



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

May 30, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

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

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on April 24, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 16)

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

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 20)

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

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

19. Administration Report for April 2023.

20. Circulation Report for April 2023.

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

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-33)

- 25. Discuss Opportunity for Partnership with Boys and Girls Club Brea-Placentia-Yorba Linda.
- 26. Adopt Ordinance No. 2023-01: An Ordinance of the Board of Trustees of the Placentia Library District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act for Public Projects.
- 27. Special District Risk Management Authority (SDRMA) 2023 Board of Directors Election
- 28. Authorize Amendments to Policy 2015 – Employee Status.
- 29. Conference Authorization for Library Board of Trustees and Library Director to attend the California Special District Association (CSDA) Annual Conference in Monterey, California, August 28-31, 2023.
- 30. Authorize the District to Enter into a Contract with Gigakom to Provide Technology Equipment and Services through the E-Rate Reimbursement Program.
- 31. Discuss and Consider Changing the June Board Meeting Date.
- 32. Legislative Updates from Secretary Carline.
- 33. ISDOC Updates from Trustee Nelson.

AGENDA DEVELOPMENT

- 34. Agenda Preparation for the June Regular Date Meeting which will be held on June 26, 2023 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

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

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for May 30, 2023 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 25, 2023.


Lina Nguyen, Executive Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
April 24, 2023

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 24, 2023 at 6:32 p.m.

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

Members Absent: Trustee Sherri Dahl (Excused).

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

Counsel Present: None.

Guests: Sherri Dahl, Trustee; Theresa Kintz, patron; Laura DeLeon, Library Clerk; Janet Tapia, Bookmobile Librarian; Malcom Jones, Library Assistant; Jeremy Yamaguchi, IT Consultant.

ADOPTION OF AGENDA

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

AYES: Martin, Carline, Beverage, Nelson

NOES: None

ABSENT: Dahl

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended Easter Eggcitement, the Joint Use Meeting, and the Financial Partners Credit Union Board Meeting. She also participated in Love Placentia and Rotary's Chili Cook-off. She visited Trustee Dahl and volunteered at Charity's Closet throughout the month.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Carline reported she read to the third graders during the Third Grade Visits at the District.

Trustee Nelson reported he read to the third graders during the Third Grade Visits at the District. He also attended the Joint Use Meeting and the ISDOC Board Meeting.

Trustee Beverage reported she attended the OLLI general meeting at CSUF and a webinar regarding utilization of your Candid (Gold Star) profile. She also signed up to participate in the US Book Show virtually as well as the United Against Book Bans Group which is sponsored by ALA. She has been tracking the LAFCO website. They are having regular meetings now but it conflicts with a regular appointment she has. They do not have current recordings of their meeting. However, she has been reviewing the agenda and the last few meetings have been involving internal administrative business.

Trustee Dahl had an excused absence due to medical reasons.

LIBRARY DIRECTOR REPORT

Library Director Contreras thanked the Board for authorizing her attendance at the Texas Library Association Conference. She reported she attended Easter Eggcitement, the ISDOC Board Meeting, the Public Libraries Forum where she presented on the Kirk Cameron visit, the PLFF Board Meeting, and the Merchant’s Meeting. She then reported out on her time at the Texas Library Association Conference.

Director Contreras than took this time to introduce Janet Tapia, the new Bookmobile Librarian, and Malcolm Jones, the new Library Assistant, to the Board.

FRIENDS FOUNDATION REPORT

There were no updates provided by Placentia Library Friends Foundation (PLFF) President Rueben Skipper.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 14 and 17 with staff. Assistant Library Director Baltierra advised staff are on track to spend the money budgeted before the end of the fiscal year. The Board requested an update on the Business Manager position. Director Contreras advised the job posting had closed this night and the interviews would be taking place the following week. She is looking to hire someone for the position by the end of May. Until then, the District’s CPA is working on the audit.

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

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

MINUTES FOR MARCH 27, 2023 REGULAR DATE MEETING.

The minutes for the March 27, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for March 2023 (Item 10)
Fund 707 Balance Report for March 2023 (Item 11)
Financial Reports through March 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

GENERAL CONSENT REPORTS

Balance Sheets for March 2023 (Item 13)
Acquisitions Report for March 2023 (Item 14)
Service Revenue Report for March 2023 (Item 15)
Library Impact Fee Report for March 2023 (Item 16)
Personnel Report for March 2023 (Item 17)
Circulation Report for March 2023 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for March 2023 (Item 20)
Children’s Services Report March 2023 (Item 21)
Adult Services Report for March 2023 (Item 22)
Placentia Library Website Technology Report for March 2023 (Item 23)

DISCUSS AND REVIEW AB 1637 (IRWIN) AND ITS IMPACTS.

Director Contreras reported out on the fiscal impact of AB 1637, as requested by the Board during the previous meeting. The Board expressed they understood the need for it. No action was taken at this time.

ADOPT RESOLUTION NO. 2023-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO ENTER INTO THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCA) AND ADOPT ORDINANCE NO. 2023-01: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FOR PUBLIC PROJECTS.

On behalf of Counsel David DeBerry, Kathya Firlik recommended the adoption of Resolution 2023-02 and adopt Ordinance 2023-01 for the first reading. Entering into the California Uniform Public Construction Cost Accounting Act will raise the threshold for projects before a formal RFP process needed. Both the resolution and an ordinance are required to be subject to these procedures. The Ordinance will need to be brought back for a second reading. After a brief discussion amongst the Trustees, Trustee Nelson motioned to adopt Resolution 2023-02 as amended. It was seconded by Trustee Beverage. A roll call vote was taken:

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

Trustee Beverage made a motion to adopt Ordinance 2023-01 as a first reading: An Ordinance of the Board of Trustees of the Placentia Library District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act for Public Projects and to also authorize staff to make policy adjustments to be in accordance with this ordinance. It was seconded by Secretary Carline. A roll call vote was taken:

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

DISCUSS AND REVIEW WEBSITE AND MOBILE APPLICATION QUOTES.

IT Consultant, Jeremy Yamaguchi, advised the Board had previously suggested the staff should find vendors who could create and manage both a new website and a mobile application for the District. Mr. Yamaguchi reported the District did not get many responses after combining the two and one proposal staff received was very costly. He is now suggesting the District move forward with doing them separately. Mr. Yamaguchi is recommending Streamline for the website and Solus for the mobile application. After a brief discussion amongst the Trustees, Trustee Beverage made a motion to award the contract to Streamline to provide website development and hosting services for three years at the costs of \$8,900 which includes the \$800 one-time setup fee. It was seconded by Trustee Nelson. A roll call vote was taken:

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

Trustee Nelson made a motion to award the contract to Solus to provide mobile application development for 1 year at the cost of \$5,110. It was seconded by Secretary Carline. A roll call vote was taken:

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

BOOKMOBILE UPDATES FROM ASSISTANT LIBRARY DIRECTOR AND BOOKMOBILE LIBRARIAN.

Assistant Library Director Baltierra and Bookmobile Librarian Janet Tapia gave a presentation on bookmobile updates. Assistant Library Director Baltierra explained the steps the District has taken in order to get the Bookmobile and what steps are left before the Bookmobile will be ready for a ribbon-cutting ceremony. Ms. Tapia

presented on the work she has been doing within the community through her outreach at LOT 318, various PLYUSD schools, and various events. She explained she has also been networking with other libraries in order to get their insight on what is needed for the Bookmobile. The Board thanked them for their updates and expressed they are excited to see the progress so far. Director Contreras suggested National Bookmobile Day for the ribbon cutting ceremony next year. No action was taken at this time

DISCUSS AND CONSIDER CHANGING THE MAY BOARD MEETING DATE.

Director Contreras is requesting the Board to consider changing the May Board Meeting in order for staff to have more time for board reports and budget preparation. After a discussion amongst the Trustees, the May Board Meeting was moved to Tuesday, May 30th.

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT MARTIN.

President Martin reported Councilmember Rhonda Shader has joined the Joint Use Meetings and this past meeting was her first time attending. She expressed it was nice to have Councilmember Shader there to provide her insight on various subjects. The main topics discussed were AB 1637 and AB 257.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported a topic of interest was AB 1637, which had already been discussed earlier in this meeting. Another concern she saw were some changes being suggested to the Brown Act via AB 1379. These particular changes would allow for agencies to only have to meet at least twice a year in-person. She would like to push back on this bill. The rest of the Trustee agreed there is concern with this change. Director Contreras advised she will try to meet up with the author of AB 1379.

ISDOC UPDATES FROM TRUSTEE NELSON.

Secretary Nelson reported one concerning takeaway from the ISDOC Board Meeting. There is a resolution which would limit small municipalities from raising money through bond measures. Several special districts have taken interest in this resolution. This will be a topic he plans to bring up when he is in Sacramento for the CSDA Legislative Days.

AGENDA DEVELOPMENT

Director Contreras reminded the Board the Budget Work Session will start at 5:30 p.m. ahead of the next Board Meeting in May.

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

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 24, 2023 was adjourned at 8:06 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees

**Placentia Library District
Check Register
April 2023**

Date	Ref No.	Payee	Memo	Payment	Type
04/03/2023	12923	Arcelia Janitorial Service	Services from 03/01/23-03/31/23	3,738.00	Bill Payment
04/03/2023	12924	Golden State Water Company	Service from 02/23/23-03/22/23	1,127.22	Bill Payment
04/03/2023	12925	Pitney Bowes Purchase Power	Postage fee	1,846.36	Bill Payment
04/03/2023	12926	Emcor Services - Mesa Energy	HVAC Service	1,695.00	Bill Payment
04/03/2023	12927	Baker & Taylor	Books	1,167.27	Bill Payment
04/03/2023	12928	Playaway Products	Wonderbooks	1,308.72	Bill Payment
04/03/2023	12929	Jeanette Contreras	Reimbursement for staff PO purchases	1,439.77	Bill Payment
04/03/2023	12930	Cintas	Janitorial supplies	171.64	Bill Payment
04/03/2023	12931	Midwest Tape	Blu-Rays	38.37	Bill Payment
04/03/2023	12932	Placentia Library District	For Payroll on 04/12/23	70,000.00	Bill Payment
04/03/2023	12933	UMPQUA BANK	Credit card payment for March 2023	14,338.96	Bill Payment
04/04/2023	12934	Sign Imaging	Deposit for Arnolds' Passport Office Sign	567.79	Bill Payment
04/04/2023	12935	Public Agency Retirement Services	Contributions for payroll on 03/29/23	2,566.23	Bill Payment
04/10/2023	12936	Southern California Edison	Service from 03/01/23 to 03/29/23	4,811.53	Bill Payment
04/10/2023	12937	Cintas	Janitorial supplies	342.48	Bill Payment
04/10/2023	12938	Midwest Tape-Hoopla	Digital content for March 2023	7,500.64	Bill Payment
04/10/2023	12939	Republic Services	Service from 03/01/23-03/31/23	169.68	Bill Payment
04/10/2023	12940	Staples, Inc.	Printer toner	398.03	Bill Payment
04/10/2023	12941	Dewey Pest Control	April through June Service	260.00	Bill Payment
04/10/2023	12942	Baker & Taylor	Books	6,012.85	Bill Payment
04/10/2023	12943	Brea Trophy and Engraving	Authors Luncheon Trophy engraving	8.30	Bill Payment
04/10/2023	12944	CALNET3	Service from 03/02/23-04/01/23	216.01	Bill Payment
04/10/2023	12945	SDRMA	Medical & Ancillary Benefits May 2023	34,733.41	Bill Payment
04/10/2023	12946	State of CA - Department of Justice	Live scan	64.00	Bill Payment
04/10/2023	12947	Emcor Services - Mesa Energy	HVAC Service	1,465.00	Bill Payment
04/10/2023	12948	Jeanette Contreras	Reimbursement for staff PO purchases	551.70	Bill Payment
04/10/2023	12949	Playaway Products	Wonderbooks	134.28	Bill Payment
04/10/2023	12950	The Placentia Police Department	False Alarm Permit 2023	162.00	Bill Payment
04/10/2023	12951	Scholastic Inc. Education	Scholastic Teachables License	1,337.00	Bill Payment
04/11/2023	12952	Jose Pineda	Refund for Library Impact Fees	546.48	Bill Payment
04/12/2023	12953	Public Agency Retirement Services	Contributions for payroll on 04/12/23	2,639.06	Bill Payment
04/17/2023	12954	Newport Urgent Care Inc	New employee physical	207.00	Bill Payment
04/17/2023	12955	Eagle Multi Media Productions	March IT Support Services	6,463.17	Bill Payment
04/17/2023	12956	Pan Asian Publications (USA) Inc	Chinese collection	1,076.63	Bill Payment
04/17/2023	12957	Staples, Inc.	Janitorial supplies	681.07	Bill Payment
04/17/2023	12958	Lina L Nguyen	Reimbursement for mileage and supplies	245.95	Bill Payment
04/17/2023	12959	Legacy Integrative Solutions	Printer Service from 02/06/23-03/23/23	1,097.40	Bill Payment
04/17/2023	12960	Placentia Library District	For payroll on 04/26/23	70,000.00	Bill Payment
04/17/2023	12961	Baker & Taylor	Books	661.99	Bill Payment
04/17/2023	12962	Midwest Tape	Blu-Rays and Audiobooks	460.18	Bill Payment
04/17/2023	12963	Brodart Co.	Spanish Collection	1,086.24	Bill Payment
04/24/2023	12964	SCI Consulting	Facility Impact Fee Study	15,493.99	Bill Payment
04/24/2023	12965	YourMembership.com, Inc.	Job post extension for Adult Supervising Librarian	199.00	Bill Payment
04/24/2023	12966	FM Thomas Air Conditioning	HVAC Service	2,100.00	Bill Payment
04/24/2023	12967	Woodruff, Spradlin & Smart	For services rendered through 03/31/2023	4,488.00	Bill Payment
04/24/2023	12968	Ingram Library Services	Books	19.42	Bill Payment

2:07 P.M.
05/23/23
Accrual Basis

**Placentia Library District
Check Register
April 2023**

04/24/2023	12969	Johnson Controls Security Solutions	Service for 05/01/23-07/31/23	1,095.03	Bill Payment
04/24/2023	12970	Mark Gallant	PLD Jacket Logo embroidery	215.00	Bill Payment
04/24/2023	12971	Charter Communications	Service from 04/12/23-05/11/23	86.29	Bill Payment
04/24/2023	12972	Emcor Services - Mesa Energy	HVAC Service	2,975.00	Bill Payment
04/24/2023	12973	Staples, Inc.	Office supplies	457.90	Bill Payment
04/24/2023	12974	Tim Balen	Reimbursements for PTAC and LOTS supplies	144.60	Bill Payment
04/24/2023	12975	ASSA ABLOY Entrance Systems US Inc.	Final service to fix front entrance door + materials	2,011.45	Bill Payment
04/24/2023	12976	OverDrive	E-books and Audiobooks	15,488.66	Bill Payment
04/24/2023	12977	Vanessa Mendoza	Summer Reading Celebration - Deposit for Face Painting	50.00	Bill Payment
04/24/2023	12978	Cintas	Janitorial supplies	259.64	Bill Payment
04/24/2023	12979	Baker & Taylor	Books	57.86	Bill Payment
04/24/2023	12980	Flor Campos	Check for Painting in the Stacks	400.00	Bill Payment
04/24/2023	12981	Sign Imaging	Remaining balance for Arnolds' Passport Office Sign	567.79	Bill Payment
04/25/2023	12982	Face Painting by Tiffany	Balloons for Arnolds' Dedication Ceremony	150.00	Bill Payment
				<u>289,597.04</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: May 30, 2023

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: May 30, 2023

Summary of Cash and Investments as of April 30, 2023

Cash with Orange County Treasurer Fund 9LX	\$	811,433.09
General Fund Checking – Bank of the West	\$	1,255,473.29
General Fund Savings – Bank of the West	\$	2,018,008.98
<i>(Impact Fees in Savings – Restricted)</i>	\$	783,938.90
Payroll Checking – Wells Fargo Bank	\$	33,180.69
Total Cash and Investments	\$	4,118,096.05

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



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of April 30, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	2,739,050	(124,711)	95.6%
4020	Property Taxes - Current Unsecured	95,849	70,109	(25,740)	73.1%
4050	Property Taxes - Curr Supplemental	53,482	95,265	41,783	178.1%
* 4070	Interest on Unapport Tax	0	638	638	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
* 4180	Other Revenue	0	18,201	18,201	-
4190	State - Homeowners Property Tax Relief	13,415	6,238	(7,177)	46.5%
	Sub Total	3,058,409	2,951,283	(107,126)	96.5%
INTEREST REVENUE					
4600	Interest	8,500	8,282	(218)	97.4%
	Sub Total	8,500	8,282	(218)	97.4%
GRANT REVENUE					
4210, 4421	State Grants	330,254	192,953	(137,301)	58.4%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	193,953	(146,301)	57.0%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	40250	5,250	115.0%
4310	Fines & Fees	20,000	10,788	(9,212)	53.9%
4320, 4330	Passport/Photos	266,875	200,599	(66,276)	75.2%
4340	Meeting Room Fees	100	2,307	2,207	2306.7%
4350	Test Proctor	2,400	1,320	(1,080)	55.0%
* 4430	Other: Miscellaneous	0	13,863	13,863	-
	Sub Total	324,375	269,126	(55,249)	83.0%
TOTAL REVENUES YTD FOR FY 22/23:		3,723,038	3,422,644	(308,894)	91.9%
4440	Cash/Investments	3,778,908	0	(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224	135,497	(487,727)	21.7%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 April 30, 2023

83% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	1,067,140	0.41	\$1,516,192
5030	Retirement & Post Employment Trust 115	79,100	69,971	0.88	\$9,129
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	118,404	0.37	\$199,854
5060	Life Insurance	9,740	1,710	0.18	\$8,030
5064	Dental Insurance	16,845	4,924	0.29	\$11,921
5066	AD & D Insurance	7,600	2,515	0.33	\$5,085
5068	Vision Insurance	3,334	1,052	0.32	\$2,282
5070	Workers' Compensation Insurance	34,353	11,477	0.33	\$22,876
5090	Education Assistance Program	5,000	0	0.00	\$5,000
	TOTAL	\$3,060,562	\$1,277,192	0.42	\$1,783,370
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	45,000	23,881	0.53	\$21,120
5100	Communications	55,000	37,886	0.69	\$17,114
5150, 5170, 5180	Janitorial Supplies & Services	50,000	48,131	0.96	\$1,869
5160	Refuse Disposal	5,200	1,931	0.37	\$3,269
5205	Maintenance Equipment	15,000	26,904	1.79	(\$11,904)
5210-5280	Building Maintenance	165,000	99,810	0.60	\$65,190
5290	Memberships	25,000	7,058	0.28	\$17,942
5300-5350	Office Expenses & Postage	136,198	90,139	0.66	\$46,059
5400-5480	Prof./Specialized Services	307,305	145,125	0.47	\$162,180
5490	Loan Obligation (-bank)	73,844	73,844	1.00	(\$0)
5495, 5910, 5920	Programs	55,000	44,885	0.82	\$10,115
5500	Books/Library Materials	535,000	292,418	0.55	\$242,582
5600	Travel & Meetings/Professional Development	65,000	21,838	0.34	\$43,162
5700	Mileage/Parking	1,000	591	0.59	\$409
5800	Utilities	28,500	28,041	0.98	\$459
5900	Bookmobile - Vehicle	240,000	53,160	0.22	\$186,840
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	9,834	0.98	\$166
	TOTAL	\$1,926,047	\$1,005,475	0.52	\$920,572
OPERATING EXPENSES					
		\$4,986,609	\$2,282,667	0.46	\$2,703,942
FIXED ASSETS & TAXES					
1310	Building Improvements	\$292,000	40,442	0.14	\$251,558
1320	Equipment & Furniture	\$50,000	20,143	0.40	\$29,857
6100	Taxes and Assessments	\$17,500	8875	0.51	\$8,625
	TOTAL	\$359,500	\$69,460	0.19	\$290,040
TOTAL BUDGET		\$5,346,109	\$2,352,127	0.44	\$2,993,982

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for April 2023

DATE: May 30, 2023

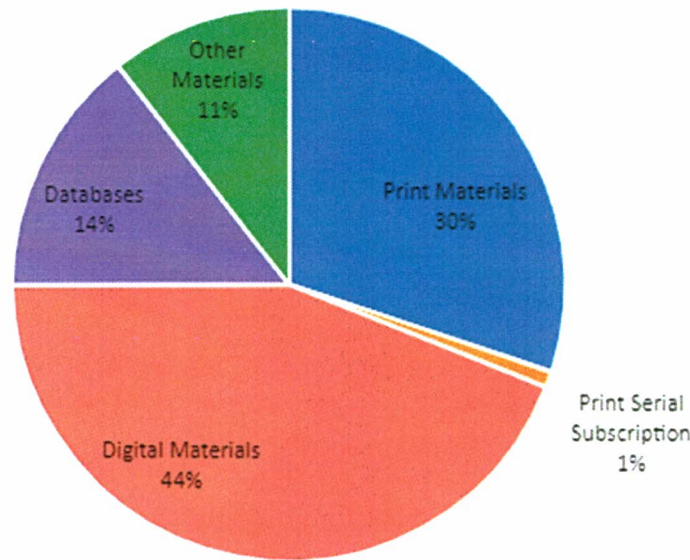
MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$535,000.00	52%	\$314,000.00	76%

Collection Expenditures	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$12,523	\$27,827	\$83,795	\$111,395	-25%
Print Serial Subscription	\$136	\$0	\$2,541	\$2,448	4%
Total Print Materials	\$12,659	\$27,827	\$86,336	\$113,843	-24%
Digital Materials	\$30,770	\$9,304	\$122,173	\$59,803	104%
Databases	\$0	\$0	\$40,301	\$44,929	-10%
Total Electronic Content	\$30,770	\$9,304	\$162,474	\$104,732	55%
Other Materials	\$3,542	\$3,184	\$29,452	\$20,243	45%
Total Collection Expenditures	\$46,971	\$40,315	\$278,262	\$238,818	17%

Titles Added	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	298	603	4,295	4,561	-6%
Print Serial Subscription	0	0	9	17	-47%
Total Print Materials	298	603	4,304	4,578	-6%
Digital Materials	6,029	2,447	37,651	21,142	78%
Databases	0	0	11	14	-21%
Total Electronic Content	6,029	2,447	37,662	21,156	78%
Other Materials	50	77	464	474	-2%
Total Titles Added	6,377	3,127	42,430	26,208	62%

COLLECTION EXPENDITURES



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

All Materials Held	April 2023	March 2023	Month to Month % change
Total Materials Physical	80,830	80,559	0%
Total Materials Digital	1,556,028	1,534,104	1%
Total All Materials	1,636,858	1,614,663	1%

Children's Physical Materials Held	April 2023	March 2023	Month to Month % change
Children's Fiction	25,338	25,048	1%
Children's Nonfiction	14,226	14,050	1%
Children's Magazine	170	170	0%
Children's Audiobook	769	749	3%
Children's DVD/Video	1,706	1,705	0%
Children's LOTs	60	60	0%
TOTAL All Children's Physical Material	42,269	41,782	1%

Adult/Teen Physical Materials Held	April	March	Month to Month
	2023	2023	% change
Adult Fiction	17,298	16,775	3%
Adult Nonfiction	13,092	13,650	-4%
Adult Magazine	126	120	5%
Adult Audiobook	1,255	1,258	0%
Adult DVD/Video	3,779	4,031	-6%
Adult LOTs	146	140	4%
Video Games	349	349	0%
Teen Fiction	2,516	2,454	3%
TOTAL All Adult/Teen Physical Material	38,561	38,777	-1%

Digital Material Held	April	March	Month to Month
	2023	2023	% change
eBooks	888,912	876,471	1%
Digital Audiobooks	200,334	195,927	2%
Digital Videos	97,798	95,803	2%
Digital Magazines	4,612	4,612	0%
Digital Music	364,361	361,280	1%
Databases	11	11	0%
TOTAL All Digital Material	1,556,028	1,534,104	1%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Service Revenue Activities Report for April 2023

DATE: May 30, 2023

Net Revenue Summary for April 2023

	Apr-23	Apr-22	YTD 2022-2023	YTD 2021-2022
Passport	16,625	38,227	133,496	208,508
Passport Photos	4,188	9,403	35,820	51,300
Test Proctor	0	150	1,200	1,800
Fines & Fees	502	2,184	9,581	14,280
Meeting Room	160	0	2,252	40
TOTAL	\$ 21,475	\$ 49,965	\$ 182,349	\$ 275,929



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Impact Fee Report – April 30, 2023
DATE: May 30, 2023

Total Monthly Fees Collected			YTD	YTD
	Apr-23	Apr-22	2022-2023	2021-2022
	\$23,704.92	\$5,746.32	\$159,748.76	\$114,666.68

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1 Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2 Ernesto Ramos	2 Single Fam.Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3 Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4 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 LandSea Homes	8 Multifamily Dwellings	1570 Topeka Ave	10,607	11879.84	9/1/2022
7 George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
8 Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
9 Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
10 Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
11 Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
12 National Core	65 Senior Housing Units	1314 N. Angelina Dr.	55,126	\$ 61,741.12	11/18/2022
13 LandSea Homes	Single Fam. Attached	1568 and 1572 Lima Way	15,983	\$ 17,261.64	1/12/2023
14 LandSea Homes	Single Fam. Attached	1567 Lima Way, units 1-5	5,672	\$ 6,125.76	2/2/2023
15 Jose Pineda	New 2nd Story ADU	967 Tafolla St.	594	\$ 546.48	3/7/2023
16 Landsea Homes	Single Fam. Attached	1566 Topeka Ave	10,607	\$ 11,455.56	3/10/2023
17 Landsea Homes	Single Fam. Attached	1571 Lima Way	6,487	\$ 7,005.96	3/10/2023
18 Landsea Homes	Single Attached Housing	1563 Lima Way	15,573	\$ 6,125.76	4/6/2023
19 Landsea Homes	Single Attached Housing	1564 Lima Way	15,574	\$ 5,806.08	4/6/2023
20 Landsea Homes	Single Attached Housing	1562 Lima Way	15,575	\$ 11,455.56	4/6/2023
21 AB Electric Inc	Single Detached Housing	931 Cobb Ave	2,712	\$ 864.00	4/10/2023
22 Jose Pineda	Refund	967 Tafolla St.	12,952	\$ (546.48)	4/12/2023
23					
24					
2022/2023 YTD Total				\$ 159,748.76	
Ending Balance as of 6/30/22				\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).				\$ 783,938.90	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Personnel Report for April 2023

DATE: May 30, 2023

			YTD	YTD
	Apr-23	Apr-22	2022-2023	2021-2022
Separation	0	0	4	4
Retirement	0	0	1	1
Appointments	1	0	11	10
Open Positions	1	0	11	10
Workers' Compensation Leave	0	0	0	0
TOTAL	2	0	27	25

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
Michelle Meades – Adult Supervising Librarian

OPEN POSITIONS:
Business Manager, Administration

WORKERS COMPENSATION LEAVE:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: City of Placentia - Shared Maintenance Costs through April 2023

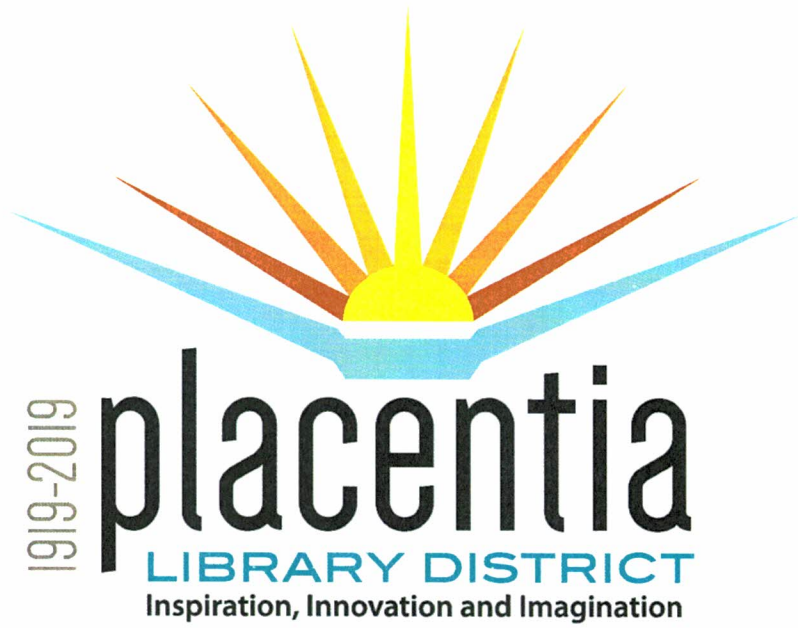
DATE: May 30, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	0.00	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22	*	*	*	*	*	*	0.00
Oct-22	10/4/2022	0.00	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	0.00	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	*	0.00
Jan-23	1/17/2023	0.00	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	*	0.00
Mar-23	3/13/2023	0.00	3,310.12	861.12	10.28	793.75	4,975.27
Apr-23	4/20/2023	0.00	1,655.06	753.93	20.21	0.00	2,429.20
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$16,550.60	\$3,012.81	\$91.87	\$793.75	\$20,449.03

* 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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for April 2023
DATE: May 30, 2023

Meetings:

- Joint-Use Committee – April 3rd
- ISDOC – April 4th
- EMCOR (Hvac) – April 6th
- Literacy staff – April 6th
- Library Directors Forum – April 10th, 12th, 13th
- JCI (charging station) – April 10th
- Downtown Merchant – April 11th
- Eduardo Urrego (OLE) – April 17th
- District Counsel – April 17th
- Roosevelt Weeks, Austin Library Director – April 19th
- Streamline – April 21st
- Board Meeting – April 24th
- Staff Meeting – April 25th
- Meeting with Library Directors – April 27th

Events / Functions:

- PLFF Yard Sale – April 15th
- Texas Library Association Conference – April 18th – 22nd
- Dr. Voiza Arnold & Dr. Joseph Arnold Passport Office Dedication – April 29th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for April 2023

DATE: May 30, 2023

Children's Circulation	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Children's Fiction Physical	8,743	9,080	96,453	82,659	17%
Children's Fiction Digital	651	998	8,411	8,765	-4%
Children's Fiction TOTAL	9,394	10,078	104,864	91,424	15%
Children's Nonfiction Physical	2,608	2,638	24,496	20,934	17%
Children's Nonfiction Digital	110	175	1,114	1,344	-17%
Children's Non-Fiction TOTAL	2,718	2,813	25,610	22,278	15%
Children's Magazine Physical	1	26	158	137	15%
Children's Magazine Digital	213	63	2,534	178	1324%
Children's Magazine TOTAL	214	89	2,692	315	755%
Children's Audiobook Physical	387	317	3,795	1,822	108%
Children's Audiobook Digital	547	425	4,714	4,048	16%
Children's Audiobook TOTAL	934	742	8,509	5,870	45%
Children's DVD/Video Physical	304	368	3,054	3,615	-16%
Children's DVD/Video Digital	76	47	623	415	50%
Children's DVD/Video TOTAL	380	415	3,677	4,030	-9%
Children's LOTS	33	22	310	226	37%
Music Digital	20	3	140	173	-19%
TOTAL All Children's Physical Content	12,076	12,451	128,266	109,393	17%
TOTAL All Children's Digital Content	1,617	1,711	17,536	14,923	18%
TOTAL All Children's Content	13,693	14,162	145,802	124,316	17%

Adult/Teen Circulation	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Fiction Physical	1,929	2,430	21,553	24,306	-11%
Adult Fiction Digital	1,980	1,952	16,109	20,259	-20%
Adult Fiction TOTAL	3,909	4,382	37,662	44,565	-15%
Adult Nonfiction Physical	1,350	1,657	15,139	14,266	6%
Adult Nonfiction Digital	691	620	6,833	5,887	16%
Adult Non-Fiction TOTAL	2,041	2,277	21,972	20,153	9%
Adult Magazine Physical	18	45	242	276	-12%
Adult Magazine Digital	17	164	2,360	2,102	12%
Adult Magazine TOTAL	35	209	2,602	2,378	9%
Adult Audiobook Physical	129	192	1,369	1,838	-26%
Adult Audiobook Digital	4,573	2,894	34,863	27,695	26%
Adult Audiobook TOTAL	4,702	3,086	36,232	29,533	23%
Adult DVD/Video Physical	575	763	6,813	7,297	-7%
Adult DVD/Video Digital	459	230	3,589	2,591	39%
Adult DVD/Video TOTAL	1,034	993	10,402	9,888	5%
Adult LOTs	98	80	856	576	49%
Video Games	241	268	2,046	2,287	-11%
Music Digital	81	70	774	735	5%
Teen Fiction Physical	250	333	2,938	3,322	-12%
Teen Fiction Digital	191	157	2,143	2,431	-12%
Teen Fiction Total	441	490	5,081	5,753	-12%
TOTAL All Adult/Teen Physical Content	4,590	5,768	50,956	54,168	-6%
TOTAL All Adult/Teen Digital Content	7,992	6,087	66,671	61,700	8%
TOTAL All Adult/Teen Content	12,582	11,855	117,627	115,868	2%

All Circulation	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Total Circulation Physical	16,666	18,219	179,222	163,561	10%
Total Circulation Digital	9,609	7,798	84,207	76,623	10%
Total All Circulation	26,275	26,017	236,138	214,167	10%
Non-English Language Circulation	538	554	5,029	5,432	-7%

Online Database Usage	April	April	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2022	2022-23	2021-22	% change
ABC Mouse	2,259	1,505	41,958	17,187	144%
Creative Bug	6	28	255	325	-22%
Data Axle	8	486	530	3,132	-83%
Freegal	1,072	1,073	10,609	9,887	7%
Novelist	6	25	1,696	288	489%
BookFlix	18		81		
TrueFlix	20		59		
Scholastic Teachables	65				
Mango Languages	101		131		
ChiltonLibrary	3		5		
TOTAL PLD DATABASE USAGE	3,558	3,146	55,702	31,318	78%

Online Database Usage	April	April	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2022-23	2021-22	% change
Brainfuse VetNow	7	323	141	954	-85%
Brainfuse HelpNow*	22		384		
Britannica	70	79	596	367	62%
LinkedIn Learning	44	381	2,068	945	119%
ProQuest	0	7	62	259	-76%
ProQuest Culture Grams	4	40	30	103	-71%
Skillshare	3	6	18	35	-49%
Teaching Books and Book Connections	106	25	980	534	84%
National Geographic Kids (Gale)	2	1	73	22	232%
Gale in Context: Environmental Studies	0	0	7	6	17%
Gale Interactive: Science	6	1	67	36	86%
Coursera	13	18	129	53	143%
EBSCO LearningExpress Library	0	3	27	20	35%
GetSetUp	20	0	169	5	3280%
Northstar	0	1	0	10	-100%
TOTAL CSL DATABASE USAGE	297	885	4,751	3,349	42%
TOTAL ALL DATABASE USAGE	3,855	4,031	60,453	34,667	74%

*Mathematically unable to divide by zero



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for April 2023

DATE: May 30, 2023

MONTHLY STATISTICS

Number of Programs by Type	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Storytime	11	9	11	9	22%
Children's Programs	8	4	8	4	100%
Outreach	5	0	5	0	100%
TOTAL All	24	13	24	13	85%

Program Attendance by Type	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Storytime	536	351	536	351	53%
Children's Programs	356	129	356	129	176%
Outreach	613	0	613	0	100%
TOTAL All	1,505	480	1,505	480	214%

ACTIVITIES

- Mayli Apontti planned and conducted 3 Baby Giggles and Wiggles Storytimes on April 6, 13, and 27.
- Mayli Apontti planned and conducted 2 Family Storytimes on April 8 and 22.
- Mayli Apontti created a children's display to highlight Autism Awareness Month.
- Mayli Apontti gave a library presentation during 3rd Grade Visits on April 20.
- Elizabeth Tapia led the Morning Meet Ups program on April 3, 10, 17, and 24.
- Elizabeth Tapia planned and conducted 4 in-person Luna, Luna Storytimes on April 5, 12, 19, and 26.
- Elizabeth Tapia planned and conducted a STEAM Lab program on April 18.

