



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

March 25, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

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

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President
2. Roll Call      Recorder
3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, March 25, 2024

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the Library Board of Trustees Regular Meeting on February 26, 2024. (Receive & File and Approve)

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

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

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

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

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

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, March 25, 2024

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS (Items 25-32)**

- 25. Discuss the California Special District Association Board of Directors Call for Nominations, Seat A.
- 26. Discuss the Orange County Local Agency Formation Commission Nomination for the Regular Special District Member seat, with a term expiration of June 30, 2024.
- 27. Authorization for Trustees and the Library Director to attend the California Special District Association Legislative Days, May 21-22, 2024 in Sacramento, California.
- 28. Outdoor Library Space and Loading Dock Expansion Project Presentation.
- 29. Authorization to Approve Reimbursements for Secretary Dahl's Roundtable Women's Club Membership.
- 30. Authorization to Reallocate \$5,000 from the Materials Budget Account to Program.
- 31. Joint-Use Committee Updates from President Carline.
- 32. ISDOC & Legislative Updates from Trustee Nelson.

**AGENDA DEVELOPMENT**

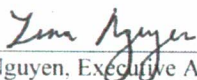
- 33. Agenda Preparation for the April Regular Date Meeting which will be held on April 22, 2024 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 34. The Library Board of Trustees will adjourn the Regular Date March 25, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for March 25, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 20, 2024.

  
\_\_\_\_\_  
Lina Nguyen, Executive Assistant





MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
FEBRUARY 26, 2024

**CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 26, 2024 at 6:37 p.m.

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

**Members Absent (excused):** Trustee Voiza Arnold, Trustee Scott Nelson.

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

**Staff Absent:** Yesenia Baltierra, Assistant Library Director.

**Guests:** Linda Harter, Library Clerk.

**ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3).

AYES: Carline, Dahl, Beverage

NOES: None

ABSENT: Arnold, Nelson

**ORAL COMMUNICATION** None (Item 4).

**BOARD PRESIDENT REPORT** President Carline reported she attended the Excellence in Placentia Gala, her monthly meeting with Library Director Contreras, and the Joint Use Meeting. She also completed the Ethics AB 1234 Compliance Training.

**TRUSTEE & ORGANIZATIONAL REPORTS** Secretary Dahl reported she attended the Excellence in Placentia Gala, the Placentia Round Table Women's Club meeting, and the scholarship committee meeting. She also completed the Ethics AB 1234 Compliance Training, the Sexual Harassment Prevention Training for Supervisors, and the training for Form 700 Filers.

Trustee Beverage reported she attended the Excellence in Placentia Gala as well as a meet and greet event for Senator Josh Newman. She was also interviewed by a reporter from the Daily Pilot on her tenure as a library director in Huntington Beach and her thoughts on what is happening in the library world. She reported she has been checking the Local Area Formation Commission (LAFCO) recordings and reported we should expect a MSR in 2025.

Trustee Arnold had an excused absence.

Trustee Nelson had an excused absence.

**LIBRARY DIRECTOR REPORT** Director Contreras took this time to introduce Linda Harter to the Board. Ms. Harter is the newly hired On-Call Library Clerk.

Director Contreras reported she had received a thank you card from the Placentia Library Friends Foundation Vice President, Marian Kalman. The District had sent her flowers after hearing she was not feeling well. Director Contreras reported she celebrated the Lunar New Year with her family, attended an Olivia Rodrigo concert, and spoke at a Rotary Club meeting. She also reported this is the second year she has served on the planning committee of the Public Library Director’s Forum. She also attended the Joint Use Meeting and the 85th Anniversary for Midway Sanitary District. She served on the Instructional Material Review Committee for the San Juan Capistrano District. They are experiencing push back from a parent who is requesting the removal *Roll of Thunder, Hear My Cry*. She also reported that the State Librarian reported they committed a lot of money towards libraries. Libraries that haven’t received their funds have no guarantees they will receive the funds. Fortunately, this does not affect the District. The District has already received funds for the Outdoor Space, the bookmobile and facility improvements. The District has not received full funds for Literacy yet but it’s the one program that the State Library will always fund.

**FRIENDS FOUNDATION REPORT**

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) on behalf of President Reuben Skipper. The garage sale will be on April 27th. They are focusing on home goods this year. The public can start bringing in their donations starting on March 1st. Items should be dropped off at the District’s loading dock. They are still working on the Authors Luncheon planning. The bookstore brought in just under \$2000 last month. They are probably discontinuing their quarterly book sales. They have sold some tickets for the Taylor Swift drawing and are considering selling food and drinks during the event.

**CONSENT CALENDAR**

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

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

**MINUTES FOR JANUARY 22, 2024 REGULAR DATE MEETING.**

The minutes for the January 22, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

- Check Registers for January 2024 (Item 10)
- Fund 707 Balance Report for January 2024 (Item 11)
- Financial Reports through January 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)
- Balance Sheets for January 2024 (Item 13)
- Acquisitions Report for January 2024 (Item 14)
- Entrepreneurial Activities Report for January 2024 (Item 15)
- Library Impact Fee Report for January 2024 (Item 16)



**GENERAL CONSENT REPORTS**

Personnel Report for January 2024 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for January 2024 (Item 19)  
Circulation Report for January 2024 (Item 20)

**STAFF REPORTS**

Children’s Services Report January 2024 (Item 21)  
Adult Services Report for January 2024 (Item 22)  
Placentia Library Website Technology Report for January 2024 (Item 23)  
Customer Service Report (Items 24)

**THE CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS CONFERENCE (CSMFO) REPORT FROM BUSINESS MANAGER, CARLO MASKARINO.**

Director Contreras reported the Board had approved to send Business Manager Maskarino to the California Society of Municipal Finance Officers Conference during the Board meeting in September. Business Manager Maskarino reported out on his experience and main takeaways from the conference and thanked the Board for approving his attendance at the conference.

**DISCUSSION OF THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT A.**

Trustee Beverage made a motion to postpone this agenda item until all Board Trustees are present. It was seconded by Secretary Dahl. A roll call vote was taken:  
AYES: Carline, Dahl, Beverage  
NOES: None  
ABSENT: Arnold, Nelson

**ADOPTION OF RESOLUTION 24-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO UPDATE THE PLAN OWNERS OF THE DISTRICT’S 457 PLAN (B) RETIREMENT.**

Director Contreras reported the District needs to update the owners of the 457(b) retirement plan. Trustee Beverage made a motion to read Resolution 2024-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Update the Plan Owners of the District’s 457 Plan (b) Retirement.  
AYES: Carline, Dahl, Beverage  
NOES: None  
ABSENT: Arnold, Nelson

Trustee Beverage then made a motion to adopt Resolution 2024-01. It was seconded by Secretary Dahl. A roll call vote was taken:  
AYES: Carline, Dahl, Beverage  
NOES: None  
ABSENT: Arnold, Nelson

**OUTDOOR SPACE AND LOADING DOCK UPDATES.**

Trustee Beverage made a motion to postpone this agenda item until all Board Trustees are present. It was seconded by Secretary Dahl. A roll call vote was taken:  
AYES: Carline, Dahl, Beverage  
NOES: None  
ABSENT: Arnold, Nelson

**AUTHORIZATION FOR TRUSTEES AND THE LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION LEGISLATIVE**

Director Contreras reported the 2024 CSDA Legislative Days will be held in Sacramento from May 21-22, 2024. President Carline expressed interest in attending. Trustees Dahl and Beverage will not be attending. Since all Trustees are not currently present, this item will be taken back to the Board during the next Board Meeting to see what other Trustees would like to attend.

**DAYS, MAY 21-22, 2024 IN SACRAMENTO, CALIFORNIA.**

Trustee Beverage made a motion to authorize all Trustees and the Library director to attend the CSDA Legislative Days as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AUTHORIZATION FOR A CLOSURE ON MAY 23, 2024 FOR THE SPRING STAFF DEVELOPMENT DAY.**

Director Contreras is requesting authorization from the Board to close the District for Staff Development Day where staff will have customer service training as well as training on artificial intelligence and its role in libraries. Trustee Beverage made a motion to authorize a closure on May 23, 2024 for a Staff Development Day. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.**

President Carline reported out on the Joint Use Meeting with the City. The main topics covered during the meeting included parking permits, carpool incentives, and replacing the grass area around the Civic Center fountain with artificial turf.

**ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.**

Director Contreras requested to postpone this agenda item as Trustee Nelson had an excused absence and cannot report out on the subject. Trustee Beverage made a motion to postpone this agenda item until the next Board meeting. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AGENDA DEVELOPMENT**

Agenda items 26, 28, and 32, which were postponed during this meeting, will be added to the agenda for the March Board Meeting. Agenda item 29 will be brought back to see if other Trustees would like to attend the CSDA Legislative Days.

The next Board Meeting will be on March 25, 2024 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of February 26, 2024 was adjourned at 7:34 p.m.

---

Gayle Carline, President  
Library Board of Trustees

---

Sherri Dahl, Secretary  
Library Board of Trustees



8:30 A.M.  
03/13/24  
Accrual Basis

**Placentia Library District  
Check Register  
February 2024**

Date	Ref No.	Payee	Memo	Payment	Type
02/05/2024	13522	Pitney Bowes Purchase Power	January 2024 Statement	609.49	Bill Payment
02/05/2024	13523	Emcor Services - Mesa Energy	Service for AC units 5, 6, 7. Units are not heating.	2,714.17	Bill Payment
02/05/2024	13524	Playaway Products	Wonderbooks	58.88	Bill Payment
02/05/2024	13525	City of Placentia	Shared Cost with the City February Bill	886.91	Bill Payment
02/05/2024	13526	Kanopy Inc.	Video tickets	641.00	Bill Payment
02/05/2024	13527	Midwest Tape-Hoopla	Hoopla Digital Content for January 2024	10,590.33	Bill Payment
02/05/2024	13528	Southern California Edison	Service from 12/29/23-1/29/24	5,003.63	Bill Payment
02/05/2024	13529	Cintas	Janitorial supplies	253.61	Bill Payment
02/05/2024	13530	Brodart Co.	Spanish Collection	154.26	Bill Payment
02/05/2024	13531	Baker & Taylor	Books	3,061.21	Bill Payment
02/05/2024	13532	UMPQUA BANK	CC Transactions from 12/31/23-01/30/24	9,484.72	Bill Payment
02/05/2024	13533	Emcor Services - Mesa Energy	Work done on AC Unit 5	2,190.00	Bill Payment
02/05/2024	13534	SDRMA	Medical & Ancillary Benefits March 2024 For Payroll on 02/14/24 as well as extra funds to cover staff's backpay	31,258.17	Bill Payment
02/05/2024	13535	Placentia Library District Employment Development Dept.	Unemployment Insurance Benefit Charge from 10/01/23-12/31/23	100,000.00	Bill Payment
02/12/2024	13536	Arcelia Janitorial Service	Janitorial Services from 01/01/24-01/31/24	161.00	Bill Payment
02/12/2024	13537	Arcelia Janitorial Service	Janitorial Services from 01/01/24-01/31/24	4,450.00	Bill Payment
02/12/2024	13538	Advantage, Inc.	Postage for eXPLORE mailing (March-August 2024)	4,450.00	Bill Payment
02/12/2024	13539	CliftonLarsonAllenLLP	Audit services performed for 06/30/23, FY 22/23	3,827.65	Bill Payment
02/12/2024	13540	SCLLN	Conference registration for Ruchika Sharda PO 151 Recycling Service from 01/01/24-01/31/24	2,782.50	Bill Payment
02/12/2024	13541	Republic Services	Pickup Service from 02/01/24-02/29/24	60.00	Bill Payment
02/12/2024	13542	Dewey Pest Control	February Service	343.48	Bill Payment
02/12/2024	13543	CALNET3	Service from 01/02/24-02/01/24	86.00	Bill Payment
02/12/2024	13544	Baker & Taylor	Books	227.26	Bill Payment
02/12/2024	13545	Cintas	Janitorial supplies	2,222.81	Bill Payment
02/12/2024	13546	Scholastic Inc. (Education, Library Publishing and Weston Woods)	Scholastic Teachables Site License Renewal	477.05	Bill Payment
02/12/2024	13547	J&D Financial ( West Coast) Corporation	E-Rate Consulting: FY2024 E-rate Program Support	1,364.00	Bill Payment
02/12/2024	13548	JV Plumbing	Cleared main line and fixed loose faucet	3,000.00	Bill Payment
02/12/2024	13549	Legacy Integrative Solutions State of CA - Department of Justice	Service from 12/28/23-02/02/24	375.00	Bill Payment
02/12/2024	13550	Legacy Integrative Solutions State of CA - Department of Justice	Fingerprint apps	903.41	Bill Payment
02/12/2024	13551	Emcor Services - Mesa Energy	Air ducts were leaking in the boiler room. Technician came out to check the roof and caulk the leaks.	96.00	Bill Payment
02/20/2024	13552	SDRMA	SDRMA WC Audit for FY 22-23	1,148.36	Bill Payment
02/20/2024	13553	Public Agency Retirement Services	Contributions for payroll on 01/31/24 and 02/14/24	3,753.68	Bill Payment
02/20/2024	13554	Johnson Controls	Solar M&V Service 02/01/24-01/31/25 Civic Center Teacher Guides PO 175 Business cards for new staff	4,929.31	Bill Payment
02/20/2024	13555	Placentia-Yorba Linda Unified School Dist	Authors Luncheon Posters Taylor Swift Event Materials (PO 195 & 196)	6,235.00	Bill Payment

