

AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

September 19, 2022

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 19, 2022

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

Presentation: Library Director
 Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
 Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on August 15, 2022. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 16)

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

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 20)

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

STAFF REPORTS (Items 21 – 24)

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

CLOSED SESSION (Item 25)

- 25. Report on Actions taken at the Library Board of Trustees Closed Session Meeting.

NEW BUSINESS (Items 26-32)

- 26. Public Agency Retirement Services (PARS) Presentation.
- 27. Public Hearing: Second Hearing on District-Based Elections
- 28. Adoption of Resolution 2022-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2022-2023 Fiscal Year.
- 29. Authorization to Enter into an Agreement with Mr. Robert Housley for Professional Finance and Accounting Services and Training.
- 30. Authorization to Accept the Building Forward Matching Grant from the California State Library in the Amount of \$54,810.
- 31. Joint-Use Committee Report from President Martin.
- 32. Legislative Updates from Secretary Carline.

AGENDA DEVELOPMENT


- 33. Agenda Preparation for the October Regular Date Meeting which will be held on October 17, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 34. The Library Board of Trustees will adjourn the Regular Date August 15, 2022 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for September 19, 2022 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 13, 2022.



 Lina Nguyen, Executive Assistant



CALL TO ORDER

Secretary Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 15, 2022 at 6:30 p.m.

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

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

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

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart.

Guests: Venessa Faber, Children's Supervising Librarian; Laura DeLeon, Library Clerk; Theresa Kintz, Placentia resident; Jeremy Yamaguchi, IT Consultant; Katie Matas, Acquisitions Librarian; Jullie Bence, Library Assistant; 1-714-398-6028.

ADOPTION OF AGENDA

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

AYES: Carline, Beverage, Nelson, Dahl

NOES: None

ABSENT: Martin

ORAL COMMUNICATION

Katie Matas, the Acquisitions Librarian at the Placentia Library District, thanked the Board of Trustees for approving the wellness stipend during the June Board of Trustees meeting. She used it towards a monthly subscription for six months and explained how beneficial massages are. (Item 4).

BOARD PRESIDENT REPORT

President Martin was absent.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended President Martin's Recognition by Assemblyman Chen's Office. She did not attend LAFCO for July or August meeting because they were not posted online. She was able to read their meeting minutes. They have completed two MSRs so far and they have an MSR dashboard which we can review to see the latest information they have for the District. A full report of the completed MSRs are available. We can review them to see what we can expect when we have to go through the process. She also attended the ISDOC quarterly meeting.

In June, Trustee Dahl attended President Martin's Recognition by Assemblyman Chen's Office, the PLFF Meeting, the Orange County Council of Governments meeting, the American Library Association Conference and the Placentia Round Table Women's Club. For July, the PLFF, the Orange County Council of Governments and the Placentia Round Table Women's Club were on break. She volunteered at Taste of Placentia and the Placentia Round Table Women's Club started their soup workshop in August.

Trustee Beverage attended the Taste of Placentia. She also played pickle ball at the Placentia Pickle Ball Court.

Trustee Nelson attended the Joint Use Meeting in June.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported she has been continuing to meet with the CLA board regarding the upcoming conference as well as the financial status of the CLA. With elections coming up, she has made several office calls to the Orange County Registrar of Voters office to ensure the District's election terms and information to appear on the ballot are accurate. She has also been working with the Christian Science Monitor magazine on their article about the LOTs collection. She additionally attended the Joint Use Meeting.

**FRIENDS FOUNDATION
REPORT**

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) vice President Marian Kalman. They will be holding a luncheon for their volunteers on Friday, August 19th. The bookstore is doing well. They are still working on potential holiday fundraisers. The letters for the membership drive usually start to be sent out on July 1st but this year it will start on September 1st. Alta Vista has been booked for the 2023 Author's Luncheon on March 4th. They are still working on who will be the author. There are new members who have expressed interest in taking over the President position. They have to wait 3 months before they can be voted in as full members in order to run for President. The next quarterly book sale is on September 10th and 11th and then on December 10th and 11th. There is also a full-time bookstore manager now and she has a good team helping her out.

CONSENT CALENDAR

Trustee Dahl requested to correct the minutes regarding her Trustee report. It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-23 as presented with the correction to the minutes. A roll call vote was taken:

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

**MINUTES FOR JUNE 22,
2022 UNUSUAL DATE
MEETING.**

The minutes for the June 22, 2022 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

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

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

Administration Report for June and July 2022 (Item 20)

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

INTRODUCTION OF NEW EMPLOYEES.

One of the District’s newest employees, Jullie Bence, On Call Library Assistant, introduced herself to the board and shared her background with the Trustees.

PUBLIC HEARING: UPDATED LIBRARY IMPACT FEES & CONSIDERATION OF RESOLUTION 2022-05: APPROVING THE PLACENTIA LIBRARY DISTRICT LIBRARY IMPACT FEE NEXUS STUDY UPDATE AND REQUESTING THE PLACENTIA CITY COUNCIL IMPLEMENT THE UPDATED LIBRARY IMPACT FEE PROGRAM ON BEHALF OF THE DISTRICT.

Director Contreras requested to review agenda item 27 before agenda item 26. With no refusals, Director Contreras introduced Blair Aas from SCI Consulting Group. Mr. Aas gave a report on the Library Impact Fee Nexus Study Update and answered questions from Director Contreras and the Board. Secretary Carline opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. After discussion, Trustee Dahl made a motion to consider Resolution No. 2022-05 Approving the Placentia Library District Library Impact Fee Nexus Study Update and Requesting the Placentia City Council Implement the Updated Library Impact Fee Program on Behalf of the District. It was seconded by Trustee Beverage. A roll call vote was taken:

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

PUBLIC HEARING: FIRST HEARING ON DISTRICT-BASED ELECTIONS.

Director Contreras introduced this item to the Board and Counsel DeBerry explained the process to the Board. Tonight’s meeting is the first of two public hearings where the public can provide information which they want to be considered in the drawings of the map. Secretary Carline opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. The Board had a brief discussion. The next Public Hearing will be during the next Board of Trustees Meeting on September 19th. No action was taken at this time.

APPROVE AMENDMENTS TO POLICY 2265 – INFORMATION TECHNOLOGY EQUIPMENT USE.

Director Contreras reported Policy 2265 – Information Technology Equipment Use was developed in 2013 and had not been updated since. The District’s IT Consultant brought up issues with the policy to Director Contreras and suggested changes. Director Contreras requested the Board to authorize changes as presented. After a discussion, Trustee Dahl made a motion to approve amendments to Policy 2265 – Information Technology Equipment Use, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

CONFERENCE AUTHORIZATION: INTERNET LIBRARIAN, OCTOBER 18-20, IN MONTEREY, CALIFORNIA.

Director Contreras introduced this item to the Board and explained with the ongoing technological advances and the bookmobile the District will soon obtain, it would be beneficial for the District’s IT Consultant and the Children’s Supervising Librarian to attend the Internet Librarian Conference in Monterey, California. The District will cover all costs for the Supervising Librarian and IT Consultant. Trustee Beverage made a motion to authorize the Supervising Librarian and IT Consultant to attend the Internet Librarian 2022 Conference, October 18-20, 2022 in Monterey, California. It was seconded by Trustee Nelson. A roll call vote was taken:

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

CONFERENCE AUTHORIZATION: ASSOCIATION OF BOOKMOBILE AND OUTREACH SERVICES, OCTOBER 4-6, 2022 IN SCOTTSDALE, ARIZONA.

Director Contreras reported the California State Grant which was awarded to the District included the partial cost of a membership to the Association of Bookmobile & Outreach Services (ABOS) as well as the attendance for up to three staff members. Director Contreras is requesting to send the Children’s Supervising Librarian, the new Bookmobile Librarian and the Bookmobile Library Assistant to the ABOS conference. Trustee Nelson made a motion to authorize up to three staff to attend the ABOS Conference, October 4-6, 2022 in Scottsdale, Arizona. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS AND APPROVE THE REQUEST FOR BIDS FOR AN ELECTRIC BOOKMOBILE.

Assistant Library Director Baltierra introduced the request for bids for the electric bookmobile. She explained the District was awarded a total of \$250,000 through the Stronger Together: Out of School Time Grant and of the total grant awarded, \$233,333 is designated for the purchase of a fully equipped electric bookmobile. After a discussion on the specificity of the request for bid, Trustee Beverage made a motion to approve the request for bids as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken:

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

DISCUSS AND APPROVE THE BOOKMOBILE MEMORANDUM OF UNDERSTANDING BETWEEN THE PLACENTIA LIBRARY DISTRICT AND THE CITY OF PLACENTIA.

Director Contreras introduced this item to the Board and explained the City agreed to help with some of the maintenance of the bookmobile as well as installing bookmobile street signs. Trustee Nelson made a motion to approve the MOU between the Placentia Library District and the City of Placentia, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS AND APPROVE THE REQUEST FOR PROPOSALS FOR A NEW WEBSITE.

IT Consultant, Jeremy Yamaguchi, reported there were a number of issues with the District’s current website: security, access, outdated software, no mobile optimization and not ADA compliant. After a discussion, Trustee Beverage made a motion to approve the Request for Proposals for a new website, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Nelson. A roll call vote was taken:

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

CALL FOR CANDIDATES FOR ISDOC EXECUTIVE COMMITTEE POSITIONS: PRESIDENT, FIRST VICE

Director Contreras reported ISDOC is calling for nominations for their executive board and asked if any of the District’s board members would be interested in running for any of the open positions. Due to other commitments, none of the board members are available at this time. No action was taken.

**PRESIDENT, SECOND VICE
PRESIDENT, THIRD VICE
PRESIDENT, SECRETARY
AND TREASURER.**

**DISCUSS PERSONNEL
PRIORITIES FOR 2022-2023
FISCAL YEAR.**

During the June 2022 Board Meeting, President Martin requested an update on personnel priorities in order to ensure the District is on track to sustain the approved amendments to the 2022-203 Fiscal Year Budget. Director Contreras reported she met with supervisors to identify their needs and derived at the hiring timeline provided in the board packet. One change in the timeline is Stage III – October 2022. The classification of the Emerging Technology Assistant will change to Librarian I in September 2022 instead of October 2022. The Board expressed they were glad to hear the update. No action was taken.

**AUTHORIZE CORRECTIONS
TO REVENUE BUDGET FOR
2022-2023 FISCAL YEAR.**

Director Contreras reported the revenue projection was miscalculated on the 2022-2023 Fiscal Year Budget amendments and presented an amended revenue forecast. Trustee Nelson made a motion to approve the corrected Revenue Projection for 2022-2023 as presented. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**DISCUSS FUEL COSTS AND
PROGRAM OPTIONS.**

At the last meeting, the Board requested options for a more equitable gas stipend that was introduced at the June Board Meeting. Director Contreras presented several different options to the Board: gas card, gas stipend, and a flexible schedule (where staff can work a flexible work schedule that will cut back on the need to drive to and from work). After a discussion on how gas prices may not be the biggest issue for all staff, the Board decided a one-time “inflationary” stipend would be more beneficial and equitable. Trustee Dahl made a motion to revise the Fuel Costs and Program Options to an inflationary stipend of the amount of \$675 to start in January 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**CAFÉ SPACE UPDATES
FROM LIBRARY DIRECTOR.**

Director Contreras presented different options for the Board to consider for the use of the Café space. After a discussion about the different options as well as some new options provided by the Board, Trustee Nelson made a motion to table the discussion until Director Contreras can come back with more viable options after discussing with staff. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AMERICAN LIBRARY
ASSOCIATION COFERENCE
REPORTS FROM TRUSTEE
DAHL AND ASSISTANT
LIBRARY DIRECTOR.**

Trustee Dahl and Assistant Library Director Baltierra reported on their experiences and takeaways from the American Library Association’s annual conference.

Trustee Dahl reported one of the overriding themes at the conference was banning and censorship. She reported book banning has become politically

charged. There are now state representatives who are coming out with lists and demanding the books be banned. She also attended a workshop sponsored by United for Libraries about how Trustees can help support the health and wellbeing of library staff.

Assistant Library Director Baltierra thanked the Board for sending her to the ALA conference. It was a great opportunity for her to network with librarians from other libraries and to hear the challenges they face and how we're not alone in the challenges we face. She was able to talk about the opportunities we've been given to better serve our community. She highlighted a few workshops she attended about Bookmobile outreach, how Amazon is affecting libraries, and using Tik Tok as a collection development tool.

**LEGISLATIVE UPDATES
FROM SECRETARY CARLINE.**

Director Contreras reported the two bills which are of particular interests to the District are AB 1944 and AB 2449. However, AB 1944 is considered dead for this year. Secretary Carline introduced bill AB 2449 and Counsel DeBerry gave updates. Counsel DeBerry reported AB 2449 allows for more flexible teleconferencing requirements for public agencies. The Board reiterated their desire to continue having all members physically present at the Board meetings. No action was taken.

AGENDA DEVELOPMENT

Director Contreras added the Gann Limit for the District at the next meeting since the budget amendments were approved.

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

ADJOURNMENT

The Board of Trustees Regular Date Meeting of August 15, 2022 was adjourned at 09:19 p.m.