- Elizabeth Tapia and Janet Tapia created 2 displays to promote Arab American Heritage Month.
Elizabeth Tapia created a display to promote the STEAM Lab program.
- Elizabeth Tapia created a display showcasing our Wonderbooks in the children's area.
- Janet Tapia planned and conducted Read to the Dogs on April 3.
- Janet Tapia and Elizabeth Tapia went to two open houses at Valdez Middle School Academy and Brookhaven Elementary on April 18 and April 27 to conduct library outreach and promote the upcoming Summer Reading Program and other programs and services.
- Janet Tapia visited LOT 318's homework club on April 4, 5, 19, and 26.
- Daisy Badge, Mayli Apontti, Janet Tapia, and Elizabeth Tapia attended Eggcitement on April 1.
- Daisy Badge gave a library presentation during 3rd grade visits on April 12.
- Daisy Badge planned and conducted 2 Baby Giggles and Wiggles Storytimes on April 6 and 20.
- Daisy Badge planned and conducted 2 Family Storytimes on April 15 and 29.
- Daisy Badge created a display to promote Wonderbooks.
- Margaret Hatanaka served as one of the 3rd Grade visit tour guides on April 12 and 20.

MEETINGS

- April 26, 2023, Daisy Badge attended Lunch at the Library Community of Practice Meeting: An overview of reporting requirements was given by the California State Library staff including due dates and forms that need to be submitted. Attendees shared what has worked for them regarding book giveaways and activity kits. Ideas were also shared on how to promote Lunch at the Library.

PROFESSIONAL DEVELOPMENT

- Janet Tapia and Elizabeth Tapia attended the Anaheim Public Library's 65th Bookmobile Anniversary Celebration at Miraloma Park on April 25.
- Janet Tapia continued the InfoPeople Core Reference Fundamentals course throughout the month of April.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for April 2023

DATE: May 30, 2023

MONTHLY STATISTICS

Number of Programs by Type	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Programs	7	4	7	4	75%
Hangar	1	2	1	2	-50%
History Room	4	1	4	1	300%
Literacy	27	13	27	13	108%
Teen Programs	2	2	2	2	0%
General Interest	0	2	0	2	-100%
Self Directed	0	0	0	0	-
Outreach	5	0	5	0	-
TOTAL All	46	24	46	24	92%

Program Attendance by Type	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Programs	74	20	74	20	270%
Hangar	938	219	938	219	328%
History Room	241	69	241	69	249%
Literacy	184	62	184	62	197%
Teen Programs	26	39	26	39	-33%
General Interest	0	2,074	0	2,074	-100%
Self Directed	22	6	22	6	267%
Outreach	613	0	613	0	-
TOTAL All	2,098	2,489	2,098	2,489	-16%

Proctored Tests	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Number of Tests	2	3	31	47	-34%

History Room Activity	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
History Room Visitors	10	2	81	45	80%

The Hangar Makerspace	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Hangar Open Hour Visits	98	41	818	388	111%
Hangar Users	10	9	199	87	129%
Hangar Tours	27	29	260	168	55%

Volunteer Hours	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
History Room	0	84	91	520	-82%
PLFF	337.17	212	2,545	2,193	16%
General Library	284.75	358	2,354	2,851	-17%
Adult Literacy	252	169	2,021	1,766	14%
PTAC	32.5	68	575	471	22%
Total Volunteer Hours	906.42	891	7585.82	7801	-3%
FTE Equivalent	5.23	5.14	43.77	45.01	-3%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2022-23	2021-22	% change
Adult Literacy & ESL Students	86	55	56%
Adult Literacy & ESL Tutors	50	45	11%

ACTIVITIES

- Megan Tolman coordinated 5 Memory Lab appointments.
- Megan Tolman coordinated an American Sign Language Reading Challenge through Beanstack.
- Megan Tolman hosted a Local History Room Open House on April 30.
- Megan Tolman completed a Memory Lab Orientation video on April 20.
- Michelle Meades coordinated Book Club on April 11.
- Michelle Meades coordinated 1 Book a Librarian for the month of April.
- Michelle Meades coordinated book club on April 11.
- Michelle Meades ordered DMV handbooks 2023.

- Megan Tolman and Michelle Meades coordinated 3rd grade visits on April 12 and April 20.
- Katie Matas created a new collection code and budget for Spanish Wonderbooks on April 26.
- Katie Matas spoke at the Arnold Passport Office dedication on April 29.
- Katie Matas completed the Zip Book mid-term report and grant application.
- Shellie McCurdy coordinated the April Take & Make on April 1.
- Elizabeth Tapia and Malcolm Jones visited Tynes Elementary School on March 23 to conduct library outreach to the community.
- Tim Balen and Malcom Jones coordinated the PTAC meetings on April 6 and 20.
- Tim Balen collected the quarterly California State Library Parks Passes data on April 1 to provide to the state library.
- Tim Balen coordinated Yoga at the Library on April 1, 15, 22 and 29.
- Tim Balen participated in an interview panel on April 25.
- Michelle Meades and Tim Balen coordinated the Create a Wildlife Habitat in Your Back Yard program on April 22.
- Tim Balen coordinated promoting National Library Week on April 22-29.
- Tim Balen promoted, provided audio setup and photographed the Dr. Voiza Passport Office Dedication on April 29.
- Tim Balen ordered, processed and weeded Library of Things items for the collection.
- Tim Balen completed a review of the Library of Things staff procedures.
- Tim Balen coordinated teen volunteers for the city of Placentia's Easter Eggcitement on April 1 and the Placentia Library Friends Foundation's annual Yard Sale on April 15.
- Gena Christ coordinated Literacy Reads – Beginner Book Club on April 5, 12, 19, and 26.
- Sally Federman coordinated Literacy Reads – Int. Book Club on April 4, 11, 18, and 25.
- Gena Christ coordinated Read, Write, Speak Club on April 7, 17, 21, and 28.
- Esther Canedo and Laurel Dennis facilitated ESL Beginner Conversation Group on April 6, 13, 20, and 27.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation class at the Whitten Center on April 4, 11, 18, and 25.
- Sally Federman coordinated a Take & Make class on April 6.
- Sally Federman coordinated Learner Discussion Group on April 11.
- Sally Federman coordinated a Learner-led Book Club on April 17.
- Sally Federman coordinated Cards for Military Members on April 19.
- Sally Federman and Gena Christ coordinated Tutor In-Service Meetings on April 17 and 18.
- Margaret Hatanaka coordinated staffing assignments and backup storytellers for 3rd Grade visits.
- Margaret Hatanaka participated in the Adult Services Supervisor interviews on April 25.

MEETINGS

- The Placentia Historical Committee was cancelled due to a lack of quorum.

- Michelle Meades attended the Overdrive Consortium meeting on April 20. This meeting was between the members of the Consortium that PLD is part of. We were asked to weed materials and manage holds. Magazines were also discussed and if the consortium wanted to offer them and what the costs would be.

PROFESSIONAL DEVELOPMENT

- Tim Balen attended the Anaheim Public Library's AnaCon on April 15.
- Tim Balen attended a Palace Project: New Features & New Content webinar on April 20.
- Malcolm Jones attended Managing Patron Challenges Through a Trauma-Informed Lens: Skill-Building Sessions on April 27.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for April 2023

DATE: May 30, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Children Computer Usage	249	372	2,646	2,726	-3%
Teen Computer Usage	133	122	1,197	1,161	3%
Adult Computer Usage	1,078	1,004	10,561	8,396	26%
Total Computer Usage	1,460	1,498	14,404	12,283	17%
Wi-Fi Usage	1,616	1,532	15,438	12,394	25%
Guest Passes	58	88	647	529	22%

Website Traffic	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Website visits	15,611	16,138	142,669	122,123	17%
Page Hits	25,758	26,301	242,393	205,309	18%
Users	9,814	10,161	89,890	74,464	21%
Pages/Session	1.59	1.63			
Avg. Session Duration	00:02:03	00:01:47			
% New Sessions	79	77			
Placentia Library Online Catalog Usage	3,984	3,664	45,403	39,446	15%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- 2-Year Technology replacement Plan
- Deployed Computer Montors donated by Eagle Multi Media to 10 staff work stations.

Ongoing Projects:

- LOT's new technology setup
- Server Upgrade Replacement Project
- Library Website Development with contractor

Library Mobile App Development with contractor
Online Meeting room, study room, and history room bookings online (waiting for direction)
Security Gate Repair/Replace (Vendor replacement part delay)

Upcoming Projects:

Self-Check Machine replacements/ refresh
Windows 7 computer replacements
Circulation and print release terminal replacement
Passport computer replacement

System Updates:

IT consultant continues to make progress on server migration project. All physical machines are setup and configured. Virtual machines and services are in the data migration and testing phase. Configuration issues have created delays as most of the data that was migrated was not cleaned before deploying to newer systems. Last clean server configuration was 2002-2004. Updated estimated timeline for completion is 6 weeks.

After a short delay, both the Streamline and Solus contracts have been signed and work has commenced. A working group of library staff has been established to help with the new website and mobile application projects. The team members are assisting with the content needed to start the design and build of the new programs. A test site will be established where testing and feedback can be collected before going live with the new website and app.

The LOT's collection now includes iPads with a focus on creative tools. Each iPad kit includes an iPad, an apple pencil, and a keyboard stand. These will go into circulation after IT staff have completed all necessary security and management tools to properly track and maintain the equipment.

We continue to work with admin as we develop a comfort and productivity initiative to improve productivity and ergonomics for staff workstations. This research has included standing desk options, dual monitors, and larger monitors for staff computer setups work shared work terminals.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for April 2023

DATE: May 30, 2023

Attendance	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Number of Days Open	29	29	291	283	3%
Number of Hours Open	268	271	2,648	2,599	2%
Attendance	20,114	20,956	171,969	156,304	10%

Card Holders	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Active Borrowers ~	4,964	4,925			1%
Child Card Holders *	14,413				-
Teen Card Holders *	4,528				-
Adult Card Holders *	44,683				-
Total Card Holders	63,624				-
New Patron Registration	367	347	3,503	4,112	-15%
New Virtual Library Cards	73	42	800	792	1%

~FY-T-D- comparison not applicable

Information Desk Activity	April	April	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Reference Questions -- in person	1,948	2,464	16,848	17,473	-4%
Reference Questions -- telephone	581	1,125	5,575	8,826	-37%
Reference Questions -- email/chat	7	13	116	165	-30%
Total Reference Questions	2,536	3,602	22,539	26,464	-15%
Assistance in Spanish	88	38	607	322	89%
Assistance with Passports*	497		3,075		-
Curbside Usage	12	12	135	278	-51%
Study Room Usage	163	144	1,579	1,062	49%

*FY 2021-22 data not available

Passport Activity	April 2023	April 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Passports Processed	511	1,102	4,578	6,399	-28%
Consultations Only**	30		346		
Unfilled Appointments**	43		1,022		
No Show Appointments**	82		672		
Photo Only (Walk-in)**	33		158		

**FY 2021-22 data not available

ACTIVITIES

- Angie processed 200 new books and 80 Zip Books.
- Eric processed 106 billing notices to mail out to patrons.
- Eric processed 45 school library cards.
- Meeting room was used by 1 outside renters: Broadmoor HOA.
- Meeting room was used by 2 library partners: Kiwanis, City of Placentia
- Meeting Room was used 37 times for library related activities/programs.
- Staff pulled a total of 426 patron requests.
- Staff pulled a total of 226 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPEMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss Opportunity for Partnership with Boys and Girls Club Brea-Placentia-Yorba Linda.**

DATE: May 30, 2023

BACKGROUND

The Boys and Girls Clubs of America (BGCA) is a national organization that has a rich history dating back over a century. Here's a brief overview of its history:

Early Beginnings (Late 19th Century): The Boys and Girls Clubs movement traces its roots to the late 1800s. The first Boys Club was established in Hartford, Connecticut, in 1860 by Mary Goodwin and Elizabeth Hammersley. It aimed to provide a positive environment for boys who found themselves on the streets due to the Industrial Revolution's rapid urbanization.

Club Expansion (Early 20th Century): In 1906, the Federated Boys Clubs was formed in Boston, Massachusetts, bringing together various local clubs and providing a platform for collaboration. In 1931, the organization was renamed the Boys Clubs of America. The movement continued to grow, establishing more clubs across the United States.

Inclusion of Girls (Late 20th Century): In recognition of the need to provide similar opportunities for girls, the Boys Clubs of America officially changed its name to the Boys and Girls Clubs of America in 1990. This change reflected the organization's commitment to inclusivity and the expansion of services for young girls.

Program Development and Expansion: Over the years, the Boys and Girls Clubs of America has developed a wide range of programs to support youth development. These programs focus on areas such as education, character development, leadership, career exploration, health, and the arts. The organization has consistently evolved to address the changing needs of young people and provide them with opportunities for growth and success.

National Organization: The Boys and Girls Clubs of America operates as a national organization with a headquarters in Atlanta, Georgia. It provides guidance, resources, and support to local Boys and Girls Clubs across the country. The organization maintains a strong commitment to maintaining quality standards, promoting best practices, and ensuring the positive impact of its programs.

Reach and Impact: The Boys and Girls Clubs of America has grown into a significant force in youth development. It serves millions of young people annually, with thousands of local clubs spread across all 50 states, Puerto Rico, the Virgin Islands, and military installations abroad. BGCA strives to provide a safe and nurturing environment for children and teenagers, helping them develop the skills, confidence, and character needed to succeed in life.

Throughout its history, the Boys and Girls Clubs of America has been committed to empowering young people, fostering their potential, and offering opportunities for growth and development. It continues to make a profound impact on communities and the lives of countless youths across the United States.

The Boys and Girls Club serving the Brea, Placentia, and Yorba Linda area is a local chapter affiliated with the Boys and Girls Clubs of America. Local Boys and Girls Clubs often emerge as a response to the specific needs and aspirations of the communities they serve. They typically develop through the efforts of dedicated individuals, community organizations, and concerned citizens.

Its Chief Professional Officer is Christine Marick.

DISCUSSION

The Brea, Placentia, and Yorba Linda chapter has four sites with only one currently open – the Brea location at 502 S. Sievers Avenue. The Placentia site was located at 201 N. Bradford Avenue at the Backs Building, a former partnership with the City of Placentia. There are currently no Boys and Girls Club site in Placentia.