8:30 A.M.  
03/13/24  
Accrual Basis

**Placentia Library District  
Check Register  
February 2024**

02/20/2024	13556	American Library Association	ALA Membership Renewal for Scott Nelson	73.00	Bill Payment
02/20/2024	13557	Baker & Taylor	Books	3,802.08	Bill Payment
02/20/2024	13558	Cintas	Janitorial supplies	253.61	Bill Payment
02/20/2024	13559	SCLLN	Conference registration for Sally Federman PO 151	60.00	Bill Payment
02/20/2024	13560	South Coast SolarClean	Rain gutter and roof cleaning	498.00	Bill Payment
02/20/2024	13561	JV Plumbing	Clear the main line in the women's handicap stall in the public restroom.	299.50	Bill Payment
02/20/2024	13562	SCLLN	Conference registration for Patti McClure PO 151	60.00	Bill Payment
02/20/2024	13563	Eagle Multi Media Productions	January IT Support Services	6,678.75	Bill Payment
02/20/2024	13564	SCLLN	Conference registration for Esther Canedo PO 151	60.00	Bill Payment
02/20/2024	13565	SCLLN	Conference registration for Michelle Meades PO 151	60.00	Bill Payment
02/20/2024	13566	Placentia Library District	For payroll on 02/28/24	70,000.00	Bill Payment
02/20/2024	13567	All Star Chem Dry	Paint removal from carpet	335.00	Bill Payment
02/20/2024	13568	Woodruff & Smart, APC	For Services Rendered Through 01/31/24	2,448.00	Bill Payment
02/20/2024	13569	Charter Communications	Service from 02/12/24-03/11/24	86.42	Bill Payment
02/26/2024	13570	SoCalGas	Service from 01/17/24-02/15/24	61.05	Bill Payment
02/26/2024	13571	Cintas	Janitorial supplies	363.67	Bill Payment
02/26/2024	13572	Tim Balen	Mileage Reimbursement	29.55	Bill Payment
02/26/2024	13573	JV Plumbing	Clear men's public restroom	205.00	Bill Payment
		OverDrive			
02/26/2024	13574		Maintenance fee and future content purchases	5,000.00	Bill Payment
02/26/2024	13575	Jeanette Contreras	Supplies for Authors Luncheon	19.11	Bill Payment
<b>TOTAL</b>				<b>\$ 293,925.46</b>	



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

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

**DATE:** March 25, 2024

<b>Fiscal Year 2023-2024</b>	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	825,542.53
11/30/2023	828,237.08
12/31/2023	830,976.37
1/31/2024	833,921.08
2/28/2024	836,851.01
3/31/2024	
4/30/2024	
5/31/2024	
6/30/2024	

<b>Fiscal Year 2022-2023</b>	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	815,598.75



---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

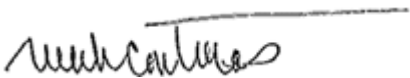
**SUBJECT:** **Financial Reports through February 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** March 25, 2024

**Summary of Cash and Investments as of February 29, 2024**

Cash with Orange County Treasurer Fund 9LX	\$	836,851.01
General Fund Checking – BMO	\$	1,029,939.17
General Fund Savings – BMO	\$	2,216,469.86
<i>(Impact Fees in Savings – Restricted)</i>	\$	846,495.92
Payroll Checking – Wells Fargo Bank	\$	29,665.43
<b>Total Cash and Investments</b>	<b>\$</b>	<b>4,112,925.47</b>

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



Jeanette Contreras  
Library Director



**PLACENTIA LIBRARY DISTRICT**  
 YTD REVENUE REPORT  
 AS OF FEBRUARY 29, 2024

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	3,002,718	1,840,916	(1,161,802)	61.3%
4020	Property Taxes - Current Unsecured	74,371	79,867	5,496	107.4%
4050	Property Taxes - Curr Supplemental	113,049	60,746	(52,303)	53.7%
4070	Interest on Unapport Tax	651	3,309	2,658	508.3%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	4,524	(5,852)	43.6%
* 4180	Other Revenue	0	31,793	31,793	-
4190	State - Homeowners Property Tax Relief	10,816	6,135	(4,681)	56.7%
	Sub Total	3,234,416	2,048,873	(1,185,544)	63.3%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	65,558	57,058	771.3%
	Sub Total	8,500	65,558	57,058	771.3%
<b>GRANT REVENUE</b>					
4210	State Grants	279,000	89,497	(189,503)	32.1%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	89,497	(194,503)	31.5%
<b>MISCELLANEOUS REVENUES</b>					
4410	PLFF Grants	113,000	75,000	(38,000)	66.4%
4310	Fines & Fees	18,136	8,121	(10,015)	44.8%
4320, 4330	Passport/Photos	250,758	125,808	(124,950)	50.2%
4340	Meeting Room Fees	100	595	495	595.0%
* 4430	Other: Miscellaneous	0	1,865	1,865	-
	Sub Total	381,994	211,388	(170,606)	55.3%
	<b>TOTAL REVENUES YTD FOR FY 23/24:</b>	3,908,910	2,415,316	(1,493,594)	61.8%
<b>CASH, INVESTMENTS, &amp; LIBRARY IMPACT FEES</b>					
	BEGINNING BALANCE				
	ENDING BALANCE				
	YTD ACTUAL				
4500	Cash/Investments	4,356,840	4,112,925	(110,355)	
	Impact Fees - Restricted Funds	841,220	846,496	50,281	

\* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT  
as of February 29, 2024  
67% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010, 5020	Salaries & Wages	1,969,183	1,231,393	0.63
5030	Retirement & Post Employment Trust 115	94,007	31,868	0.34
5040	Unemployment Insurance	30,000	6,056	0.20
5050	Health Insurance	214,656	200,637	0.93
5060	Life Insurance	4,989	2,884	0.58
5064	Dental Insurance	16,529	6,191	0.37
5066	AD & D Insurance	7,958	3,806	0.48
5068	Vision Insurance	3,151	1,631	0.52
5070	Workers' Compensation Insurance	32,908	21,798	0.66
5090	Education Assistance Program	0	0	0.00
<b>TOTAL</b>		<b>\$2,373,381</b>	<b>\$1,506,265</b>	<b>0.63</b>
<b>SERVICES &amp; SUPPLIES</b>				
5099	Property & Liability Insurance	69,824	47,548	0.68
5100-5140	Communications, Internet, Cable	78,301	20,646	0.26
5150-5180	Janitorial Supplies & Services	67,334	44,727	0.66
5160	Refuse Disposal	3,272	2,129	0.65
5205	Maintenance Equipment	15,000	7,096	0.47
5200, 5210, 5220-5280	Building Maintenance	130,000	57,444	0.44
5290-5292	Memberships	15,500	7,657	0.49
5300-5350	Office Expenses & Postage	130,000	32,563	0.25
5400-5480	Prof./Specialized Services	200,000	145,770	0.73
5490	Loan Obligation (i-bank)	73,900	73,716	1.00
5495, 5910, 5920	Programs, P.L.F.F Grant, Fed & State Grant	85,000	24,575	0.29
5500	Books/Library Materials	350,620	206,153	0.59
5600	Travel & Meetings/Professional Development	40,000	21,714	0.54
5700	Mileage/Parking	650	681	1.05
5800	Utilities	80,150	52,118	0.65
5900	Bookmobile - Vehicle	200,000	0	0.00
5901	Bookmobile - Collection	70,000	31	0.00
5902	Bookmobile - Supplies & Materials	15,000	0	0.00
5904	Bookmobile - Other	90,000	25	0.00
6000	Other	800,000	1,172	0.00
<b>TOTAL</b>		<b>\$2,514,551</b>	<b>\$745,765</b>	<b>0.30</b>
<b>OPERATING EXPENSES</b>				
		<b>\$4,887,932</b>	<b>\$2,252,029</b>	<b>0.46</b>
<b>FIXED ASSETS &amp; TAXES</b>				
1310	Building Improvements	25,000	1,605	0.06
1320	Equipment & Furniture	250,000	52,373	0.21
2500	Capital Lease	0	0	0.00
6100	Taxes and Assessments	11,849	9,196	0.78
<b>TOTAL</b>		<b>\$286,849</b>	<b>\$63,174</b>	<b>0.22</b>
<b>TOTAL BUDGET</b>		<b>\$5,174,781</b>	<b>\$2,315,203</b>	<b>0.45</b>
				<b>\$2,859,578</b>



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Acquisitions Report for February 2024

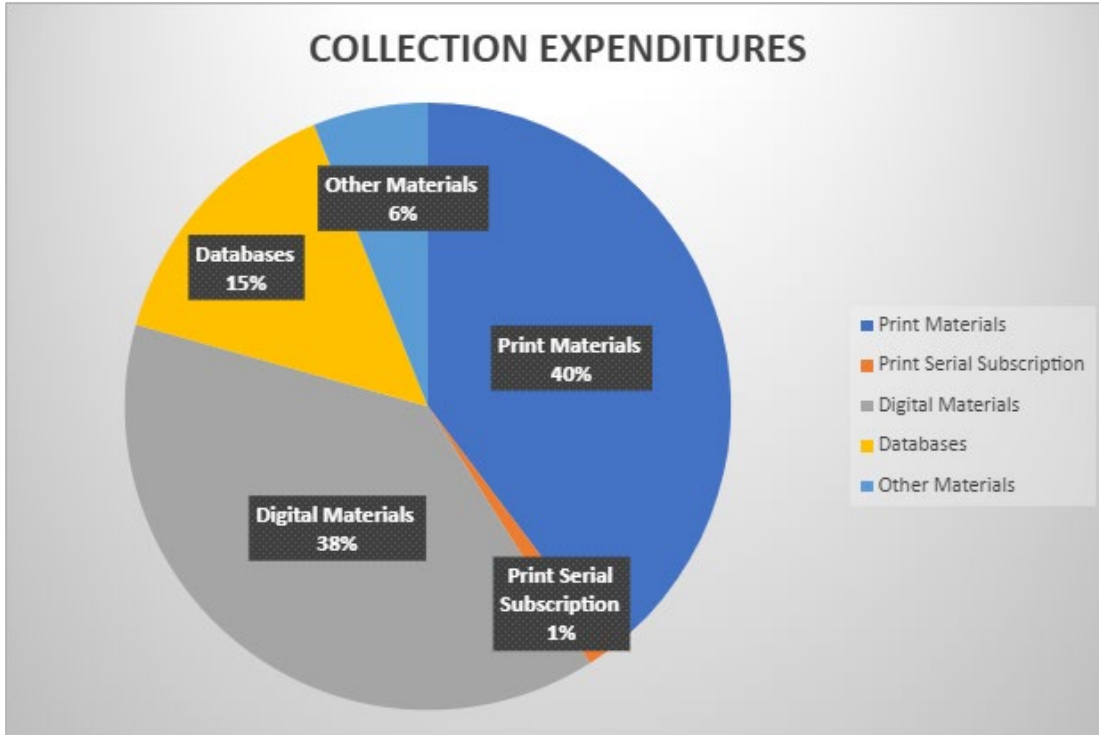
**DATE:** March 25, 2024

**MONTHLY STATISTICS**

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	<b>\$535,000.00</b>	<b>40%</b>	<b>\$314,000.00</b>	<b>60%</b>

Collection Expenditures	February	February	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-2024	2022-2023	% changed
Print Materials	\$13,275	\$4,387	\$85,001	\$64,055	33%
Print Serial Subscription	\$0	\$0	\$2,856	\$2,024	41%
<b>Total Print Materials</b>	<b>\$13,275</b>	<b>\$4,387</b>	<b>\$87,857</b>	<b>\$66,079</b>	<b>33%</b>
Digital Materials	\$15,069	\$9,081	\$82,060	\$78,311	5%
Databases	\$1,364	\$0	\$31,097	\$29,733	5%
<b>Total Electronic Content</b>	<b>\$16,433</b>	<b>\$9,081</b>	<b>\$113,157</b>	<b>\$108,044</b>	<b>5%</b>
Other Materials	\$44	\$1,687	\$13,148	\$13,801	-5%
<b>Total Collection Expenditures</b>	<b>\$29,752</b>	<b>\$15,155</b>	<b>\$214,162</b>	<b>\$187,924</b>	<b>14%</b>

