system multi-point inspection	*	*	*	*	*	*	*	*	*	*	*	*
Inspect cooling system and hoses, add fluid if necessary	*	*	*	*	*	*	*	*	*	*	*	*
Rotate and inspect tires, check wheel end play and turning noise	*	*	*	*	*	*	*	*	*	*	*	*
Complete front end alignment on vehicle	*	*	*	*	*	*	*	*	*	*	*	*
Change automatic transmission fluid and filter				*				*				*
Inspect front wheel bearings, replace grease and grease seals, and adjust bearings				*				*				*
Service rear differential, drain and inspect gears								*				*
Drain inspect the electric motor oil and refill												*
Drain and refill inverter cooling system and heater cooling system												*
Charger Maintenance												
Inspect the ventilation filters to ensure adequate air flow, clean the filters as necessary		*		*		*		*		*		*
Inspect charger receptacles, cables and connector for signs of damage or unusual wear.		*		*		*		*		*		*

Note: After vehicle reaches the 90K maintenance cycle continue the schedule from beginning of interval.

Note: Maintenance is recommended by Phoenix Cars and it's partnering manufacturers to maintain warranty and component longevity. All services should be performed by a certified EV trained technician.

VI. WARRANTY COVERAGE AND DISCLOSURES:

Phoenix Motorcars' Zero Emission Truck & Charger warranty coverage is summarized below:

Components	Coverage	Comments
Bumper to Bumper Warranty	3 years / 36,000 miles	Limited PMC Warranty Limited Ford Warranty
PMC Electric Drive System	5 years / 60,000 miles	Limited PMC Warranty
Lithium-Ion Battery System	5 years / 150,000 miles	Limited PMC Warranty
Cargo Body	3 years / 36,000 miles	Limited Manufacturer Warranty
AC Charging Station	Full coverage – Labor, Travel, Freight & Parts	1 year from date of installation

1. All Warranties are **voided** if the customer does not perform the following conditions:
 - a. Comply with any service or recall advisories.
 - b. Follow all recommended service, maintenance and use requirements in a timely manner as set forth in the Phoenix Owner's & Maintenance Manual.
 - c. Carrying Passengers and Cargo within the specified load limits.
 - d. Make all required repairs.
2. Warranty details and requirements can be found in the Phoenix Owner's and Maintenance manual. The manual is provided at vehicle delivery – Please contact Phoenix for extra copies.

Disclosures

Battery-electric and fuel cell electric vehicles may perform differently than internal combustion vehicles. Prior to purchasing a battery-electric or fuel cell electric vehicle, it is recommended that purchasers consider the following criteria, in addition to others, to ensure that the vehicle they are purchasing is capable of meeting the needs of their particular vocation or work cycle:

1. The ability to accelerate and maintain speed up on a graded road;
2. Acceleration and maximum speed requirements;
3. The range on a specific work cycle and with varying loads;
4. The impacts of heating, ventilation, and air conditioning (HVAC) usage on range;
5. The ability to access charging or fueling infrastructure and anticipated charging/refueling times;
6. The potential for battery degradation over the life of the vehicle and best practices to prolong battery life;
7. The impact of battery degradation on top speed, the vehicle's ability to do work, range, etc.;
8. The possibility that zero-emission powertrains may result in an increased vehicle curb weight or affect the weight distribution of the vehicle and thus reduce the allowable payload

Thank you for inquiring about the Phoenix Motorcars Zero Emission Mobile Library Truck and charging stations. We appreciate your consideration.

Please contact us at (909) 987-0815 with any questions



SALES ORDER AND PURCHASE ORDER

This contract for the sale and purchase of one (1) PMC Z500 Electric Zero Emission Book Mobile is between Phoenix Cars, LLC, a Limited Liability Company organized under the laws of the State of Delaware (the “**Seller**”), and Placentia Library, an entity under the laws of the State of California (the “**Buyer**”).

Terms and Conditions

- 1. Includes all the items described in Section I.
- 2. Lead time of ~Q2 2023 depending on chassis availability and delivery.
- 3. Quotation valid for 30 days.
- 4. Warranties listed on page 10.
- 5. 20% Down Payment of MSRP required upon execution of Purchase Order.
- 6. Contingent on the end operator operating the Vehicle in California for a minimum of 3 years and HVIP Funding Availability. HVIP currently open while funding lasts.
- 7. All pricing is confidential between Placentia Library and Phoenix Motorcars.
- 8. Customer agrees to a joint press release, case study, and testimonial within 30 days of delivery and 1 year into the project.

Customer Acceptance:

By signing this quote, I hereby acknowledge that I have the authority to purchase the products detailed on this document on behalf of my organization and that I declare that I have full authority to enter into this contract. I accept your quotation in its entirety and agree to the conditions therein referred to. I acknowledge having received your full Terms and Conditions.