The Club is requesting the consideration for the use of the Placentia Library District's Community Meeting Room to provide programs to the children of Placentia. There are many supporting reasons to consider the Club's request, and they include:

1. The Boys and Girls Club is a renowned organization dedicated to supporting the positive development of young people. By partnering with BGC, the District can contribute to the holistic growth of children and teenagers. Through various programs and activities, BGC fosters academic success, character development, healthy lifestyles, and leadership skills among its members. Collaborating with them allows the District to make a significant impact on the lives of young individuals.
2. The Boys and Girls Club is deeply rooted in local communities and has a strong presence across the country. Partnering with BGC enables the District to establish connections and engage with the community on a meaningful level. This association can enhance the District brand's reputation, demonstrate the District commitment to social responsibility, and create positive word-of-mouth. By actively supporting BGC, the District contribute to the betterment of the community and strengthen the District ties with its members.
3. Collaborating with the Boys and Girls Club allows for the sharing of resources and expertise. BGC has a wealth of knowledge and experience in working with youth, and

they offer comprehensive support systems and established frameworks. By partnering with them, the District can tap into their expertise, access their resources, and benefit from their established programs and infrastructure. This collaboration can help the District optimize the District efforts in supporting youth development and achieve the District goals more effectively.

4. Partnering with the Boys and Girls Club aligns the District organization with a socially impactful cause. BGC's mission is to enable young people to reach their full potential and become productive, responsible, and caring citizens. By joining forces, the District contribute to this mission and actively participate in creating positive social change. The partnership not only benefits the individual members of BGC but also contributes to building a stronger, healthier, and more empowered community.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: ADOPT ORDINANCE NO. 2023-01: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (SECTION 22000, ET SEQ. OF THE PUBLIC CONTRACT CODE) FOR PUBLIC PROJECTS.

DATE: MAY 30, 2023

BACKGROUND

The Placentia Library District (“District”) is currently subject to the provisions of Sections 20100 et seq. of the Public Contract Code which governs how and when contracts for a public project by a local agency are to be advertised, bid, and awarded. The District can elect to have more restrictive provisions, but not any less restrictive than what is in the state law.

The Uniform Public Construction Cost Accounting Act (“UPCCAA” or the “Act”) is a set of accounting procedures and practices that allow for a higher threshold of project cost limits before a formal bidding process is required. UPCCAA is intended to reduce costs, expedite the award process, reduce inefficiencies, and simplify the administration of small public projects. Any local agency can voluntarily elect to become a participating agency of the Act. Participating agencies benefit from the raised force account limit and the informal bidding procedures. Moreover, more projects are completed in a timely manner because of the streamlined awards process and the reduction in paperwork related to advertising and report filing.

To be able to use the informal bidding procedures under UPCCAA, the District must elect by resolution to become subject to the accounting procedures that would apply to all public projects. This procedure is called the Uniform Public Construction Cost Accounting Procedures (“UCCAP”). The District is also required to adopt an ordinance that outlines the District’s informal bidding procedure before it can informally bid on any work that has a value of no more than \$200,000.

DISCUSSION

UPCCAA is contained in the Public Contracts Code Section 22000 through 22045. UPCCAA provides for the following alternative bidding procedures when an agency performs public project work by contract.

- a. Public projects of \$60,000 or less may be performed by negotiated contract or by purchase order;

- b. Public projects of \$200,000 or less may be let to contract by the informal bidding procedures set forth in the Act;
- c. Public projects of more than \$200,000 must be let to contract by traditional formal bidding procedures.

Resolution

Public Contract Code Section 22030 requires the governing board of a public agency to elect by resolution to become subject to the UCCAP promulgated by the State Controller. The accounting procedures would apply to all public projects. The resolution that adopts the UCCAP is attached. This resolution specifies that the District will meet the requirements prescribed in the California Uniform Construction Cost Accounting Commission's Cost Accounting Policies and Procedures Manual. The Cost Accounting Policies and Procedures Manual provides the cost accounting procedures that were developed by the California Uniform Construction Cost Accounting Commission ("Commission").

Notify State Controller

After the adoption of a resolution the District is required to notify the State Controller in writing of their election to be subject to the uniform construction cost accounting procedures along with a copy of the resolution sent via email to LocalGovPolicy@sco.ca.gov or by mail to: Office of the State Controller, Local Government Programs and Services Division, Local Government Policy Section, P.O. Box 942850, Sacramento, CA 94250. The State Controller shall notify the Commission of all local agencies that become subject to the uniform public construction cost accounting procedures.

Ordinance

Public Contract Code Section 22034 requires a participating agency to adopt an informal bidding ordinance. The attached ordinance establishes the District's informal bidding procedures. In addition, the ordinance indicates that contracts for public projects of \$60,000 or less procured through the informal procedures will be awarded by the Library Director, while contracts for public projects between \$60,000 to \$200,000 procured through informal procedures would be awarded by the Board of Trustees. Any projects more than \$200,000 shall be let to contract by formal bidding procedures and would be awarded by the Board of Trustees.

Compliance with the Act and Opting Out

It is significant to note that once the District has opted into the Act, it must always adhere to the terms of the Act unless it formally opts out by resolution of the Board of Trustees. Once the District has opted in, selective adherence to the terms of the Act is a violation. Further, if the District desires to discontinue participating under the uniform public contraction cost accounting procedures in the future, it will need to adopt a resolution by the Board of Trustees stating this

fact and file it with the State Controller. The State Controller shall notify the Commission of local agencies electing to discontinue participation under these procedures.

Attachment A is Ordinance No. 2023-01.

RECOMMENDATIONS

1. Adopt Ordinance No. 2023-01, An Ordinance of the Board of Trustees of the Placentia Library District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act for Public Projects.
2. Roll call vote.

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

This Ordinance establishes informal bidding procedures for awarding contracts for public projects in conformance with the Uniform Public Construction Cost Accounting Act. The Ordinance allows for public projects of \$60,000 or less to be entered into by negotiated contract or by purchase order, public projects of \$200,000 or less to be entered into by informal bidding procedures and public projects over \$200,000 to be entered into by formal bidding procedures.

WHEREAS, Public Contract Code section 22000 et seq. sets forth the Uniform Public Construction Cost Accounting Act (the "Act"); and

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency; and

WHEREAS, pursuant to Public Contract Code section 22030, the District formally elected to become subject to the procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission's Policies and Procedures Manual and cost accounting review procedures by adopting Resolution No. 2023-02 on April 24, 2023; and

WHEREAS, pursuant to Public Contract Code section 22034, any public agency that elects to become subject to the Act must adopt an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to Public Contract Code section 22032(b); and

WHEREAS, the Board of Trustees authorizes the District to apply these informal bidding procedures for public projects no greater than \$200,000.

Now, therefore, the Board of Trustees of the Placentia Library District does hereby ordain as follows:

SECTION I. This ordinance is hereby adopted to provide as follows:

Public Projects

- 1.1. Intent
- 1.2. Definitions
- 1.3. Authority and Purchasing Limitations for Public Projects
- 1.4. Dollar Thresholds
- 1.5. Informal Bidding Procedures
- 1.6. Formal Bidding Procedures
- 1.7. Award of Contracts/Change Order for Public Projects
- 1.8. Emergencies
- 1.9. Promulgation of Rules and Regulations by Library Director

1.1. Intent.

The intent of this ordinance is to provide standardized procedures for awarding contracts for public projects in conformance with the Uniform Public Construction Cost Accounting Act.

1.2. Definitions.

As used in this Ordinance, the following words and terms shall be defined as follows unless the context indicates a different meaning is intended:

Act means the Uniform Public Construction Cost Accounting Act (California Public Contract Code Section 22000 et seq.)

Bid means the response submitted by a bidder to an invitation for bids issued by the District for goods, services or public projects.

Change Order means a written authorization from the District directing an addition, deletion, or revision to an awarded purchaser order or contract.

Commission means the California Uniform Public Construction Cost Accounting Commission established pursuant to Public Contract Code Section 22010.

Competitive Bidding means the process whereby bids are solicited from potential bidders in accordance with applicable law to foster cost effective competition within the private sector providing goods, services, or public projects to the District.

Informal Bid or Quotation means a competitive bid that is submitted by a bidder for procurement of goods or services for which formal bidding is not required.

Public Project means that term as defined in Section 22002 of the California Public Contract Code and includes the following:

- a. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

- b. Painting or repainting of any publicly owned, leased, or operated facility.

Purchase Order means the District’s written document provided to a vendor formalizing the terms and conditions associated with the ordering of goods, services, or public projects required by the District.

Responsible Bidder means a bidder who has demonstrated the capacity, and experience to satisfactorily perform the public works contract, and bid meets all of the specifications set forth in the request for bid proposal.

1.3. Authority and Purchasing Limitations for Public Projects.

Subject to the provisions of this Ordinance, procurement of public projects shall be accomplished as specified in Table 1.3A

Table 1.3A -Authority and Purchasing Limitations; Public Projects			
*Project Costs	\$60,000 or less	\$60,000-\$200,000	More than \$200,000
Contract Approval/Award Authority	Library Director	Board of Trustees	Board of Trustees
Type of Bids Required	Negotiations/Quotes	Informal Bid	Formal Bid

Note: *Project Cost Limits are intended to correspond to the dollar thresholds set forth in Section 1.4 and Public Contract Code Section 22032. The Project Cost Limits set forth in Table 1.3A shall be automatically adjusted administratively to reflect any adjustments in the dollar thresholds set forth in Section 1.4.

1.4. Dollar Thresholds.

- a. Public projects of sixty thousand dollars (\$60,000) or less (or the current amount specified in Section 22032(a) of the Act) may be performed by negotiated contact, or by purchase order.
- b. Public projects of two hundred thousand dollars (\$200,000) or less (or the current amount specified in Section 22032(b) of the Act) may be let to contract by informal bidding procedures as set forth in this Ordinance.
- c. Public projects of more than two hundred thousand dollars (\$200,000) (or the current amount specified in Section 22032(b) of the Act) shall, except as otherwise provided in this Ordinance, be let to contract by formal bidding procedures in accordance with Section 22037 of the Act and as set forth in this Ordinance.

- d. Public projects shall not be split or separated into smaller work orders or projects for the purpose of evading the provisions of this Ordinance requiring work to be done by contract after competitive bidding.

1.5. Informal Bidding Procedures.

- a. Every notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project and state the time and place for the submission of bids.
- b. Notice to contractors shall be provided in accordance with either paragraph (1) or (2) below, or both.
 - 1. A list of qualified contractors, identified according to categories of work, shall be developed and maintained in accordance with the provisions of Public Contract Code Section 22034 and criteria promulgated from time to time by the Commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids, unless the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, in which case the notice inviting informal bids may be sent exclusively to such contractor or contractors. All mailing of notices to contractors pursuant to this subdivision shall be completed no less than 10 calendar days before bids are due.
 - 2. In addition to, or in lieu of, providing notice as provided in paragraph (1), a notice inviting informal bids may be mailed, faxed, or emailed to all construction trade journals as specified by the Commission in accordance with Public Contract Code Section 22036.
 - 3. In addition to the notice required by this section, the Library Director or his or her designee may notify such additional contractors and/or construction trade journals as he or she deems proper.
- c. If all bids received are in excess of \$200,000, the Board of Trustees may, by adoption of resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars (\$212,500) or less (or the current amount specified in Section 22034(d) of the Act), to the lowest responsible bidder, if it determines that the original cost estimate of the District was reasonable.

1.6. Formal Bidding Notice Procedures.

- a. Every notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.
- b. The notice shall be published at least 14 calendar days before bid opening in accordance with the requirements of Section 22037 of the Act.
- c. The notice inviting formal bids shall also be sent electronically, by either facsimile or electronic mail and mailed to all construction traded journals as specified by the Commission pursuant to Section 22036 of the Act. The notice shall be sent at least 15 calendar days before the bid opening date.
- d. In addition to the notice required by this Section, the Library Director or his or her designee may give such other notice as he or she deems proper.
- e. Formal sealed bids shall be submitted to the Library Director with bid number written on the envelope where they will be date and time stamped. All bids must be received and date and time stamped by the District's clock stamp on or before the date and time due; late bids will be returned unopened. The Library Director shall publicly open all bids at the time and place state in the public notice. A tabulation of all bids shall be available for public inspection in the Library Director's Office during regular business hours for a period of one year after bid opening.

1.7. Award of Contracts/Change Order for Public Projects.

- a. If a contract is awarded pursuant to the informal or formal bidding procedures, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the District may accept the one it chooses.
- b. The Library Director or his or her designee shall have the authority to award contracts for public projects of sixty thousand dollars (\$60,000) or less (or the current amount specified in the Section 22032(b) of the Act).
- c. Contracts for public projects of more than sixty thousand dollars (\$60,000) (or the current amount specified in Section 22032(c) of the Act) shall be awarded by the Board of Trustees.
- d. In its discretion, the District may reject any and all bids presented. Prior to rejecting all bids, the Library Director or his or her designee shall first furnish a written notice to the apparent low bidder informing the bidder of the District's intention to reject the bid. The notice shall be mailed at least

two (2) business days before the date in which the District intends to reject the bid. If after the first invitation for bids all bids are rejected, after reevaluating its cost estimates of the project, the District shall have the option of the following:

1. Abandoning the project or re-advertising for bids in the manner described by this Ordinance.
- e. If no bids are received through either the formal or informal bidding procedure, the project may be performed through a negotiated contract without further complying with this Ordinance.

1.8. Emergencies.

- a. In cases of emergency when repair or replacement are necessary, the District may proceed at once to replace or repair any public facility without adopting plans, specifications, or working details, or giving notice for bids to let contract.
- b. In case of an emergency, notice for bids to let contracts will not be given, the District shall comply with Public Contract Code 22050.

1.9. Promulgation of Rules and Regulations by Library Director.

The Library Director shall have the power and authority to make such rules, regulations and criteria as may be necessary to effect the provisions of this Ordinance, and to make such other reasonable rules and regulations as he or she may deem proper to implement the provisions of this Ordinance and which shall not be inconsistent with the terms and provisions of this Ordinance.

SECTION II. Effective Date. This Ordinance shall take effect 30 days after its adoption. The Secretary of the Board of Trustees shall certify to the adoption of the Ordinance and cause this Ordinance to be published as required by law.

SECTION III. Severability. If any section, sub-section, clause or phrase in this Ordinance or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Ordinance or the application of such provisions to other persons or circumstances shall not be affected.

ADOPTED by the Board of Trustees of the Placentia Library District of Orange County on this thirtieth day of May 2023.

Jo-Anne Martin, Board President

I, Gayle Carline, Board Secretary, hereby certify that the foregoing Ordinance was duly and regularly adopted and passed by the Board of Trustees of the Placentia Library District of Orange County at its regular meeting held on April 24, 2023, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said Placentia Library District of Orange County this thirtieth day of May, 2023.

Gayle Carline, Board Secretary

Approved as to form:

David DeBerry, General Counsel

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Special District Risk Management Authority (SDRMA) Election**

DATE: May 30, 2023

BACKGROUND

The Placentia Library District received a letter from the Special District Risk Management Authority (SDRMA), dated May 15, 2023, notifying the District of the 2023 SDRMA Board of Directors Election. The Official Election Ballot Document Packet was posted through the MemberPlus portal.

Four candidates have submitted their applications:

- Robert Swan (Incumbent), Board Member, Groveland Community Services District
- Jesse Claypool (Incumbent), Board Chair, Honey Lake Valley Resource Conservation District
- Acquanetta Warren, Vice Chair, Local Agency Formation Commission for San Bernardino County
- Sandy Seifer-Raffelson (Incumbent), General Manager, Herlong Public Utility District

The four-year terms for newly elected Directors will begin on January 1, 2024 and end on December 31, 2027.

The District must select three (3) candidates and approve the Official Election Resolution and Ballot. The signed resolution and ballot must be mailed to SDRMA by August 8, 2023.

Attachment A is the Official Election Resolution and Ballot Packet which includes:

- Election Ballot Instructions
- Official Election Ballot
- Candidate's Statements of Qualifications (4)

RECOMMENDATIONS

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



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2023 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ATTACHED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (4)

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2023.

On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is posted to the SDRMA MemberPlus portal along with these instructions. Election instructions are as follows:

1. The Official Election Ballot must be used to ensure the integrity of the balloting process.
2. Print a copy of this ballot, then select up to three (3) candidates. Your agency's governing body must approve the Official Election Ballot at a public meeting. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023 to the address below. Faxes or electronic transmissions are NOT acceptable.
Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814
4. The four-year terms for newly elected Directors will begin on January 1, 2024, and terminate on December 31, 2027.
5. Important balloting and election dates are:
 - **August 8, 2023: Deadline for members to return the signed Official Election Ballot.**
 - **August 9-11, 2023:** Ballots are opened and counted.
 - **August 10-11, 2023:** Election results are announced, and candidates notified.
 - **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
 - **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.

OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL** (INCUMBENT)
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON** (INCUMBENT)
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

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

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

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland CA 95321
Work Phone (209) 962-7131 Cell Phone (408) 398-4731

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

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

I have been a member of the SDRMA Board for two terms. I would like to be elected to a third term because:

1. As a board member of Groveland CSD, I am very aware of the great value that smaller districts get from their membership in SDRMA, and I'd like to continue to support the Authority's great member services.
2. While the organization continues to operate well, thanks to its experienced and motivated staff, we are once again going through a period of management change. I believe that Board continuity is particularly important at such a time.
3. The California re-insurance market continues to be challenging. I believe that my eight years of board experience will be helpful as we negotiate the potentially tricky economic future.
4. Personally, I feel that we have a very well-functioning and collegial Board, and I find it both challenging and enjoyable to be part of it.

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

1. SDRMA Board: Member since 2016, presently Vice President. I am our representative on the CSDA Legislative Committee (and a member in my own right), and on the Alliance Executive Council.
2. Groveland CSD Board: Member since appointment in June 2013. I was Board President 2014-2018.
3. Member of Board of Southside Community Connections, which is a 501(c)(3) nonprofit in Groveland that provides transportation, educational, social and recreational services to seniors and differently-abled folks in the Groveland area. I was on this Board from 2018 through 2022, mostly as Treasurer.
4. Board Member (Treasurer) of Pine Cone Performers, a local community choral and acting group, since 2010.

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

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

Background: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry as engineer, engineering manager, business unit director.

Skills, etc.: Very familiar with financial reports and cost accounting. Working knowledge of computer and communications technology. In my work life, I managed geographically distributed organizations with up to 150 technical personnel and up to \$120 million in annual sales. I'm pretty good at helping groups work together to achieve consensus (or, failing that, acceptable compromise).

In recent years, most of my volunteer work has been in driving folks (who can't drive themselves) to medical appointments, shopping, and the like. This is one of the services of Southside Community Connections.

I'm also a pretty decent choral singer, but that's not relevant to this application.

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

Our vision statement is "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". To achieve this vision, I believe we must focus on:

- (1) maintaining long-term financial stability, by ensuring that there is a fair allocation of cost versus risk across the membership, continuously evaluating the appropriate level of risk retention, and using creative ideas like our "captive" reinsurance agency to enhance our cash position.
 - (2) continue to expand our risk management training and assistance services. We have made significant improvements in this area by bring it internal to the Authority.
 - (3) continue to emphasize services to our core membership; small to mid-sized districts with limited options for insurance.
 - (4) ensure that SDRMA remains a desirable workplace, and maintain our highly-qualified and responsive staff.
- Above all, remember that this is an insurance pool, owned by its member agencies, and maintain an overarching focus on member service and support. Make certain that we will be here for our members.

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

Candidate Signature Robert J. Swan Date 4/11/2023

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

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

Candidate* **ACQUANETTA WARREN**
 District/Agency **Local Agency Formation Commission (LAFCO) for San Bernardino County**
 Work Address **1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490**
 Work Phone **(909)388-0480** Home Phone

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

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

As a City Mayor I have been fortunate to serve on regional boards that include special district representation: San Bernardino Countywide Oversight Board and Southern California Water Coalition's Board of Trustees. I realize that special districts, especially the smaller districts, are not included in the conversation for a variety of matters. Currently, I serve on San Bernardino LAFCO and the California Association of LAFCOs, which do have robust special district representation. I believe that my skills, experience, and understanding can contribute to SDRMA. Specifically, I want to contribute by developing programs that would help member agencies maximize their protection and minimize their risks.

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

I currently serve as mayor for the City of Fontana. This is my fourth term, and my focus has been bolstering economic development, creating educational opportunities, improving public safety, and advocating for a healthier community. As mayor, I have been fortunate to serve on:

- San Bernardino LAFCO since 2014, serving currently as Vice Chair of the Commission. I am also a Board Member of the statewide organization of LAFCOs, CALAFCO, serving as Treasurer
- San Bernardino County Transportation Authority: Board of Directors, General Policy Committee, and Transit Committee
- San Bernardino County Racial Equity Committee for the San Bernardino Council of Governments
- San Bernardino Countywide Oversight Board

In addition, I am the current Chair for the Southern California Water Coalition's Board of Trustees as well as Co-Chair of its Task Force for Water Equity, Access, and Affordability.

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

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

Aside from being Mayor for the City of Fontana, I am currently the District Director for the Second Supervisorial District for San Bernardino County and I coordinate district services and communications with constituents, I oversee community outreach efforts, as well as supervise district staff.

In addition to local-level involvement, I have served on the State Park Commission and as a trustee of the United States Conference of Mayors, an official non-partisan organization of cities in the United States with populations of 30,000 or more. I have also served in community organizations such as Water/Recycled Water Projects and Development Processing for New Communities, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

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

My vision for SDRMA is to ensure that it continues to be the best risk management agency, who will continue to listen and communicate with its member agencies. I would strive to make sure SDRMA continues to provide excellent service, provide educational and training programs that are beneficial to its member agencies, and offer more resources that add value to its members. Lastly, I want to make sure SDRMA operates in the highest ethical manner with complete transparency.

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

Candidate Signature  Date 4/25/2023

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

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

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C, Susanville, CA 96130
Work Phone 530-257-7271 Cell Phone 530-310-0232

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

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

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district. In addition, I am eager to continue working with SDRMA staff and fellow Board members, providing relevant and affordable solutions, available to all special districts.

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

The vast amount of understanding and experience that I've gained as a current member of the SDRMA Board of Directors will undoubtedly aide as I continually strive to be an increasingly effective member of the SDRMA Board of Directors going forward.

In addition to being a current SDRMA Board member, I am currently Chairman of the Board for the Honey Lake Valley Resource Conversation District and a board member of a Regional Water Managment Group. Previously I have served on the following, Lassen County's Civil Grand Jury, two terms, CSDA Professional Development committee, two terms, Janesville Union School District trustee, Technical Advisory Committee for the prevention of violence against schools K-12, two terms, and CSDA Member Services committee, two terms.

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

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

I have attended various board member trainings and completed leadership and governance classes, including the following; CSDA's Extraordinary Leadership Training and CSDA's Special District Leadership Academy. I have received CSDA's Recognition in Special District Governance certificate and successfully completed Executive Education in Public Policy at University of Southern California, Sol Price School of Public Policy.

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

My continued vision for SDRMA is to be effective within the communities they serve. With focused attention to affordable solutions, administered by a team of highly dedicated professional staff, SDRMA will continue to be an industry leader providing affordable solutions to its members.

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

Candidate Signature  Date 4/20/2023

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

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

Candidate* Sandy Seifert-Raffelson
District/Agency Herlong Public Utility District
Work Address P O Box 115, Herlong CA 96113
Work Phone (530)827-3150 Cell Phone (530)310-4320

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

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

I am a current Board member of SDRMA and feel that I have added my financial and general manager background to make a better-informed decision for SDRMA members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 35 plus years' experience in accounting and special districts.
I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limited revenue and staff. My experience in small districts give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise within.
I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

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

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board, Vice-President and currently President. I have served on CSDA's Audit and Financial committee's for several year: I have served on the SDLF Board and current President; Northeastern Rual Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 18 years; and UC Davis Equine Board. In the past 30 years, I have learn that there is no "I" in Board and it can be very rewarding to part of a team that makes a difference for others.
As part of my many duties working for Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first policies for HPUD. I have administered the financial portion of 2 large capital improvement projects with USDA as well as worked on the first ever successful water utility privatization project with the US Army and department of Defense. I am currently in the middle of a 14 million infrastructure project with SRF monies. I am also the primary administrator of two federal contract for utility services.

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

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

I have my Bachelor's Degree in Business with a minor in Sociology. I have audit small districts and worked for a small district for almost 18 years. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

With HPUD and with SDRMA both boards and employees have worked hard to receive their District of Distinction and their District of Transparency.

I feel I am a good leader with people skills that can accomplish what is necessary to keep a District or JPA moving forward.

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

SDRMA Staff and Board work together to bring Special Districts affordable insurance for the pool they serve. By listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would continue advocating for these continued efforts and rewarding continue education for all Districts and employees.

I see SDRMA pool continuing for centuries and serving those needs.

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

Candidate Signature *Fandy Seifert Raffelson* Date 4/17/2023

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization for Amendments to Policy 2015 – Employee Status

DATE: May 30, 2023

BACKGROUND

At the March 20, 2023 Library Board of Trustees were presented amendments to Policy 2015- Employee Status for consideration. The following was presented:

Agency	Probationary Period
Altadena Library District	1 year exempt; 6 months non-exempt
Anaheim Public Library	1 year
Brea City	1 year
Buena Park Library District	6 months
Fullerton City	1 year; 6 months promotional
Huntington Beach City	1 year; 6 months promotional
Long Beach City	6 months
Mission Viejo City	1 year; 6 months promotional
Newport Beach Public Library	1 year; 6 months promotional
Orange City Public Library	26 weeks
Orange County Library System	52 weeks
Orange Law Library	26 weeks or 6.5 months
Palos Verdes Library District	1 year
Placentia City	1 year

2015.2.1 A probationary employee is not vested with any employment rights and is not eligible for any due process rights under the District's Discipline procedure under Policy 2260.

2015.2.2 Promotional Employee Probation: A regular employee who is serving in a competitive service position and is promoted into another competitive service position shall serve a six (6) month promotional period. If an employee is promoted while serving in their initial probationary period, the employee shall serve a twelve (12) month promotional probation period.

2015.2.2.1 An employee on promotional probation may be released at any time without right of appeal or hearing.

2015.2.2.2 An employee rejected during the probationary period following a promotional appointment, shall receive a performance evaluation for the probationary period served.

2015.2.2.3 An employee who does not pass their promotional probation shall have the right to return to their former position, provided the position is vacated.

Due to the addition of the promotional employee probation policy, the Board directed the Library Director to seek legal opinion and to develop an agreement for employees to sign, stating their understanding of the policy, in particular the promotional policy.

Attachment A is revised Policy 2015 – Employee Status and Employee Acknowledgement Form.

RECOMMENDATIONS:

1. Authorize amendments to Policy 2015 – Employee Status as presented, inclusive of input received from the Library Board of Trustees; and,
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Employee Status

POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed their probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six (**proposed 12 months**) months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.2.1 A probationary employee is not vested with any employment rights and is not eligible for any due process rights under the District's Discipline procedure under Policy 2260.

2015.2.2 Promotional Employee Probation: A regular employee who is serving in a competitive service position and is promoted into another competitive service position shall serve a six (6) month promotional period. If an employee is promoted while serving in their initial probationary period, the employee shall serve a twelve (12) month promotional probation period.

2015.2.2.1 An employee on promotional probation may be released at any time without right of appeal or hearing.

2015.2.2.2 An employee rejected during the probationary period following a promotional appointment, shall receive a performance evaluation for the probationary period served.

2015.2.2.3 An employee who does not pass their promotional probation shall have the right to return to their former position, provided the position is vacated.

2015.2.2.4 Promotional Employee must sign an Acknowledgement Form

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of Policy Number 2015. Specifically, I understand the provisions in that policy relating to promotional probation and the consequences of failing that probationary period. I hereby accept my promotion to _____ on the terms and conditions set forth in Policy 2015.

Employee Name (PRINT)

Employee Signature

Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, August 28 – 31, 2023.**

DATE: May 30, 2023

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Palm Desert, California from August 28 – 31, 2023. The keynote speakers are Seth Mattison, CEO and Founder of FutureSight Labs and Matthew Luhn, formerly with Pixar, Story Artist, Creativity Expert & Author.

Mr. Seth Mattison

Seth Mattison is a renowned speaker, author, and expert in the field of workforce trends and generational dynamics. He specializes in leadership development, employee engagement, and navigating the future of work. Seth Mattison is known for his insightful perspectives on the evolving workplace and has worked with numerous organizations to help them adapt to changing workforce dynamics.

As a speaker, Seth Mattison delivers engaging and thought-provoking presentations that inspire leaders and organizations to embrace change, foster innovation, and build high-performing teams. He has spoken at various conferences, corporate events, and industry gatherings, sharing his expertise on topics such as leadership in the digital age, talent management, and creating a culture of collaboration.

Seth Mattison has also authored books and contributed to publications on the subject of generational differences and the future of work. His work provides valuable insights into how organizations can attract, retain, and develop talent across different generations, as well as strategies for building agile and adaptive teams.

Overall, Seth Mattison is a respected figure in the field of workforce trends and leadership, offering valuable insights and guidance to organizations navigating the challenges and opportunities of the modern workplace.

Mr. Matthew Luhn

Matthew Luhn is a prominent speaker, storytelling consultant, and writer who is well-known for his work in the field of storytelling and creativity. He has an extensive background in storytelling, having worked for over 20 years as a writer, story supervisor, and storyboard artist

at Pixar Animation Studios. During his time at Pixar, Matthew Luhn contributed to the development and success of blockbuster films like Toy Story, Finding Nemo, Monsters, Inc., and many others.

Matthew Luhn's expertise lies in the art of storytelling and its application in various fields, including business, marketing, leadership, and communication. He has delivered keynote speeches and conducted workshops for numerous organizations, helping them harness the power of storytelling to create compelling narratives and connect with their audiences.

Through his speaking engagements and consulting work, Matthew Luhn shares insights, techniques, and strategies for effective storytelling. He emphasizes the importance of storytelling in capturing attention, inspiring action, and building emotional connections. His approach combines creativity, authenticity, and practicality, empowering individuals and organizations to unlock their storytelling potential.

In addition to his speaking engagements, Matthew Luhn has authored the book "The Best Story Wins: How to Leverage Hollywood Storytelling in Business and Beyond." This book provides practical advice and tools for incorporating storytelling into various aspects of business and personal life.

The conference will include the following sessions:

- Role of the Board, Parliamentary Procedure, Brown Act, and Conflicts of Interest
- Practicing Emotional Intelligence (EQ)
- Required Ethics Compliance Training – AB 1234
- How CUPCAA Benefits Special Districts in Delivering Public Works Project
- Public Events to Build Community Equity
- Leadership Management
- Pricing Debt: Interest Rates, Fees and Other Variables
- Privacy and the Need to Share Information in the Workplace
- Current IRS Audits Focused on Special District Issues
- Cybersecurity Best Practices for Special Districts

Full conference early bird registration cost for CSDA members is \$675 and \$1,010 after August 5, 2023.

RECOMMENDATIONS

1. Motion to Authorize Trustees and the Library Director to attend the California Special District Association (CSDA) Annual Conference in Monterey, California, August 28-28, 2023.
2. Roll Call Vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: eRate Reimbursement Program

DATE: May 30, 2023

BACKGROUND

The E-Rate program, established by the Federal Communications Commission (FCC) in 1996, provides discounts on certain services and products that are essential for schools and libraries to receive voice, video, and data communications. Expenses such as internet access, network cabling and equipment, network maintenance, and many other services can be discounted by up to 90% through this program. E-Rate discounts are calculated based on the percentage of students who are eligible for the Free & Reduced Lunch program or the level of poverty and location of the school.

District staff have been working with E-rate Consultants from EdTechnologyFunds, Inc. to secure funding for the District. For this fiscal year, the District requested the following equipment and services:

- **Sonicwall NSA 4700**
The SonicWall Network Security Appliance (NSA) 4700 is a next-generation security gateway designed to provide higher levels of network security and control. It comes with an advanced 1.7GHz Quad-Core processor, allowing for powerful performance and scalability for enterprise networks of all sizes. The NSA 4700 offers a robust suite of features that includes real-time threat prevention, deep packet inspection, content filtering, application control, and more. With its intuitive interface and comprehensive reporting options, the NSA 4700 allows IT administrators to effectively manage and monitor their network activity quickly and efficiently. Additionally, this appliance is designed with robust security measures to protect against malicious threats and intrusions. These include anti-malware protection, intrusion prevention systems (IPS), URL filtering, virtual private networking (VPN), and more. The NSA 4700 also offers advanced encryption capabilities such as AES 256-bit encryption for data in transit and storage. Furthermore, this appliance provides comprehensive logging capabilities to help IT administrators track user activities on the network.
- **Sonicwall Protection Service Suite**
The SonicWall Protection Service Suite for NSA 4700 provides comprehensive protection and control over networks of any size. This suite offers advanced security against malicious threats, malware, and network intrusions. It also provides extensive control over user activities and network traffic. The suite features powerful 1.7GHz

Quad-Core processor that enables fast and efficient threat detection and prevention capabilities. The Protection Service Suite for NSA 4700 is designed to ensure maximum security with an intuitive interface that simplifies configuring the appliance settings. For added convenience, it also supports cloud-based management for remote administration. With the SonicWall Protection Service Suite for NSA 4700, organizations can be assured of a secure environment with end-to-end protection from known, as well as emerging, threats.