Titles Added	February	February	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-2024	2022-2023	% changed
Print Materials	555	483	3,484	2,972	17%
Print Serial Subscription	0	0	2	9	-78%
<b>Total Print Materials</b>	<b>555</b>	<b>483</b>	<b>3,486</b>	<b>2,981</b>	<b>17%</b>
Digital Materials	4,804	3,496	40,794	35,455	15%
Databases	0	0	6	6	0%
<b>Total Electronic Content</b>	<b>4,804</b>	<b>3,496</b>	<b>40,800</b>	<b>35,461</b>	<b>15%</b>
Other Materials	20	41	172	295	-42%
<b>Total Titles Added</b>	<b>5,379</b>	<b>4,020</b>	<b>44,458</b>	<b>38,737</b>	<b>15%</b>



All Materials Held	February	January	Month to Month
	2024	2024	% changed
<b>Total Materials Physical</b>	80,793	80,410	<b>0%</b>
<b>Total Materials Digital</b>	1,726,092	1,695,915	<b>2%</b>
<b>Total All Materials</b>	1,806,885	1,776,325	<b>2%</b>

Children's Physical Materials Held	February	January	Month to Month
	2024	2024	% change
Children's Fiction	25,792	25,631	<b>1%</b>
Children's Nonfiction	14,248	14,177	<b>1%</b>
Children's Magazine	169	165	<b>2%</b>
Children's Audiobook	905	910	<b>-1%</b>
Children's DVD/Video	1,598	1,598	<b>0%</b>
Children's LOTs	63	63	<b>0%</b>
<b>TOTAL All Children's Physical Material</b>	<b>42,775</b>	<b>42,544</b>	<b>1%</b>

<b>Adult/Teen Physical Materials Held</b>	<b>February</b>	<b>January</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
Adult Fiction	17,196	17,036	1%
Adult Nonfiction	13,161	13,021	1%
Adult Magazine	51	45	13%
Adult Audiobook	1,305	1,294	1%
Adult DVD/Video	3,024	3,012	0%
Adult LOTs	96	94	2%
Vinyl Records	167	167	0%
Video Games	393	393	0%
Teen Fiction	2,625	2,804	-6%
<b>TOTAL All Adult/Teen Physical Material</b>	<b>38,018</b>	<b>37,866</b>	<b>0%</b>

<b>Digital Material Held</b>	<b>February</b>	<b>January</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
eBooks	961,980	970,168	-1%
Digital Audiobooks	238,233	235,498	1%
Digital Videos	105,278	81,879	29%
Digital Magazines	4,188	4,188	0%
Digital Music	416,407	404,165	3%
Databases	6	17	-65%
<b>TOTAL All Digital Material</b>	<b>1,726,092</b>	<b>1,695,915</b>	<b>2%</b>

<b>Bookmobile Budget</b>	<b>FY 2023-24</b>	<b>Expenditures</b>	<b>Titles Added</b>
	<b>\$70,000.00</b>	<b>\$49.85</b>	<b>4</b>



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Service Revenue Activities Report for February 2024

**DATE:** March 25, 2024

**Net Revenue Summary for February 2024**

			YTD	YTD
	Feb-24	Feb-23	2023-2024	2022-2023
Passport	15,155	17,611	90,480	121,176
Passport Photos	5,480	4,588	35,328	33,244
Fines & Fees	850	1,170	8,121	9,014
Meeting Room	0	680	595	1,075
<b>TOTAL</b>	\$ 21,485	\$ 24,049	\$ 134,524	\$ 164,509









Page intentionally left blank

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Personnel Report for February 2024

**DATE:** March 25, 2024

			YTD	YTD
	Feb-24	Feb-23	2023-2024	2022-2023
Separation	1	0	3	3
Retirement	0	0	1	1
Appointments	0	0	10	9
Open Positions	1	1	18	11
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>32</b>	<b>24</b>

**SEPARATION:**

Gena Christ – Grant-Funded Library Assistant - Adult

**RETIREMENT:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

FT Library Assistant – Children

**WORKERS COMPENSATION LEAVE:**

None



Page intentionally left blank

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Carlo Maskarino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through February 2024  
**DATE:** March 25, 2024

**CITY OF PLACENTIA INVOICES**

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

\* City Billing Not Received

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



Page intentionally left blank



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for February 2024

**DATE:** March 25, 2024

**Meetings:**

- February 1-2, CSMFO Conference: Business Manager attended the 2024 CSMFO Conference held at the Disneyland Hotel in Anaheim, California.
- February 2, Library Director, visit with Assemblyman Phillip Chen for Lunar New Year.
- February 3, Library Director, attended the Midway Sanitary District Open House & City of Santa Ana Tet Celebration.
- February 6, Outdoor Library/Loading Dock Project Meeting: Business Manager met with IDS' Shelley Sivak and her team to receive updates on Outdoor Library & Loading Dock Projects.  
Administration Meeting.
- February 7, Library Director – Public Library District Forum Planning Committee.
- February 8, Library Director – Meeting with President Carline.  
Library Director & Business Manager weekly meetings.
- February 9, Assistant Library Director met with OC Wedding and Party Rentals to discuss services for the April 11th event. The vendor will provide quotes for the dance floor, DJ, and decorating services.
- February 9, Stripe Meeting: Business Manager met with Marco Gino Dayucos from Stripe to discuss online payment services.
- February 9, Oracle NetSuite Meeting: Business Manager met with Dane Aguilar from Oracle to discuss ERP services.
- February 12, President Carline, Trustee Nelson, Library Director, Assistant Library Director, Executive Assistant – Joint-Use Committee Meeting.
- February 13, Library Director, Santiago Library System Executive Council Meeting

- February 15, Library Director & Business Manager weekly meetings
- February 20, CSDA Sexual Harassment Prevention for Supervisors: Business Manager attended virtual webinar training on sexual harassment prevention for supervisors.
- February 20, Outdoor Library/Loading Dock Project Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates to the design on the Outdoor Library & Loading Dock Projects.
- February 21, Library Director, Directors Network call.  
Assistant Library Director met with Bibliotheca to discuss self-checkout machine options. The vendor will provide updated quotes for two models and references.
- February 23, Assistant Library Director met with the Management Special Interest Group, where discussions centered around team values within the management sector and explored approaches and best practices for effectively managing up.
- February 26, Library Director, Assistant Library Director, Business Manager, Executive Assistant – Library Board meeting.
- February 27, Outdoor Library/Loading Dock Project Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates and confirm features on the Outdoor Library & Loading Dock Projects.
- February 29, Library Director & Business Manager weekly meeting.  
Library Impact Fees Meeting: Business Manager met with City of Placentia's Director of Development Services, Joe Lambert, to discuss Library Impact Fees for February 2024.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Circulation Activity Report for February 2024

**DATE:** **March 25, 2024**

<b>Children's Circulation</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Children's Fiction Physical	8,825	8,082	73,923	78,747	-6%
Children's Fiction Digital	1,269	831	7,697	6,815	13%
<b>Children's Fiction TOTAL</b>	<b>10,094</b>	<b>8,913</b>	<b>81,620</b>	<b>85,562</b>	<b>-5%</b>
Children's Nonfiction Physical	2,636	2,214	19,002	19,009	0%
Children's Nonfiction Digital	188	128	990	883	12%
<b>Children's Non-Fiction TOTAL</b>	<b>2,824</b>	<b>2,342</b>	<b>19,992</b>	<b>19,892</b>	<b>1%</b>
Children's Magazine Physical	3	4	34	150	-77%
Children's Magazine Digital	877	197	5,197	1,842	182%
<b>Children's Magazine TOTAL</b>	<b>880</b>	<b>201</b>	<b>5,231</b>	<b>1,992</b>	<b>163%</b>
Children's Audiobook Physical	755	333	7,190	2,933	145%
Children's Audiobook Digital	841	457	5,241	3,614	45%
<b>Children's Audiobook TOTAL</b>	<b>1,596</b>	<b>790</b>	<b>12,431</b>	<b>6,547</b>	<b>90%</b>
Children's DVD/Video Physical	290	205	2,917	2,401	21%
Children's DVD/Video Digital	53	59	586	469	25%
<b>Children's DVD/Video TOTAL</b>	<b>343</b>	<b>264</b>	<b>3,503</b>	<b>2,870</b>	<b>22%</b>
Children's LOTs	34	32	290	233	24%
Music Digital	17	19	180	107	68%
<b>TOTAL All Children's Physical Content</b>	<b>12,543</b>	<b>10,870</b>	<b>103,356</b>	<b>103,473</b>	<b>0%</b>
<b>TOTAL All Children's Digital Content</b>	<b>3,245</b>	<b>1,691</b>	<b>19,891</b>	<b>13,730</b>	<b>45%</b>
<b>TOTAL All Children's Content</b>	<b>15,788</b>	<b>12,561</b>	<b>123,247</b>	<b>117,203</b>	<b>5%</b>

<b>Adult/Teen Circulation</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Fiction Physical	2,040	1,808	17,993	17,305	4%
Adult Fiction Digital	3,264	1,607	21,777	13,917	56%
<b>Adult Fiction TOTAL</b>	<b>5,304</b>	<b>3,415</b>	<b>39,770</b>	<b>31,222</b>	<b>27%</b>
Adult Nonfiction Physical	1,514	1,327	12,612	12,425	2%
Adult Nonfiction Digital	1,073	614	6,815	5,777	18%
<b>Adult Non-Fiction TOTAL</b>	<b>2,587</b>	<b>1,941</b>	<b>19,427</b>	<b>18,202</b>	<b>7%</b>
Adult Magazine Physical	7	37	130	194	-33%
Adult Magazine Digital	859	205	5,251	2,134	146%
<b>Adult Magazine TOTAL</b>	<b>866</b>	<b>242</b>	<b>5,381</b>	<b>2,328</b>	<b>131%</b>
Adult Audiobook Physical	90	143	947	1,066	-11%
Adult Audiobook Digital	6,706	3,499	39,767	26,369	51%
<b>Adult Audiobook TOTAL</b>	<b>6,796</b>	<b>3,642</b>	<b>40,714</b>	<b>27,435</b>	<b>48%</b>
Adult DVD/Video Physical	505	606	4,403	5,485	-20%
Adult DVD/Video Digital	751	306	5,280	2,677	97%
<b>Adult DVD/Video TOTAL</b>	<b>1,256</b>	<b>912</b>	<b>9,683</b>	<b>8,162</b>	<b>19%</b>
Adult LOTS	98	73	786	665	18%
State Parks Pass*	29		371		
Vinyl Records*	150		836		
Video Games	265	194	2,797	1,539	82%
Music Digital	133	76	1,085	586	85%
Teen Fiction Physical	386	222	2,705	2,350	15%
Teen Fiction Digital	329	163	2,366	1,810	31%
<b>Teen Fiction Total</b>	<b>715</b>	<b>385</b>	<b>5,071</b>	<b>4,160</b>	<b>22%</b>
<b>TOTAL All Adult/Teen Physical Content</b>	<b>5,084</b>	<b>4,410</b>	<b>42,373</b>	<b>41,029</b>	<b>3%</b>
<b>TOTAL All Adult/Teen Digital Content</b>	<b>13,115</b>	<b>6,470</b>	<b>82,341</b>	<b>53,270</b>	<b>55%</b>
<b>TOTAL All Adult/Teen Content</b>	<b>18,199</b>	<b>10,880</b>	<b>124,714</b>	<b>94,299</b>	<b>32%</b>

<b>All Circulation</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Total Circulation Physical	17,627	15,280	146,936	144,502	2%
Total Circulation Digital	16,360	8,161	102,232	67,000	53%
<b>Total All Circulation</b>	<b>33,987</b>	<b>23,441</b>	<b>249,168</b>	<b>211,502</b>	<b>18%</b>
Non-English Language Circulation	873	587	6,982	5,124	36%

Online Database Usage	February	February	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2024	2023	2023-24	2022-23	% change
ABC Mouse	652	3,587	13,700	22,054	-38%
Creative Bug	4	20	219	240	-9%
Data Axle	2	56	185	497	-63%
Freegal	900	998	8,198	8,434	-3%
Novelist	7	13	305	899	-66%
BookFlix	47		415		
TrueFlix	1		45		
Scholastic Teachables	4		554		
Mango Languages	90		468		
ChiltonLibrary	3		50		
<b>TOTAL PLD DATABASE USAGE</b>	<b>1,710</b>	<b>4,674</b>	<b>24,139</b>	<b>32,124</b>	<b>-25%</b>

Online Database Usage	February	February	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2024	2023	2023-24	2022-23	% change
Brainfuse VetNow	8	7	110	125	-12%
Brainfuse HelpNow	8	23	112	352	-68%
Britannica	30	143	318	447	-29%
LinkedIn Learning	336	20	955	1,935	-51%
ProQuest	1	17	108	60	80%
ProQuest Culture Grams	7	0	61	22	177%
Skillshare	0	2	5	12	-58%
Teaching Books and BookConnections	343	6	2,076	874	138%
National Geographic Kids (Gale)	0	0	61	68	-10%
Gale in Context: Environmental Studies	0	2	3	7	-57%
Gale Interactive: Science	0	0	22	61	-64%
Coursera	3	40	88	76	16%
EBSCO LearningExpress Library	1	0	26	26	0%
GetSetUp	3	30	28	124	-77%
Northstar~	9	0	37	0	
Alexander Street*	0		37		
<b>TOTAL CSL DATABASE USAGE</b>	<b>749</b>	<b>290</b>	<b>4,047</b>	<b>4,189</b>	<b>-3%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>2,459</b>	<b>4,964</b>	<b>28,186</b>	<b>36,313</b>	<b>-22%</b>

\*New collection for FY 23-24

~Mathematically unable to divide by zero



Page intentionally left blank

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Children’s Services Report for February 2024

**DATE:** March 25, 2024

Number of Programs by Type	February	February	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Storytime	8	13	72	78	-8%
Children's Programs	7	5	59	49	20%
Teen Programs	2	2	19	18	6%
Outreach	3	3	7	4	75%
<b>TOTAL Children/Teen</b>	<b>20</b>	<b>23</b>	<b>157</b>	<b>149</b>	<b>5%</b>

Program Attendance by Type	February	February	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Storytime	300	637	3,370	3,428	-2%
Children's Programs	181	187	4,243	3,890	9%
Teen Programs	13	22	237	286	-17%
Outreach	41	79	436	474	-8%
<b>TOTAL Children/Teen</b>	<b>535</b>	<b>925</b>	<b>8,286</b>	<b>8,078</b>	<b>3%</b>

The Hangar Makerspace	February	February	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Hangar Activity Hour Visits	45	87	1,023	638	60%
Hangar Appointments	0		88		
Hangar Users	0	18	33	164	-80%

**ACHIEVEMENTS**

- Mayli Apontti planned and conducted Lunar New Year Storytime on February 10.
- Daisy Badge planned and conducted Family Storytime on February 3.
- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on February 9 and 16.
- Daisy Badge and Tim Balen planned and conducted the Tiny Art Exhibit program.