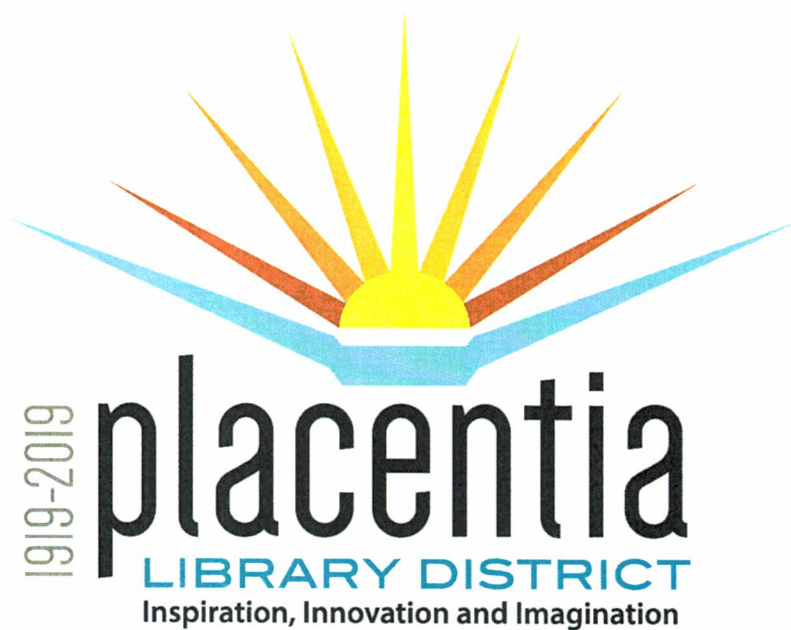
Customer Signature: _____

Customer Name: _____

Customer Title: _____

Date: _____

Purchase Order #: _____



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Authorization for early closure on December 1, 2022.**
DATE: October 17, 2022

BACKGROUND

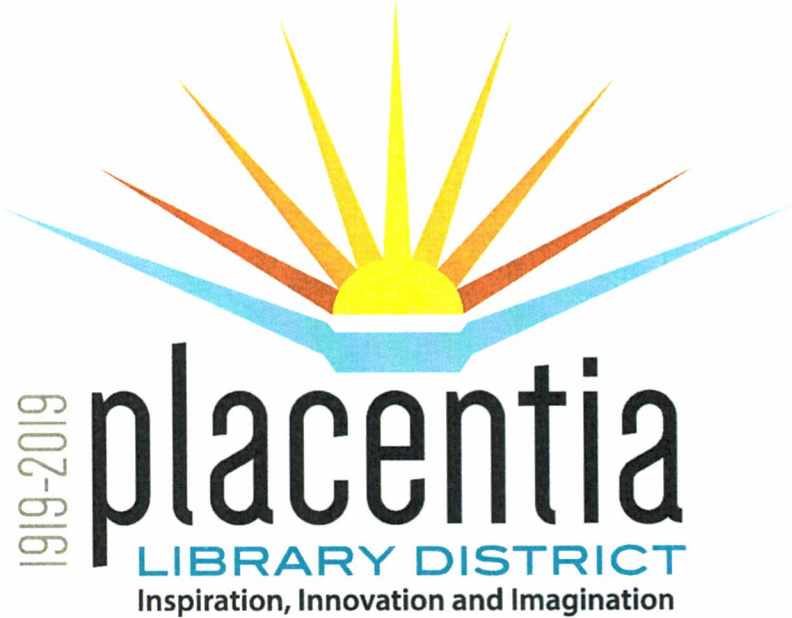
The City of Placentia will be hosting the Holiday Tree Lighting Ceremony on Thursday, December 1, 2022. The event will include free family fun, crafts for kids, pictures with Santa, dance performances, and holiday sing-a-long and much more. The popular event is expected to draw a large crowd, much like that of previous Tree Lighting events.

At the September 19, 2022 Library Board of Trustees meeting, President Martin requested the consideration for early closure be added to tonight's agenda. Though there is no official information on the event time, last year's event was from 6pm-8pm.

To accommodate for parking, the Library would be closed at 5pm, three hours prior to actual closing 8pm hour. The closure would impact services, including passport and in-person reference assistance. During the 2021 Tree Lighting event on December 2nd, between 5pm-8pm, there were eight passport applications processed and 29 in-person reference/customer service transactions. With the new passport appointment system and advanced notice to the public, staff anticipates minimal disruption.

RECOMMENDATIONS

1. Authorization for the District to close at 5pm on December 1, 2022 due to the Holiday Tree Lighting Ceremony; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Authorization of amended salary schedule 2022-2023 as presented.
DATE: October 17, 2022

BACKGROUND

The proposed salary schedule has been updated to include the upcoming January 1, 2023 minimum wage increase, and includes all prior cost of living adjustments to wages. In accordance with California Code Regulations, Title 2, Section 570.5, the salary schedule documents pay rates; listing all titles for every employee position; pay rates for each position; and the time base of each pay rate.

Minimal fiscal impact due to the January 1, 2023 hourly minimum wage increase. There is no additional fiscal impact to salaries and wages, as all cost of living allowances were previously approved by the Board and have already been implemented. The attached salary schedule is inclusive of past COLA adjustments and simply provides further clarity.

Attachment A is the Salary Schedules for Exempt and Non-Exempt classifications.

RECOMMENDATIONS

1. Authorization of amended Salary Schedule 2022-2023 as presented; and
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2021-2023
NON-EXEMPT