- **Sonicwall Security Manager**
SonicWall Network Security Manager Essential is a powerful cloud-based management platform for the NSA 4700 security appliance. It provides IT administrators with an intuitive interface that simplifies configuring and managing the appliance settings, as well as monitoring and reporting on network activities. With the Network Security Manager Essential, users can access all of the features of the NSA 4700, including real-time threat prevention, content filtering, application control, and more. Additionally, this cloud-based platform offers advanced reporting options to help users track user activities on the network in real time.
- **Sonicwall Wave 621**
The SonicWave 621 Wireless Access Point is an advanced security solution designed to provide secure wireless network management for organizations of any size. This access point features a 1.3GHz dual-core processor and supports IEEE 802.11ac Wave 2 standards, providing speeds of up to 867Mbps on the 5GHz frequency band and up to 400Mbps on the 2.4GHz frequency band.
- **Sonicwall Wave 641**
The SonicWave 641 Wireless Access Point is an advanced security solution designed to provide secure wireless network management for organizations of any size. This access point features a next-generation 1.3GHz dual-core processor and supports the latest IEEE 802.11ac Wave 2 standards, providing speeds of up to 867Mbps on the 5GHz frequency.
- **Sonicwall Wave 4320**
The SonicWave 4320 Wireless Access Point is a powerful and secure solution designed to provide reliable wireless network management for organizations of any size. This access point features an innovative 1.3GHz dual-core processor, allowing it to leverage the latest IEEE 802.11ac Wave 2 standards and provide speeds of up to 867 Mbps. This is an outdoor access point for patrons in the outdoor patio and courtyard area to utilize wifi internet. It is specifically designed to withstand harsh weather, and provide longer range connectivity.
- **APC-Smart UPS**
The APC Smart-UPS units provide backup power and surge protection for key technology equipment in the library. These units will replace old outdated failing underpowered existing UPS units. New servers are drawing too much current and cannot be powered by existing UPS units. These do not replace backup generators for longer

term outages, but provides systems with enough time to shutdown safely and save data, and bridge short term brown outs and power surges.

- **Cradlepoint 5G Modem**

The Cradlepoint NetCloud Mobile Performance Essentials + Advanced Plan provides our new bookmobile with a secure and reliable mobile network connection. This plan offers access to the advanced features of the Cradlepoint NetCloud platform, allowing users to manage their networks, receive security analytics, and gain insights into mobile networks. It also includes the R1900 router with Wi-Fi 6 technology, allowing users to enjoy faster speeds and improved wireless coverage. This will enable us to provide patrons of the bookmobile with a secure and reliable connection for their mobile devices.

- **Labor**

Gigakom proposes the configuring, installation, and testing for all equipment sold as part of this package. This includes firewall, router, wireless wifi access points, and UPS battery backup units.

As part of the eRate program, the District is required to go through a Request for Proposals (RFP) process which EdTechnologyFunds, Inc. consultants have handled. The eRate program would cover 60% of eligible equipment and services, the District would be responsible for 40% of the remaining cost plus any ineligible cost. EdTechnologyFunds, Inc. received two proposals: Gigakom for a total of \$34,708.49 and NetDiverse for a total of \$177,238.17. After careful review and consideration, staff is recommending to the Board to award the contract to Gigakom.

Attachment A is the Gigakom Quote.

Attachment B is the NetDiverse Quote.

RECOMMENDATIONS:

1. Authorize the District to Enter into a Contract with Gigakom to Provide Technology Equipment and Services.
2. Roll Call



9245 Activity Road, Ste 105
San Diego, CA 92126

Customer: PLACENTIA LIBRARY DISTRICT

Date: 3/20/2023
Quote #: E2023 - A24185B - ROUTERS-WAP-UPS-FIREWALL

School Site	Product SKU #	Mfr	Product Description	E Rate Eligible	E Rate Ineligible	Qty	Price	Extended	Tax Amount	Total
Global site	02-SSC-4378	Sonicwall	Global site-SonicWall NSA 4700	100	0	1	\$5,827.59	\$ 5,827.59	\$422.14	\$ 6,244.73
Global site	02-SSC-9227	Sonicwall	Global site-Advanced Protection Service Suite for NSa 4700, 3 Year	0	100	1	\$11,846.03	\$ 11,846.03	\$ 0.00	\$ 11,846.03
Global site	02-SSC-9452	Sonicwall	Global site-SonicWall Network Security Manager Essential with Management and 7-Day Reporting for NSa 4700 3 Year	100	0	1	\$1,566.63	\$ 1,566.63	\$ 0.00	\$ 1,566.63
Global site	03-SSC-0724	Sonicwall	Global site-SonicWave 621 Wireless Access Point With Advanced Secure Wireless Network Management And Support, 3 Year (Multi-Gigabit 802.3At Poe+)	100	0	2	\$847.18	\$ 1,694.36	\$122.84	\$ 1,817.20
Global site	03-SSC-0349	Sonicwall	Global site-SonicWave 641 (US-Only) Wireless Access Point With Advanced Secure Wireless Network Management And Support, 3 Year (Multi-Gigabit 802.3At Poe+)	100	0	4	\$1,330.25	\$ 5,321.00	\$ 0.00	\$ 5,321.00
Global site	01-SSC-2502	Sonicwall	Global site-SONICWAVE 4320 WIRELESS ACCESS POINT WITH SECURE CLOUD WIFI MANAGEMENT AND SUPPORT 3YR (Multi-Gigabit 802.3at PoE+)	100	0	1	\$1,466.72	\$ 1,466.72	\$106.34	\$ 1,573.06
Global site	SMX1500RM2UC	APC	Global site-APC Smart-UPS X, Line Interactive, 1500VA, Rack/tower convertible 2U, 120V, 8x 5-15R NEMA, SmartConnect port, Extended runtime	100	0	2	\$883.26	\$ 1,766.52	\$128.07	\$ 1,894.59
Global site	MBA3-19005GB-GA	Cradlepoint	Global site-NetCloud Mobile Performance Essentials + Advanced Plan, and R1900 router with Wi-Fi (5G modem), 3 years configuration of the following: (1) Firewall(s) (1) Firewall Service BASIC Addon (2) Interior Access Point(s) installed up to 12' in height (4) Interior Access Point(s) installed up to 12' in height (1) Exterior Access Point(s) installed up to 12' in height (2) Standard 2U UPS or UPS Batteries (1) Router(s) with no voice components	100	0	1	\$2,855.08	\$ 2,855.08	\$ 0.00	\$ 2,855.08
Global site	Installation & Configuration	GigaKOM		100	0	1	\$1,526.17	\$ 1,526.17	\$ 0.00	\$ 1,526.17
Line Items Total								\$33,865.10	\$779.39	\$34,644.49
Shipping (as applicable)										\$64.00
Grand Total										\$34,708.49

THANK YOU FOR YOUR BUSINESS

GigaKOM Business Information

SPIN: 143027209, FCC # 0011991395, Certified Small Business - Micro # 40936, DIR Registration: 1000003984
GigaKOM Job Site Terms & Conditions

- All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work
- Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour / holiday work might apply
- Parking on site shall be provided by client at no cost to GigaKOM
- Client will provide free and clear access to all working areas
- An onsite contact and access must be provided to GigaKOM prior to job site arrival
- Any down time resulting from the lack of access or client required information, equipment is not the responsibility of GigaKOM and is billable
- A \$250 fee will be billed to client for missed appointment, or site not ready for installation. Also \$150 will be billed for additional dispatch

GigaKOM Billing and SLA Terms & Conditions <http://bit.ly/GIGAKOM-TCandSLA>

1. Any work not included in this estimate will be billed as time and material, including any additional labor outside of services specified above, consulting, etc. please refer to gigakom terms and conditions, billing and sla for rates: please work with you account manager on changes.

- The price set forth above is a good faith estimate based on the information received through the date of this estimate and may change based on updated information. Any price changes shall be communicated to customer through a revised estimate. This estimate is valid for 30 days from the day of issue. **GigaKOM WILL BILL IN PROGRESS INVOICES.** **HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL** on customer site or at GigaKOM whichever occurs first. Services / labor will be billed in milestones, initial milestone will be billed at project commencement totaling up to 50% of Service/ Labor price. Additional training or Professional Services can be provided at our standard rates.
- Shipping charges may apply to all orders. Shipping Charges are estimates and will be billed at actual amount if higher.
- Payment Details Past due amounts subject to finance charges* Customer shall reimburse all costs incurred in collecting past due amounts* *See GigaKOM Standard Terms and Conditions.
- For Clients that utilize USAC SLD funding, GigaKOM will, based on agreement, invoice SLD for discounted portion. In case SLD denies payment or SLD does not pay within 90 days, Client will be responsible for full amount.



NetDiverse Solution Response for Form 470 : 230021095

Solution : Meraki

NetDiverse Sales Order : SO/23/04025

Applicant/Client Address:

Placentia Library District
411 E Chapman Ave
Placentia CA 92870
United States

We are pleased to provide you with this solution to your 2023 E-Rate Form 470 solution request.

NetDiverse has created a solution to align with YOUR technology needs.

Our years of experience in the Education sector provide insight into your technology demands and allow us to leverage NetDiverse services to maximize the benefits available from our manufacturing partners.

NetDiverse E-Rate Eligible Services:

- Structured Cabling
- Hardware and Cabling Installation
- Network Configuration Support
- Operational Support of E-Rate Eligible Services

Network Equipment/Manufacturing partners:

- Cisco/Meraki
- HPE/Aruba
- Schneider Electric (APC)
- Vertiv/Liebert
- SonicWall
- Fortinet

In addition to the above E-Rate Services, NetDiverse is able to assist with the below services as well:

Beyond E-Rate Products and Services:



- Advanced Security Solutions
 - DUO Multifactor Authentication
 - Cisco Secure Endpoint (Device Anti-malware protection)
 - Cisco Umbrella (Security and Filtering utilizing DNS)
 - Meraki, Cisco, SonicWall, and FortiNet Advanced Security Firewalls
- Collaboration/Communications (Voice & Video)
 - Customized Hosted VoIP Solutions (NetDiverse)
 - WebEx Meetings
 - WebEx Calling - Integrated with NetDiverse calling
- Physical Security
 - Video Security/Surveillance
 - IoT Sensors (Vaping Sensors, Door Sensors, etc...)

NetDiverse offers Service and Support you can rely upon.

NetDiverse's Networking expertise is recognized by our nationwide base of school, library, commercial, US government, and non-profit clients. Ask us for our references.

The NetDiverse Solution attached to this order may exceed your budget. If you would like to make changes to the order or need assistance filing your Form 471, please let us know.

If you have any questions or you would like to review our solution with adjusted quantities or adjusted products, please let us know by responding to the email we sent to you, calling us on 855-233-3357 or sending an email to erate@netdiverse.com.

Cordially,

Gary Nieboer
General Manager
NetDiverse



E-Rate Sales Order # SO/23/04025

Solution: Meraki **SPIN:** 143036067 **Estimated FCC Disc. Rate:** 60% **470 number:** 230021095

Products and Services Summary

QTY	MAKE / MODEL	PRODUCT AND SERVICE SUMMARY DESCRIPTION FUNCTIONS	UNIT PRICE / ELIGIBLE %	TOTAL PRICE	UNIT INELIGIBLE PORTION / INELIGIBLE TOTAL
10	Meraki / MX105-HW	MERAKI MX105 ROUTER/SECURITY APPLIANCE <i>Firewall</i>	\$ 5,319.44 100 %	\$ 53,194.40	\$ 0.00 \$ 0.00
10	Meraki / LIC-MX105-ENT-5Y	MERAKI MX105 ENTERPRISE LICENSE AND SUPPORT, 5YR <i>License</i>	\$ 8,279.48 100 %	\$ 82,794.80	\$ 0.00 \$ 0.00
4	Vertiv-Liebert / PSI5-1500RT120	1500VA/1350W 120V, 2U Line Interactive AVR Tower/Rack Mount UPS <i>UPS</i>	\$ 1,269.41 100 %	\$ 5,077.64	\$ 0.00 \$ 0.00
1	Meraki / MS390-48P-HW	MERAKI MS390 48GE L3 POE+ SWITCH <i>Switching</i>	\$ 7,203.77 100 %	\$ 7,203.77	\$ 0.00 \$ 0.00
1	Meraki / LIC-MS390-48E-5Y	MERAKI MS390 48-PORT ENTERPRISE LICENSE AND SUPPORT, 5 YEAR <i>License</i>	\$ 2,804.58 100 %	\$ 2,804.58	\$ 0.00 \$ 0.00
1	Meraki / MA-MOD-8X10G	MERAKI MS390 8X10GE MODULE <i>Modules</i>	\$ 1,876.90 100 %	\$ 1,876.90	\$ 0.00 \$ 0.00
5	Meraki / MR44-HW	CISCO MERAKI MR44 WI-FI 6 INDOOR AP <i>Access Points</i>	\$ 922.65 100 %	\$ 4,613.25	\$ 0.00 \$ 0.00

QTY	MAKE / MODEL	PRODUCT AND SERVICE SUMMARY DESCRIPTION FUNCTIONS	UNIT PRICE / ELIGIBLE %	TOTAL PRICE	UNIT INELIGIBLE PORTION / INELIGIBLE TOTAL
5	Meraki / LIC-ENT-5YR	MERAKI MR ENTERPRISE LICENSE AND SUPPORT, 5YR <i>License</i>	\$ 451.58 100 %	\$ 2,257.90	\$ 0.00 \$ 0.00
1	NetDiverse / SHIP-HANDLE	Shipping <i>Shipping and Handling</i>	\$ 937.00 100 %	\$ 937.00	\$ 0.00 \$ 0.00

SubTotal before taxes, surcharge & fees	\$ 160,760.24
Sales Tax and Fee Contingency	\$ 16,477.93
Total	\$ 177,238.17

Please contact us to select any of these optional products for the solution by calling 855-233-3357 or emailing: erate@netdiverse.com

Optional Products

DESCRIPTION	ELIGIBLE PERCENT	UNIT PRICE
[LIC-MX105-ENT-1Y] MERAKI MX105 ENTERPRISE LICENSE AND SUPPORT, 1YR	100.0%	\$ 2,207.90
[LIC-MX105-ENT-3Y] MERAKI MX105 ENTERPRISE LICENSE AND SUPPORT, 3YR	100.0%	\$ 4,967.33
[LIC-MX105-SEC-10Y] MERAKI MX105 ADVANCED SECURITY LICENSE AND SUPPORT, 10YR	50.0%	\$ 33,114.29
[LIC-MX105-SEC-1Y] MERAKI MX105 ADVANCED SECURITY LICENSE AND SUPPORT, 1YR	50.0%	\$ 4,415.20
[LIC-MX105-SEC-3Y] MERAKI MX105 ADVANCED SECURITY LICENSE AND SUPPORT, 3YR	50.0%	\$ 9,934.65
[LIC-MX105-SEC-5Y] MERAKI MX105 ADVANCED SECURITY LICENSE AND SUPPORT, 5YR	50.0%	\$ 16,557.15
[LIC-MX105-SEC-7Y] MERAKI MX105 ADVANCED SECURITY LICENSE AND SUPPORT, 7YR	50.0%	\$ 23,179.64
[LIC-MX250-ENT-5YR] MERAKI MX250 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 11,038.90
[LIC-MX250-SEC-5YR] MERAKI MX250 ADVANCED SECURITY LICENSE AND SUPPORT, 5YR	50.0%	\$ 22,077.80
[LIC-MX450-ENT-5YR] MERAKI MX450 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 22,077.80

[LIC-MX450-SEC-5YR] MERAKI MX450 ADVANCED SECURITY LICENSE AND SUPPORT, 5YR	50.0%	\$ 44,155.00
[LIC-MX75-ENT-5Y] MERAKI MX75 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 2,208.50
[LIC-MX85-ENT-5Y] MERAKI MX85 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 2,759.42
[LIC-MX95-ENT-5Y] MERAKI MX95 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 5,518.25
[LIC-MX95-SEC-5Y] MERAKI MX95 ADVANCED SECURITY LICENSE AND SUPPORT, 5YR	50.0%	\$ 11,038.90
[MX250-HW] MERAKI MX250 CLOUD MANAGED SECURITY APPLIANCE	100.0%	\$ 7,874.47
[MX450-HW] MERAKI MX450 CLOUD MANAGED SECURITY APPLIANCE	100.0%	\$ 15,752.48
[MX75-HW] MERAKI MX75 ROUTER/SECURITY APPLIANCE	100.0%	\$ 1,415.92
[MX85-HW] MERAKI MX85 ROUTER/SECURITY APPLIANCE	100.0%	\$ 1,770.78
[MX95-HW] MERAKI MX95 ROUTER/SECURITY APPLIANCE	100.0%	\$ 3,545.11
[LIC-MX105-ENT-7Y] MERAKI MX105 ENTERPRISE LICENSE AND SUPPORT, 7YR	100.0%	\$ 11,591.63
[PSI5-1100RT120] PSI5 UPS - 1100VA/990W 120V; 2U Line Interactive AVR Tower/Rack Mount UPS	100.0%	\$ 1,115.06
[PSI5-1500RT120LI] Vertiv - Liebert PSI5 Lithium-Ion 1500VA	100.0%	\$ 2,401.74
[PSI5-2200RT120] 2200VA 1920W 120VAC 2U Line Interactive Rack Tower UPS	100.0%	\$ 2,129.72
[PSI5-2200RT120LI] VERTIV LIEBERT PSI5 LITHIUM-ION UPS 1920VA/1920W 120V RT	100.0%	\$ 3,504.94
[PSI5-24VBATT] Vertiv Liebert PSI5 24V External Battery Cabinet, 2U Lead Acid 9Ah, For PSI5-800RT120 PSI5-1100RT120	100.0%	\$ 781.51
[PSI5-48VBATT] Vertiv Liebert PSI5 48V External Battery Cabinet	100.0%	\$ 952.06
[SMC1500-2UC] APC Smart-UPS C 1500VA RM 2U 120V with SmartConnect	100.0%	\$ 1,258.76
[SMT1500RM2UC] APC Smart-UPS 1500VA LCD RM 2U 120V with SmartConnect	100.0%	\$ 1,407.56
[SMT1500RM2UNC] APC Smart-UPS 1500VA LCD RM 2U 120V with NC	100.0%	\$ 2,550.92
[SMTL1500RM3UCNC] APC Smart-UPS Lithium-ion 1500VA Short Depth 120V Network Card	100.0%	\$ 4,475.59
[LIC-MS125-48-5Y] MERAKI MS125-48 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 519.61
[LIC-MS125-48FP-5Y] MERAKI MS125-48FP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,009.12
[LIC-MS125-48LP-5Y] MERAKI MS125-48LP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 677.36
[LIC-MS225-48-5YR] MERAKI MS225-48 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 962.15
[LIC-MS225-48FP-5YR] MERAKI MS225-48FP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,298.13
[LIC-MS225-48LP-5YR] MERAKI MS225-48LP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,158.44
[LIC-MS250-48-5YR] MERAKI MS250-48 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,395.67
[LIC-MS250-48FP-5YR] MERAKI MS250-48FP ENTERPRISE LICENSE AND SUPPPORT, 5YR	100.0%	\$ 1,743.08