- Caitlyn Sandfer led the Morning Meet Ups program on February 5, 12, and 26.
- Damean assisted with Morning Meet Ups Program on February 5.
- Damean Sanz planned and conducted two in person Luna Luna for February 7 and 14 with a craft on the 14.
- Damean Sanz and Joy Ellis attended the Homework Club at LOT 318, Cypress and Gomez on February 1 and February 5
- Caitlyn Sandfer planned and coordinated PTAC meetings on February 1 and 15.

### **MEETINGS**

- February 1, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where they shared program information occurring between March – August which may impact parking.
- February 1, Margaret Hatanaka and Daisy Badge attended the virtual Lunch at the Library Community Practice session where information was presented for this year's program.
- February 8, Margaret Hatanaka attended the Kiwanis board meeting where plans for February and March outreach events, Sees Candy fundraising, and Kiwanis participation in the library's Summer Reading Celebration were discussed.
- February 20, Margaret Hatanaka attended the B & T professional services update where she presented feedback for the children's collections.
- On February 20, Elizabeth Tapia, Damean Sanz, and Michelle Meades met with the PYLUSD nutritional service team Suzanne Morales and Orlando Luevano to discuss the distribution of lunches for our visiting schools for third grade visits.
- February 21, Margaret Hatanaka attended the Kiwanis public meeting where the website manager discussed updates to the website and took photos of new members.
- February 21, Margaret Hatanaka, Daisy Badge and Elizabeth Tapia served on the interview panel for the new Children's Library Assistant.
- February 21, Caitlyn Sandfer attended Teen SLS at Newport Beach Public Library to discuss teen programming.
- February 8, Damean Sanz attended the Stronger Together Meeting where topics for discussion included cultivating a maker mindset and also the development and implementation of a child and parent program

### **PROFESSIONAL DEVELOPMENT**

- February 8, Mayli Aponntti and Daisy Badge attended the "Coaching the Van Driver II" virtual training.
- February 13, Margaret Hatanaka attended Collection HQ webinar about scheduling reports.
- February 22, Caitlyn Sandfer trained Damean Sanz on using the Cricut machine.



---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for February 2024

**DATE:** March 25, 2024

**MONTHLY STATISTICS**

<b>Number of Programs by Type</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Programs	1	1	10	34	-71%
Hangar	0	1	2	11	-82%
History Room	0	1	1	4	-75%
Literacy	42	18	270	123	120%
General Interest	1	1	9	7	29%
Self-Directed	3	1	7	10	-30%
<b>TOTAL Adult</b>	<b>47</b>	<b>23</b>	<b>299</b>	<b>189</b>	<b>58%</b>

<b>Program Attendance by Type</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Programs	5	4	162	160	1%
History Room	0	1	3	7	-57%
Literacy	207	115	1,739	1,046	66%
General Interest	342	12	3,316	721	360%
Self-Directed	265	180	1,055	1,260	-16%
<b>TOTAL Adult</b>	<b>819</b>	<b>613</b>	<b>6,823</b>	<b>5,985</b>	<b>14%</b>

<b>History Room Activity</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
History Room Visitors	4	5	39	64	-39%
Memory Lab Appointments	8				

<b>Volunteer Hours</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
History Room	0	0	0	91	-100%
PLFF	231	222	2,008	1,880	7%
General Library	141.75	206.25	1,815	1,846	-2%
Adult Literacy	232	189.5	1,728	1,492	16%
PTAC	16.62	30	325	446	-27%
<b>Total Volunteer Hours</b>	<b>621.37</b>	<b>647.5</b>	<b>5876</b>	<b>5755</b>	<b>2%</b>
<b>FTE Equivalent</b>	<b>3.58</b>	<b>3.74</b>	<b>33.90</b>	<b>33.20</b>	<b>2%</b>

<b>Literacy</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Literacy Students	33	41	-20%
Adult ESL Students	34	3	1033%
Adult Literacy Tutors	38	43	-12%
Adult ESL Tutors	28	2	1300%

**ACHIEVEMENTS**

- Gena Christ facilitated Literacy Reads – Beginner Book Club on February 7, 14, 21.
- Sally Federman facilitated Literacy Reads – Beginner Book Club on February 29.
- Sally Federman facilitated Literacy Reads – Int. Book Club on February 6, 13, 20, 27.
- Gena Christ coordinated Read, Write, Speak Club on February 2, 9, 16, 23.
- Sally Federman coordinated the Citizenship Class on February 1, 8, 15, 22, 29.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on February 6, 13, 20, 27.
- Esther Canedo facilitated ESL Conversation class at the Library on February 6, 13, 20, 27
- Esther Canedo coordinated ESL Conversation Thursday afternoon class at the Whitten Center on February 1, 8, 15, 22, 29.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on February 1, 8, 15, 22, 29.

- Esther Canedo coordinated ESL Conversation Thursday morning class at the Library on February 1, 8, 15, 22, 29.
- Sally Federman facilitated the Casual Conversation group on February 1, 15.
- Elizabeth Tapia coordinated 8 Memory Lab appointments.
- Elizabeth Tapia coordinated 2 History Room appointments.
- Megan Tolman coordinated Adult Book Club on February 13.
- Megan Tolman trained Elizabeth Tapia on Baker & Taylor collection development on February 20.
- Tim Balen coordinated the Black History Month Reading Challenge on Beanstack.
- Tim Balen coordinated Taylor Swift (Library Version) program marketing and publicity, including webpage updates and Constant Contact and social media blasts.
- Tim Balen and Caitlyn Sandfer organized and coordinated the Hangar Makerspace for the new Hangar model starting March 1 for open equipment hours.
- Tim Balen and Daisy Badge coordinated the Tiny Art Show.
- Tim Balen coordinated designated special projects for publicity for library services and programs, including Passport Services and the library app, in February.
- Tim Balen coordinated with the Placentia Library Friends Foundation to promote PLFF events and programs including the Author's Luncheon and Taylor Swift Merch Opportunity Drawing in February.
- Tim Balen is training staff on Beanstack reading programs, including EDI reading challenges and the Summer and Winter Reading Programs. On February 2, Tim gave a Beanstack training to Elizabeth and Daisy.
- Tim Balen is training the library's contract graphic designer, Darlene Contreras, on the library's marketing, social media and publicity.
- Elizabeth Tapia received Brodart collection development training from Daisy Badge on February 3.
- Michelle Meades attended the Placentia Gala to honor citizens and businesses that were being celebrated for their dedication to the city.
- All adult services staff completed KnowB4 security training.

## **MEETINGS**

- On February 6, Tim Balen attended the SLS Technology and Technical Services Committee meeting. At this meeting, libraries discussed technology and library updates, including updates on app, library ILS or website developments, as well as upcoming events and about graphic design, marketing and communication practices.
- On February 20, Elizabeth Tapia, Damean Sanz, and Michelle Meades met with the PYLUSD nutritional service team Suzanne Morales and Orlando Luevano to discuss the distribution of lunches for our visiting schools for third grade visits.

- On February 22, Elizabeth Tapia and Michelle Meades met with Julianna Robbins and Michelle Killian from the California State Library *Inspiration Grant* project to discuss survey outcomes and requirements for students and teachers.
- February 21, Margaret Hatanaka, Daisy Badge and Elizabeth Tapia served on the interview panel for the new Children’s Library Assistant.
- On February 27, Elizabeth Tapia attended the Placentia Historical Committee Meeting. This was an unofficial meeting where the historical committee discussed strategies for recruiting more historical committee members, and spoke about organizing a dedication for Lawrence de Graaf, one of Placentia’s historical committee pioneers.
- On February 1, Michelle Meades attended the Library/City monthly meeting. The library shared upcoming programs that may impact parking. The city shared upcoming park ribbon cuttings and Pony League opening day.
- On February 7, Michelle Meades attended the Rotary meeting at Denny’s in Yorba Linda. This meeting recognized all of the sponsors for the Miss Placentia and Miss Teen Placentia pageant.

### **PROFESSIONAL DEVELOPMENT**

- On February 13, Michelle Meades attended the Collection HQ scheduling webinar, hosted by Meryl Emslie and Anna Curtis. This webinar was extremely helpful and showed participants how to schedule tasks to stay on top of weeding and inventory.
- On February 12 and 13, Elizabeth Tapia attended the Memory Lab training hosted by California Revealed at the Los Angeles Public Library. The training focused on digitization basics, cleaning decks, and getting an understanding of basic memory lab equipment and its functionalities. The equipment showcased were the VCR, audiocassette deck, Epson scanner, and Wolverine 8mm.
- On February 20, Tim Balen viewed the webinar “Collection Development – Weeding” on CALL Academy. The webinar highlighted the importance of weeding in a successful and thriving collection, providing factors to consider while weeding and principles of providing diverse and relevant resources.
- On February 20, Tim Balen viewed the webinar “Video Game Collection Development” on CALL Academy. The webinar highlighted the value a video game collection can add to the library and discussed ways to best organize and select a wide variety of video games for current-gen systems like Nintendo Switch, Xbox One S/X, and PlayStation 4 and PlayStation 5.
- On February 20, Tim Balen viewed the webinar “Purchasing Manga for Your Library” on CALL Academy. The webinar discussed types of manga and popular series and gave tips for developing and organizing a manga collection.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Technology and Website Report for February 2024

**DATE:** March 25, 2024

**MONTHLY STATISTICS**

<b>Computer and Wi-Fi Usage</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Children Computer Usage	231	199	2,356	2,170	9%
Children AWE Learning Usage	352		2,615		
Teen Computer Usage	117	94	1,008	914	10%
Adult Computer Usage	1,175	1,017	8,624	8,455	2%
<b>Total Computer Usage</b>	<b>1,875</b>	<b>1,310</b>	<b>14,603</b>	<b>11,539</b>	<b>27%</b>
Wi-Fi Usage	1,240	1,827	11,510	12,096	-5%
Guest Passes	99	55	760	523	45%

<b>Website Traffic</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Website visits	13,857	14,486	113,097	110,537	2%
Page Hits	22,289	26,613	180,158	188,895	-5%
Users	7,929	9,187	73,862	69,881	6%
Pages/Session	1.61	1.58			
Avg. Session Duration	00:02:47	00:02:24			
% New Sessions	94	79			
Placentia Library Online Catalog Usage	3,377	4,283	32,984	36,707	-10%

<b>App Usage</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
App Downloads	142		156		
App Launches	839		903		
Searches	9,168		14,719		
Requests Placed	117		125		
Renewals Done	201		202		
Patron Updates	13		14		
<b>App Catalog Usage</b>	<b>9,298</b>		<b>9,298</b>		

**Technology Updates****Completed Projects:**

- Onboarding for new staff
- Offboarding for staff
- Cybersecurity Training Updates
- Hangar Technology redeployment
- Patron PC Software updates & Security Patches

**Ongoing Projects:**

- Self-Check Machine replacements/ refresh
- Library Website Development (graphic designer work in progress)
- Information Desk PC replacements (Waiting on software vendor)
- New Department Laptop Deployment
- E-Rate grants RFP
- New mobile-print services setup
- AT&T Phone connections upgrade

**Upcoming Projects:**

- ILS RFP research
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Workstation Windows 11 upgrades

**System Updates:**

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

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

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

Assisted with Authors Lunch Eventbrite setup and technical needs planning for PLFF fundraiser. Setup Eventbrite online registration for Taylor Swift library events and updated numerous website pages.