Gayle Carline, Secretary
Library Board of Trustees

**Placentia Library District
Check Register
August 2022**

Date	Ref No.	Payee	Memo	Payment	Type
08/06/2022	12528	Placentia Library District	For payroll on 9/14/22	75,000.00	Check
08/11/2022	12497	Bibliotheca LLC	Annual Support/Maint. 9/1/22-8/31/23	2,347.00	Bill Payment
08/11/2022	12498	Arcelia Janitorial Service	Janitorial Services from July 22	3,738.00	Bill Payment
08/11/2022	12499	City of Placentia	Shared City Expenses	1,913.99	Bill Payment
08/11/2022	12500	DEMCO, Inc.	Western spine labels	23.86	Bill Payment
08/11/2022	12501	Age of Learning, Inc.	ABCmouse Online Curriculum	1,500.00	Bill Payment
08/11/2022	12502	Broadway Industries Inc.	Emergency Service - HVAC	722.50	Bill Payment
08/11/2022	12503	Cintas	Cleaning Services 7/29 & 8/5	490.72	Bill Payment
08/11/2022	12504	Golden State Water Company	Service for 06/21/22-07/29/22	1,608.62	Bill Payment
08/11/2022	12505	OverDrive	Audiobooks	1,271.25	Bill Payment
08/11/2022	12506	Republic Services	Service for 07/01/22-07/31/22	172.06	Bill Payment
08/11/2022	12507	UMPQUA BANK	Credit Card payment July 22	10,105.52	Bill Payment
08/11/2022	12508	Dewey Pest Control	August Service	331.00	Bill Payment
08/11/2022	12509	Southern California Edison	July electricity bill.	7,020.83	Bill Payment
08/11/2022	12510	Baker & Taylor	Books	1,334.42	Bill Payment
08/11/2022	12511	CALNET3	Service for 07/02/22-08/01/22	198.44	Bill Payment
08/11/2022	12512	South Coast SolarClean	Rain Gutter Cleaning	228.15	Bill Payment
08/11/2022	12513	Staples, Inc.	PO 15 - Office supplies	475.16	Bill Payment
08/11/2022	12514	Midwest Tape	Audiobooks	1,030.94	Bill Payment
08/11/2022	12515	JV Plumbing	Plumbing call.	297.50	Bill Payment
08/11/2022	12516	White Mechanical Inc.	IT Room HVAC Pay App 1	22,098.60	Bill Payment
08/17/2022	1003891648	Placentia Library District	Transfer for payroll on 8/17/22.	70,000.00	Transfer
08/18/2022	12518	Midwest Tape	Audiobooks	39.39	Bill Payment
08/18/2022	12519	South Coast SolarClean	Solar Panel Cleaning	688.00	Bill Payment
08/18/2022	12520	Amazon- Zip Books CA State Grant	Amazon-Zip Bks Grant Stmt 08/10/22	572.64	Bill Payment
08/18/2022	12521	Cintas	Cleaning Supplies 8/12/22	169.53	Bill Payment
08/18/2022	12522	Baker & Taylor	Books	2,546.12	Bill Payment
08/18/2022	12523	FM Thomas Air Conditioning	HVAC Unit6 Replacement Fans	2,713.37	Bill Payment
08/18/2022	12524	SDRMA	Ancillary benefits Sep. 22	2,219.49	Bill Payment
08/18/2022	12525	SirsiDynix	Service for 09/01/22-08/31/23	17,679.33	Bill Payment
08/18/2022	12526	Placentia Library District	For payroll on 8/31/22	70,000.00	Check
08/26/2022	12527	City of Placentia	Heritage Parade	40.00	Bill Payment
08/26/2022	12529	Lina Nguyen	Mileage Reimbursement	43.88	Check
08/26/2022	12530	OCLC, Inc.	WorldShare ILL FY 22/23	551.61	Bill Payment
08/26/2022	12531	White Mechanical Inc.	Final billing on IT Room HVAC	2,455.40	Bill Payment
08/26/2022	12532	Charter Communications	Cable Service 08/12/22-09/11/22	74.18	Bill Payment
08/26/2022	12533	SDRMA	Medical benefits for Sep. 22	24,686.01	Bill Payment
08/26/2022	12534	City of Seal Beach	Disaster Cost Recovery Training	300.00	Bill Payment
08/26/2022	12535	Cintas	Cleaning Supplies 8/19 & 8/26	471.86	Bill Payment
08/26/2022	12536	SoCalGas	Service for 07/20/22-08/18/22	47.46	Bill Payment
08/26/2022	12537	Dell Marketing L.P.	New hard drives	523.63	Bill Payment
08/26/2022	12538	Eagle Multi Media Productions	July 22 IT Services	5,476.25	Bill Payment
08/26/2022	12539	Golden State Water Company	For service from 07/29/22-08/12/22	643.84	Bill Payment
08/26/2022	12540	Baker & Taylor	Books	257.37	Bill Payment
08/26/2022	12541	Midwest Tape	Audiobooks	127.56	Bill Payment
08/26/2022	12542	Train Party Express	Train for Heritage Parade	550.00	Bill Payment
				<u>334,785.48</u>	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: September 19, 2022

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	
10/31/2022	
11/30/2022	
12/31/2022	
1/31/2023	
2/28/2023	
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through August 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: September 19, 2022

Summary of Cash and Investments as of August 31, 2022

Cash with Orange County Treasurer Fund 9LX	\$	802,335.62
General Fund Checking – Bank of the West	\$	592,816.05
General Fund Savings – Bank of the West	\$	1,627,048.63
<i>(Impact Fees in Savings – Restricted)</i>	\$	638,796.06
Payroll Checking – Wells Fargo Bank	\$	3,583.67
Total Cash and Investments	\$	3,025,783.97

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 August 31, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	26,153	(2,837,608)	0.9%
4020	Property Taxes - Current Unsecured	95,849	0	(95,849)	0.0%
4050	Property Taxes - Curr Supplemental	53,482	15,736	(37,746)	29.4%
* 4070	Interest on Unapport Tax	0	0	0	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
4190	State - Homeowners Property Tax Relief	13,415	0	(13,415)	0.0%
	Sub Total	3,058,409	63,671	(2,994,738)	2.1%
INTEREST REVENUE					
4600	Interest	8,500	360	(8,140)	4.2%
	Sub Total	8,500	360	(8,140)	4.2%
GRANT REVENUE					
4210, 4421	State Grants	330,254	2,000	(328,254)	0.6%
4220,4230	Fed/Other Grants	10,000	0	(10,000)	0.0%
	Sub Total	340,254	2,000	(338,254)	0.6%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	2,163	(17,837)	10.8%
4320, 4330	Passport/Photos	266,875	43,885	(222,990)	16.4%
4340	Meeting Room Fees	100	120	20	120.0%
4350	Test Proctor	2,400	450	(1,950)	18.8%
4430	Other: Miscellaneous	0	0	0	-
	Sub Total	324,375	46,618	(277,757)	14.4%
TOTAL REVENUES YTD FOR FY 22/23:		3,723,038	112,650	(3,610,388)	3.0%
4440	Cash/Investments	3,778,908	14,606	(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224		(608,618)	2.3%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

August 31, 2022

16.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	371,917	0.14	\$2,211,415
5030	Retirement	79,100	8,915	0.11	\$70,185
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	49,372	0.16	\$268,886
5060	Life Insurance	9,740	717	0.07	\$9,023
5064	Dental Insurance	16,845	2,209	0.13	\$14,636
5066	AD & D Insurance	7,600	1,076	0.14	\$6,524
5068	Vision Insurance	3,334	437	0.13	\$2,897
5070	Workers' Compensation Insurance	34,353	5,228	0.15	\$29,125
5090	Education Assistance Program	5,000	0	0.00	\$5,000
TOTAL		\$3,060,562	\$439,871	0.14	\$2,620,691
SERVICES & SUPPLIES:					
5099	Property & Liability Insurance	45,000	9,552	0.21	\$35,448
5100	Communications	55,000	307	0.01	\$54,693
5150, 5170, 5180	Janitorial Supplies & Services	50,000	6,471	0.13	\$43,529
5160	Refuse Disposal	5,200	303	0.06	\$4,897
5205	Maintenance Equipment	15,000	2,439	0.16	\$12,561
5210-5280	Building Maintenance	165,000	24,509	0.15	\$140,491
5290	Memberships	25,000	2,950	0.12	\$22,050
5300-5350	Office Expenses & Postage	136,198	10,771	0.08	\$125,427
5400-5480	Prof./Specialized Services	307,305	16,588	0.05	\$290,717
5490	Loan Obligation (-bank)	73,844	56,832	0.77	\$17,012
5495, 5910, 5920	Programs	55,000	5,786	0.11	\$49,214
5500	Books/Library Materials	535,000	30,999	0.06	\$504,001
5600	Travel & Meetings/Professional Development	65,000	7,365	0.11	\$57,635
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	28,500	1,923	0.07	\$26,577
5900	Bookmobile - Vehicle	240,000	0	0.00	\$240,000
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	74	0.01	\$9,926
TOTAL		\$1,926,047	\$176,943	0.09	\$1,749,104
OPERATING EXPENSES					
		\$4,986,609	\$616,814	0.12	\$4,369,795
FIXED ASSETS & TAXES					
1310	Building Improvements	\$292,000	0	0.00	\$292,000
1320	Equipment & Furniture	\$50,000	0	0.00	\$50,000
6100	Taxes and Assessments	\$17,500	0	0.00	\$17,500
TOTAL		\$359,500	\$0	0.00	\$359,500
TOTAL BUDGET		\$5,346,109	\$616,814	0.12	\$4,729,295

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for August 2022

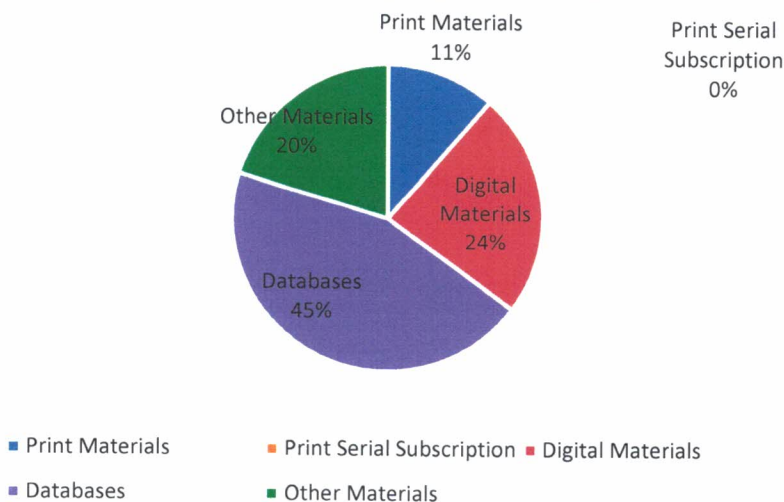
DATE: September 19, 2022

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$ 535,000.00	9%	\$ 314,000.00	10%

Collection Expenditures	August 2022	August 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$4,558	\$483	\$5,148	\$10,584	-51%
Print Serial Subscription	\$0	\$0	\$0	\$0	0%
Total Print Materials	\$4,558	\$483	\$5,148	\$10,584	-51%
Digital Materials	\$8,050	\$5,690	\$10,860	\$9,699	12%
Databases	\$2,427	\$0	\$20,302	\$9,663	110%
Total Electronic Content	\$10,477	\$5,690	\$31,162	\$19,362	61%
Other Materials	\$5,733	\$660	\$9,194	\$1,522	504%
Total Collection Expenditures	\$20,768	\$6,833	\$45,504	\$31,468	45%

COLLECTION EXPENDITURES



Titles Added	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% changed
Print Materials	315	352	617	666	-7%
Print Serial Subscription	-	-	-	-	0%
Total Print Materials	315	352	617	666	-7%
Digital Materials	2,887	2,496	5,518	4,598	20%
Databases	-	2	7	7	0%
Total Electronic Content	2,887	2,498	5,525	4,605	20%
Other Materials	15	33	24	42	-43%
Total Titles Added	3,217	2,883	6,166	5,313	16%

All Materials Held	August	July	Month to Month
	2022	2022	% changed
Total Materials Physical	80,695	79,920	1%
Total Materials Digital	1,360,456	1,346,809	1%
Total All Materials	1,441,151	1,426,729	1%

Children's Physical Materials Held	August	July	Month to Month
	2022	2022	% change
Children's Fiction	24,559	24,559	0%
Children's Nonfiction	13,802	13,803	0%
Children's Magazine	144	135	7%
Children's Audiobook	632	602	5%
Children's DVD/Video	1,788	1,789	0%
Children's LOTs	53	53	0%
TOTAL All Children's Physical Material	40,978	40,941	0%

Adult/Teen Physical Materials Held	August	July	Month to Month
	2022	2022	% change
Adult Fiction	16,539	16,332	1%
Adult Nonfiction	14,018	13,303	5%
Adult Magazine	76	173	-56%
Adult Audiobook	1,218	1,260	-3%
Adult DVD/Video	4,098	4,157	-1%
Adult LOTs	112	116	-3%
Video Games	343	343	0%
Teen Fiction	3,313	3,295	1%
TOTAL All Adult/Teen Physical Material	39,717	38,979	2%

Digital Material Held	August	July	Month to Month
	2022	2022	% change
eBooks	742,499	744,598	0%
Digital Audiobooks	192,598	187,055	3%
Digital Videos	91,478	90,530	1%
Digital Magazines	4,143	4,166	-1%
Digital Music	329,721	320,443	3%
Databases	17	17	0%
TOTAL All Digital Material	1,360,456	1,346,809	1%

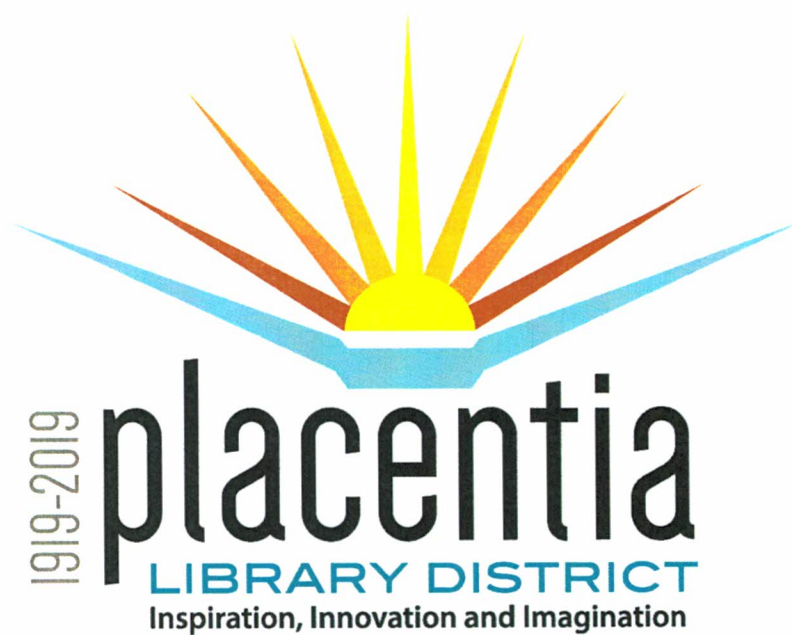


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for August 2022
DATE: September 19, 2022

Net Revenue Summary for August 2022

			YTD	YTD
	Aug-22	Aug-21	2022-2023	2021-2022
Passport	17,990	27,734	34,405	45,794
Passport Photos	4,872	5,918	9,480	9,566
Test Proctor	150	250	450	350
Fines & Fees	1,341	1,577	2,163	2,408
Meeting Room	40	0	120	0
TOTAL	24,393	35,479	46,618	58,118