[LIC-MS250-48LP-5YR] MERAKI MS250-48LP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,605.20
[LIC-MS350-48-5YR] MERAKI MS350-48 ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,505.85
[LIC-MS350-48FP-5YR] MERAKI MS350-48FP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,912.27
[LIC-MS350-48LP-5YR] MERAKI MS350-48LP ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 1,758.73
[LIC-MS355-48X-5YR] MERAKI MS355-48X ENTERPRISE LICENSE AND SUPPORT, 5YR	100.0%	\$ 2,711.86
[LIC-MS355-48X2-5YR] MERAKI MS355-48X2 ENTERPRISE LICENSE AND SUPPORT, 5 YEAR	100.0%	\$ 2,980.40
[LIC-MS390-24E-5Y] MERAKI MS390 24-PORT ENTERPRISE LICENSE AND SUPPORT, 5 YEAR	100.0%	\$ 1,562.45
[LIC-MS390-48E-10Y] MERAKI MS390 48-PORT ENTERPRISE LICENSE AND SUPPORT, 10YR	100.0%	\$ 5,608.56
[LIC-MS390-48E-1Y] MERAKI MS390 48-PORT ENTERPRISE LICENSE AND SUPPORT, 1 YR	100.0%	\$ 747.81
[LIC-MS390-48E-3Y] MERAKI MS390 48-PORT ENTERPRISE LICENSE AND SUPPORT, 3 YEAR	100.0%	\$ 1,424.43
[LIC-MS390-48E-7Y] MERAKI MS390 48-PORT ENTERPRISE LICENSE AND SUPPORT, 7YR	100.0%	\$ 3,926.29
[MA-CBL-120G-1M] MERAKI MS390 120G DATA-STACK CABLE, 1 METER	100.0%	\$ 177.43
[MA-CBL-120G-3M] MERAKI MS390 120G DATA-STACK CABLE, 3 METER	100.0%	\$ 266.15
[MA-CBL-120G-50CM] MERAKI MS390 120G DATA-STACK CABLE, 50 CENTIMETER	100.0%	\$ 88.72
[MA-CBL-SPWR-150CM] MERAKI MS390 POWER-STACK CABLE, 150 CENTIMETER	100.0%	\$ 159.66
[MA-CBL-SPWR-30CM] MERAKI MS390 POWER-STACK CABLE, 30 CENTIMETER	100.0%	\$ 78.05
[MA-MOD-2X40G] MERAKI MS390 2X40GE MODULE	100.0%	\$ 1,809.82
[MA-MOD-4X10G] MERAKI MS390 4X10GE SFP+ MODULE	100.0%	\$ 922.65
[MA-PWR-1100WAC] MERAKI MS390 1100W AC POWER SUPPLY	100.0%	\$ 1,397.92
[MA-PWR-350WAC] MERAKI MS390 350W AC POWER SUPPLY	100.0%	\$ 478.98
[MA-PWR-715WAC] MERAKI MS390 715W AC POWER SUPPLY	100.0%	\$ 918.94
[MS125-48-HW] MERAKI MS125-48 10G L2 CLD-MNGD 48X GIGE SWITCH	100.0%	\$ 2,480.51
[MS125-48FP-HW] MERAKI MS125-48FP 10G L2 CLD-MNGD 48X GIGE 740W POE SWITCH	100.0%	\$ 4,811.98
[MS125-48LP-HW] MERAKI MS125-48LP 10G L2 CLD-MNGD 48X GIGE 370W POE SWITCH	100.0%	\$ 3,257.66
[MS225-48-HW] MERAKI MS225-48 L2 STCK CLD-MNGD 48X GIGE SWITCH	100.0%	\$ 4,545.83
[MS225-48FP-HW] MERAKI MS225-48FP L2 STCK CLD-MNGD 48X GIGE 740W POE SWITCH	100.0%	\$ 6,174.66
[MS225-48LP-HW] MERAKI MS225-48LP L2 STCK CLD-MNGD 48X GIGE 370W POE SWITCH	100.0%	\$ 5,496.87
[MS250-48-HW] MERAKI MS250-48 L3 STCK CLD-MNGD 48X GIGE SWITCH	100.0%	\$ 6,650.18
[MS250-48FP-HW] MERAKI MS250-48FP L3 STCK CLD-MNGD 48X GIGE 740W POE SWITCH	100.0%	\$ 8,282.56
[MS250-48LP-HW] MERAKI MS250-48LP L3 STCK CLD-MNGD 48X GIGE 370W POE SWITCH	100.0%	\$ 7,604.77

[MS350-48-HW] MERAKI MS350-48 L3 STCK CLD-MNGD 48X GIGE SWITCH	100.0%	\$ 7,310.23
[MS350-48FP-HW] MERAKI MS350-48FP L3 STCK CLD-MNGD 48X GIGE 740W POE SWITCH	100.0%	\$ 9,247.79
[MS350-48LP-HW] MERAKI MS350-48LP L3 STCK CLD-MNGD 48X GIGE 370W POE SWITCH	100.0%	\$ 8,477.74
[MS355-48X-HW] MERAKI MS355-L3 STCK CLD-MNGD 48GE, 16XMG UPOE SWITCH	100.0%	\$ 13,353.59
[MS355-48X2-HW] MERAKI MS355-L3 STCK CLD-MNGD 48GE, 24XMG UPOE SWITCH	100.0%	\$ 14,705.63
[MS390-24P-HW] MERAKI MS390 24GE L3 POE+ SWITCH	100.0%	\$ 4,264.96
[MS390-24UX-HW] MERAKI MS390 24MGIG L3 UPOE SWITCH	100.0%	\$ 9,360.22
[MS390-48UX-HW] MERAKI MS390 48 PORT 12MGIG, 36M2.5G L3 UPOE SWITCH	100.0%	\$ 9,320.81
[MS390-48UX2-HW] MERAKI MS390 48M5G L3 UPOE SWITCH	100.0%	\$ 9,002.94
[LIC-MS390-48A-1Y] MERAKI MS390 48-PORT ADVANCED LICENSE AND SUPPORT, 1YR	100.0%	\$ 1,753.97
[LIC-MS390-48A-3Y] MERAKI MS390 48-PORT ADVANCED LICENSE AND SUPPORT, 3YR	100.0%	\$ 3,507.92
[LIC-MS390-48A-5Y] MERAKI MS390 48-PORT ADVANCED LICENSE AND SUPPORT, 5YR	100.0%	\$ 6,577.34
[LIC-MS390-48A-7Y] MERAKI MS390 48-PORT ADVANCED LICENSE AND SUPPORT, 7YR	100.0%	\$ 9,207.92
[CW9162I-MR] CATALYST 9162I AP (W6E, TRI-BAND 2X2) W/MERAKI	100.0%	\$ 961.79
[CW9164I-MR] CATALYST 9164I AP (W6E, TRI-BAND 4X4) W/MERAKI	100.0%	\$ 1,323.59
[CW9166I-MR] CATALYST 9166I AP (W6E, TRI-BAND 4X4) W/MERAKI	100.0%	\$ 1,504.49
[LIC-ENT-10YR] MERAKI MR ENTERPRISE LICENSE AND SUPPORT, 10YR	100.0%	\$ 903.15
[LIC-ENT-1YR] MERAKI MR ENTERPRISE LICENSE AND SUPPORT, 1YR	100.0%	\$ 120.42
[LIC-ENT-3YR] MERAKI MR ENTERPRISE LICENSE AND SUPPORT, 3YR	100.0%	\$ 270.95
[LIC-ENT-7YR] MERAKI MR ENTERPRISE LICENSE AND SUPPORT, 7YR	100.0%	\$ 632.21
[MA-ANT-25] MERAKI DUAL BAND PATCH ANTENNA	100.0%	\$ 247.69
[MR36-HW] CISCO MERAKI MR36 WI-FI 6 INDOOR AP	100.0%	\$ 567.79
[MR46-HW] CISCO MERAKI MR46 WI-FI 6 INDOOR AP	100.0%	\$ 1,132.03
[MR56-HW] CISCO MERAKI MR56 WI-FI 6 INDOOR AP	100.0%	\$ 1,415.92
[MR57-HW] MERAKI MR57 WI-FI 6E INDOOR AP	100.0%	\$ 1,685.39
[MR70-HW] MERAKI MR70 CLOUD MANAGED AP	100.0%	\$ 779.99
[MR76-HW] CISCO MERAKI MR76 WI-FI 6 OUTDOOR AP	100.0%	\$ 1,249.13
[MR78-HW] MERAKI MR78 WI-FI 6 OUTDOOR AP	100.0%	\$ 903.90
[MR86-HW] MERAKI MR86 WI-FI 6 OUTDOOR AP	100.0%	\$ 1,738.84



Agenda Item 30

Attachment B

Page 89

NetDiverse, LLC
825 N 300 W, Suite C-149
Salt Lake City UT 84103
United States



Additional Terms and Conditions Specific to this Sales Order:

NetDiverse and its affiliates provide Networking, Installation, Configuration, and Management solutions to over 180 School Districts and Libraries nationwide. These services are available almost anywhere in the "lower 48" states.

Installation and Configuration assistance may be decoupled from most NetDiverse E-Rate solutions. Many of our clients have the skills and time required to perform the physical installation of our products themselves, but they require Remote Configuration assistance from our team. To select or de-select Installation and/or Configuration, please contact us by calling 855-233-3357 or emailing erate@netdiverse.com.

NetDiverse follows and complies with FCC Lowest Corresponding Price Rules.

For orders where the FCC portion is less than \$1,500,000, customer may choose SPI or BEAR invoicing. For orders with an FCC portion of \$1,500,000 or more, please contact us regarding the invoicing method. We likely can support SPI invoicing, but we prefer BEAR in these instances.

By signing this order, Client retains the right, for 5 full E-Rate funding years, to purchase ANY E-Rate Eligible NetDiverse Products and Services pursuant to the then current NetDiverse pricing which complies with the FCC's Lowest Corresponding Price (LCP) rule.

The pricing for products, services, and components specifically outlined on this order are valid until **September 30, 2024** pursuant to the "Price Lock and Pricing Guarantee" section below. The client may continue to purchase additional or optional items, pursuant to then current pricing, for the above term as well (voluntary extension).

Price Lock and Pricing Guarantees:

Except for Extraordinary Events*, which have not yet occurred at NetDiverse, our pricing is valid or "Locked In" if Client/Applicant agrees to purchase equipment and services by signing and returning a copy of this Sales Order to NetDiverse on or before March 28, 2023. Filing a E-Rate 2023 Form 471 is equivalent to signing the Sales Order. If you would like to order or purchase these products and services after March 28, 2023, purchase may be made under this Agreement/Sales Order for a period of 5 years, however the pricing will be at the then current price for the products and services.

The "Locked In" pricing is valid and guaranteed (**Price Guarantee**) for products where the client has an approved Form 486 and pays their portion of project pricing no more than 60 days following the FCDL release date. The "Client Portion" of the project is equal to the Total Project Price less the applicable FCC Committed Portion as outlined on the Funding Commitment Decision Letter (FCDL).

Price Lock and Pricing Guarantee Examples:

1. Sales Order Execution: 3/14/2023 (pricing locked in by sending NetDiverse a signed Sales Order)
FCDL: 6.15.2023
Customer Payment and Form 486 are due no later 8/15/2023 to retain Pricing Guarantee for items ordered. Price is guaranteed even if the delivery of equipment takes until summer or fall of 2024 or later. Orders for equipment are typically ordered within one week of receipt of Customer Payment.
2. Sales Order Execution: 3/14/2023 (pricing locked in by filing a Form 471 with the products/services found on the Sales Order and naming NetDiverse as Service Provider)
FCDL: 10.31.2023
Customer Payment and Form 486 are received by NetDiverse no later 12/31/2023 to retain Pricing Guarantee for items ordered. Price is guaranteed even if the delivery of equipment takes until late 2024 or later. Orders for equipment are typically ordered within one week of receipt of Customer Payment.
3. Sales Order Execution: 3/14/2023 (pricing locked in by sending NetDiverse an executed Sales Order)
FCDL: 7.15.2023

Customer fails to pay Client Portion or fails to file Form 486 by 9/15/2023: Pricing is subject to change to the then current pricing once payment is made. Equipment is not ordered by NetDiverse from Manufacturer until payment is received.

*Extraordinary Events: (Please note, as of January 9, 2023, we have not had any extraordinary events resulting in an increase in pricing or cancelation of any client E-Rate services due to cost increases. This clause below is here to protect NetDiverse from significant and unexpected price increases during these uncertain times of volatile Inflation.)

- Although we work with our vendors/manufacturers to stabilize pricing as much as possible, in instances where one or more **significant** price increases are experienced by NetDiverse, we retain the right to cancel individual items on sales orders OR to provide the client an option to purchase the equipment at the then current price.

Any price increases, which we hope are not necessary, will likely not increase the FCC funded portion of a project and will result in the Applicant/Client being responsible for the overall increase. If price increases do occur, we will provide Applicant/Client with an opportunity to accept the new pricing or cancel the line item or related items on an order.

NetDiverse will not place service orders without approval from the client to process this order. The project is considered approved when any of the following occur:

1. USAC/FCC approves funding for the project and approves Client's Form 486 filing for the Funding Request.
2. Client provides approval by email or fax.
3. Client provides approval by sending a Purchase Order aligned with the Terms and Conditions of this order to NetDiverse

NetDiverse may not order equipment or schedule installation prior to payment receipt. This is equal to the "Client Portion" under SPI invoicing and the full value of the Order under BEAR invoicing.

Some preliminary engineering and planning may begin under NetDiverse's sole option prior to payment and funding by Client/FCC. **Shipment, scheduling, and installation will only begin once the client portion of the payment for products and services is received by NetDiverse, funding for this order is approved by USAC/FCC, and client's Form 486 is approved by USAC/FCC.**

Pricing only includes installation and configuration if specifically indicated in the sales order. Configuration services are performed remotely by NetDiverse. Installation services may include time for project management, engineering, planning, and on-site physical installation of equipment. The total Installation and/or Configuration time allocated per this and/or subsequent Sales Orders will be performed by NetDiverse or its subcontractors. If additional time is required to complete an installation, which is rare, NetDiverse will inform the Client of this as soon as practical and provide estimates and pricing for the additional required labor.

If labor for installation of cabling or hardware is included in the Sales Order, this is an estimate of the quantity of labor hours required to perform the work. The installation fee will be charged based upon the quantity on the order. Labor hours performed beyond the order quantity will be charged separately.

NetDiverse has updated and will update our SPAC prior to the E-Rate Form 471 Application Deadline each year.

Customer and NetDiverse further agree to file necessary paperwork in a timely fashion with the School and Libraries Division of the Universal Service Fund to

ensure timely funding approvals and reimbursements under the program.

Unless stated otherwise, Funding Approval for Licenses are typically requested under the Category 2 Service Type of "Internal Connections" and are required for reasonable performance of the equipment in a network environment. Some clients and USAC reviewers may find a license better fits a Basic Maintenance Service Type. Although we believe licenses are typically "Internal Connections" the actual selection should be made based upon the primary purpose of the license in the Applicant's opinion.

NetDiverse DOES NOT UTILIZE ANY PRODUCTS OR COMPONENTS FROM HUAWEI, ZTE, OR ANY OTHER "COVERED COMPANY" DESIGNATED BY THE FCC AS PROHIBITED.