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

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Customer Service Report for February 2024

**DATE:** March 25, 2024

<b>Attendance</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Number of Days Open	28	27	232	232	0%
Number of Hours Open	256	245	2,120	2,094	1%
Attendance	17,542	17,391	138,286	130,331	6%

<b>Card Holders</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Active Borrowers	5,851	4,285	40,920	40,819	37%
Child Card Holders	15,169	14,238	119,725	112,459	7%
Teen Card Holders	4,636	4,511	36,854	35,777	3%
Adult Card Holders	47,343	44,175	371,469	346,392	7%
<b>Total Card Holders</b>	<b>67,148</b>	<b>62,924</b>	528,048	494,628	7%
New Patron Registration	357	339	2,723	2,797	-3%
New Virtual Library Cards	89	64	689	602	14%

<b>Information Desk Activity</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Reference Questions -- in person	2,082	1,573	14,659	12,940	13%
Reference Questions -- telephone	493	484	3,623	4,461	-19%
Reference Questions -- email/chat	5	16	71	106	-33%
<b>Total Reference Questions</b>	<b>2,580</b>	<b>2,073</b>	<b>18,353</b>	<b>17,507</b>	<b>5%</b>
Assistance in Spanish	73	41	465	465	0%
Assistance with Passports	571	408	2,821	2,171	30%
Curbside Usage	2	8	94	107	-12%
Study Room Usage	206	169	1,502	1,230	22%

<b>Passport Activity</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Passports Processed	432	493	2,572	3,520	-27%
Consultations Only	30	33	197	278	-29%
Unfilled Appointments Sat-Sun*	3	45	66	81	-19%
No Show Appointments Sat-Sun*	12	44	122	128	-5%
Photo Only (Walk-in)*	20	19	109	90	21%

*\*New Statistic for FY 2023-24*

**ACTIVITIES**

- Angie processed 551 new books.
- Yomara mailed 57 billing notices.
- Meeting Room was used by 4 library partners: Kiwanis, PLFF, Boys and Girls club and Miss Placentia/Yorba Linda.
- Meeting Room was used 22 times for library related activities/programs.
- Meeting was rented by Broadmoor HOA and Corte Vista HOA.
- Staff filled 372 requests from the pull list.
- Staff pulled 107 expired holds from the request shelf.

**MEETINGS**

- None

**PROFESSIONAL DEVELOPMENT**

- None



---

---

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** March 25, 2024

### **BACKGROUND**

This agenda item was reflected on the February 26, 2024 Board Agenda. Due to board absences, President Carline requested the item to be postponed to the March 25, 2024 Board meeting date, allowing the full board the opportunity to participate in the discussion.

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

Board of Directors Commitment and Expectations include:

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

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

Attachment A is the Call for Nominations from CSDA.

Attachment B is the District Networks Map.

Attachment C is the 2024 Board Elections Timeline.

Attachment D is the 2024 Election Materials.

### **RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



**California Special  
Districts Association**

*Districts Stronger Together*

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

---

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

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

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

**Commitment and Expectations:**

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

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

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

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

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

**Expiring Terms**

(See enclosed map for Network breakdown)

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

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

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

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

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



California Special Districts Association

# DISTRICT NETWORKS







**California Special  
Districts Association**

*Districts Stronger Together*

**Agenda Item:** 4 - Establish 2024 Board Elections Timeline

**Item Type:** Discussion/Action

**Submitted By:** Amber Phelen, Management Analyst

**Presented By:** Neil McCormick, Chief Executive Officer

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

---

**BACKGROUND:**

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

**February 5**                    **Nomination applications mailed and emailed out**  
125 days to election start on June 9; bylaws requirement = at least 120 days.

**April 10**                    **Nomination application deadline**  
61 days to election start; bylaws requirement = at least 60 days prior to election.

**April 20**                    **Nomination application deadline – Coastal Network**  
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.

**June 10**                    **Electronic ballot voting begins – current Regular Members**

**July 26**                    **Deadline to receive electronic ballots - current Regular Members**  
45 days until conference; bylaws requirement = at least 45 days.

**July 29 or 30**              **Count ballots and inform candidates of win/loss**

**FISCAL IMPACT:**

None at this time.

**STAFF RECOMMENDATION:**

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



**California Special  
Districts Association**  
*Districts Stronger Together*

**Agenda Item:** 5 – Review & Approve 2024 Election Materials

**Item Type:** Discussion/Action

**Submitted By:** Amber Phelen, Management Analyst

**Presented By:** Neil McCormick, Chief Executive Officer

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

---

**BACKGROUND:**

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

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

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

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

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss the Orange County Local Agency Formation Commission (OC LAFCO) Nomination for the Regular Special District Member seat, with a term expiration of June 30, 2024.**

**DATE:** March 25, 2024

**BACKGROUND**

Orange County LAFCo is a seven-member board governance comprised of county, city, special district and at-large public members. Board members also include four members serving as alternates and commissioners are appointed to four-year terms that expire on June 30th in the year in which the term of the member expires. The term for this election period is 2024-2028.

The board members' responsibilities include:

- Overseeing geographic boundaries of public service providers (County, cities, and special districts).
- Preparing special studies, called Municipal Service Reviews (MSR), which evaluates the efficient and cost-effective delivery of public services.
- Engaging and collaborating with local governments, other local governments, other service providers, and the public to explore potential alternatives to best meet the service demands of the existing and future County population.

The nomination period is open for the OC LAFCO Regular Special District Member seat with nominations. The "Declaration of Qualification to Vote" and the "2024 Nomination Form" must be submitted by 4:00 p.m., April 15, 2024. Ballots will be emailed to special districts on May 6, 2024 and due back to OC LAFCO by 4:00 p.m., June 10, 2024.

Attachment A is the Call for Nominations, the Declaration of Qualifications to Vote, and the 2024 Nomination Form from OC LAFCO.

**RECOMMENDATION**

The Board may consider nomination of a Trustee for the Regular Special District Member seat.



March 11, 2024

**REGULAR MEMBERS**

CHAIR

**Donald P. Wagner**  
County Member

VICE CHAIR

**Wendy Bucknum**  
City Member

IMMEDIATE PAST CHAIR

**Douglass Davert**  
Special District Member

**James Fisler**

Special District Member

**Derek J. McGregor**

Public Member

**Bruce Whitaker**

City Member

**VACANT**

County Member

**ALTERNATES**

**Kathryn Freshley**

Special District Member

**Carol Moore**

City Member

**Lou Penrose**

Public Member

**VACANT**

County Member

**STAFF**

**Carolyn Emery**

Executive Officer

**Scott Smith**

General Counsel

**TO:** Independent Special District, Presiding Officer  
**(Delivered by email: c/o Clerk of the District)**

**FROM:** Carolyn Emery, Executive Officer

**SUBJECT:** Nomination Period and Appointment Process for the OC LAFCO Regular Special District Member Seat

The nomination period for the Orange County Local Agency Formation Commission (OC LAFCO) Regular Special District Member seat is now open. The OC LAFCO Executive Officer will accept nominations for this seat from **March 11 through April 15, 2024**. The current term for this seat expires June 30, 2024.

The appointment process for the OC LAFCO special district seat is governed by Government Code Section 56332 and the Independent Special District Selection Committee Bylaws. In accordance with the statute and the Committee's Bylaws, the appointment process is conducted by mailed ballot and attached to this notification are the following:

(1) The "**Declaration of Qualification to Vote**" for designating the authorized regular voting member and alternate voting member, if applicable, of your district for this appointment process. This form must be returned to OC LAFCO no later than **4:00 p.m., Monday, April 15, 2024**. Please note, in accordance with the Independent Special District Selection Committee Bylaws, if OC LAFCO does not receive the form by this date, your district will be ineligible to vote; and

(2) The "**2024 Nomination Form**" for submitting a candidate's name for the OC LAFCO Regular Special District Member seat. If your district is nominating a candidate, the form must be filled out completely and returned to OC LAFCO by **4:00 p.m., Monday, April 15, 2024**. Candidate resumes or other supplemental information may be attached to the nomination form, and these materials will be distributed with the ballot.

Completed declaration and nomination forms may be submitted to OC LAFCO electronically or by USPS mail at:



**Electronically:**

Email: [ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org)

**USPS Mail:**

Orange County Local Agency Formation Commission  
Attention: Cheryl Carter-Benjamin, Commission Clerk  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705

For your reference, the schedule of key dates for the appointment process is shown below:

<i>Appointment Process Schedule for OC LAFCO Regular Special District Member Seat</i>	
<b>ACTION</b>	<b>DATE</b>
LAFCO Executive Officer emails notification letter with nomination and Declaration of Qualification to Vote forms to independent special district presiding officers (c/o district clerk) and general managers.	<b>March 11, 2024</b>
Deadline for submitting nomination and declaration forms to OC LAFCO by 4:00 p.m.*	<b>April 15, 2024 (4 PM)</b>
Ballots emailed to special district presiding officers/designees (c/o district clerk).	<b>May 6, 2024</b>
Ballots due to OC LAFCO by 4:00 p.m.	<b>June 10, 2024 (4 PM)</b>
OC LAFCO staff (or designee) tabulates ballots and announces results.	<b>June 17, 2024</b>
Oath of Office Administered.	<b>July 10, 2024 (Commission Hearing)</b>
<i>* Pursuant to Government Code Section 56332(c)(1), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected with no further proceedings.</i>	

Should you have any questions on this matter, you may contact OC LAFCO Commission Clerk Cheryl Carter-Benjamin at (714) 640-5100 or by email at [ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org).

Attachments:

1. Declaration of Qualification to Vote
2. 2024 Nomination Form – Regular Special District Member Seat

cc: Special District General Managers

**DECLARATION OF QUALIFICATION TO VOTE**

*Gayle Carline Presiding Officer*

*Placentia Library District*

I, \_\_\_\_\_,\* hereby attest that  
\_\_\_\_\_\*\* has been authorized by the Board of  
\_\_\_\_\_to vote in the OC LAFCO Special  
District Selection Committee election as the regular voting member.

The Board also designated \_\_\_\_\_\*\* as the alternate voting  
member.

**Name and Title\*:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

\* Declaration **MUST** be completed and signed by either Board President or Board Secretary.

\*\* Must be a member of the Board.

**In accordance with the Independent Special District Selection Committee Bylaws, completed declarations must be received by OC LAFCO by 4:00 PM, Monday, April 15, 2024. Declarations may be submitted electronically by email or USPS mail at:**

(1) Email: [ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org)

(2) USPS Mail: Orange County Local Agency Formation Commission  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705  
Attn: Cheryl Carter-Benjamin



Orange County Local Agency Formation Commission (OC LAFCO)

## 2024 NOMINATION FORM

**NOMINEE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER SEAT:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Check box if resume or statement of qualifications is attached.

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION (*Must be the presiding officer or a designated alternate board member.*)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

A resume or other supplemental information about the nominee may be included and will be distributed with the ballot. The completed nomination form and any supplemental information must be returned to OC LAFCO by **4:00 p.m., Monday, April 15, 2024** and may be submitted electronically **or** by USPS to:

- **Electronically**  
Email: [ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org)
- **USPS Mail**  
Orange County Local Agency Formation Commission  
Attention: Cheryl Carter-Benjamin, Commission Clerk  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705

***Nomination forms or candidate information received after the deadline will not be considered in part to the nomination process conducted by OC LAFCO.***



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** March 25, 2024

**BACKGROUND**

This agenda item was reflected on the February 26, 2024 Board agenda. At the request of President Carline, it was postponed to the March 25, 2024 Board meeting, to give the full board an opportunity to consider attending.

As the California State Legislature wrestles with a projected \$38-58 billion budget deficit and the California Supreme Court contemplates the constitutionality of an initiative that could severely disrupt the essential functions of state and local government, there is one place where all special districts can come together to understand and influence our shared public policy challenges – Special Districts Legislative Days.

Lawmakers in Sacramento are making critical decisions that will impact the budget and operations of your district and your community. Special Districts Legislative Days is your opportunity to join with all types of special districts, large and small, north and south, rural and urban to strengthen our voice. Issues like revenue, governance, labor, and public works matter to all districts whether they provide water, sanitation, fire protection, parks, cemeteries, healthcare, mosquito abatement, resource conservation, ports, harbors, airports, libraries, or other essential services.

This year's speakers include Senator Anna Caballero representing District 14, Senator Marie Alvarado-Gil representing District 4, and Assemblyman Gregg Hart representing District 37.

**RECOMMENDATIONS**

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



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Carlos Maskarino, Business Manager.

**SUBJECT:** **Outdoor Library Space and Loading Dock Expansion Project Presentation.**

**DATE:** March 25, 2024

**BACKGROUND**

This agenda item was reflected on the February 26, 2024 Board agenda. At the request of President Carline, it was postponed to the March 25, 2024 Board meeting.