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

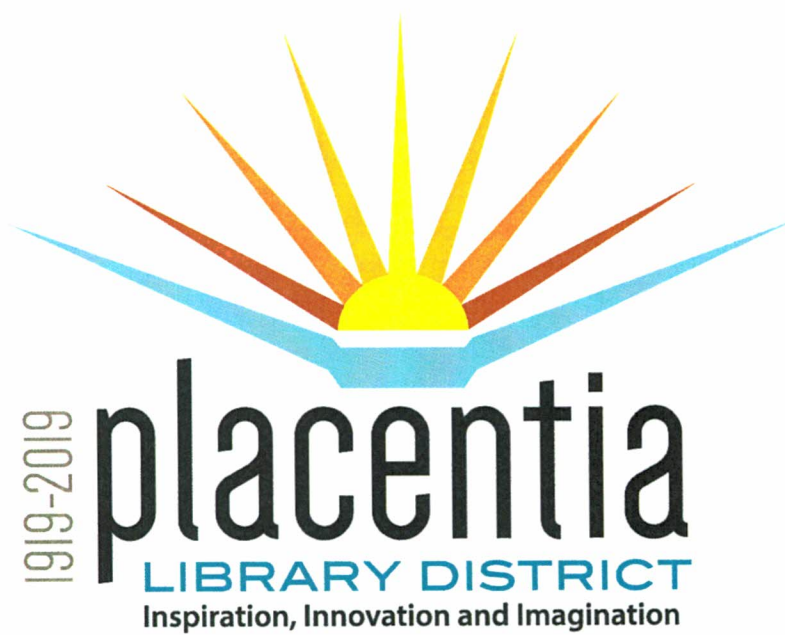
SUBJECT: Library Impact Fee Report – August 31, 2022

DATE: September 19, 2022

Total Monthly Fees Collected			YTD	YTD
	Aug-22	Aug-21	2022-2023	2021-2022
	\$14,142.24	\$1,376.32	\$14,605.92	\$1,376.32

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam. Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitestone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitestone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6						
7						
8						
9						
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16						
17						
18						
19						
20						
2022/2023 YTD Total					\$ 14,605.92	
Ending Balance as of 6/30/22					\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).					\$ 638,796.06	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Personnel Report for August 2022**

DATE: September 19, 2022

			YTD	YTD
	Aug-22	Aug-21	2022-2023	2021-2022
Separation	0	1	0	1
Retirement	1	1	1	1
Appointments	3	0	3	1
Open Positions	5	3	8	5
Workers' Compensation Leave	0	0	0	0
TOTAL	9	5	12	8

SEPARATION:

None

RETIREMENT:

Lori Worden, Public Services-Librarian I Full-Time

APPOINTMENTS:

Sandra Vazquez, Support Services- Library Clerk/Passport Agent Part-Time
 Yomara S. Cabral, Support Services- Library Clerk/Passport Agent Part-Time
 Iesu Ioane, Support Services-Library Page Part-Time

OPEN POSITIONS:

Supervising Librarian, Public Services-Adults
 Library Assistant, Public Services-Children's
 Bookmobile Librarian, Public Services-Children's
 Library Assistant Bilingual On-Call, Public Services
 Library Assistant On-Call, Public Services

WORKERS COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through August 2022
DATE: SEPTEMBER 19, 2022

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	0.00	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22							0.00
Oct-22							0.00
Nov-22							0.00
Dec-22							0.00
Jan-23							0.00
Feb-23							0.00
Mar-23							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$3,310.12	\$249.60	\$19.53	\$0.00	\$3,579.25

* City Billing Not Received

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for August 2022
DATE: September 19, 2022

Meetings:

- Board of Trustees Meeting: August 15th and 29th
- All Staff Meeting: August 16th
- One on One Meetings: August 2nd, 3rd, 9th, 10th, 11th, 17th, 18th, 19th, 22nd, and 25th
- Weekly Huddles: August 4th, 11th, 18th, and 25th
- Bookmobile Grant Meetings: August 5th and 11th
- IT Meetings: August 8th and 17th
- Home Connectivity Grant Meeting: August 8th, 11th, and 17th
- Library Clerk/Passport Interviews: August 9th
- Santiago Executive Council Meeting: August 16th
- VOIP Phone System Meetings: August 17th and 29th
- Passport Clerk Interviews: August 18th
- Guardian Health Meeting: August 18th
- California Library Association Board Meeting: August 25th
- Supervisor Meetings: August 19th and 23rd
- Adult & Teen Services Meeting: August 24th
- Exit Interview: August 26th
- CPS HR Consulting Meeting: August 31st

Facilities:

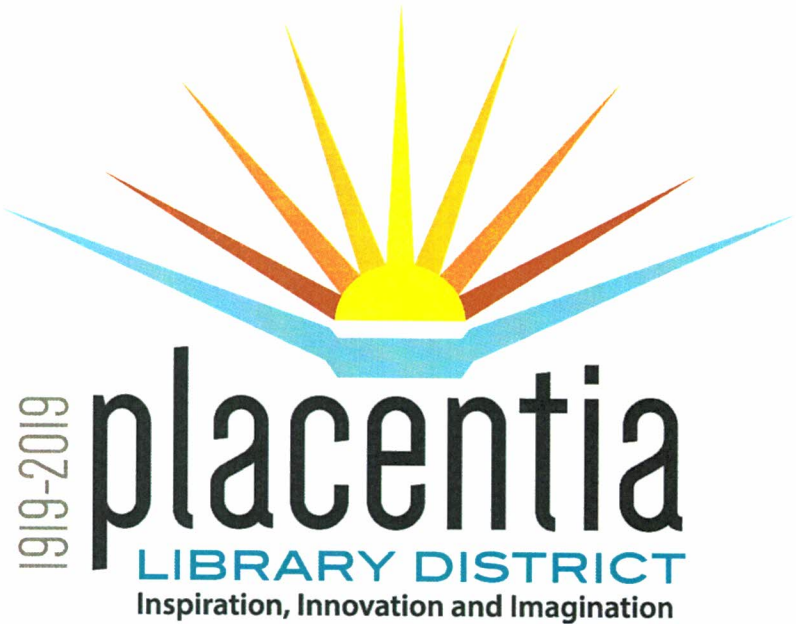
- Dewey Pest Control: August 26th

Training/Workshops/Conference:

- Mass marketing phishing webinar: August 9th
- California Special District Association Annual Conference: August 21-25
- California Public Library Survey Webinar: August 23rd

Events:

- PLFF Volunteer Luncheon Event: August 19th
- Lori's Retirement Farwell Event: August 24th



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for August 2022

DATE: September 19, 2022

MONTHLY STATISTICS

All Circulation	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Total Circulation Physical	20,889	19,172	40,543	35,208	15%
Total Circulation Digital	8,666	8,127	17,085	15,989	7%
Total All Circulation	29,555	27,299	57,628	51,197	13%
Non-English Language Circulation	639	527	1,148	965	19%

Children's Circulation	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Children's Fiction Physical	11,115	10,525	21,897	19,166	14%
Children's Fiction Digital	930	970	1,759	1,879	-6%
Children's Fiction TOTAL	12,045	11,495	23,656	21,045	12%
Children's Nonfiction Physical	2,739	2,065	5,291	3,805	39%
Children's Nonfiction Digital	91	116	188	230	-18%
Children's Non-Fiction TOTAL	2,830	2,181	5,479	4,035	36%
Children's Magazine Physical	28	13	44	26	69%
Children's Magazine Digital	350	3	721	6	11,917%
Children's Magazine TOTAL	378	16	765	32	2291%
Children's Audiobook Physical	365	78	720	160	350%
Children's Audiobook Digital	441	420	868	857	1%
Children's Audiobook TOTAL	806	498	1,588	1,017	56%
Children's DVD/Video Physical	411	482	787	774	2%
Children's DVD/Video Digital	61	33	116	86	35%
Children's DVD/Video TOTAL	472	515	903	860	5%
Children's LOTs	33	16	62	54	15%
Music Digital	7	25	16	43	-63%
TOTAL All Children's Physical Content	14,691	13,179	28,801	23,985	20%
TOTAL All Children's Digital Content	1,880	1,567	3,668	3,101	18%
TOTAL All Children's Content	16,571	14,746	32,469	27,086	20%

Adult/Teen Circulation	August 2022	August 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Fiction Physical	2,707	2,824	5,101	5,406	-6%
Adult Fiction Digital	1,755	2,239	3,597	4,471	-20%
Adult Fiction TOTAL	4,462	5,063	8,698	9,877	-12%
Adult Nonfiction Physical	1,751	1,563	3,419	2,869	19%
Adult Nonfiction Digital	636	615	1,252	1,240	1%
Adult Non-Fiction TOTAL	2,387	2,178	4,671	4,109	14%
Adult Magazine Physical	19	47	39	72	-46%
Adult Magazine Digital	350	168	709	310	129%
Adult Magazine TOTAL	369	215	748	382	96%
Adult Audiobook Physical	140	179	265	325	-18%
Adult Audiobook Digital	3,311	2,813	6,453	5,510	17%
Adult Audiobook TOTAL	3,451	2,992	6,718	5,835	15%
Adult DVD/Video Physical	861	674	1,532	1,172	31%
Adult DVD/Video Digital	410	362	724	638	13%
Adult DVD/Video TOTAL	1,271	1,036	2,256	1,810	25%
Adult LOTs	74	48	157	83	89%
Video Games	209	235	397	430	-8%
Music Digital	54	71	124	125	-1%
Teen Fiction Physical	437	423	832	866	-4%
Teen Fiction Digital	270	292	558	594	-6%
Teen Fiction Total	707	715	1,390	1,460	-5%
TOTAL All Adult/Teen Physical Content	6,198	5,993	11,742	11,223	5%
TOTAL All Adult/Teen Digital Content	6,786	6,560	13,417	12,888	4%
TOTAL All Adult/Teen Content	12,984	12,553	25,159	24,111	4%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2022	2021	2022-23	2021-22	% change
ABC Mouse	2,773	846	5,548	1,955	184%
Creative Bug	11	39	49	39	26%
Data Axle	97	153	277	305	-9%
Freegal	1,002	988	2,088	1,904	10%
Heritage Quest	271	68	275	293	-6%
Novelist	14	28	29	34	-15%
TOTAL PLD DATABASE USAGE	4,168	2,122	8,266	4,530	82%

*Mathematically unable to divide by zero.

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2022	2021	2022-23	2021-22	% change
BrainFuse JobNow/VetNow	35	51	51	56	-9%
Britannica	97	22	142	26	446%
LinkedIn Learning*	699		820	0	-
ProQuest	126	0	145	1	14400%
ProQuest Culture Grams	12	1	12	1	1100%
Skillshare	0		2	0	-
Teaching Books	46	22	136	24	467%
TOTAL CSL DATABASE USAGE	1,015	96	1,308	108	1111%
TOTAL ALL DATABASE USAGE	5,183	2,218	9,574	4,638	106%

*Mathematically unable to divide by zero.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for August 2022

DATE: September 19, 2022

MONTHLY STATISTICS

Number of Programs by Type	August 2022	August 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Storytime	6	0	18	10	80%
Children's Programs	10	4	19	12	58%
Outreach	1	0	1	0	-
TOTAL Children	17	4	38	22	73%
TOTAL All	43	22	86	53	62%

Program Attendance by Type	August 2022	August 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Storytime	284	0	821	880	-7%
Children's Programs	923	870	1,607	2,900	-45%
Outreach	56	0	56	0	-
TOTAL Children	1,263	870	2,484	3,780	-34%
TOTAL All	1,735	1,299	3,671	4,837	-24%

ACHIEVEMENTS

- Mayli Apontti planned and conducted 2 Family Storytimes on August 20 and 27.
- Daisy Badge planned and conducted 3 Luna, Luna! Bilingual Pajama Storytimes on August 17, 24, and 31.
- Daisy Badge created a display promoting children's storytimes in the display case.
- Daisy Badge co-led the Lunch at the Library program on August 9, 11, and 18.
- Paige Gulley planned and conducted 2 Once Upon a Storytimes on August 18 and 25.
- Paige Gulley planned and conducted STEAM Labs – Homemade Mosaics on August 24.
- Paige Gulley created 3 displays in the Library Display Case: one to promote STEAM Labs, one to celebrate International Pirate Month, and one to promote international SF/Fantasy books.
- Lori Worden conducted the Lunch at the Library program on August 9, 11, 16, and 18.
- Lori Worden conducted the Morning Meet Ups program on August 8 and August 22.

- Lori Worden proctored one exam on August 23.

MEETINGS

- Mayli Apontti met with Venessa Faber for one-on-one meetings on August 3, 11 and 19.
- Mayli Apontti and Daisy Badge met with Katie Matas on August 11 for training on weeding, reviewing new materials, and running reports.
- Daisy Badge met with Lori Worden to discuss Lunch at the Library on August 5.
- Daisy Badge met with Fernando Maldonado for a one-on-one meeting on August 5.
- Daisy Badge met with Venessa Faber for a one-on-one meeting on August 5.
- Daisy Badge, Venessa Faber, and Katie Matas met with Brodart on August 10.
- Daisy Badge met with Victor Meza to discuss Monster Mash on August 11.
- Children's staff attended the Children's Services Team Meeting on August 10.
- Paige Gulley met with Venessa Faber for a one-on-one meeting on August 10.
- Paige Gulley met with Michelle Meades to discuss the Pumpkin Book Character Decorating Contest on August 11 and 18.
- Paige Gulley met with Daisy Badge and Mayli Apontti to discuss storytime strategies and types of stories on August 25.
- Venessa Faber met with Yesenia Baltierra and Wendy Amireh on August 19.
- Venessa Faber met with a World Book representative on August 3.
- Venessa Faber met with representatives from the City and Fire Department on August 4.
- Venessa Faber met with Yesenia Baltierra for a one-to-one on August 9th.
- Venessa Faber met with Wendy Amireh for Board Reports and other Supervisory details on August 19, 25, 30.