		1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE	HR	15.50	15.89	16.28	16.69	17.11	17.54	17.98	18.42	18.89	19.83
	AN	32,240.00	33,046.00	33,872.15	34,718.95	35,586.93	36,476.60	37,388.52	38,323.23	39,281.31	41,245.37
	MO	2,686.67	2,753.83	2,822.68	2,893.25	2,965.58	3,039.72	3,115.71	3,193.60	3,273.44	3,437.11
LIBRARY CLERK PASSPORT AGENT	HR	19.64	20.15	20.66	21.19	21.74	22.29	22.87	23.45	24.05	25.32
	AN	40,858.98	41,906.65	42,981.18	44,083.26	45,213.60	46,372.92	47,561.97	48,781.51	50,032.32	52,665.60
	MO	3,404.92	3,492.22	3,581.77	3,673.61	3,767.80	3,864.41	3,963.50	4,065.13	4,169.36	4,388.80
EMERGING TECHNOLOGIES ASSISTANT	HR	19.59	20.08	20.58	21.10	21.62	22.16	22.72	23.29	23.87	25.06
	AN	40,747.20	41,765.88	42,810.03	43,880.28	44,977.28	46,101.72	47,254.26	48,435.62	49,646.51	52,128.83
	MO	3,395.60	3,480.49	3,567.50	3,656.69	3,748.11	3,841.81	3,937.85	4,036.30	4,137.21	4,344.07
CIRCULATION SUPERVISOR	HR	18.59	19.57	20.60	21.69	22.83	24.03	25.29	26.62	28.03	29.50
	AN	38,672.10	40,707.48	42,849.98	45,105.24	47,479.20	49,978.10	52,608.53	55,377.40	58,292.00	61,360.00
	MO	3,222.68	3,392.29	3,570.83	3,758.77	3,956.60	4,164.84	4,384.04	4,614.78	4,857.67	5,113.33
EXECUTIVE ASSISTANT (CONFIDENTIAL)	HR	26.95	27.62	28.31	29.02	29.75	30.49	31.25	32.04	32.84	34.48
	AN	56,056.00	57,457.40	58,893.84	60,366.18	61,875.34	63,422.22	65,007.77	66,632.97	68,298.79	71,713.73
	MO	4,671.33	4,788.12	4,907.82	5,030.52	5,156.28	5,285.18	5,417.31	5,552.75	5,691.57	5,976.14
LIBRARY ASSISTANT FACILITY MAINTENANCE TECH.	HR	27.43	28.13	28.85	29.59	30.35	31.13	31.92	32.74	33.58	35.35
	AN	57,044.44	58,507.11	60,007.30	61,545.94	63,124.05	64,742.61	66,402.68	68,105.31	69,851.60	73,528.00
	MO	4,753.70	4,875.59	5,000.61	5,128.83	5,260.34	5,395.22	5,533.56	5,675.44	5,820.97	6,127.33
LIBRARIAN I	HR	32.84	33.66	34.50	35.37	36.25	37.16	38.08	39.04	40.01	42.02
	AN	68,307.20	70,014.88	71,765.25	73,559.38	75,398.37	77,283.33	79,215.41	81,195.80	83,225.69	87,401.60
	MO	5,692.27	5,834.57	5,980.44	6,129.95	6,283.20	6,440.28	6,601.28	6,766.32	6,935.47	7,283.47
SUPERVISING LIBRARIAN SYSTEMS LIBRARIAN	HR	38.09	39.04	40.02	41.02	42.04	43.10	44.17	45.28	46.41	48.73
	AN	79,227.20	81,207.88	83,238.08	85,319.03	87,452.00	89,638.30	91,879.26	94,176.24	96,530.65	101,357.18
	MO	6,602.27	6,767.32	6,936.51	7,109.92	7,287.67	7,469.86	7,656.61	7,848.02	8,044.22	8,446.43

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

Effective: _____

October 2022

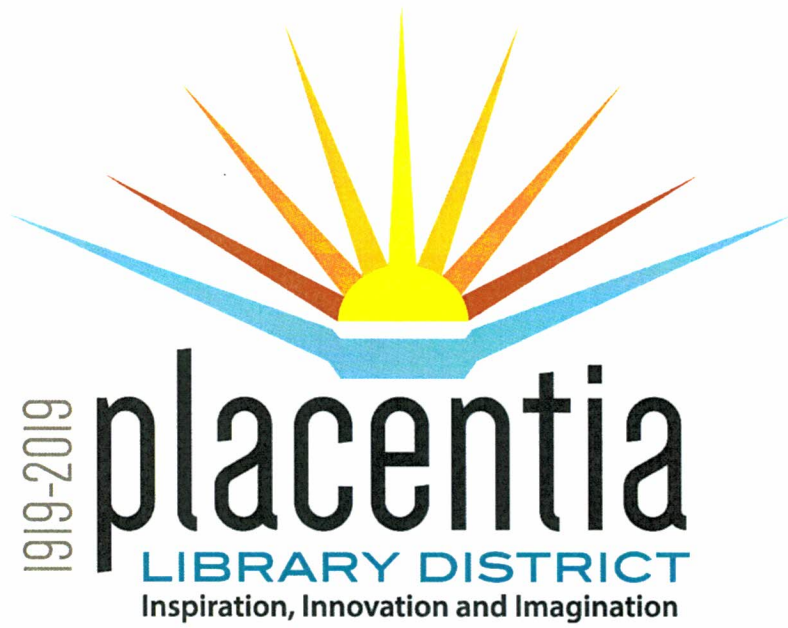
**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2021-2023
EXEMPT**

		1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR	HR	93.29									
	PP	7,463.20									
	AN	194,043.20									
	MO	16,170.27									
ASSISTANT LIBRARY DIRECTOR	HR	49.92	51.20	52.51	53.86	55.24	56.66	58.11	59.60	61.13	64.19
	PP	3,993.75	4,096.16	4,201.19	4,308.91	4,419.40	4,532.71	4,648.94	4,768.14	4,890.40	5,134.92
	AN	103,837.60	106,500.11	109,230.88	112,031.67	114,904.28	117,850.54	120,872.35	123,971.64	127,150.40	133,507.92
	MO	8,653.13	8,875.01	9,102.57	9,335.97	9,573.36	9,820.88	10,072.70	10,330.97	10,595.87	11,125.66
BUSINESS MANAGER	HR	39.03	40.01	41.01	42.03	43.08	44.16	45.26	46.39	47.55	49.93
	PP	3,122.40	3,200.46	3,280.47	3,362.48	3,446.55	3,532.71	3,621.03	3,711.55	3,804.34	3,994.56
	AN	81,182.40	83,211.96	85,292.26	87,424.57	89,610.18	91,850.43	94,146.69	96,500.36	98,912.87	103,858.51
	MO	6,765.20	6,934.33	7,107.69	7,285.38	7,467.51	7,654.20	7,845.56	8,041.70	8,242.74	8,654.88