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

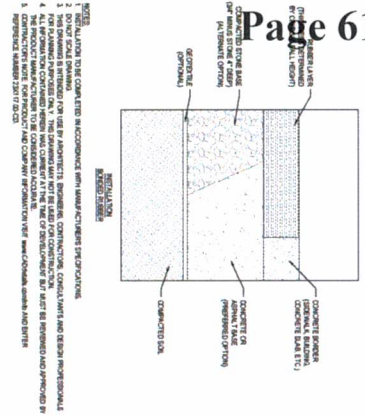
The current design features a bonded rubber mulch on the right side of the space with wooden Adirondack chairs and picnic tables occupying the space. The left and center spaces have a flagstone paving with more Adirondack chairs, lounge chairs, sofas, coffee tables, and standalone egg chairs. The center space will have a shaded structure with ceiling fans and lights. The outside perimeter wall is designed with 6' decorative panel fence/privacy wall and a 4' stone wall from the ground. Shrubbery and plants will be planted at the base of the walls.

Attachment A is the powerpoint presentation.

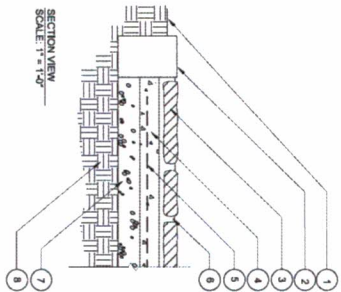




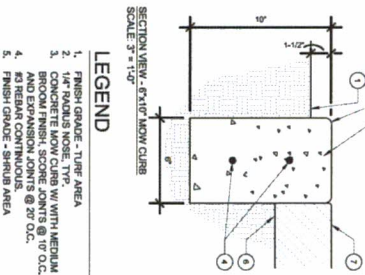




**A BONDED RUBBER** N.T.S.



**B FLAGSTONE PAVING** N.T.S.



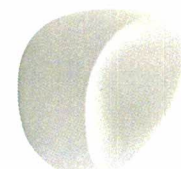
**C CONCRETE MOW CURB** N.T.S.

**Stone Lounger Chair**  
By: Vonodon

**Details:**  
 1. Refer to manufacturer's specifications for material and finish.  
 2. Refer to manufacturer's specifications for material and finish.  
 3. Refer to manufacturer's specifications for material and finish.  
 4. Refer to manufacturer's specifications for material and finish.  
 5. Refer to manufacturer's specifications for material and finish.

**Dimensions:**  
 Item: Width 34.75" Height 30.75" Depth 31"

**Additional Details:**  
 Product Title: Stone Lounger Chair  
 Manufacturer: Vonodon  
 Color: WHITE



**Prepared By:** Placentia  
**Checked By:** Placentia  
**Drawn By:** Placentia  
**Scale:** 1/4" = 1'-0"

**D STONE LOUNGE CHAIR**

**Stone Sofa**  
By: Vonodon

**Details:**  
 1. Refer to manufacturer's specifications for material and finish.  
 2. Refer to manufacturer's specifications for material and finish.  
 3. Refer to manufacturer's specifications for material and finish.  
 4. Refer to manufacturer's specifications for material and finish.  
 5. Refer to manufacturer's specifications for material and finish.

**Dimensions:**  
 Item: Width 78.75" Height 30.75" Depth 32.75"  
 Weight: 62.25 lbs

**Additional Details:**  
 Product Title: Stone Sofa  
 Manufacturer: Vonodon  
 Color: WHITE FINISH / ANTI-STATIC



**Prepared By:** Placentia  
**Checked By:** Placentia  
**Drawn By:** Placentia  
**Scale:** 1/4" = 1'-0"

**E STONE SOFA**

**Stone Coffee Table**  
By: Vonodon

**Details:**  
 1. Refer to manufacturer's specifications for material and finish.  
 2. Refer to manufacturer's specifications for material and finish.  
 3. Refer to manufacturer's specifications for material and finish.  
 4. Refer to manufacturer's specifications for material and finish.  
 5. Refer to manufacturer's specifications for material and finish.

**Dimensions:**  
 Item: Height 9.75" Diameter 23.75" Weight 15.83 lbs

**Additional Details:**  
 Product Title: Stone Coffee Table  
 Manufacturer: Vonodon  
 Color: WHITE FINISH / ANTI-STATIC



**Prepared By:** Placentia  
**Checked By:** Placentia  
**Drawn By:** Placentia  
**Scale:** 1/4" = 1'-0"

**F STONE COFFEE TABLE**

**CLIENT**  
 CLIENT LOGO AND ADDRESS AREA  
 411 E. CHAPMAN AVE. PLACENTIA, CA 92669

**PROJECT NAME**  
 OUTDOOR LIBRARY PATIO

**CLIENT LOGO AND ADDRESS AREA**  
 411 E. CHAPMAN AVE  
 PLACENTIA, CA 92669

**placentia**  
 LIBRARY DISTRICT

**IDS GROUP**  
 1 PETERS CANYON ROAD, SUITE 100  
 IRVINE, CA 92618  
 TEL: 949.397.8500 FAX: 949.397.0500

**PROJECT IDENTIFICATION**

REV	DESCRIPTION	DATE
000001	ISSUE FOR CONSTRUCTION PERMIT	05/20/23

**PROJECT IDENTIFICATION**  
 THIS DOCUMENT IS THE PROPERTY OF IDS GROUP. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFIC TO THE PERMITTING AGENCY. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEMS.

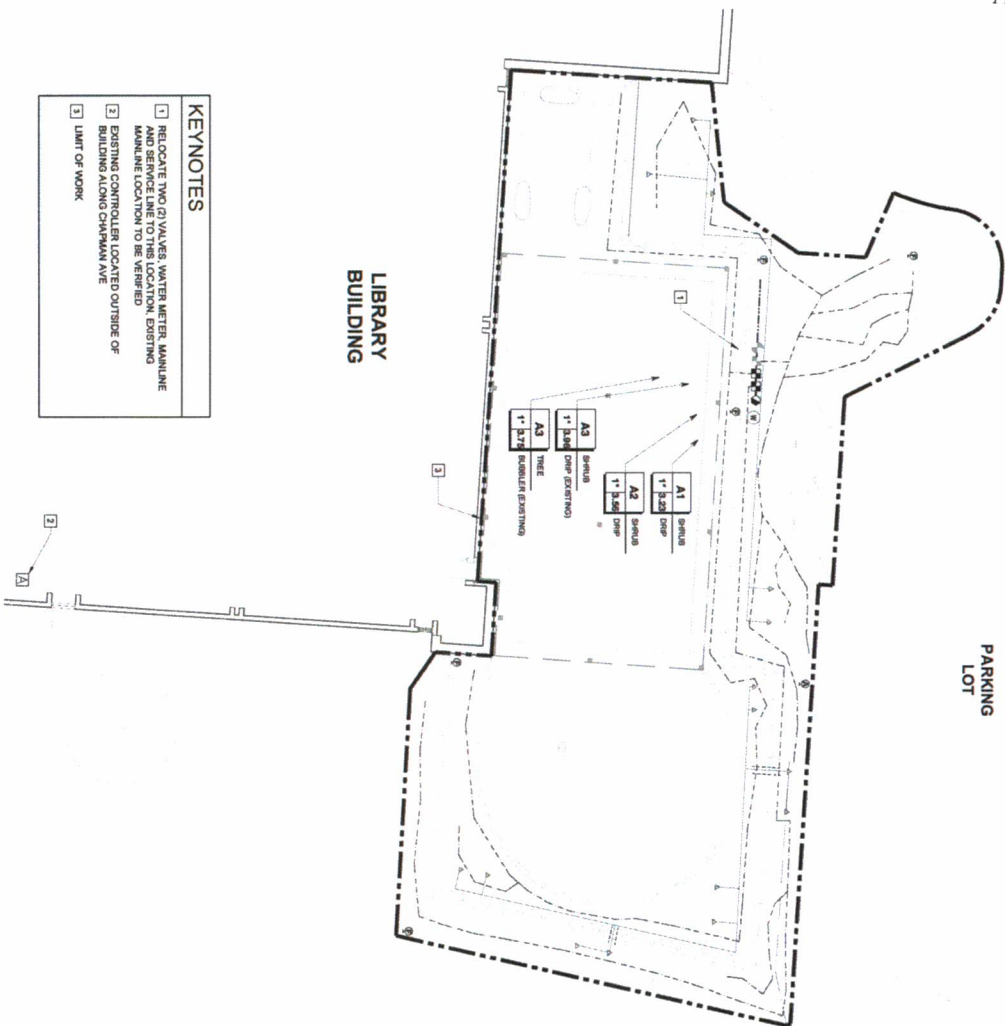
**IDS PROJECT NO:** 23X11720  
**DRAWN BY:** [Name]  
**CHECKED BY:** [Name]  
**APPROVED BY:** [Signature]

**CONSTRUCTION DETAILS**  
 CD-100  
 SHEET NO. 2 OF 8





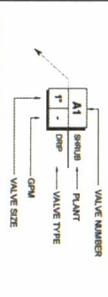




- KEYNOTES**
- 1 RELOCATE AND/or VALVES, WATER METER, MAINLINE AND SERVICE LINE TO OTHER LOCATION, EXISTING MAINLINE LOCATION TO BE VERIFIED
  - 2 EXISTING COMPONENT LOCATED OUTSIDE OF BUILDING ALONG CHAPMAN AVE
  - 3 LIMIT OF WORK

**SYMBOL LEGEND**

- EXISTING TREE VALVE NEW LOCATION
- EXISTING DRIP VALVE NEW LOCATION
- NEW DRIP VALVE
- QUICK COUPLER, HANDED LAMP
- EXISTING CONTROLLER
- EXISTING WATER METER NEW LOCATION
- NOT SHOWN
- FLOW SENSOR W/PIR SPRINK
- WHILE FALL BOX
- PRESSURE SENSING - EXISTING
- PRESSURE SENSING NEW 80 PSI @ 1"
- SLIPSTICK - 5/8" INCH SIZE WITH BALL, THICK THE COUPLER OF THE WOODWORKING COMPONENT OF PVC.
- LATERAL - 5/8" INCH DIPS LAMB PVC
- TRIPLE BARBER, HANDED HOOT WRITING SYSTEM AT 1/2" @ 1/2" INCH 1/2" @ 1/2" INCH 1/2" @ 1/2" INCH
- MAINLINE OPENING 100, 50 & 25 PC, 3/4" HOLES WITH 1" HANDED HOOT WRITING SYSTEM AT 1/2" @ 1/2" INCH 1/2" @ 1/2" INCH
- FLUSH VALVE
- AIR RELEASE VALVE
- PICOPOLY ADAPTER



**IRRIGATION NOTES**

1. THE DRAWING SHALL BE CONSIDERED AS A GENERAL REFERENCE. THE LOCATION, SIZE AND NUMBER OF VALVES, AND LOCATION AND NUMBER OF WORK, OF THE EXISTING COMPONENTS SHALL BE VERIFIED AND SYSTEMS SHALL BE MODIFIED AS NECESSARY TO ACCOMMODATE THE SYSTEMS CHANGES.

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

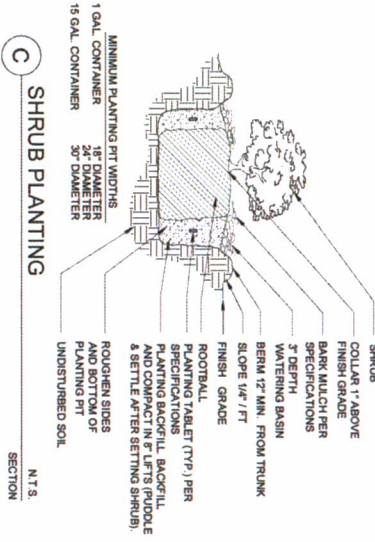
PROGRESS SET - NOT FOR CONSTRUCTION

		CLIENT LOGO AND ADDRESS AREA 411 E CHAPMAN AVE, PLACENTIA, CA 92673	
		PROJECT NAME <b>OUTDOOR LIBRARY PATIO</b>	
411 E CHAPMAN AVE PLACENTIA, CA 92670		PROJECT NO. 23X1173-00	
1 PETERS CANYON ROAD, SUITE 130 FRENCH CREEK, CA 92709 TEL: 949.387.6500, FAX: 949.387.2800		SHEET NO. 5 OF 8	
PROJECT IDENTIFICATION THE DRAWING SHALL BE CONSIDERED AS A GENERAL REFERENCE AND THE LOCATION, SIZE AND NUMBER OF VALVES, AND LOCATION AND NUMBER OF WORK, OF THE EXISTING COMPONENTS SHALL BE VERIFIED AND SYSTEMS SHALL BE MODIFIED AS NECESSARY TO ACCOMMODATE THE SYSTEMS CHANGES.		APPROVED BY: <b>A</b>	
EIR PROJECT NO.: 23X1173-00 DRAWN BY: <b>HC</b> CHECKED BY: <b>HC</b> APPROVED BY: <b>A</b>		SHEET TITLE <b>IRRIGATION PLAN</b>	
SHEET NO. 5 OF 8		SHEET NUMBER <b>IR-100</b>	