PROFESSIONAL DEVELOPMENT

- Daisy Badge attended The Gentle Art of Persuasion virtual training presented by the Verbal Judo Institute exclusively for CALL on August 30 and 31.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for August 2022

DATE: September 19, 2022

MONTHLY STATISTICS

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	5	1	8	3	167%
Hangar	2	1	5	2	150%
History Room	0	0	0	0	0%
Literacy	15	11	27	19	42%
Teen Programs	3	2	5	3	67%
General Interest	0	0	0	0	0%
Self-Directed	1	3	3	4	-25%
TOTAL Adult/Teen	26	18	48	31	55%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	28	14	47	44	7%
Hangar	263	282	535	616	-13%
History Room	0	0	0	0	0%
Literacy	77	47	127	85	49%
Teen Programs	48	34	82	44	86%
General Interest	0	0	0	0	0%
Self-Directed	56	52	396	268	48%
TOTAL Adult/Teen	472	429	1,187	1,057	12%

Proctored Tests	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Tests	3	5	10	7	43%

History Room Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
History Room Visitors	10	2	18	3	500%

The Hangar Makerspace	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Hangar Open Hour Visits	79	39	171	60	185%
Hangar Users	21	8	60	18	233%
Hangar Tours	27	17	71	39	82%

Volunteer Hours	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
History Room	6	73	6	114	-95%
PLFF	218	203	467	466	0%
General Library	442	319	773	673	15%
Adult Literacy	215	187	378	344	10%
PTAC	42	9	77	21	267%
Total Volunteer Hours	923	791	1701	1618	5%
FTE Equivalent	5.33	4.56	9.81	9.33	5%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2022-23	2021-22	% change
Adult Literacy & ESL Students	41	32	28%
Adult Literacy & ESL Tutors	37	29	28%

ACHIEVEMENTS

- Katie Matas trained Mayli Apontti and Daisy Badge on Horizon lists on August 11.
- Katie Matas finished the set-up of ordering and processing Spanish books through Brodart, and sent the first adult Spanish fiction and nonfiction orders on August 30.
- Michelle Meades created 2 lobby displays on August 1.
- Michelle Meades coordinated Book Club on August 9.
- Michelle Meades coordinated 1 Book a Librarian appointments.
- Michelle Meades ordered voter guides on August 9.
- Michelle Meades completed an inventory and weeding of fictional DVDs on August 22.
- Victor Meza coordinated PTAC Meetings on August 4 and 18.
- Victor Meza coordinated Button Up! On August 4.
- Victor Meza and Megan Tolman coordinated Yoga on the Lawn on August 6 and 20.
- Victor Meza attended the Teen SLS meeting on August 17.
- Victor Meza coordinated the New Age Space Race on August 27.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on August 3, 10, 17, 24, and 31.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on August 2, 9, 16, 23, and 30.

- Sabrina Rosengren coordinated Read, Write, Speak Club on August 5, 19 and 26.
- Sabrina Rosengren and Sally Federman coordinated Tutor In-Service on August 1.
- Sabrina Rosengren and Victor Meza attended Whitten Center Health and Wellness Fair on August 24.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on August 11.
- Shellie McCurdy coordinated the August Hangar Take & Make.
- Shellie McCurdy coordinated Cricut Open House on August 6.
- Wendy Amireh assisted with the Page interviews on August 11.
- Megan Tolman coordinated the Mental Health Awareness Reading Challenge during the month of August.

MEETINGS

- Wendy Amireh, Megan Tolman, Katie Matas, Shellie McCurdy, Victor Meza, Sally Federman, Sabrina Rosengren and Michelle Meades attended the Adult and Teen Services meeting on August 24.
- Adult and Teen Service's staff attended the all-staff meeting on August 16.
- Wendy Amireh met with Yesenia Baltierra on August 3, 10 and 25.
- Wendy Amireh met with Yesenia Baltierra, Eric Grimm and Estella Wenk of August 23.
- Wendy Amireh attended Supervisor meetings on August 19.
- Wendy Amireh attended Kiwanis meetings on August 11 and 17.
- Wendy Amireh met with Venessa Faber on August 25 and 30.
- Wendy Amireh met with Sally Federman on August 20.
- Wendy Amireh, Sabrina Rosengren, Katie Matas attended weekly Thursday Huddles in August.
- Victor Meza met with Wendy Amireh on August 4 and 23.
- Victor Meza met with Daisy Badge on August 11.
- Sabrina Rosengren and Wendy Amireh met on August 26.
- Sabrina Rosengren attended CLLS AmeriCorps Q & A on August 10.
- Sabrina Rosengren and Victor Meza met on August 18.
- Shellie McCurdy met with Wendy Amireh on August 17 and 27.
- Shellie McCurdy met with Tim Worden on August 3, 13, and 20.
- Wendy Amireh met with Michelle Meades and Katie Matas on August 25.
- Katie Matas met with Wendy Amireh on August 12 and 19.
- Katie Matas met by phone with Brodart support on August 23 and 24.
- Megan Tolman met with Wendy Amireh on August 4, 19 and 26.
- Michelle Meades met with Wendy Amireh on August 2, 9, 16, 23, and 30.
- Michelle Meades met with Paige Gulley on August 11.
- Michelle Meades and Katie Matas met with Wendy Amireh on August 25.
- Michelle Meades met with Katie Matas on August 29.
- Katie Matas, Wendy Amireh and Jeremy Yamaguchi met on August 12.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the webinar Handling Change at the Staff Level on August 10.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for August 2022

DATE: September 19, 2022

MONTHLY STATISTICS

Computer and Wi-Fi Usage	August 2022	August 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Children Computer Usage	285	187	529	276	92%
Teen Computer Usage	139	130	254	224	13%
Adult Computer Usage	1,214	845	2,266	1,375	65%
Total Computer Usage	1,638	1,162	3,049	1,875	63%
Wi-Fi Usage	1,493	1,082	2,837	1,919	48%
Guest Passes	71	41	135	62	118%

Website Traffic	August 2022	August 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Website visits	14,358	11,476	28,739	23,815	21%
Page Hits	24,764	20,344	49,378	42,767	15%
Users	8,856	6,611	17,353	13,482	29%
Pages/Session	1.62	1.74			
Avg. Session Duration	00:02:03	00:02:01			
% New Sessions	77	74			
Placentia Library Online Catalog Usage	5,015	4,484	10,901	4,484	143%

Technology Updates

Completed Projects:

- Installed replacement hard drives in Server 1
- Processed new LOT's technology inventory for circulation
- Updated OPAC and ILS servers
- Process multiple off boardings
- Repair Multiple LOT's technology items
- Repair phone system (multiple times)

Ongoing Projects:

- Upgraded Wi-Fi Access Points
- Network Segmentation and security updates
- Childrens OPAC Development
- Workstations Preventative Maintenance
- New Phone System Project
- Cyber Security Training (Director review phase)
- New Website development and deployment (RFP)
- Strong Password Update
- Update Virtual Library Card Application Process

Upcoming Projects:

- PEG TV Channel (Research phase)
- Online Fine/fee payment processing
- Mobile App development (research phase)
- Windows 11 deployment plan (research phase)
- Bookmobile mobile access terminals

System Updates:

Server 1 had a hard drive fail while in production, which lead to some disruptions to service for staff systems and printing services. Replacements were ordered and installed to replace the failing drives. All server drives are the same age and may fail at any time. We will continue to monitor drives for signs of failure. All security monitor systems are functioning normally. No security threats were detected during the reporting period. Phone system repairs consumed significant amount of time last month. New phone system is highest priority for September.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for August 2022

DATE: September 19, 2022

MONTHLY STATISTICS

Attendance	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Days Open	30.5	31	61	51	19%
Number of Hours Open	274	282	539	470	15%
Attendance	18,546	15,549	35,503	27,962	27%

Card Holders	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Active Borrowers ~	6,330	5,584			
Child Card Holders*	13,911	-			
Teen Card Holders *	4,445	-			
Adult Card Holders *	42,608	-			
Total Card Holders	60,964	56,567			
New Patron Registration	404	336	827	622	33%
New Virtual Library Cards	67	54	131	114	15%

~ FY-T-D- comparison not applicable

* FY 2021-22 data not available

Information Desk Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Reference Questions -- in person	1,987	1,462	1,987	1,462	36%
Reference Questions -- telephone	580	802	580	802	-28%
Reference Questions -- email/chat	10	21	10	21	-52%
Total Reference Questions	2,577	2,285	2,577	2,285	13%
Assistance in Spanish	77	25	77	25	208%
Assistance with Passports*	120		120		-
Curbside Usage	6	35	6	35	-83%
Study Room Usage*	141		141		-

*New Statistic for FY 2022-23

Passport Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Passports Processed	522	723	472	597	-21%
Consultations Only*	35		46		-
Unfilled Appointments*	64		38		-
No Show Appointments*	101		100		-
Photo Only (Walk-in) *	14		12		-

*New Statistic for FY 2022-23

ACHIEVEMENTS.

- Tim designed the Fall 2022 – Winter 2023 eXPLORE newsletter for print.
- Tim designed the fall 2022 library bookmark handout.

MEETINGS

- Tim met with Shellie on August 3, 13, and 20.
- Tim had a one-on-one with Estella on August 18 and 19.
- Estella, Angie, Eric and Tim attended the Support Services meeting on August 25.
- Estella, Laura and Tim attended the weekly huddles meetings on August 4, 11, 18, 25.
- Estella attended the supervisor's meeting on August 23.
- Estella met with Yesenia on August 11.
- Estella attended the All Staff Meeting on August 16.
- Estella and Eric met with Wendy on August 24.
- Estella and Wendy were on the Page interview panel on August 11.
- Estella and Fernando were on the Passport Clerk interview panel on August 9.
- Estella and Yesenia were on the second interview panel for Passport Clerk interview on August 18.

PROFESSIONAL DEVELOPMENT

- Tim is training in The Hangar to be a backup.
- Eric is training on circulation data retrieval.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

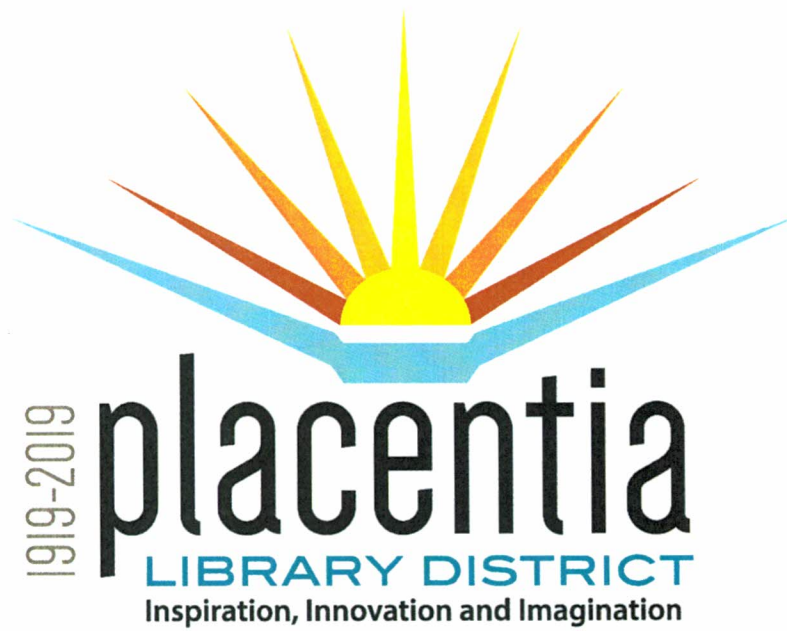
TO: Library Board of Trustees

FROM: Jo-Anne W. Martin, Board President

SUBJECT: **Report on Actions taken at the Library Board of Trustees Closed Session Meeting**

DATE: September 19, 2022

President Martin will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on September 19, 2022.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: **Public Agency Retirement Services (PARS) Presentation**
DATE: September 19, 2022

BACKGROUND

Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

Attachment A is the copy of the presentation.

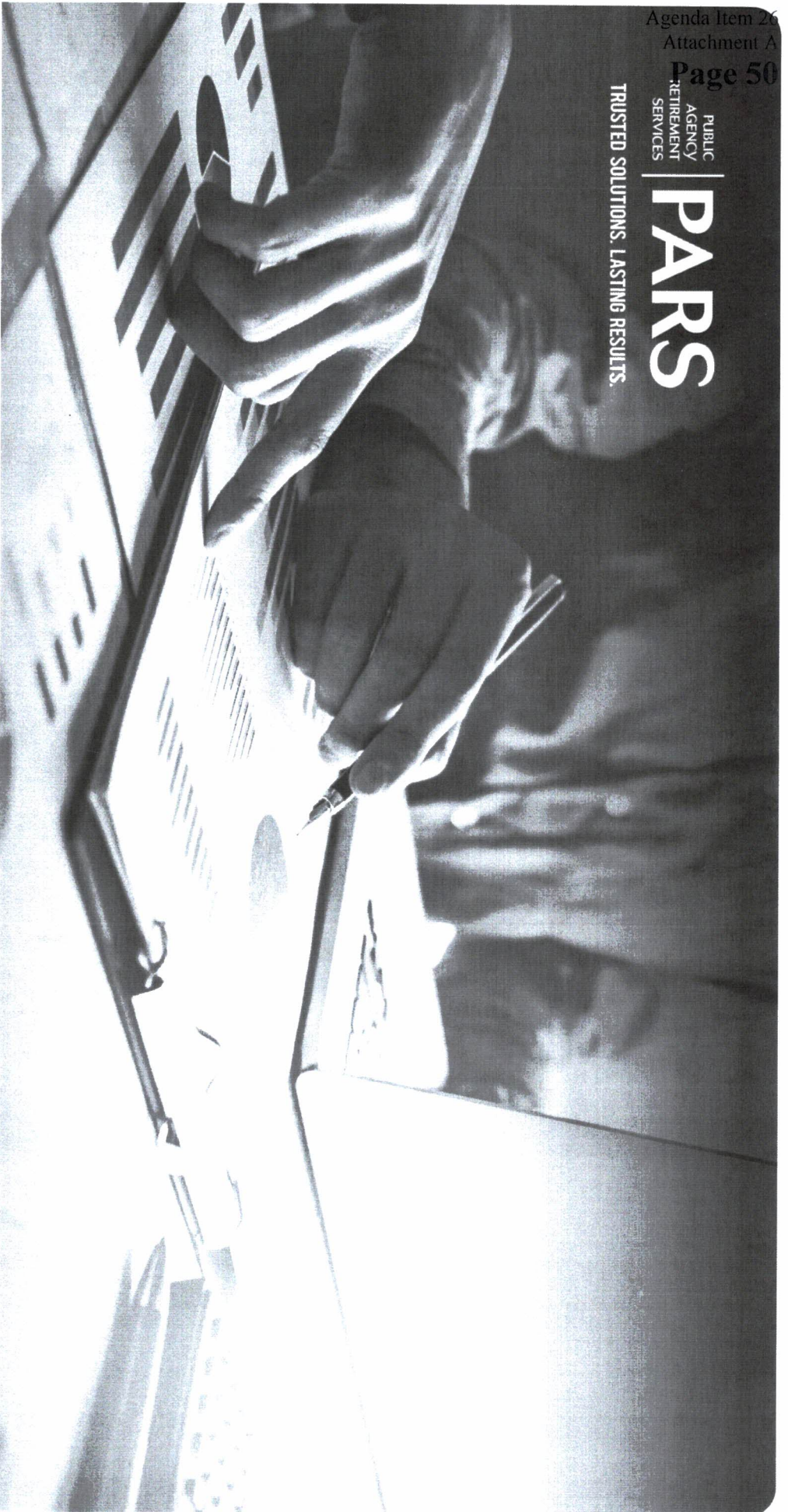
RECOMMENDATION

Receive and file.

PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

TRUSTED SOLUTIONS. LASTING RESULTS.