Signature _____ : Approved
President

Effective: _____

October 2022



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Authorization to form an Advisory Committee for the Outdoor Learning Experience (OLE) space.**
DATE: October 17, 2022

BACKGROUND

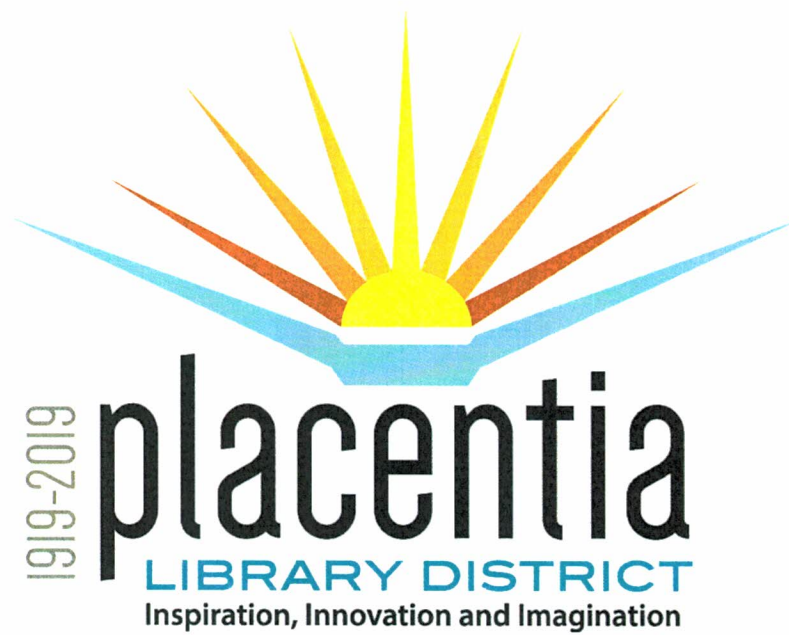
The Placentia Library District received \$400,000 from Assemblyman Phillip Chen's office, to create a reading and learning space outside the library. The purpose of establishing an OLE Advisory Committee is for members to make recommendations to the Library Board of Trustees on development options for best use of OLE, with duties to include:

1. Solicit community input through various communication methods, including but not limited to social media, surveys, and conversations.
2. Tour open space throughout Orange County and Los Angeles.
3. Provide monthly reports and updates to the Board during public meetings.
4. Present recommendations to the Board in Spring 2023.
5. Increase public awareness and promote OLE space.
6. Attend ribbon cutting ceremony.

It is recommended OLE committee consists of five members, with 1-2 Trustee/staff, meeting bi-monthly. The Board can select to appoint a member of the public to serve on the committee or authorize staff to identify prospective members.

RECOMMENDATIONS

1. Authorization to form an Advisory Committee for the Outdoor Learning Experience (OLE) space; and
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Joint-Use Committee Update**
DATE: October 17, 2022

BACKGROUND

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

Attachment A are the September 15, 2022 meeting minutes.

MINUTES
PLACENTIA LIBRARY DISTRICT
JOINT USE COMMITTEE MEETING
SEPTEMBER 15, 2022

CALL TO ORDER

Members Present: President Jo-Anne Martin, Trustee Sherri Dahl, City Administrator Damien Arrula, Councilmember Craig Green, Community Services Director Karen Crocker.

Members Absent: Library Director Jeanette Contreras, Trustee Scott Nelson, Councilmember Ward Smith.

Staff Present: Deputy City Administrator Luis Estevez, Assistant Library Director Yesenia Baltierra, 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.

**BOOKMOBILE
MAINTENANCE
AGREEMENT**

Assistant Library Director Baltierra presented the Bookmobile Maintenance Agreement to City staff and advised it has been presented to the District's Board and has been approved. Next steps are to get it approved by the City Council meeting on September 20th. Deputy City Administrator Estevez reported the Bookmobile MOU is on the Consent Calendar for the September 20th meeting and believes it will get approved with no issues. President Martin expressed her gratitude towards the City for partnering with the District on this agreement.

NEXUS STUDY UPDATE

Assistant Library Director Baltierra reported the District had received an email from the City regarding the Nexus Study Update after the agenda for this meeting was created. The email stated the item will need to be pushed to a future City Council Meeting due to pending documents that are required from the District. Assistant Library Director advised the District is fine with the decision to move the item to a future Council meeting. Deputy City Administrator Estevez advised the documents needed is a copy of the public hearing notice and Resolution 2022-05. Both items can be provided to the City as a PDF or as a Microsoft Word document. He also advised the District's Business Manager, Fernando Maldonado, is aware of the documents that the City requires.

**GUARDIAN HEALTH
TESTING UNIT**

Assistant Library Director Baltierra reported Guardian Health approached Library Director Jeanette Contreras directly with a proposal for a community testing site in the parking lot of the Civic Center. It would be stationed in three parking spots by All America Way and it would be open seven days a week. City Administrator Arrula expressed concerns about the testing site taking up space in the parking lot. The City has received many complaints about the lack of parking spaces and this testing site would be taking up a lot of real estate in the parking lot. He presented a map with a list of existing testing sites that are already available to the public. Community Services Director Crocker suggested using the back's building parking lot as a testing site if the District wants to move forward with the Guardian Health Testing Unit. President Martin and Trustee Dahl both agreed the testing unit is a good idea but a new location would have to be found.