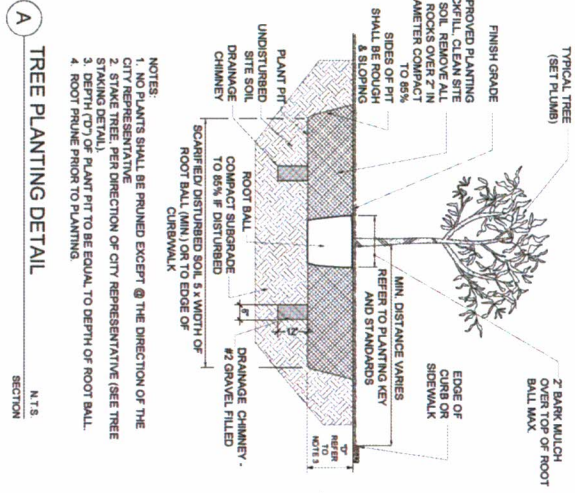




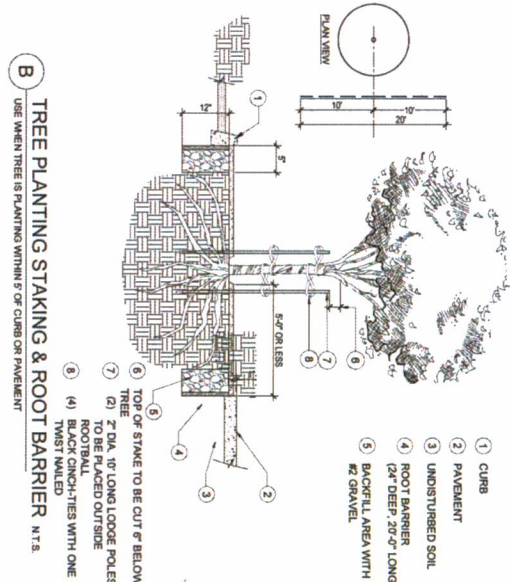




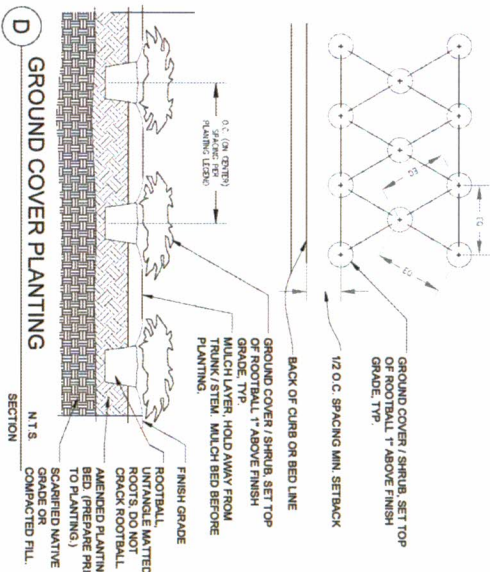
**C** SHRUB PLANTING  
SECTION  
N.T.S.



**A** TREE PLANTING DETAIL  
SECTION  
N.T.S.



**B** TREE PLANTING STAKING & ROOT BARRIER  
SECTION  
N.T.S.



**D** GROUND COVER PLANTING  
SECTION  
N.T.S.

PROGRESS SET - NOT FOR CONSTRUCTION

SHEET NUMBER	PD-100
SHEET NO. 8 OF 8	

PROJECT IDENTIFICATION	PLANTING DETAILS
APPROVED BY	1
CHECKED BY	1
DRAWN BY	1
IDS PROJECT NO.	234117-00

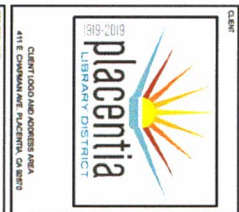
REV	DESCRIPTION	DATE
01	ISSUE FOR CONSTRUCTION	05/20/23

DATE	05/20/23
DESCRIPTION	ISSUE FOR CONSTRUCTION



**IDS GROUP**  
1 FETTERS CANYON ROAD, SUITE 130  
IRVINE, CALIFORNIA 92614  
TEL: 949-367-6500 FAX: 949-367-7800

**OUTDOOR LIBRARY PATIO**  
411 E CHANNAY AVE  
PLACENTIA, CA 92769





Page intentionally left blank



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Authorization to Approve Reimbursements for Secretary Dahl's Placentia Roundtable Women's Club (PRTWC) Membership.**

**DATE:** March 25, 2024

**BACKGROUND**

As per Placentia Library District Policy 4080 – Membership in Associations, the Board of Trustees is expected to hold membership in and attend meetings of such national, state, and local associations which have applicability to the functions of the District.

Secretary Dahl has been a member of the PRTWC since 2020. It was recently discovered Secretary Dahl's membership has not been processed by the District. Staff received documents for Secretary Dahl's 2023 & 2024 dues – each at \$45 per year.

It is recommended the District reimburse Secretary Dahl \$245.00 for the following dues:

- 2020 - \$65 activation dues
- 2021 - \$45 renewal dues
- 2022 - \$45 renewal dues
- 2023 - \$45 renewal dues
- 2024 - \$45 renewal dues

Moving forward, Secretary Dahl will provide the District with membership dues documentation for the District to process payment.

Attachment A are copies of 2023-2024 & 2024-2025 membership dues.

**RECOMMENDATIONS**

1. Approve Reimbursements Request for Secretary Dahl's Placentia Roundtable Women's Club (PRTWC) Membership, as presented; and,
2. Roll call vote.

Application fee \$45.00

PLACENTIA ROUND TABLE WOMEN'S CLUB

A SERVICE ORGANIZATION

MEMBERSHIP APPLICATION 20 23 - 20 24

MEMBER INFORMATION: Please print clearly

NAME: Sherri Dahl SPOUSE: N/A BIRTHDATE (MM/DD): 8/19  
ADDRESS: 313 S. Caliente Ct. CITY: Placentia ZIP: 92870  
HOME PHONE: N/A CELL: 714-883-7095 E-MAIL: twostarrynite@gmail.com  
PROFESSION: N/A SPONSORED BY: N/A

THE RESPONSIBILITIES OF MEMBERSHIP ARE:

- I will attend at least one general meeting (first Wednesdays, month of September through June).
- I will serve on one luncheon committee per year.
- I will be a working member of at least one Ways & Means Committee.
- I grant permission for use of my photo for Club purposes.

CHOICE OF WAYS & MEANS PROJECTS: (select at least one)

Festival of Trees  Friendship Soup Prep & Sales  
 Tea & Fashion Show  Bunco  Other Projects

SECTIONS I WOULD LIKE TO JOIN: (select as many as you would like)

Bookworm  Bridgettes  Bunco  Gourmet  Scribes

COMMUNITY SERVICE:

Helping Hands  Arts

PLEASE SHARE YOUR CURRENT INTERESTS AND COMMUNITY ACTIVITIES:

Scholarship committee, Placentia Library District Trustee

LUNCHEON COMMITTEE: Members serve on at least one Luncheon Committee for the monthly general meeting.

Month to serve: 1<sup>st</sup> choice April 2<sup>nd</sup> choice May Inconvenient Month January

MEMBERSHIP FEES: The fee to activate memberships is \$65. Annual renewals are \$45.

I HAVE READ AND UNDERSTAND THE CLUB PARTICIPATION FAQ'S ON THE REVERSE SIDE AND ACCEPT THE REQUIREMENTS OF MEMBERSHIP.

Signature Sherri Dahl Date 3.28.2023

PLEASE MAKE CHECK PAYABLE TO Placentia Round Table and Return to Diane Provenzano 5560 Vista Del Mar Yorba Linda, CA 92887 (714) 329-9099

\* Yesenia took original to meeting w/ check

Placentia Round Table Women's Club  
Membership Renewal  
2024 - 2025

MEMBER INFORMATION - Please print clearly and PLEASE FILL OUT ALL SECTIONS

NAME Sherril Dahl SPOUSE - BIRTHDATE: Month/Day 8/19  
ADDRESS 313 S. Caliente Ct CITY/STATE/ZIP Placentia, CA 92870  
HOME PHONE - CELL 714 883 7095 E-MAIL twostarrynite@gmail.com

I am renewing my membership as:

Active (\$45)  Golden Circle (\$30) \_\_\_\_\_ Honorary \_\_\_\_\_ Sustaining (\$100) \_\_\_\_\_

I wish to change my membership and am applying for:

Golden Circle (After 30 years ACTIVE years) (\$30) \_\_\_\_\_ Sustaining (After 5 ACTIVE years) (\$100) \_\_\_\_\_

PAYMENT IS DUE ON OR BEFORE THE 1ST WEDNESDAY IN APRIL. AFTER APRIL 30, THERE IS A REINSTATEMENT FEE OF \$20, PLUS DUES.

I UNDERTAND THE RESPONSIBILTIES OF MEMBERSHIP, WHICH ARE:

- Attend at least one General Meeting
  - Serve on one General Meeting Luncheon Committee
  - Serve on a working Ways & Means Committee
  - Financially support the Major Fundraiser (Festival of Trees)
- REMINDER: The Festival of Trees will be held on the Sunday before Thanksgiving this year.

WAYS & MEANS COMMITTEE CHOICE(S): (check at least one)

Festival of Trees: \_\_\_\_\_ Friendship Soup Mix (Prep and Sale)  Bunco: \_\_\_\_\_ Other Projects:  scholarships

LUNCHEON COMMITTEE ASSIGNMENTS: (CHOOSE SEPTEMBER THROUGH JUNE)

First Choice is April Second Choice May Inconvenient Month is December

SECTION CHOICE(S): (check as many as you would like)

BOOKWORMS: \_\_\_\_\_ BRIDGETTES: \_\_\_\_\_ BUNCO: \_\_\_\_\_ GOURMET: \_\_\_\_\_ SCRIBES: \_\_\_\_\_

OTHER GROUPS: BLESSING BOXES: \_\_\_\_\_ HELPING HANDS: \_\_\_\_\_ SOS (SERVING OUR SISTERS): \_\_\_\_\_

Sherril Dahl  
Signature

3.8.2024  
Date

PLEASE MAKE CHECK PAYABLE TO PLACENTIA ROUND TABLE AND MAIL TO: Diane Provenzano, 342 S. Carolina Drive, Brea 92823

Revised 3-3-2024



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Authorization to Reallocate \$5,000 from the Materials Budget Account to Program.**

**DATE:** March 25, 2024

**BACKGROUND**

The current Fiscal Year 2023-2025 Budget was approved on June 30, 2023. Management requests the following fund reallocation for 2023-2024 Fiscal Year:

Budget Account	Description	Appropriations	Reallocation Amount	Reasons for Reallocation
5500	Books/Library Materials	\$350,620	\$5,000 from 2023-2024 Budget to the Program Budget Account 5495	Expenses for programs related to National Library Week in April, increased participation in programs, and demonstration of the impact of the special programs and events – aligned with our mission statement of connecting our community.

**RECOMMENDATIONS**

1. Authorize the reallocation of \$5,000 from the Materials Budget Account 5500 from the General Funds to the Program Budget Account 5495 as presented; and,
2. Roll call vote.



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** March 25, 2024

**BACKGROUND**

President Carline will provide an update on the Joint-Use Committee meeting.





---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** ISDOC & Legislative Updates from Trustee Nelson  
**DATE:** March 25, 2024

**BACKGROUND**

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



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## March 2024

Spring is always the busiest season of the State Legislative Session and 2024 is no different. After the introduction of more than 2,100 bills by the February 16 bill introduction deadline, CSDA’s Legislative Committee approved positions and provided direction for CSDA’s advocacy efforts to take action on behalf of special districts and the communities they serve. Consequently, CSDA is calling upon all special districts to respond to three active Calls to Action this month:

1. Updated Surplus Land Act Guidelines
2. H.R. 7525 – Special District Grant Accessibility Act
3. Initiative 1935: Limits Ability of State and Local Governments

With so much at stake, this is shaping up to be perhaps the most significant year in decades for special districts, which makes Special Districts Legislative Days May 21-22 in Sacramento a must attend event for all special district officials. For the first time since the pandemic, we are bringing back Legislative Office Visits and we want to hit all 120 Legislators’ offices with constituent special district representatives. Please register early at [LegislativeDays.csda.net](http://LegislativeDays.csda.net) so we can schedule your meetings for a successful lobby day!