PLACENTIA LIBRARY DISTRICT

Defined Contribution Plan Review

September 19, 2022

PARS TRUST TEAM

Trust Administrator & Consultant



- Serves as record-keeper, consultant, and central point of contact
- Sub-trust accounting
- Coordinates all agency services
- Monitors plan compliance (IRS/GASB/State Government Code)
- Processes contributions/disbursements
- Hands-on, dedicated support teams

38	2,000+	1,000+	500 K+	\$6.0B
Years of Experience (1984-2022)	Plans under Administration	Public Agency Clients	Plan Participants	Assets under Administration

Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts
- Safeguard plan assets
- Oversight protection as plan fiduciary
- Custodian of assets

159	\$9.0T
Years of Experience (1863-2022)	Assets under Trust Custody

Investment Manager



- Investment sub-advisor to trustee U.S. Bank
- Investment policy assistance
- Uses open architecture
- Active and passive platform options
- Customized portfolios (with minimum asset level)

103	\$17.6B
Years of Experience (1919-2022)	Assets under Management & Advisement

The
**PARS DEFINED
CONTRIBUTION PLAN**

SUMMARY OF AGENCY'S PLAN

Plan Effective Date:

July 1, 2008

Type of Plan:

401(a) Defined Contribution

Active Contributing (as of July 31, 2022):

31 Active Participants
20 Active Contributing

Employer Contribution:

4.00% of Compensation

Eligibility:

Full-Time and Part-Time Employees
21 Years of Age & 6 Months of Service

Total Assets as of July 31, 2022:

\$1,317,452

Average Account Balance:

\$32,132.98

Investment Selection:

Balanced HighMark PLUS
(approx. 60% equity/40% fixed income)

PLAN VESTING (TIER 1)

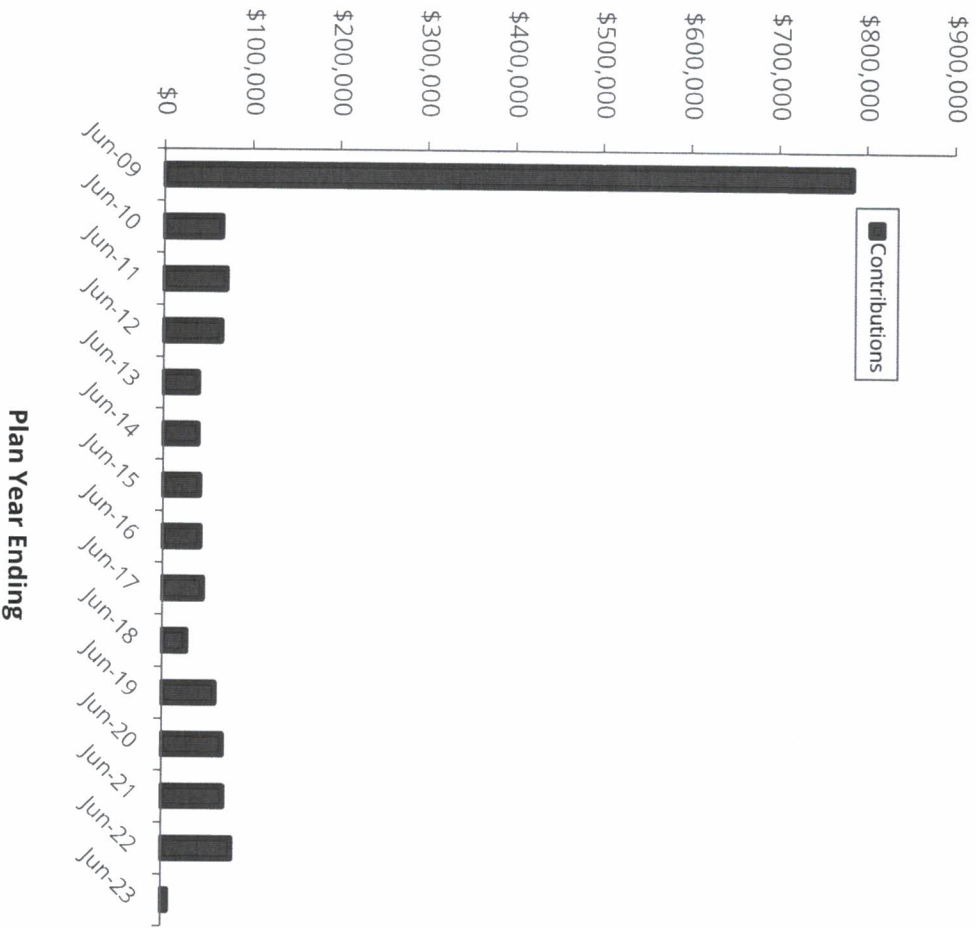
- Vesting refers to the ownership of your employer contributions.

Years of Service Completed	Percent Vested
1	20%
2	40%
3	60%
4	80%
5	100%

- Participants will be credited one (1) year of District Service upon completion of 1000 hours within the plan year.

PLAN CONTRIBUTIONS

AS OF PLAN YEAR ENDING JULY 31, 2022:



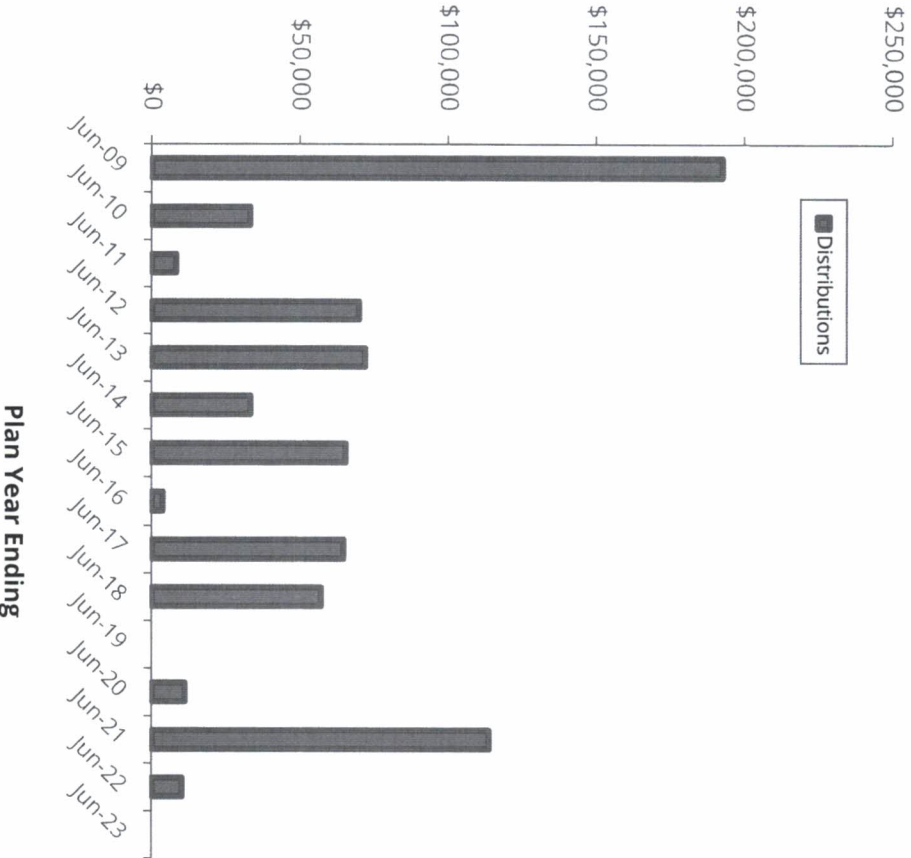
Plan Year Ending

* Plan Year Ending June 2009 included transfer from prior administrator

** Plan Year Ending June 2023 is based on 1 month of activity

PLAN DISTRIBUTIONS

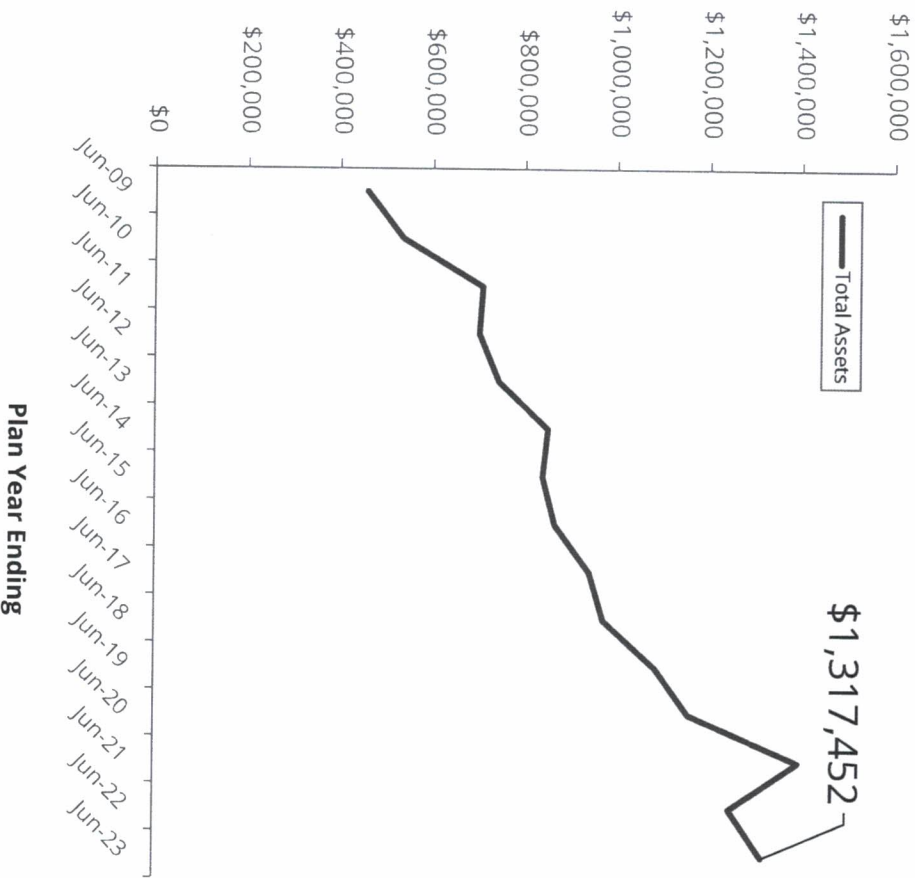
AS OF PLAN YEAR ENDING JULY 31, 2022:



*Plan Year Ending June 2023 is based on 1 month of activity

PLAN ASSETS

AS OF PLAN YEAR ENDING JULY 31, 2022:



Year	Total Assets
Jun-09	\$457,171
Jun-10	\$535,833
Jun-11	\$708,215
Jun-12	\$701,126
Jun-13	\$744,173
Jun-14	\$851,147
Jun-15	\$840,071
Jun-16	\$866,008
Jun-17	\$941,878
Jun-18	\$972,226
Jun-19	\$1,084,533
Jun-20	\$1,157,620
Jun-21	\$1,395,309
Jun-22	\$1,246,373
Jun-23*	\$1,317,452