COVID TESTING

This agenda item is regarding the same topic as the previous agenda item: Guardian Health Testing Unit.

CHRISTMAS TREE LIGHTING

Community Services Director Crocker reported the Christmas Tree Lighting is scheduled for Thursday, December 1st. The District should be hearing from Community Services Supervisor Veronica Ortiz about what involvement the District would like to have in the event. Assistant Library Director Baltierra advised the District can help in the same capacity it has in previous years. Also, due to passports being on an appointment only basis, there will be less foot traffic and traffic will be more manageable.

**PLACENTIA LIBRARY
DISTRICT UPDATE**

Assistant Library Director Baltierra reported the California State Library recently announced free online tutoring would be available to all Californians. The database, Brainfuse Help Now, will be available at the District. The District has an upcoming program with the Placentia Fire and Life Safety Department on October 13th where patrons can learn about fire safety. The Monster Mash is scheduled for October 21st and yoga will continue on Saturdays through November and take a short break after. The District has noticed there have been more people parking overnight and asked the City staff for help in enforcing no overnight parking. Assistant Library Director Baltierra mentioned the District has been experiencing a fly issue and wanted to know if the City has been experiencing the same issue. City staff reported they were not experiencing any issues with flies.

President Martin congratulated the City on receiving the Helen Putnam Award for Excellence. President Martin reported she will be conducting training with the District's Board on Monday, September 15th, before the scheduled board meeting. The training will focus on organizational health.

Trustee Dahl reported the Board conducted it's first public hearing to move from an at-large election system to a district-based election system. The second public hearing will take place during the board meeting on Monday, September 15th.

CITY OF PLACENTIA UPDATE

Community Services Director Crocker and City Administrator Arrula reported they have been in communication with the OC Health Care Agency in regards to a suicide prevention campaign called "Light Up Hope OC". In order to raise awareness for Suicide Prevention Awareness Month, the campaign is asking for government buildings throughout Orange County to light up the exterior of their buildings in teal and purple during the week of September 19th. The City is aware the District had color-changing uplights in the past and wanted to know if those can be used in this campaign. President Martin expressed the District would be interested in assisting with this campaign and Assistant Library Director Baltierra advised she will check to see if the lights are still available. More information to come from the City.

Deputy City Administrator Estevez reported the painting project for the pergola will start next week, the City will be repaving the streets in the Atwood neighborhood, and the City Council has approved the financing package for the new public safety building. The new public safety building will house the EOC, a new shooting range, new office space, and storage for evidence as well as other City documents.

Community Services Director Crocker reported there are currently seven ongoing park projects. There will be a community meeting at the Gomez Community Center

to get input from the public. With help from a grant from St. Jude's, the City was able to redo the flooring in the gym of Valadez Middle School. Community Services Director Crocker also reported the City is starting to prep for their fall programs, including the Thanksgiving food baskets.

NEXT MEETING

The next meeting is scheduled for Thursday, October 6th, 2022 at 3:30 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: Jeanette Contreras, Library Director

SUBJECT: **Senior/Community Center Blue Ribbon Committee Report**

DATE: October 17, 2022

BACKGROUND

President will provide a report on the work of the Senior/Community Center Blue Ribbon Committee.

Attachment A is the agenda for the September 21, 2022 meeting.



Blue Ribbon Committee Meeting Agenda

September 21, 2022 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.

Councilmember Craig Green

Councilmember Ward Smith

Sheila Jordan

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.

Tricia Montelongo

Aaron Mills

Grace Carluen

Todd Rogers

How to join the virtual meeting

Participants will enter a waiting room and be admitted by the meeting host at the beginning of the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/84101462327?pwd=OEltNzlad1RJaGdIYkNwcXc0QjNqdz09>

Meeting ID: 841 0146 2327

Passcode: 311554

One tap mobile

+13462487799,,84101462327#,,,,*311554# US (Houston)

+17207072699,,84101462327#,,,,*311554# US (Denver)

Dial by your location

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 841 0146 2327

Passcode: 311554

Find your local number: <https://us06web.zoom.us/j/84101462327?pwd=OEltNzlad1RJaGdIYkNwcXc0QjNqdz09>

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

September 21, 2022

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

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

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

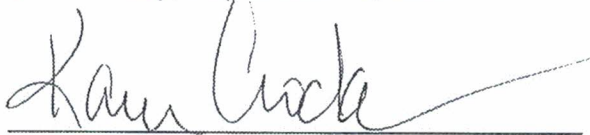
1. Welcome + Introductions
 - a. Blog Exercise (*this is an interactive process/goals exercise with the committee members*)
2. Committee + Project Overview
3. Top 9 Best Practices for Planning + Designing of Community Center
4. Project Goals - 3 P's
 - a. Process, Project, Product
5. Preliminary Site Analysis + Opportunities
6. Preliminary Facility Needs + Opportunities
7. Project workplan/schedule

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, September 21, 2022, 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 September 21, 2022, Regular Meeting of the Blue-Ribbon Committee was posted on Thursday, September 15, 2022.

A handwritten signature in cursive script that reads "Karen Crocker". The signature is written in black ink and is positioned above a horizontal line.

Karen Crocker
Community Services Director



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Gayle Carline, Board Secretary

SUBJECT: **Legislative Updates and Report on AB 1711.**

DATE: October 17, 2022

BACKGROUND

Secretary Carline and District Counsel will provide a report on current legislations, including AB 1711.

Attachment A is a copy of AB 1711.