### Inside this edition of the Take Action Brief:

CALL TO ACTION: Proposed SLA Guidelines subvert statutory protections  
—March 25 deadline to comment.....2

CALL TO ACTION: H.R. 7525—Special District Grant Accessibility Act  
support requests.....3

CALL TO ACTION: Initiative 1935—Limits ability of voters and  
state and local governments.....4

REMINDER: Special districts are mandated to submit CARB ZEV report by April 1.....5

Registration Now Open for Special Districts Legislative Days  
May 21-22 in Sacramento.....6

### Contact a local CSDA representative near you!

Chris Norden	Northern Network	<a href="mailto:chrisn@csda.net">chrisn@csda.net</a>
Dane Wadlé	Sierra Network	<a href="mailto:danew@csda.net">danew@csda.net</a>
Colleen Haley	Bay Area Network	<a href="mailto:colleenh@csda.net">colleenh@csda.net</a>
Erasmov Viveros	Central Network	<a href="mailto:erasmov@csda.net">erasmov@csda.net</a>
Richelle Noroyan	Coastal Network	<a href="mailto:richellen@csda.net">richellen@csda.net</a>
Chris Palmer	Southern Network	<a href="mailto:chrisp@csda.net">chrisp@csda.net</a>



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

---

## ➤ CALL TO ACTION: Proposed SLA Guidelines subvert statutory protections—March 25 deadline to comment

The California Department of Housing and Community Development's (HCD) Draft Updated Guidelines for implantation of the Surplus Land Act (SLA), released February 23, subvert necessary, negotiated protections secured through the legislative process, and conflict with plain statutory language and legislative intent.

**These draft guidelines threaten special districts' authority to appropriately and efficiently engage in statutorily authorized transactions involving their lands.**

---

### \*\*\*CSDA CALL TO ACTION\*\*\*

***CSDA calls on all special districts to review the information at [csda.net/dhcd-sla-2024](https://csda.net/dhcd-sla-2024), as well as the [Draft Updated Guidelines](#), and submit written comments to HCD by March 25 deadline.***

*CSDA's [Take Action Page](#) contains a modifiable template comment letter for use by special districts, as well as an option to simply authorize an automated form letter for CSDA to submit on your behalf.*

---

As discussed in more detail on the [Take Action Page](#), the Draft Updated Guidelines include several issues of concern that ignore, unlawfully expand upon, or misstate current law as it pertains to special districts and the SLA, including:

1. Misapply the SLA to Agency's Use land and improperly purport to apply the SLA to Exempt Surplus land.
2. Misapply SLA penalty provisions while making changes in conflict with statute.
3. Allow third parties to issue notices of alleged violations of the SLA directly to public agencies with no basis in statute, exposing local agencies to unaccountable interference with operations.
4. Subject local agencies to a subjective open-ended definition of "Good Faith Negotiations."

Additional information from HCD about the Draft Updated Guidelines and the SLA can be viewed [here](#).

If you have any questions, please contact [aarona@csda.net](mailto:aarona@csda.net).





CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

---

## ➤ CALL TO ACTION: H.R. 7525 – Special District Grant Accessibility Act support requests

In a major milestone for the nation's special districts, this month, the U.S. House Oversight and Accountability Committee approved the Special District Grant Accessibility Act. The bill (H.R. 7525), which is sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO), cleared the committee on an overwhelming 38-2 vote.

**To view the committee's action on H.R. 7525, [please click here.](#)**

The Special District Grant Accessibility Act embodies the National Special District Coalition's (NSDC's) longstanding legislative objective of codifying in federal law a first-ever, formal definition of "special district." In addition to establishing such a definition, H.R. 7525 would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs.

Looking ahead, the legislation is expected to be considered by the full House following Congress' spring break. As of this writing, it remains unclear when House leadership will schedule the bill for a floor vote.

---

### \*\*\*CSDA CALL TO ACTION\*\*\*

***In preparation for successful action on the floor, CSDA is calling all special districts to reach out to their Representatives in Congress to urge them to support H.R. 7525.***

*Please visit [csda.net/GrantAccessibility](https://csda.net/GrantAccessibility) to authorize your district to join CSDA's Coalition Support Letter by April 5 or to download a sample support letter.*

*If you need help identifying or contacting your Congressional Representative, visit: [Find Your Representative | house.gov](#) or contact your CSDA Public Affairs Field coordinator: [csda.net/pafc](https://csda.net/pafc).*

---

CSDA is a founding member of NSDC. Special districts receive full benefit from NSDC's advocacy and services through membership in CSDA.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

---

## ➤ CALL TO ACTION: Initiative 1935 – Limits ability of voters and state and local governments

An entity representing California's wealthiest corporations is behind a proposition that is eligible for the November 2024 statewide ballot. The measure — Initiative 1935 (previously Initiative 21-0042A1) — would revise the State Constitution to significantly undermine local control and disrupt the ability of local governments to provide essential services and infrastructure.

---

**\*\*\*CSDA CALL TO ACTION\*\*\***

*CSDA calls upon all members to join the more than 100 special districts and 200 cities that have already passed a board resolution in opposition to Initiative 1935.*

Visit [csda.net/VoterLimitations](https://csda.net/VoterLimitations) to:

- [Download Sample Board Resolution](#)
- [View CSDA Analysis](#)
- [Read the Full Initiative Language](#)

---

**Ballot Initiative 1935 would result in the loss of billions of dollars annually in critical state and local funding by:**

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

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

Many have referred to Initiative 1935 as the "CBRT Initiative", a reference to its proponents, the [California Business Roundtable](#) ("CBRT"). These proponents have labeled their initiative the "Taxpayer Protection and Government Accountability Act," or "Taxpayer Protection Act" for short. Whereas a growing opposition coalition has dubbed the initiative the "[Taxpayer Deception Act](#)."



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

➤ **REMINDER: Special districts are mandated to submit new CARB ZEV report by April 1**

**As previously reported by CSDA, the California Air Resource Board (CARB) Advanced Clean Fleets (ACF) regulation requires state and local government fleets to report to CARB by April 1, 2024.**

CARB has posted myriad information about the regulation at: [Advanced Clean Fleets | California Air Resources Board](#), including:

- [Reporting](#)
- [Reporting Guides](#)
- [Resources](#)
- [FAQs](#)

Part 2 of CSDA's New Laws of 2024 Series featured an article entitled, "Zero Emissions Vehicle Mandate Kicks in January 1, 2024 – Reporting Due April 1. Download CSDA New Laws of 2024 Publication and see this article authored by David Boyer, Suparna Jain, and Kevin Harris of Atkinson, Andelson, Loya, Ruud & Romo on page 10:

<https://www.csdanet/viewdocument/new-laws-of-2024>

For questions about CARB's zero emissions vehicle mandate, contact CARB Advanced Clean Fleets at [zevfleet@arb.ca.gov](mailto:zevfleet@arb.ca.gov) or call 866-634-3735.



May 21-22, 2024

SHERATON GRAND SACRAMENTO HOTEL



**California Special  
Districts Association**  
*Districts Stronger Together*

# 2024 SPECIAL DISTRICTS LEGISLATIVE DAYS

**Legislative  
Office Visits  
are Back!**

For the first time since the pandemic, CSDA will pre-arrange legislative office visits so you can meet with Legislators and Capitol staff in the new Capitol Annex Swing Space. Attendees will be grouped with special districts from your region to advocate for special districts and the communities we collectively serve.



@CSDADISTRICTS  
FACEBOOK.COM/CSDADISTRICTS  
#DISTRICTSADVOCATE



Senator  
**ANNA CABALLERO**  
Chair, Appropriations  
Committee



Senator  
**MARIE ALVARADO-GIL**  
Vice-Chair, Rural Caucus



Assembly Member  
**GREGG HART**  
Chair, Joint Legislative Audit  
Committee



## Agenda at a Glance

*SUBJECT TO CHANGE*

### Tuesday, May 21, 2024 8:00 A.M. – 6:30 P.M.

8:00–8:30 A.M.

**Registration and Breakfast Buffet Line Opens**

8:30–9:30 A.M.

**Breakfast with Legislators of the Year**

- Senator Anna Caballero
- Senator Marie Alvarado-Gil
- Assembly Member Gregg Hart

9:30–11:00 A.M.

**State Legislative Update**

11:00–11:30 A.M.

**Advocacy Briefing**

11:30 A.M.–12:30 P.M.

**Lunch and Group Preparations**

12:30–1:00 P.M.

**Shuttles Depart to Capitol Annex Swing Space**

1:00–5:00 P.M.

**Legislative Office Visits**

- Pre-arranged visits in Legislative Offices

5:00–6:30 P.M.

**Private Legislative Reception**

### Wednesday, May 22, 2024 8:00 A.M. – 11:30 A.M.

8:00–8:30 A.M.

**Breakfast Buffet Line Opens**

8:30–9:30 A.M.

**Briefing on Critical Supreme Court Case Impacting Local Revenues and Government Functions**

- Legislature of the State of California et al. vs. Weber could determine the ability of special districts and other agencies to provide essential services and infrastructure to their communities

9:30–10:30 A.M.

**How to Maximize Working with Contract Lobbyists and Associations**

10:30–11:30 A.M.

**Beyond Legislative Days: Building Out Your District’s Government and Media Relations Program Wherever It May be Today**

11:30 A.M.

**Closing**

As the California State Legislature wrestles with a projected \$38-58 billion budget deficit and the courts and voters contemplate major constitutional actions on funding for essential services and infrastructure, there is one place where all special districts can come together to understand and influence our shared public policy challenges – **Special Districts Legislative Days.**

Lawmakers in Sacramento are making critical decisions that will impact the budget and operations of your district and your community. Special Districts Legislative Days is your opportunity to join with all types of special districts, large and small, north and south, rural and urban to strengthen our voice. Issues like revenue, governance, labor, and public works matter to all districts whether they provide water, sanitation, fire protection, parks, cemeteries, healthcare, mosquito abatement, resource conservation, ports, harbors, airports, libraries, or other essential services.





# SPECIAL DISTRICTS LEGISLATIVE DAYS

## EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 24, 2024

- CSDA Member - \$345 Early Registration / \$430 Regular Registration
- Non-Member - \$515 Early Registration / \$645 Regular Registration

### Three Ways to Register

- *Online:* Visit [legislatedays.csdanet.net](http://legislatedays.csdanet.net)
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.



### Not sure if you are a member?

Simply contact [membership@csda.net](mailto:membership@csda.net) or call toll-free at 877-924-2732.  
It's not too late to become a CSDA member!

**Full registration includes the evening reception and meals as indicated in the agenda.**

Payment must accompany registration in order to process.

<input type="checkbox"/> CSDA Member: \$345/EARLY BIRD	<input type="checkbox"/> Non-Member: \$515/EARLY BIRD	Total \$: <input type="text"/>
<input type="checkbox"/> CSDA Member: \$430/AFTER APRIL 24	<input type="checkbox"/> Non-Member: \$645/AFTER APRIL 24	

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

### LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

- Yes-I want CSDA to pre-arrange Legislative Office Visits for me together with a group of attendees from my region to advocate for special districts during day one of the conference.
- No-I will not be participating in the pre-arranged Legislative Office Visits in the Capitol Annex Swing Space during day one of the conference..

### PAYMENT

Payment type:  Check  Visa  MasterCard  Discover  American Express

Acct. name:

Acct. Number:

Expiration date:

CVC:

Zip:

Authorized Signature:

### SPECIAL NEEDS

Vegetarian  Other:

**Cancellations must be made in writing and received via fax, mail, or email no later than April 24, 2024, at 5:00 p.m. All cancellations made within the specified time will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after April 24, 2024. Substitutions are acceptable and must be done in writing no later than May 10, 2024 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.**

**Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are).**

PRSR STD  
U.S. Postage  
**PAID**  
Permit No. 316  
Sacramento, CA



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

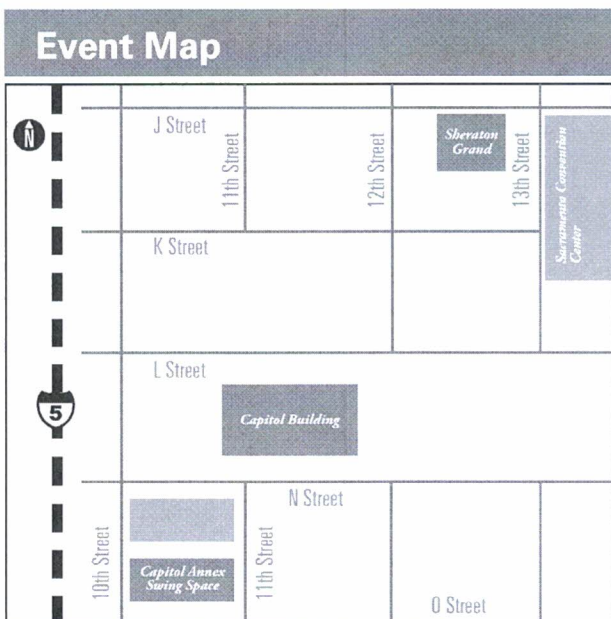
*A proud California Special Districts Alliance partner.*



## SPECIAL DISTRICTS LEGISLATIVE DAYS

**May 21-22, 2024**

SHERATON GRAND SACRAMENTO HOTEL



Map is not to scale



**Hotel Information**

*Sheraton Grand Sacramento Hotel  
1230 J Street, Sacramento, CA 95814*

**Room Rates**

CSDA room reservations in the CSDA room block start at the rate of \$212 plus tax and fees per day.

**Reservation Cut-Off Date**

The room reservation cut-off is April 24, 2024; however, space is limited and may sell out before this date. The link for reservations will be emailed following registration.