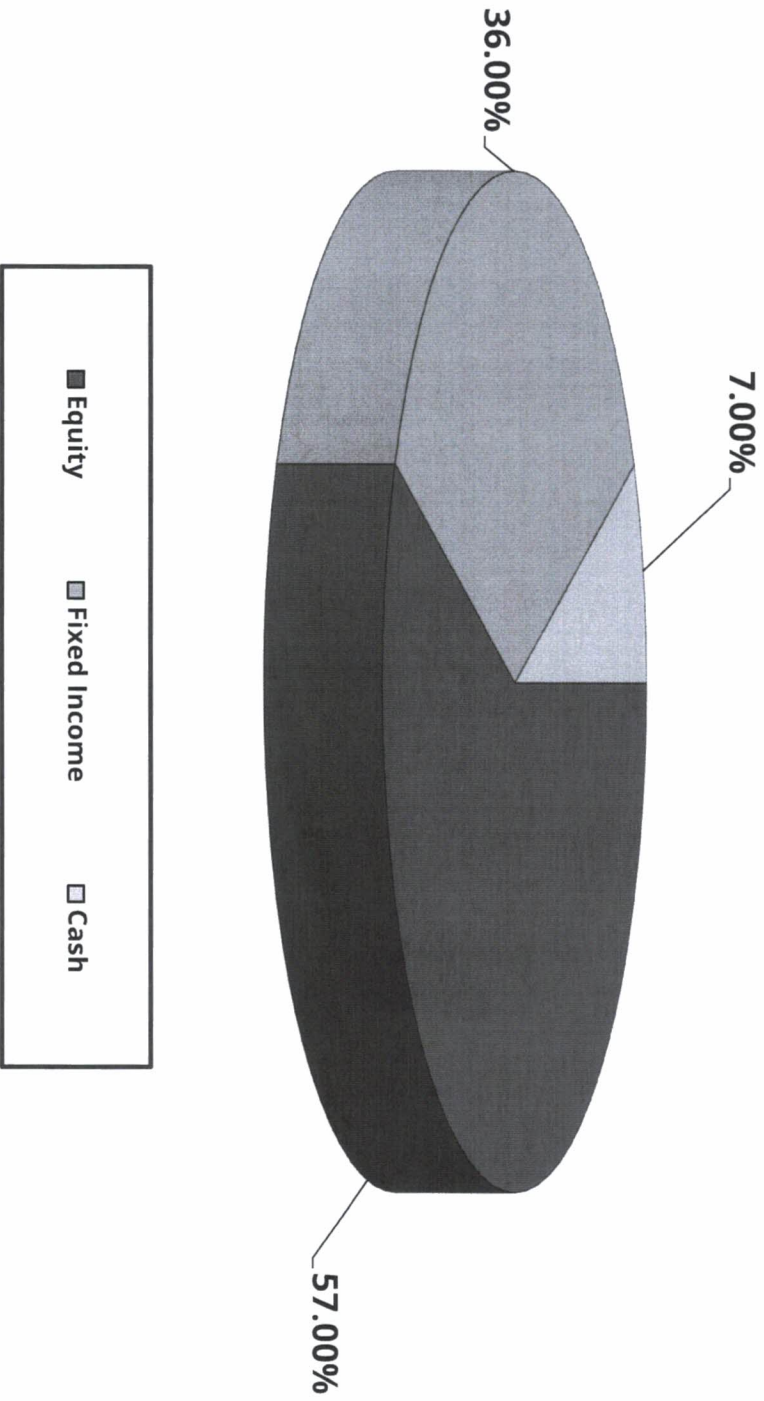
Plan Year Ending

*Plan Year Ending June 2023 is based on 1 month of activity

ASSET ALLOCATION

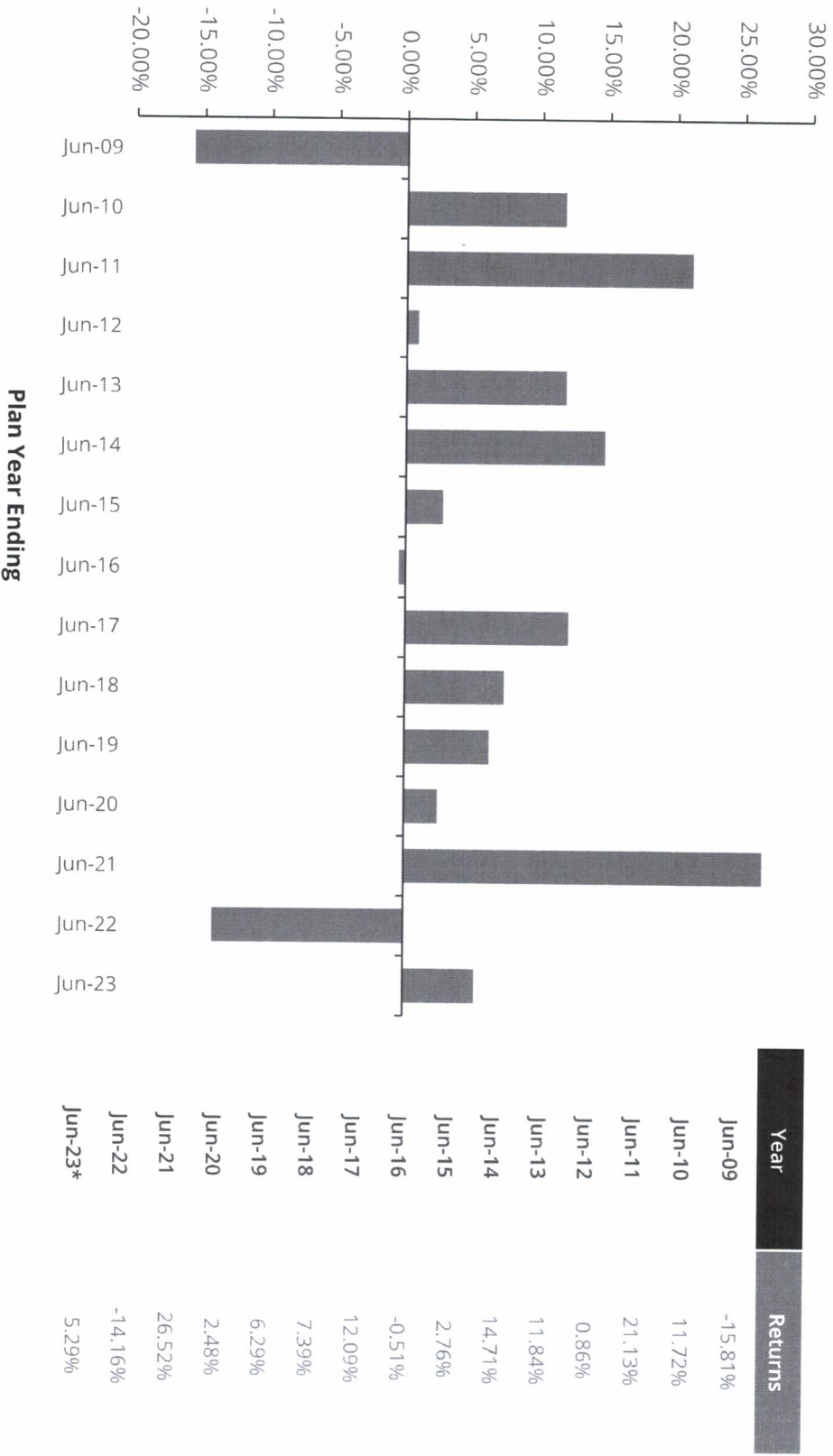
As of June 30, 2022

BALANCED HIGHMARK PLUS

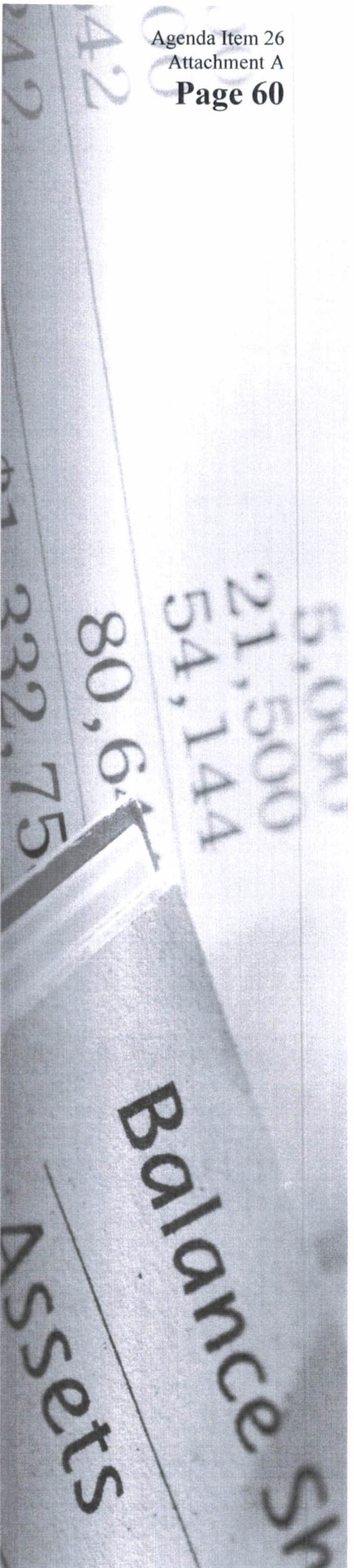


PLAN INVESTMENT RETURNS

AS OF PLAN YEAR ENDING JUNE 30, 2023:



*Plan Year Ending June 2023 is based on 1 month of activity



ELIGIBILITY FOR DISTRIBUTION

- PARS Plans permit distribution of benefits based on the occurrence of one of the following events:
 - Termination or Separation from Employment
 - Retirement
 - Permanent and Total Disability
 - Death

DISTRIBUTION OPTIONS

- PARS Plans permit employees to select benefit payout options including:
 - Lump Sum Payout
 - IRA Rollover
 - Rollover to another qualified Plan
 - Annuity purchase

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**PARS DIVERSIFIED PORTFOLIOS
BALANCED**

Q2 2022

**WHY THE PARS DIVERSIFIED
BALANCED PORTFOLIO?**

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

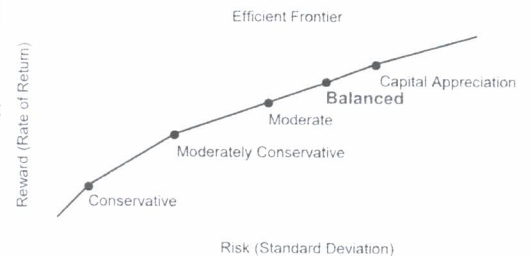
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return.



ASSET ALLOCATION — BALANCED PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	50 – 70%	60%	57%
Fixed Income	30 – 50%	35%	36%
Cash	0 – 20%	5%	7%

(Gross of Investment Management Fees, but Net of Embedded Fund Fees)

ANNUALIZED TOTAL RETURNS

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
Current Quarter*	-11.24%	Current Quarter*	-10.66%
Blended Benchmark**,**	-11.09%	Blended Benchmark**,**	-11.09%
Year To Date*	-15.71%	Year To Date*	-15.47%
Blended Benchmark**,**	-15.55%	Blended Benchmark**,**	-15.55%
1 Year	-13.63%	1 Year	-12.17%
Blended Benchmark**	-12.19%	Blended Benchmark**	-12.19%
3 Year	4.28%	3 Year	4.28%
Blended Benchmark**	4.58%	Blended Benchmark**	4.58%
5 Year	5.51%	5 Year	5.26%
Blended Benchmark**	5.67%	Blended Benchmark**	5.67%
10 Year	6.90%	10 Year	6.68%
Blended Benchmark**	7.13%	Blended Benchmark**	7.13%

*Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 – Present: 32% S&P500, 6% Russell Mid Cap, 9% Russell 2000, 4% MSCI EM (net), 7% MSCI EAFE (net), 27% Bloomberg US Agg, 6.75% ICE BofA 1-3Yr US Corp/Gov, 1.25% ICE BofA US High Yield Master II, 2% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 – 9/30/2012: the blended benchmark was 51% S&P 500, 3% Russell 2000, 6% MSCI EAFE (net), 5% ICE BofA 1-3 Year Corp./Gov, 30% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007: the blended benchmark was 60% S&P 500, 5% ICE BofA 1-3Yr Corp/Gov, 30% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-25.72%	2008	-23.22%
2009	21.36%	2009	17.62%
2010	14.11%	2010	12.76%
2011	-0.46%	2011	1.60%
2012	13.25%	2012	11.93%
2013	16.61%	2013	15.63%
2014	4.70%	2014	6.08%
2015	0.04%	2015	-0.81%
2016	6.81%	2016	8.26%
2017	15.46%	2017	13.39%
2018	-4.88%	2018	-5.05%
2019	19.85%	2019	19.59%
2020	13.85%	2020	12.07%
2021	11.44%	2021	12.63%

PORTFOLIO FACTS

HighMark Plus (Active)		Index Plus (Passive)	
Composite Inception Date	10/2006	Composite Inception Date	10/2007
No of Holdings in Portfolio	20	No of Holdings in Portfolio	13

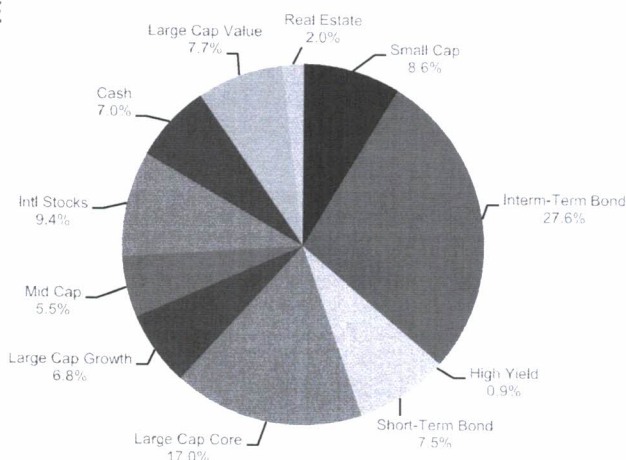
HOLDINGS

HighMark Plus (Active)
 Columbia Contrarian Core I3
 Vanguard Growth & Income Adm
 Dodge & Cox Stock Fund
 iShares S&P 500 Value ETF
 Harbor Capital Appreciation - Retirement
 T. Rowe Price Growth Stock - I
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 Undiscovered Managers Behavioral Value-R6
 Vanguard Small Cap Growth ETF
 DFA Large Cap International Portfolio
 Dodge & Cox International Stock
 MFS International Growth - R6
 Hartford Schroders Emerging Markets Eq
 Vanguard Short-Term Invest-Grade Adm
 PIMCO High Yield Instl
 PIMCO Total Return Fund - Inst
 PGIM Total Return Bond - R6
 DoubleLine Core Fixed Income - I
 First American Government Obligations Z

Index Plus (Passive)
 iShares Core S&P 500 ETF
 iShares S&P 500 Value ETF
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 iShares Russell 2000 Value ETF
 iShares Russell 2000 Growth ETF
 iShares Core MSCI EAFE ETF
 Vanguard FTSE Emerging Markets ETF
 Vanguard Short-Term Invest-Grade Adm
 iShares Core U.S. Aggregate
 Vanguard High-Yield Corp Adm
 First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria. Accounts are managed by HighMark with full investment authority according to the PARS Balanced active and passive objectives.

The composite name has been changed from PARS Balanced/Moderately Aggressive to PARS Balanced on 5/1/2013. The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
 Suite 1600
 San Francisco, CA 94104
 800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has over 100 years (including predecessor organizations) of institutional money management experience with \$8.8 billion in assets under management and \$8.8 billion in assets under advisement*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®

Senior Portfolio Manager
 Investment Experience: since 1994
 HighMark Tenure: since 1997
 Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
 Investment Experience: since 2004
 HighMark Tenure: since 2014
 Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
 Investment Experience: since 1985
 HighMark Tenure: since 1995
 Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
 Investment Experience: since 1987
 HighMark Tenure: since 2010
 Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
 Investment Experience: since 1987
 HighMark Tenure: since 2007
 Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 16
 Average Years of Experience: 27
 Average Tenure (Years): 15

Manager Review Group

Number of Members: 7
 Average Years of Experience: 22
 Average Tenure (Years): 10

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: SECOND HEARING ON DISTRICT-BASED ELECTIONS

DATE: SEPTEMBER 19, 2022

BACKGROUND

At its meeting on June 22, 2022, the Board of Trustees (“Board”) adopted Resolution No. 2022-04 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. On August 15, 2022, the Board held its first hearing on district-based elections. No public input was received either on a proposed map or the sequencing of elections. Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

This is the second of the two hearings before a map(s) is drawn. As was the case in the first hearing, no maps are to be submitted by the Board at this hearing. Since the Board set this matter for hearing on June 22, 2022, the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing, as well as the first hearing, was published in English and Spanish in *The Orange County Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s social media pages.

DISCUSSION**1. Considerations for District Boundaries**

At the hearing the public will be invited to provide input regarding “communities of interest” and other local factors that are to be considered in drafting district maps. A community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no particular order of priority, include:

- School attendance area;

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

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

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

2. Election Sequencing

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

The earliest district-based elections could start is November of 2024¹, when there are three Trustee seats up for election. Should the Board decide to begin district-based elections in 2024, it would select three of the five districts to hold elections for Trustees. A factor the Board may want to consider in determining which three districts will hold elections are which districts will not be represented by the three remaining Trustees whose terms will expire in 2026. For instance, if districts 1, 2 and 3 are not represented by the three remaining Trustees, then districts 1, 2 and 3 would have district-based elections in 2024. In such a scenario, districts 4 and 5 would have district-based elections in 2026, at which time each district would be represented on the Board.

The Board may consider other factors it deems relevant in deciding the sequencing of district elections. However, the sequencing cannot result in shortening any Trustee term. It is understood that the no matter what sequencing the Board chooses, it may result in a district having more than one representative on the Board until the 2026 election.

3. Next Steps

Following the September 19, 2022, hearing, the process is as follows:

¹ It is not required that district-based elections start in November of 2024, as the Library is not currently required to implement district-based elections.