AB-1711 Privacy: breach. (2021-2022)

SHARE THIS:  

Date Published: 08/26/2022 09:00 PM

ENROLLED AUGUST 26, 2022
PASSED IN SENATE AUGUST 23, 2022
PASSED IN ASSEMBLY AUGUST 24, 2022
AMENDED IN SENATE AUGUST 08, 2022
AMENDED IN ASSEMBLY APRIL 21, 2022
AMENDED IN ASSEMBLY MARCH 23, 2022

CALIFORNIA LEGISLATURE— 2021–2022 REGULAR SESSION

ASSEMBLY BILL

NO. 1711

Introduced by Assembly Member Seyarto

January 26, 2022

An act to amend Section 1798.29 of the Civil Code, relating to privacy.

LEGISLATIVE COUNSEL'S DIGEST

AB 1711, Seyarto. Privacy: breach.

Existing law requires an agency or a person or business that conducts business in California that owns or licenses computerized data that includes personal information to disclose a breach of security of the system following discovery or notification of the breach in the security data to certain residents of California, as specified.

This bill would require an agency to post a notice on the agency's internet website when a person or business operating a system on behalf of the agency is required to issue a security breach notification for that system pursuant to the above-described provisions, as specified.

This bill would incorporate additional changes to Section 1798.29 of the Civil Code proposed by AB 2958 to be operative only if this bill and AB 2958 are enacted and this bill is enacted last.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 1798.29 of the Civil Code is amended to read:

1798.29. (a) Any agency that owns or licenses computerized data that includes personal information shall disclose a breach of the security of the system following discovery or notification of the breach in the security of the data to a resident of California (1) whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person, or, (2) whose encrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person and the encryption key or security credential was, or is reasonably believed to have been, acquired by an unauthorized person and the agency that owns or licenses the encrypted information has a reasonable belief that the encryption key or security credential could render that personal information readable or usable. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subdivision (c), or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

(b) (1) Any agency that maintains computerized data that includes personal information that the agency does not own shall notify the owner or licensee of the information of any breach of the security of the data immediately following discovery, if the personal information was, or is reasonably believed to have been, acquired by an unauthorized person.

(2) When a person or business operating a system on behalf of an agency is required to disclose a breach of that system pursuant to this section or to Section 1798.82, the agency shall also disclose the breach by conspicuously posting, for a minimum of 30 days, the notice provided by the person or business pursuant to this section or Section 1798.82 on the agency's internet website, if the agency maintains one. The disclosure shall be posted in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subdivision (c), or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. For purposes of this paragraph, conspicuously posting on the agency's internet website means providing a link to the notice on the home page or first significant page after entering the internet website that is in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from the surrounding text of the same size by symbols or other marks that call attention to the link.

(c) The notification required by this section may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. The notification required by this section shall be made after the law enforcement agency determines that it will not compromise the investigation.

(d) Any agency that is required to issue a security breach notification pursuant to this section shall meet all of the following requirements:

(1) The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described in paragraph (2) under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.

(A) The format of the notice shall be designed to call attention to the nature and significance of the information it contains.

(B) The title and headings in the notice shall be clearly and conspicuously displayed.

(C) The text of the notice and any other notice provided pursuant to this section shall be no smaller than 10-point type.

(D) For a written notice described in paragraph (1) of subdivision (i), use of the model security breach notification form prescribed below or use of the headings described in this paragraph with the information described in paragraph (2), written in plain language, shall be deemed to be in compliance with this subdivision.

[NAME OF INSTITUTION / LOGO] _____ Date: [insert date]

NOTICE OF DATA BREACH

What
Happened?

What Information Was Involved?	
What We Are Doing.	
What You Can Do.	
Other Important Information. [insert other important information]	
For More Information.	Call [telephone number] or go to [internet website]

(E) For an electronic notice described in paragraph (2) of subdivision (i), use of the headings described in this paragraph with the information described in paragraph (2), written in plain language, shall be deemed to be in compliance with this subdivision.

(2) The security breach notification described in paragraph (1) shall include, at a minimum, the following information:

(A) The name and contact information of the reporting agency subject to this section.

(B) A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.

(C) If the information is possible to determine at the time the notice is provided, then any of the following: (i) the date of the breach, (ii) the estimated date of the breach, or (iii) the date range within which the breach occurred. The notification shall also include the date of the notice.

(D) Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.

(E) A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

(F) The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a social security number or a driver's license or California identification card number.

(3) At the discretion of the agency, the security breach notification may also include any of the following:

(A) Information about what the agency has done to protect individuals whose information has been breached.

(B) Advice on steps that people whose information has been breached may take to protect themselves.

(e) Any agency that is required to issue a security breach notification pursuant to this section to more than 500 California residents as a result of a single breach of the security system shall electronically submit a single sample copy of that security breach notification, excluding any personally identifiable information, to the Attorney General. A single sample copy of a security breach notification shall not be deemed to be within Article 1 (commencing with Section 7923.600) of Chapter 1 of Part 5 of Division 10 of Title 1 of the Government Code.

(f) For purposes of this section, "breach of the security of the system" means unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the agency. Good faith acquisition of personal information by an employee or agent of the agency for the purposes of the agency is not a breach of the security of the system, provided that the personal information is not used or subject to further unauthorized disclosure.

(g) For purposes of this section, "personal information" means either of the following:

(1) An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

(A) Social security number.

(B) Driver's license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual.

(C) Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

(D) Medical information.

(E) Health insurance information.

(F) Unique biometric data generated from measurements or technical analysis of human body characteristics, such as a fingerprint, retina, or iris image, used to authenticate a specific individual. Unique biometric data does not include a physical or digital photograph, unless used or stored for facial recognition purposes.

(G) Information or data collected through the use or operation of an automated license plate recognition system, as defined in Section 1798.90.5.

(H) Genetic data.

(2) A username or email address, in combination with a password or security question and answer that would permit access to an online account.

(h) (1) For purposes of this section, "personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

(2) For purposes of this section, "medical information" means any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional.

(3) For purposes of this section, "health insurance information" means an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records.

(4) For purposes of this section, "encrypted" means rendered unusable, unreadable, or indecipherable to an unauthorized person through a security technology or methodology generally accepted in the field of information security.

(5) For purposes of this section, "genetic data" means any data, regardless of its format, that results from the analysis of a biological sample of an individual, or from another source enabling equivalent information to be obtained, and concerns genetic material. Genetic material includes, but is not limited to, deoxyribonucleic acids (DNA), ribonucleic acids (RNA), genes, chromosomes, alleles, genomes, alterations or modifications to DNA or RNA, single nucleotide polymorphisms (SNPs), uninterpreted data that results from analysis of the biological sample or other source, and any information extrapolated, derived, or inferred therefrom.

(i) For purposes of this section, "notice" may be provided by one of the following methods:

(1) Written notice.

(2) Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in Section 7001 of Title 15 of the United States Code.

(3) Substitute notice, if the agency demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000), or that the affected class of subject persons to be notified exceeds 500,000, or the agency does not have sufficient contact information. Substitute notice shall consist of all of the following:

(A) Email notice when the agency has an email address for the subject persons.

(B) Conspicuous posting, for a minimum of 30 days, of the notice on the agency's internet website, if the agency maintains one. For purposes of this subparagraph, conspicuous posting on the agency's internet website means providing a link to the notice on the home page or first significant page after entering the internet website that is in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from the surrounding text of the same size by symbols or other marks that call attention to the link.

(C) Notification to major statewide media and the Office of Information Security within the Department of Technology.

(4) In the case of a breach of the security of the system involving personal information defined in paragraph (2) of subdivision (g) for an online account, and no other personal information defined in paragraph (1) of subdivision (g), the agency may comply with this section by providing the security breach notification in electronic or other form that directs the person whose personal information has been breached to promptly change the person's password and security question or answer, as applicable, or to take other steps appropriate to protect the online account with the agency and all other online accounts for which the person uses the same username or email address and password or security question or answer.

(5) In the case of a breach of the security of the system involving personal information defined in paragraph (2) of subdivision (g) for login credentials of an email account furnished by the agency, the agency shall not comply with this section by providing the security breach notification to that email address, but may, instead, comply with this section by providing notice by another method described in this subdivision or by clear and conspicuous notice delivered to the resident online when the resident is connected to the online account from an Internet Protocol address or online location from which the agency knows the resident customarily accesses the account.

(j) Notwithstanding subdivision (i), an agency that maintains its own notification procedures as part of an information security policy for the treatment of personal information and is otherwise consistent with the timing requirements of this part shall be deemed to be in compliance with the notification requirements of this section if it notifies subject persons in accordance with its policies in the event of a breach of security of the system.

(k) Notwithstanding the exception specified in paragraph (4) of subdivision (b) of Section 1798.3, for purposes of this section, "agency" includes a local agency, as defined in subdivision (a) of Section 6252 of the Government Code.

(l) For purposes of this section, "encryption key" and "security credential" mean the confidential key or process designed to render the data usable, readable, and decipherable.

SEC. 1.5. Section 1798.29 of the Civil Code is amended to read:

1798.29. (a) Any agency that owns or licenses computerized data that includes personal information shall disclose any breach of the security of the system following discovery or notification of the breach in the security of the data to any resident of California (1) whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person, or, (2) whose encrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person and the encryption key or security credential was, or is reasonably believed to have been, acquired by an unauthorized person and the agency that owns or licenses the encrypted information has a reasonable belief that the encryption key or security credential could render that personal

information readable or usable. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subdivision (c), and any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

(b) (1) Any agency that maintains computerized data that includes personal information that the agency does not own shall notify the owner or licensee of the information of any breach of the security of the data immediately following discovery, if the personal information was, or is reasonably believed to have been, acquired by an unauthorized person.

(2) When a person or business operating a system on behalf of an agency is required to disclose a breach of that system pursuant to this section or to Section 1798.82, the agency shall also disclose the breach by conspicuously posting, for a minimum of 30 days, the notice provided by the person or business pursuant to this section or Section 1798.82 on the agency's internet website, if the agency maintains one. The disclosure shall be posted in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subdivision (c), or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. For purposes of this paragraph, conspicuously posting on the agency's internet website means providing a link to the notice on the home page or first significant page after entering the internet website that is in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from the surrounding text of the same size by symbols or other marks that call attention to the link.

(c) The notification required by this section may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. The notification required by this section shall be made after the law enforcement agency determines that it will not compromise the investigation.

(d) Any agency that is required to issue a security breach notification pursuant to this section shall meet all of the following requirements:

(1) The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described in paragraph (2) under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.

(A) The format of the notice shall be designed to call attention to the nature and significance of the information it contains.

(B) The title and headings in the notice shall be clearly and conspicuously displayed.

(C) The text of the notice and any other notice provided pursuant to this section shall be no smaller than 10-point type.

(D) For a written notice described in paragraph (1) of subdivision (i), use of the model security breach notification form prescribed below or use of the headings described in this paragraph with the information described in paragraph (2), written in plain language, shall be deemed to be in compliance with this subdivision.

[NAME OF INSTITUTION / LOGO] _____ Date: [insert date]

NOTICE OF DATA BREACH

What
Happened?

What
Information
Was
Involved?

What We
Are Doing.

What You
Can Do.

Other Important Information.
[insert other important information]

For More
Information. Call [telephone number] or go to [internet website]

(E) For an electronic notice described in paragraph (2) of subdivision (i), use of the headings described in this paragraph with the information described in paragraph (2), written in plain language, shall be deemed to be in compliance with this subdivision.