- Following this hearing, based on the Board's direction, the Library will draft district map(s) and proposed election sequencing that will be published in *The Register* and posted on the Library's website and kiosks and otherwise made available to the public. The draft map(s) and proposed sequencing must be published and posted at least seven days prior to the October 17, 2022, third hearing, i.e., by October 10, 2022.
- November 21, 2022 – third hearing and first at which the Board will receive public input on the draft map(s) and proposed sequencing. Based on the input, the Board may approve of the draft map(s) and proposed sequencing, or direct alternative map(s) or revised sequencing be drafted. If the draft map(s) is changed it must be re-published and posted at least seven days prior to the December 19, 2022, fourth hearing, i.e., by December 12, 2022. If not, the Library would just publish a notice of the fourth hearing and otherwise leave the first draft map of the map posted.
- December 19, 2022 – fourth hearing at which the Board may adopt an ordinance for first reading approving a map and election sequencing.
- January 16, 2022 – if the Board has adopted an ordinance for first reading, it would adopt the second reading of the ordinance approving a map and election sequencing.

Attachment A is the Timeline for consideration.

Attachment B is the Public Notice, English

Attachment C is the Public Notice, Spanish

RECOMMENDATION

Receive public input regarding proposed boundaries and sequencing of elections and discuss any additional information the Board may want to consider. Provide direction to staff regarding the boundaries of the proposed districts so that a map(s) may be drawn and suggested sequencing.

Attachments: Timeline for Consideration and Implementation of District-Based Elections.

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

DATE	EVENT	COMMENT
<i>June 22, 2022</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
<i>August 15, 2022</i>	<i>First Public Hearing</i>	<i>Board receives public input regarding composition of districts. No maps yet.</i>
September 19, 2022	Second Public Hearing	Board received public input regarding composition of districts. No maps yet. ²
October 17, 2022	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before third hearing
November 21, 2022	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
November 22, 2022	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before fourth hearing ³
December 19, 2022	Fourth Public Hearing	Board hearing regarding draft maps and sequencing ⁴ at which Board may adopt ordinance for first reading approving district-based elections and sequencing
January 16, 2023	Ordinance Adoption	
February 15, 2023 ⁵	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2024	General Election	First election utilizing adopted districts
November 2026	General Election	Remaining seats filled by districts

² First and second hearings must occur within a period of 30 days.

³ Map(s) need not be re-published if it does not change

⁴ Third and fourth hearings must occur within a period of 45 days.

⁵ Ordinances are adopted by introducing for a first reading and then adoption and are effective 30 days thereafter

NOTICE OF PUBLIC HEARINGS

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

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

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

Monday, September 19, 2022 at 6:30 p.m. – Second Public Hearing Monday

October 17, 2022 at 6:30 p.m. – Publish Maps and Sequence of Elections

Monday, November 21, 2022 at 6:30 p.m. – Third Public Hearing

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

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

Jeanette Contreras, Library Director
Placentia Library District

CONVOCATORIA DE AUDIENCIAS PÚBLICAS

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

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

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

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

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

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

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

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

Jeanette Contreras, Directora de la Biblioteca
Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 2022-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2022-2023 Fiscal Year.**

DATE: September 19, 2022

BACKGROUND

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

In determining the 2022-2023 Fiscal Year Gann Appropriations Limit calculation, the California Department of Finance price and population information provided the following factors to considered: Population Factors Change in City Population indicated -0.62% for the City of Placentia and the inflation change was 7.55%. Using these factors, the District’s 2022-2023 Gann Appropriations Limit is \$5,668,850. Gann Appropriations Limit is to establish the limit on the amount of revenues that can legally be spent by the Placentia Library District for the 2022-2023 Fiscal Year.

Attachment A is Resolution 2022-06.

Attachment B is the Price Factor and Population Information from the Department of Finance.

Attachment C is the GANN calculation.

RECOMMENDATIONS

1. Motion to read Resolution 2022-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2022-2023 Fiscal Year.
2. Motion to Adopt Resolution 2022-06 by a Roll Call Vote.
3. Roll Call Vote.

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of September 2022.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of September 2022.

Gayle Carline, Secretary
Placentia Library District Board of Trustees



May 2022

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

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

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

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

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

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

KEELY MARTIN BOSLER
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

2022-23:

Per Capita Cost of Living Change = 7.55 percent
 Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: $1.0755 \times 0.997 = 1.0723$

Fiscal Year 2022-23

**Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2021-2022	1-1-21	1-1-22	1-1-2022
Orange				
Aliso Viejo	-0.88	51,233	50,782	50,782
Anaheim	-0.97	344,587	341,228	341,245
Brea	-0.48	47,097	46,872	46,872
Buena Park	-0.64	83,968	83,430	83,430
Costa Mesa	-0.70	112,183	111,394	111,394
Cypress	-0.44	50,029	49,810	49,810
Dana Point	-0.33	33,053	32,943	32,943
Fountain Valley	-0.88	57,068	56,564	56,564
Fullerton	0.53	141,974	142,732	142,732
Garden Grove	-0.44	171,284	170,526	170,526
Huntington Beach	-0.77	197,616	196,100	196,100
Irvine	2.99	301,254	310,250	310,250
Laguna Beach	-0.68	22,862	22,706	22,706
Laguna Hills	-0.86	31,017	30,750	30,750
Laguna Niguel	-0.88	64,885	64,316	64,316
Laguna Woods	-0.88	17,670	17,514	17,514
La Habra	-0.84	62,317	61,792	61,792
Lake Forest	0.43	86,406	86,775	86,775
La Palma	-0.85	15,463	15,332	15,332
Los Alamitos	-0.18	11,895	11,873	11,873
Mission Viejo	-0.70	93,171	92,515	92,515
Newport Beach	-0.87	84,459	83,727	83,727
Orange	0.10	137,534	137,676	137,676
Placentia	-0.62	51,522	51,204	51,204
Rancho Santa Margarita	-0.89	47,703	47,279	47,279
San Clemente	-0.78	63,877	63,380	63,380
San Juan Capistrano	-0.31	34,907	34,798	34,798
Santa Ana	-0.93	311,340	308,459	308,459
Seal Beach	-0.80	24,418	24,222	24,846
Stanton	2.59	38,284	39,275	39,275
Tustin	-0.78	80,157	79,535	79,535
Villa Park	-0.89	5,834	5,782	5,782
Westminster	-0.46	90,812	90,393	90,393
Yorba Linda	-0.78	67,760	67,233	67,233
Unincorporated	-0.65	133,302	132,437	132,437
County Total	-0.23	3,168,941	3,161,604	3,162,245

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

A. LAST YEAR'S Limit	\$	5,303,939		
B. ADJUSTMENT FACTORS				
1. Per Capita Cost of Living % Change		7.5	$\frac{107.55}{100}$	1.0755
2. Population % Change		-0.62	$\frac{99.38}{100}$	0.9938
Total Adjustment %		0.0688		$\frac{1.068832}{0.068832}$
C. ANNUAL ADJUSTMENT \$		364,911		
D. OTHER ADJUSTMENTS		0		
E. TOTAL AJUSTMENTS		364,911		
F. CURRENT YEAR LIMIT	\$	5,668,850		

FY 22/23



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize an Agreement Between the Placentia Library District and Mr. Robert Housley for Professional Finance and Accounting Services and Training.**

DATE: September 19, 2022

BACKGROUND

The District worked with Mr. Robert Housley in 2008, to provide accounting and finance services as a result of the Administrative Services Manager's resignation. Mr. Housley is very familiar with the accounting systems that the District uses including QuickBooks.

With the following anticipated multiple projects occurring in the 2022-2023 Fiscal Year, the Business Manager's responsibilities will require additional time to oversee these projects.

- Facility improvement
 - Loading dock upgrade
 - Ventilation system installation for the Hangar/makerspace
 - Plumbing system correction
 - Outdoor Library Space

- Human Resources
 - Five to seven new recruitments & hiring processes

- New bookmobile service
 - Bookmobile purchase
 - Memorandum of Understanding
 - Electric charging station

- Grant Administration & Fiscal Agent
 - Building Forward Library Infrastructure
 - Stronger Together: Out of School Time (bookmobile)
 - Broadband
 - Zip Books
 - Literacy & ESL Services
 - Copy Cat
 - Placentia Community Foundation

The Business Manager's workload and time will be significantly impacted by these projects and assignments. Additionally, past financial findings and preparation for upcoming audit need to be managed and resolved to reflect clean and accurate financial ledgers and records. Supplemental to these assignments, Mr. Housley will also perform the following duties:

1. Review the District's finances, including: accounts receivable, accounts payable, general ledger, bank reconciliation, credit card accounts, and tax payments.

2. Review and assist in the performing the year-end financial and payroll statements, including transactions, reconciliations, and reports, when applicable and train the Business Manager to accurately and proficiently perform this responsibility.
3. Verify allocation and post details of business transactions to appropriate funds and accounts; reconcile and balance funds and accounts, ensure posts are correctly captured on financial statements, and train the Business Manager to accurately and proficiently perform this responsibility.
4. Train the Business Manager on core functions of a Finance Director to ensure his complete understanding and proficiency of the role and practices which governs library districts, including knowing what, when, who and how to obtain information, data, and documents from federal, state, and local offices, including the Orange County Assessor's Office and the Treasurer-Tax Collector's Office.
5. Prepare and manage the annual auditing process, and resolve prior audit recommendations and findings, ensuring clean and accurate financial documents.
6. Review data management of invoices, purchases, check preparation, and processing, using financial software.
7. Participate in fiscally responsible budget preparations for 2023-2025 with the Library Director.
8. Attend and present at Board meetings when needed.
9. Recommend process improvements, internal controls, and financial procedures for the District.
10. Recommend investment diversification opportunities for the District.

Attachment A is the proposed Agreement.

RECOMMENDATIONS

1. Authorize the Agreement between the Placentia Library District and Mr. Robert Housley for financial and accounting services and training, as presented, inclusive of input received from the Library Board of Trustees; and
2. Roll call vote.

**AGREEMENT FOR ACCOUNTING SERVICES BETWEEN
THE PLACENTIA LIBRARY DISTRICT AND
ROBERT HOUSLEY**

THIS AGREEMENT is made and effective as of September 19, 2022, between the Placentia Library District, a California independent special district ("District") and Robert Housley ("Consultant"), a sole proprietor.

RECITALS

A. The District has determined that it requires the services of Consultant to provide accounting and financial services.

B. Consultant represents that it has the experience, and capability to provide the type of services necessary to assist the District in the accomplishment of the needs.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM.

This Agreement shall commence on September 19, 2022, and shall remain and continue in effect until either the District or Consultant decides to terminate pursuant to the provisions of this Agreement.

2. SERVICES.

Consultant shall provide accounting and financial services for the District, as requested by the District.

3. PERFORMANCE.

Consultant shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. WORK SCHEDULE

Consultant agrees to provide services onsite at 411 E. Chapman Avenue, Placentia, CA 92870 and remotely. Consultant agrees to work as authorized by the Library Director. In addition, Consultant shall attend Library Board of Trustees meetings as requested by the Library Director.

5. PAYMENT.

A. The District agrees to pay Consultant monthly, in accordance with the payment rate of \$55.00 per hour plus reimbursement for any supplies or materials required in the scope of the services. Tasks to be performed attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance by the District and approved by the Library Director.

C. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the District disputes any of Consultant fees it shall give written notice to Consultant within 30 days of receipt of an invoice of any disputed fees set forth on the invoice.

6.C SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days prior written or verbal notice. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the District shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the District. Upon termination of the Agreement pursuant to this Section, Consultant will submit an invoice to the District pursuant to Section 5.

7. DEFAULT OF CONSULTANT.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to Consultant. If such failure by Consultant to make progress in the performance of work hereunder arises out of causes beyond Consultant's control, and without fault or negligence of Consultant, it shall not be considered a default.

B. If the Library Director determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve Consultant with a written or verbal notice of the default. Consultant shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, the District shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS.

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by the District that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the District or its designees at reasonable times to such books and records, shall give the District the

right to examine and audit said books and records, shall permit the District to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents and computer files containing data generated for the work, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the District and may be used, reused or otherwise disposed of by the District without the permission of Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the District, upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

9. CONFLICTS OF INTEREST.

Consultant agrees to avoid any conflict of interest between Placentia Library District and any other party to whom it may render consulting services.

10. INDEPENDENT CONTRACTOR.

A. Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the District nor any of their officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the District. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against the District, or bind the District in any manner, unless authorized to do so.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, the District shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the District. The District shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES.

Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner may affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The District, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this section.

12. RELEASE OF INFORMATION.

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the District's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without

written authorization from the Library Director or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the District. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the District notice of such court order or subpoena.

13. NOTICES.

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To District: Placentia Library District
 411 E. Chapman Avenue
 Placentia, CA 92870
 Attention: Library Director

To Consultant: Robert Housley
 9796 Scanlan Court
 Fountain Valley, CA 92708

14. ASSIGNMENT.

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the District. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the District and Consultant.

15. LICENSES.

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW.

The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the

District within Orange County, California. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

18. AUTHORITY TO EXECUTE THIS AGREEMENT.

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

PLACENTIA LIBRARY DISTRICT

Jo-Anne W. Martin
Placentia Library
Board President

APPROVED AS TO FORM:

David DeBerry
Placentia Library
District Counsel

Robert Housley
Consultant



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Authorization to accept the Building Forward Matching Grant from the California State Library in the amount of \$54,810.**
DATE: September 19, 2022

BACKGROUND

On September 12, 2022, Governor Newsom announced the California State Library will receive \$439 million for the Building Forward Library Improvement Grant Program – the largest investment for public libraries in California history. This first round of available funds ranges from \$14,300 to \$10 million per jurisdiction, to make libraries safer and more accessible and function as cooling centers for underserved communities. Grants must be expensed by March 31, 2026.

Staff submitted the Falls, Floods & Fumes grant on March 21, 2022, through the California State Library's Building Forward Library Infrastructure grant program. The matching award is intended to fund needed upgrades to address safety concerns and critical facility projects, including:

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

The total project cost is estimated at \$167,500, with matching obligation, the District requested \$83,750. On September 12, 2022, the District received the award letter for \$54,810 – \$28,940 short of the fund requested. Staff reached out to the State Library and we are awaiting responses to determine State's requirements due to the \$28,940 shortfall and how best to prioritize the District's infrastructure needs with the awarded funds.

Attachment A is the award letter from the California State Library.
Attachment B is the Budget Plan.

RECOMMENDATIONS

1. Authorization to accept the Building Forward Matching Grant from the California State Library in the amount of \$54,810; and
2. Roll call vote.



September 12, 2022

Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Re: Building Forward Grant Program
Jurisdiction: PLACENTIA LIBRARY DISTRICT
Library: Placentia Library District
Project: Falls, Floods & Fumes

Dear Jeanette Contreras:

Congratulations! Following a rigorous review process, the California State Library is pleased to notify you of our intent to award a Building Forward grant for the project submitted for Placentia Library District.