(2) The security breach notification described in paragraph (1) shall include, at a minimum, the following information:

(A) The name and contact information of the reporting agency subject to this section.

(B) A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.

(C) If the information is possible to determine at the time the notice is provided, then any of the following: (i) the date of the breach, (ii) the estimated date of the breach, or (iii) the date range within which the breach occurred. The notification shall also include the date of the notice.

(D) Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.

(E) A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

(F) The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a social security number or a driver's license or California identification card number.

(3) At the discretion of the agency, the security breach notification may also include any of the following:

(A) Information about what the agency has done to protect individuals whose information has been breached.

(B) Advice on steps that people whose information has been breached may take to protect themselves.

(e) Any agency that is required to issue a security breach notification pursuant to this section to more than 500 California residents as a result of a single breach of the security system shall electronically submit a single copy of that security breach notification, excluding any personally identifiable information, to the Attorney General. A single sample copy of a security breach notification shall not be deemed to be within Article 1 (commencing with Section 7923.600) of Chapter 1 of Part 5 of Division 10 of Title 1 of the Government Code.

(f) For purposes of this section, "breach of the security of the system" means unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the agency. Good faith acquisition of personal information by an employee or agent of the agency for the purposes of the agency is not a breach of the security of the system, provided that the personal information is not used or subject to further unauthorized disclosure.

(g) For purposes of this section, "personal information" means either of the following:

(1) An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

(A) Social security number.

(B) Driver's license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual.

(C) Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

(D) Medical information.

(E) Health insurance information.

(F) Unique biometric data generated from measurements or technical analysis of human body characteristics, such as a fingerprint, retina, or iris image, used to authenticate a specific individual. Unique biometric data does not include a physical or digital photograph, unless used or stored for facial recognition purposes.

(G) Information or data collected through the use or operation of an automated license plate recognition system, as defined in Section 1798.90.5.

(H) Genetic data.

(2) A username or email address, in combination with a password or security question and answer that would permit access to an online account.

(h) (1) For purposes of this section, "personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

(2) For purposes of this section, "medical information" means any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional.

(3) For purposes of this section, "health insurance information" means an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records.

(4) For purposes of this section, "encrypted" means rendered unusable, unreadable, or indecipherable to an unauthorized person through a security technology or methodology generally accepted in the field of information security.

(5) For purposes of this section, "genetic data" means any data, regardless of its format, that results from the analysis of a biological sample of an individual, or from another source enabling equivalent information to be obtained, and concerns genetic material. Genetic material includes, but is not limited to, deoxyribonucleic acids (DNA), ribonucleic acids (RNA), genes, chromosomes, alleles, genomes, alterations or modifications to DNA or RNA, single nucleotide polymorphisms (SNPs), uninterpreted data that results from analysis of the biological sample or other source, and any information extrapolated, derived, or inferred therefrom.

(i) For purposes of this section, "notice" may be provided by one of the following methods:

(1) Written notice.

(2) Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in Section 7001 of Title 15 of the United States Code.

(3) Substitute notice, if the agency demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000), or that the affected class of subject persons to be notified exceeds 500,000, or the agency does not have sufficient contact information. Substitute notice shall consist of all of the following:

(A) Email notice when the agency has an email address for the subject persons.

(B) Conspicuous posting, for a minimum of 30 days, of the notice on the agency's internet website, if the agency maintains one. For purposes of this subparagraph, conspicuous posting on the agency's internet website means providing a link to the notice on the home page or first significant page after entering the internet website that is in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from the surrounding text of the same size by symbols or other marks that call attention to the link.

(C) Notification to major statewide media and the Office of Information Security within the Department of Technology.

(4) In the case of a breach of the security of the system involving personal information defined in paragraph (2) of subdivision (g) for an online account, and no other personal information defined in paragraph (1) of subdivision (g), the agency may comply with this section by providing the security breach notification in electronic or other form that directs the person whose personal information has been breached to promptly change the person's password and security question or answer, as applicable, or to take other steps appropriate to protect the online account with the agency and all other online accounts for which the person uses the same username or email address and password or security question or answer.

(5) In the case of a breach of the security of the system involving personal information defined in paragraph (2) of subdivision (g) for login credentials of an email account furnished by the agency, the agency shall not comply with this section by providing the security breach notification to that email address, but may, instead, comply with this section by providing notice by another method described in this subdivision or by clear and conspicuous notice delivered to the resident online when the resident is connected to the online account from an Internet Protocol address or online location from which the agency knows the resident customarily accesses the account.

(j) Notwithstanding subdivision (i), an agency that maintains its own notification procedures as part of an information security policy for the treatment of personal information and is otherwise consistent with the timing requirements of this part shall be deemed to be in compliance with the notification requirements of this section if it notifies subject persons in accordance with its policies in the event of a breach of security of the system.

(k) Notwithstanding the exception specified in paragraph (4) of subdivision (b) of Section 1798.3, for purposes of this section, "agency" includes a local agency, as defined in Section 7920.510 of the Government Code.

(l) For purposes of this section, "encryption key" and "security credential" mean the confidential key or process designed to render the data usable, readable, and decipherable.

(m) Notwithstanding any other law, the State Bar of California shall comply with this section. This subdivision shall not be construed to apply other provisions of this chapter to the State Bar.

SEC. 2. Section 1.5 of this bill incorporates amendments to Section 1798.29 of the Civil Code proposed by both this bill and Assembly Bill 2958. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2023, (2) each bill amends Section 1798.29 of the Civil Code, and (3) this bill is enacted after Assembly Bill 2958, in which case Section 1 of this bill shall not become operative.