Your grant award will be: \$54,810

This award is intended to fund the following project outputs and related activities listed in your Supplementary Budget in accordance with allowable costs per the Grant Guidelines:

Staff Entrance: Ramp, Handrail, Permits
Plumbing Repairs:, Replace main line, Add new clean out, Add sewer box, Permits
Makerspace Ventilation: Exhaust fan & sheet metal hood; Ductless HVAC unit;
Mechanical, Structural, Engineering; Permits

Based on your Award amount and your Local Income Per Capita (LIPC) level, your organization is required to provide a matching amount of \$54,810 to support this project. Please note: Match funds must be expended during the grant period and at the same rate as state grant funds. Neither grant funds nor match funds may be spent on unallowable costs, which includes work done outside of the grant period.

At this time, please acknowledge receipt of this Intent to Award as soon as possible, and no later than Friday, September 23, by email to buildingforward@library.ca.gov.

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov

Building Forward Grant Program
Page 2

Your official Award Packet will be issued in the coming weeks after we have received your acknowledgement of this Intent to Award correspondence. The Packet will include the Award Letter confirming the award amount, project period, and required match amount (if applicable), as well as the Grant Agreement, a list of unallowable costs, and templates and guidance for submitting the following items, which are required for us to process your first payment:

- Confirmed Project Budget
- Final Project Implementation Plan
- Certification of Compliance
- Letter Certifying Availability of Match Funds (if applicable)
- Resolution Authorizing Acceptance of the Grant
- Signed Grant Agreement
- Completed Fiscal Claim Form for the first award payment

Please note: No payment will be made until the above items, free from errors, have been received by the State Library. Awardees may typically expect payment to be issued within 45 days from the date a grant payment request is properly submitted and approved by the Fiscal Analyst.

Hard copies of this correspondence will not follow. Please keep this Intent to Award correspondence as part of your official grant files. If you have any questions, please contact the Building Forward Team at buildingforward@library.ca.gov.

The State Library looks forward to working to help you complete this project.

Respectfully,



Rebecca L. Wendt
California Deputy State Librarian

cc: Annly Roman
Reed Strege

Building Forward Library Infrastructure Grant Program Budget Plan

Project

Organization:	Placentia Library District
Project Title:	Placentia Library District: The Next 100 Years
Facility:	411 E. Chapman Ave. Placentia, CA 92870

Project Budget

Detail the planned project expenditures within the categories below. For costs not falling within the categories below, describe costs in the blank cells below. If requesting a match reduction, create your budget based upon your request. Match requests are not guaranteed. You may be asked to revise your budget accordingly.

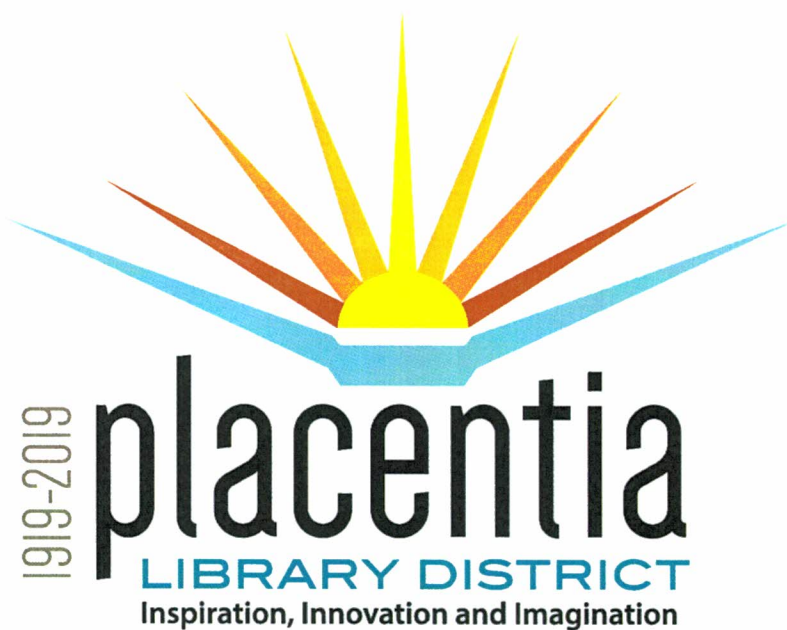
Budget Category	Building Forward Funds	Applicant Funds (Including Match)	Other Funding Source	Total
Planning, Design, Other Pre-Construction/Implementation <i>(Engineering, Environmental Review, etc.)</i>				
Mechanical Engineering (HVAC)	\$1,400	\$1,400		\$2,800
Structural Engineering (HVAC)	\$1,500	\$1,500		\$3,000
				\$0
				\$0
Subtotal:	\$2,900	\$2,900	\$0	\$5,800
Construction/Implementation				
Construction, Equipment, Materials, Salaries & Supplies (HVAC)	\$20,000	\$20,000		\$40,000
Permits and Inspection Fees (HVAC)	\$500	\$500		\$1,000
Construction, Equipment, Materials, Salaries & Supplies (Staff Entrance)	\$32,000	\$32,000		\$64,000
Construction, Equipment, Materials, Salaries & Supplies (Water Line)	\$20,000	\$20,000		\$40,000
Other: Permit Fees (Water Line & Staff Entrance)	\$1,000	\$1,000		\$2,000
				\$0
				\$0
Subtotal:	\$73,500	\$73,500	\$0	\$147,000
Project Contingency (10% max)	\$7,350	\$7,350		\$14,700
Total	\$83,750	\$83,750	\$0	\$167,500

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Joint-Use Committee Update**
DATE: September 19, 2022

BACKGROUND

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Gayle Carline, Board Secretary

SUBJECT: Legislative Updates

DATE: September 19, 2022

BACKGROUND

Secretary Carline will provide a report on current legislations.

Attachment A is the current Legislative Report provided by the Independent Special Districts of Orange County (ISDOC), dated September 6, 2022.

Attachment B is the California bills awaiting Governor Newsom's decisions from the California Special District Association and its position.

Federal News:

The \$750B inflation reduction act (HR5376) was signed into law on Aug. 16. It includes \$12M of the \$146M for expansion of the IRWD Syphon Reservoir to 5000AF of recycled wastewater.

8 of 12 spending bills passed the House in July, but none have passed the Senate. A bipartisan compromise on FY23 appropriations is needed to overcome a Republican filibuster in the Senate. The House will likely consider a continuing resolution to keep the Federal Government funded through Dec. 16.

On Aug. 26, the EPA has proposed to list PFOA and PFOS as hazardous substances under CERCLA, intended to hold polluters accountable.

Federal Bills:

HR 2467 (Dingell D-MI) PFAS Act, possibly abandoning "Polluter Pays". At Senate Committee on Envi. and Publ. Wks. Since 7/22/2022 (Opposed unless amended.)

HR 5118 Wildfire and Drought (Neguse D-CO) Passed house 7/29/2022.

HR7089 (Kildee D-MI) Vet PFAS Act At House Vet. Affairs Health Action Subcommittee.

S 4231 (STREAM ACT – Feinstein D-CA) To support Water Infrastructure (Storage, recycling, and desal) in Reclamation States 5/25/2022 – Senate Energy and Nat Resources, sub-com. on Water and Power.

State News:

2,350 bills were introduced this year, and the Legislature passed a total of 1,440. As of September 2, the Governor has signed 490, vetoed 7. He has until September 30 to pass or veto the remainder. Below W=watch, S=support, O=Oppose, N=Neutral. Anything not listed that was discussed previously is dead.

State Bills that became Law:

SB54 W – No Single use plastics after 1/2032

SB846 N – Diablo nuclear plant extended operation

SB991 S – Design-build for 15 projects >\$5M before 1/1/2029

SB1100 S – Presiding officer may remove disorderly person from meeting after warning

AB2536 N – Nexus between project and fee charged for project must be fair

State Bills on the Governor's Desk:

SB45 W – Methane and Organic Waste Reduction

SB230 S – Constituents of emerging concern

SB852 S – Permits bond funding repaid by property tax for climate changes

- SB891 N** – National Pollutant Discharge Elimination System permit = business license
- SB1044 O** – No discipline for leaving work for feeling unsafe
- SB1157 O** – 47 GPCD indoor water usage in 2025
- SB1254 S** – SWRCB can consolidate water districts
- SB1449 W** - Unincorporated Area Annexation Incentive Program
- AB179 W** – Budget Act of 2022
- AB1195 O** – Special attention to candidates with disabilities
- AB1817 S** – no PFAS in textiles after 1/1/2024
- AB1845 S** – MWD OK to use design-build
- AB1895 W** – 40% methane reduction by 2030
- AB2032 N** - Task force to end suicide in military/veterans
- AB2108 W** – SWRCB = 1 tribal/disadvantaged, 1 water attorney, 1 civil eng., 1 PE, 1 public
- AB2142 S** – Turf replacement rebate not taxable
- AB2247 S** – Report PFAS components in products
- AB2449 W** – teleconferencing board meetings w/o Brown violation
- AB2647 S** – Documents provided to board for public meeting available for public inspection



The 2021-2022 California Legislative Session concluded August 31, leaving Governor Gavin Newsom until the end of September to sign or veto the hundreds of bills that reached his desk in the final weeks of the session. The following measures, actively lobbied or tracked by CSDA, have passed the State Legislature and await action by Governor Gavin Newsom. A comprehensive report of all CSDA lobbied bills will be distributed next month in CSDA's Annual Year-End Legislative Report following the Governor's signature deadline.

The Governor may sign these bills into law or return them to the Legislature without his signature (veto) by September 30. Unless otherwise stipulated within the legislation, signed bills will take effect January 1, 2023.

AB 1711 (Seyarto) Website Posting Mandate – OPPOSE

Requires a public agency to post a link on its website, if one is maintained, to a notice of security breach, as specified, provided by a person or business operating a system on behalf of an agency (e.g., a vendor), when that third party is required to disclose a breach of that system potentially involving personal information. This bill will require the agency to also disclose that breach by conspicuously posting for a minimum of 30 days on the agency's website, if one is maintained, the notice provided by the third party. This is satisfied through posting a link to the notice on the homepage or first significant page, according to font and text placement standards, as specified, that call attention to the link.

CSDA and its coalition partners were successful in gaining an amendment providing that the disclosure shall be posted in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided for elsewhere in specified law, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

However, CSDA remains opposed to this bill because it has not been amended to remove the agency website posting requirement and, instead, simply require the third party to list the agency it was contracting with at the time of the breach if the third party is providing the notification of breach to impacted parties. Such an amendment would have allowed recipients to understand the significance of the communication from the third party and take appropriate action without expending public resources in connection with agency website mandates.

**AB 1776 (Gallagher) Resource Conservation Districts: California Prompt Payment Act
– SUPPORT**

This bill would include resource conservation districts within the list of entities entitled to a certain late payment penalty pursuant to contracts with the state, as specified, and with specified exceptions.

**AB 1817 (Ting) Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) Product Safety
– SUPPORT**

This bill would prohibit the manufacturing, distribution, or selling in the state of any new, not previously used, textile articles that contain regulated per- and polyfluoroalkyl substances (PFAS) after January 1, 2025. This bill would specifically exempt outdoor apparel for severe wet conditions from this prohibition until January 1, 2027. Additionally, the bill would require, commencing January 1, 2025, outdoor apparel for severe wet conditions that contain regulated PFAS must be sold with a legible and easily discernable disclosure with the statement “Made with PFAS chemicals.”

When these garments are washed, the chemicals are released into wastewater systems and will impact the watershed and potentially may end up in groundwater. Managing PFAS contamination is important for special districts. Remediation and treatment are difficult and costly, and source control is critical to deal with PFAS on the front end.

AB 2142 (Gabriel) Income taxes: Turf Replacement Water Conservation Program – SUPPORT

This bill, for state income tax purposes, would provide an exclusion from gross income for any amount received as a rebate, voucher, or other financial incentive issued by a public water system, as defined, local government, or state agency for participation in a turf replacement water conservation program. Sunsets January 1, 2027.

AB 2247 (Bloom) Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) Data – SUPPORT

This bill would require the Department of Toxic Substances Control (DTSC) to work with the Interstate Chemicals Clearinghouse to establish on or before July 1, 2026, a publicly accessible reporting platform to collect information about per- and polyfluoroalkyl substances (PFAS) and products or product components containing intentionally added PFAS being sold, offered for sale, distributed, offered for promotional purposes, or imported into the state. Additionally, this bill requires a manufacturer of PFAS of a product or product component containing intentionally added PFAS to register the product in the registry.

AB 2771 (Friedman) Cosmetic Products: Safety – SUPPORT

This bill would prohibit, beginning January 1, 2025, the manufacture, sale, delivery, holding, or offering for sale in commerce, cosmetic products containing intentionally added PFAS, as defined. PFAS contamination is of great concern to many water districts, which have had to take steps to address this contaminant in water supply -- often incurring significant cost to do so.

SB 931 (Leyva) Deterring union membership: violations – OPPOSE

Permits an employee organization (union) subject to the jurisdiction of the Public Employment Relations Board (PERB) to bring a claim before PERB alleging a violation of existing law prohibiting a public employer from deterring or discouraging union membership and related activities. Upon a finding by PERB that the public employer violated the law, the employer will be subject to a civil penalty of up to \$1,000 per each affected employee, not to exceed one hundred thousand dollars \$100,000 in total, payable to the state General Fund.

CSDA and its coalition partners have succeeded in gaining significant amendments, including the requirement that assessed penalties be paid to the state General Fund instead of to PERB, and that, in assessing the penalty, PERB shall consider the public employer's annual budget; the severity of the violation; and, any prior history of violations by the public employer. However, CSDA remains opposed to this bill because it has not been amended to provide for reciprocal prevailing party attorneys' fees and costs awards, and instead only allows such awards to the union as prevailing party, and the bill has not been amended to require a notice to the employer relating to the PERB action.

SB 1127 (Atkins) Workers' compensation: liability presumptions – OPPOSE

Alters rules and timeframes for determining eligibility for workers' compensation claims and cuts the amount of time that California employers have to investigate whether certain claimed workplace injuries subject to existing presumptions are related to work by reducing the investigation period from 90 days to 75 days. However, the bill does not address other workers' compensation procedural requirements which do not allow claims investigations to be completed within 75 days. This is especially concerning because the bill expands penalties on employers when liability has been unreasonably rejected for claims of injury or illness covered by certain legal presumptions, as specified. The amount of the penalty will be five times the amount of the benefits unreasonably delayed due to the rejection of liability, capped at \$50,000. This provision is applied retroactively.