Specific Information regarding Managed Internal Broadband Services (MIBS):

- NetDiverse MIBS-EXIST Services DOES NOT include software, licenses, hardware, but includes remote operational support of a school or library network. MIBS support labor allocations each month can include assistance with installing firmware, patches, etc... if those items have been purchased by the Applicant separate from MIBS. Of course the items would need to be 100% E-Rate eligible to qualify for MIBS Operational Support.
- NetDiverse MIBS E-Rate Eligibility
 - NetDiverse MIBS products only apply to 100% E-Rate Eligible equipment and components. Any work we perform under this product will be aligned with E-Rate eligible services.
 - If Applicant/Customer requests NetDiverse's assistance with E-Rate ineligible equipment, software, services, etc... We will inform the Applicant of the ineligibility and then, with the approval of both parties, invoice for any E-Rate ineligible work separately and outside E-Rate.
- MIBS - Lists of Products and Services covered by MIBS
 - NetDiverse finds it is more reasonable to estimate the amount of time required to operationally/remotely manage a network based on the size of the entity than the specific equipment in the network. For this reason, NetDiverse's MIBS service is "equipment agnostic" as long as the equipment is E-Rate Category 2 eligible we will work to operationally manage it. For this reason, NetDiverse can respond to MIBS Form 470 requests without the full knowledge of the equipment we'll eventually manage for and/or with the Applicant.
 - NetDiverse assumes Applicants under the E-Rate program requesting MIBS have reasonably built networks with items with known eligibility. We do not expect the networks to be built perfectly, but we expect that reasonably common brands of equipment have been utilized in the network.
 - USAC/FCC will likely ask Applicant for a list of products and services MIBS will apply to or will be included in the "Operational Management" provided under MIBS.
 - This information will likely be requested during the PIA review process.
 - We recommend Applicant lists the 100% E-Rate Eligible Products you would like supported in your Form 471 too.
 - NetDiverse and the Applicant may be asked for this information too during invoicing or any other time.



NetDiverse, LLC
825 N 300 W, Suite C-149
Salt Lake City UT 84103
United States


This sales order is an Agreement between the following Parties.

NetDiverse, LLC, (hereafter, "NetDiverse, LLC", "NetDiverse", "Company"), a Montana Limited Liability Company, with offices located at 825 N 300 W, Suite C-149, Salt Lake City, UT 84103; AND Placentia Library District, (hereafter, "Placentia Library District", "Client", "Customer", "Applicant", "you") an Applicant as defined under the FCC/USAC Schools and Libraries Program.

This Sales Order, "Sales Order Terms, Conditions, and Definitions" in conjunction with the "NetDiverse Terms and Conditions" and "NetDiverse E-Rate Terms and Conditions" as found on the NetDiverse website www.netdiverse.com. ("Agreement") shall govern the relationship of the Parties with respect to the purchase of items listed on this Sales Order or any subsequent purchases.

UPLOADING THIS AGREEMENT TO USAC FOR FUNDING PURPOSES, WITH OR WITHOUT APPLICANT SIGNATURE, IS EXECUTION OF THIS AGREEMENT BY APPLICANT AND ACCEPTANCE OF ALL NETDIVERSE TERMS & CONDITIONS IN THIS SALES ORDER AND ON THE NetDiverse WEBSITE. IF EDITS ARE MADE TO THIS DOCUMENT OTHER THAN APPLICANT SIGNATURE ROWS FOUND IMMEDIATELY BELOW, THE DOCUMENT WILL BE CONSIDERED INVALID AND NOT EXECUTED.

APPLICANT MAY ALSO CHANGE QUANTITIES OR STRIKE THROUGH SPECIFIC LINE ITEMS ON THE PRODUCTS AND SERVICES SECTION OF THIS SALES ORDER. NETDIVERSE MAY CHOOSE TO CANCEL ANY ORDER WITH A TOTAL PRE-DISCOUNT PRICE BELOW \$10,000. FOR EXISTING CUSTOMERS, WE TYPICALLY WAIVE THIS MINIMUM. PLEASE CONTACT US IF THE TOTAL PRE-DISCOUNTED PRICE OF PRODUCTS AND SERVICES ON AN ADJUSTED SALES ORDER IS LESS THAN \$10,000 TO CONFIRM ITS VALIDITY.

<p>NetDiverse, LLC</p>  <p>Gary Nieboer</p> <p>General Manager/Owner</p> <p>Service Provider Identification Number (SPIN): 143036067</p>	<p>Applicant / Client</p> <hr/> <p>Applicant Signature</p> <hr/> <p>Name</p> <hr/> <p>Title</p> <hr/> <p>Date</p>
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: May 30, 2023

BACKGROUND

The Library Board of Trustees meet on the fourth Monday of each month. The regular date for the June 2023 board meeting falls on June 26, 2023. Trustees and Director will be at the American Library Association Conference and General Manager Summit, respectively. The Library Director requests a consideration for the June meeting to be changed to Friday, June 30, 2023.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Legislative Updates from Secretary Carline**
DATE: May 30, 2023

BACKGROUND

Secretary Carline will provide a report on current legislations.

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



May-June 2023

Over 200 special district leaders converged in Sacramento in May to meet with State leaders on some of the biggest public policy issues facing special districts. During brunch meetings with 40 legislative offices participating, attendees discussed Brown Act remote meetings, design-build, and zero emission vehicle mandates among other advocacy priorities. The event took place the week after Governor Gavin Newsom unveiled his May Revise to the 2023-24 State Budget and attendees shared CSDA's key budget requests.

Copies of the slide decks presented at Special Districts Legislative Days are available at legislatedays.csdanet.net/schedule. Be sure to save the date for next year's event, back at the Sheraton Grand Sacramento May 21-22, 2024.

With the Governor's May Revise in hand, the Budget Subcommittees are now in full swing as the Legislature faces a June 15 Constitutional deadline to pass a balanced budget. May 19 was the last day for the Appropriations Committees to pass bills to the floor and June 2 is the "House of Origin Deadline" when all bills must be passed out of the house in which they were introduced. Policy committees taking up bills in their second house will then have until July 14 to consider legislation prior to the Summer Recess.

Inside this edition of the Take Action Brief:

- Legislative Priorities Advocated at Special Districts Legislative Days.....2
- FEEDBACK REQUESTED: Governor's BUILD Proposals.....3
- May Revise to Governor Proposed 2023-24 State Budget.....4
- Key Budget Requests.....5
- 2023 CSDA Advocacy Priorities.....6
- What are Special Districts?.....7
- Where Special Districts Fit in the Public Services Puzzle.....8
- Special Districts: Community Driven and Future Focused.....9

Contact a local CSDA representative near you!

Chris Norden
 Dane Wadlé
 Colleen Haley
 Melissa Green
 Charlotte Holifield
 Chris Palmer

Northern Network
 Sierra Network
 Bay Area Network
 Central Network
 Coastal Network
 Southern Network

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



.....

➤ Legislative Priorities: Advocated at Special Districts Legislative Days

SPECIAL DISTRICTS WEEK – SPONSOR

[Senate Concurrent Resolution 52 \(Alvarado-Gil\)](#)

Status: Senate Floor (as of 5.4.23)

Important Facts: Proclaims May 14 – 20, to be Special Districts Week. The resolution encourages Californians across the state to engage with their local communities and be actively involved with their government, particularly with special districts and the areas they serve.

OPEN MEETINGS: LOCAL AGENCIES: TELECONFERENCES – SPONSOR

[Assembly Bill 557 \(Hart\)](#)

Status: Assembly Floor (as of 5.4.23)

Important Facts: Would preserve the emergency remote meeting procedures added to the Ralph M. Brown Act by Assembly Bill 361 (R. Rivas, 2021) by eliminating a January 1, 2024, sunset on those procedures. Would change, from 30 days to 45 days, the duration of required local agency resolutions passed as part of the process. The procedures will continue to require a Governor-declared emergency.

LOCAL AGENCY DESIGN-BUILD PROJECTS: AUTHORIZATION – SUPPORT

[Assembly Bill 400 \(Rubio\)](#)

Status: Assembly Committee on Appropriations (as of 5.4.23)

Important Facts: Would extend the sunset date for local governments to use the design-build (DB) project delivery method for public works projects from January 1, 2025, until January 1, 2031. Local governments, including certain authorized special districts (wastewater facilities, solid waste management facilities, water recycling facilities, or fire protection facilities), use DB to build infrastructure projects efficiently.

PUBLIC CONTRACTS: PROGRESSIVE DESIGN-BUILD: LOCAL AGENCIES – SUPPORT

[Senate Bill 706 \(Caballero\)](#)

Status: Assembly Desk (as of 5.4.23)

Important Facts: Would expand local agency progressive design-build (PDB) authority for public works construction contracts to any type of project, not just water projects as provided for under current law.

MEDIUM- AND HEAVY-DUTY ZERO-EMISSION VEHICLES: PUBLIC AGENCY UTILITIES – SUPPORT

[Assembly Bill 1594 \(Garcia\)](#)

Status: Assembly Committee on Appropriations (as of 5.4.23)

Important Facts: Would require any state regulation on the procurement of medium- and heavy-duty zero-emission vehicles (ZEVs) by a public agency utility, such as California Air Resources Board (CARB) ZEV Advance Clean Fleet (ACF) regulation, to ensure that fleet vehicles are able to support a public agency utility's ability to maintain reliable water, sewer, and electric services, respond to disasters in an emergency capacity, and provide mutual aid assistance statewide and nationwide.



➤ **FEEDBACK REQUESTED: Governor's "BUILD" Proposals**

On Friday, May 19, Governor Gavin Newsom announced new permitting and project reforms, called "Build More, Preserving Jobs" or "BUILD". Please send your feedback to CSDA Legislative Representative Heidi Hannaman via email to heidih@cstda.net:

- **Administrative Records Review**
Clarifies and streamlines procedures related to the preparation of the public record for the judicial review of level challenges brought under CEQA in order to reduce the litigation time.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **CEQA Judicial Streamlining**
Provides for expedited judicial review of challenges to certain water, transportation, clean energy, and semiconductor or microelectronic projects under CEQA.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Green Financing Programs for Federal Inflation Reduction Act (IRA) Funding**
Allows I-Bank and DWR to access and utilize federal funding provided in the Inflation Reduction Act, to finance projects that reduce greenhouse gas emissions.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Accelerating Environmental Mitigation**
Streamlines the implementation of environmental mitigation measures for the efficient delivery of Caltrans projects.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **National Environmental Policy Act (NEPA) Delegation Authority**
Removes the current sunset provision and permanently authorizes the consent of California to the jurisdiction of federal courts and waiver of immunity by the California Transportation Agency (CalSTA) with regards to the performance of certain federal environmental responsibilities under the National Environmental Policy Act (NEPA).
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Direct Contracting (Public Private Partnership Authority I-15 Wildlife Crossings)**
Authorizes Caltrans to directly contract to construct three wildlife crossings over Interstate 15 as part of the Brightline West high-speed rail project between California and Nevada.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Job Order Contracting**
Authorizes Caltrans to use the job order contracting method to complete routine transportation projects and maintenance work quickly and easily.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Progressive Design-Build Authority for CalTrans and DWR**
Allows the DWR and Caltrans to establish a progressive design-build pilot program until 1/1/2031.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Fully Protected Species Reclassification**
To ensure better species conservation and improved permitting for essential infrastructure projects, repeals the four existing statutes designating species as "fully protected" under California law. The bill would reclassify the 37 fully protected species.
 - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Delta Reform Act Streamlining**
Makes refinements to the Delta Reform Act that will streamline certain review processes with the intent that Delta Plan projects can be planned, permitted, and built faster while protecting the environment.
 - [Fact Sheet](#) and [Trailer Bill Language](#)



➤ **May Revise to Governor's Proposed 2023-24 State Budget**

On Friday, May 12, Governor Gavin Newsom released the [May Revision](#) to his 2023-24 State Budget proposal. When the Governor released his proposal in January there was a projected \$22.5 billion deficit to the State Budget. The May Revision projects an additional \$9.3 billion revenue shortfall, bringing the total anticipated deficit to \$31.5 billion.

To address the funding shortfall, the Governor's administration has proposed a series of cuts, delays, and reductions to funding. While the May Revise does not contain new trigger cuts, it does maintain most of the \$3.9 billion in trigger reductions included in the Governor's January budget proposal. Among the top issues of interest to special districts:

Climate

In the May Revision, there is a continuation of a multi-year wildfire and forest resilience package worth \$2.7 billion. Additionally, the revision contains an allocation of \$290 million for a flood-related funding package that targets the reduction of flood risk and enhances flood system resilience. The Governor's Office will continue to work with the Legislature to pursue a climate bond in the upcoming months. Due to decreased revenue projections and increased budgetary pressures, the May Revision includes an extra \$1.1 billion General Fund realignment across climate resilience programs which are bond eligible. Specific funding sources transitioning to the climate bond include: \$270 million for water recycling, \$100 million for the Regional Resilience Program, \$100 million for urban greening, \$60 million towards the Sustainable Groundwater Management Act (SGMA) implementation, \$50 million for dam safety and flood management, and \$20 million for multi-benefit land repurposing.

Zero-Emission Vehicles (ZEV) Acceleration

The Governor's office has touted that recent data indicates the state has achieved putting 1.5 million Zero Emission Vehicles (ZEVs) on the road two years before the projected timeline. The Administration has committed to maintaining 89 percent or \$8.9 billion in investments to expand ZEV deployment. Some of the initiatives related to ZEV deployment have also had their funding sources replaced; \$635 million will be sourced from the Greenhouse Gas Reduction Fund (instead of the General Fund) to underwrite certain ZEV programs. The Administration's ZEV investments include a wide range of initiatives such as the improvement of short-haul trucks, school buses, and passenger vehicles. Investments will also include provisions for infrastructure development and incentives to support in-state manufacturing.

Homelessness

Despite the allocation of \$7.3 billion of funds in 2021 and \$10.2 billion designated in the 2022 Budget, the state continues to confront a surge in homelessness. To address this issue, the California Interagency Council on Homelessness (Cal ICH) has been tasked with advancing a cohesive response. The Governor has provided nearly \$3 billion to local governments through four rounds of the Homeless Housing, Assistance and Prevention (HHAP) Program, with an additional \$1 billion proposed for a fifth round of HHAP grants, and \$400 million for a third round of the Encampment Resolution Funding (ERF) Program to resolve encampments.

Property Taxes

Preliminary data suggest statewide property tax revenues increased around 7.4 percent in 2022-23, which is 1.4 percentage points higher than the 6 percent growth rate anticipated in the Governor's budget forecast. Property tax revenues are expected to grow 4.5 percent in 2023-24, which is 0.5 percentage point lower than the 5 percent growth expected in the Governor's budget. Strong growth in 2022-23 is likely due to home price increases that took place in 2021. More moderate growth is expected in 2023-24 due to higher interest rates that led to lower property transfers and price declines in 2022.



KEY BUDGET REQUESTS

Meeting the Needs of California's Communities



Paying Off State Mandate Debt Owed to Local Governments

Amount TBD (Approximately \$830 million as of the end of 2022)

The State of California owes local agencies millions of dollars for mandate reimbursements required under the Constitution. Reimbursement would fund compliance with the Brown Act and other important laws and ensure these statutes remain enforceable. This expenditure would relieve the State of its Constitutionally obligated debt.

CSDA Contact: Marcus Detwiler (marcusd@csda.net)



Increased Mosquito Abatement Measures to Combat Spread of Non-Native Species

\$5 million ongoing

The Mosquito and Vector Control Association of California has seen tremendous growth in the spread of non-native mosquitoes. This budget request supports increased mosquito control district activities associated with preventing the local transmission of mosquito-borne diseases such as: dengue, Zika, and chikungunya.

Primary Contact: Mosquito and Vector Control Association of California, Vanessa Cajina (VCajina@ka-pow.com)

CSDA Contact: Heidi Hannaman (heidih@csda.net)



Resource Conservation District Financial Assistance Program

\$10 million

This budget request will allow the California Department of Conservation to provide two years' worth of financial assistance to help grow the capacity of Resource Conservation Districts (RCDs). Funding will enable RCDs to expand work on fire prevention, sea-level rise, flood protection, water quality and supply, and more.

Primary Contact: California Association of Resource Conservation Districts, Nancy Wahl-Scheurich (nancy-wahlscheurich@carcd.org)

CSDA Contact: Heidi Hannaman (heidih@csda.net)



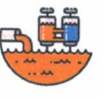
Atmospheric Rivers: Research, Mitigation, and Climate Forecasting Program (AR Program), California Department of Water Resources

\$10 million

\$10 million identified in the Governor's Proposed 2023-24 Budget will be used to continue advancing operational AR forecast tool integration with DWR water supply management, align AR Program results and products with forecast-informed reservoir operations (FIRO) to increase water management flexibility and continue innovations that improve AR, precipitation, and snow level prediction capabilities.

Primary Contact: Scripps Institution of Oceanography, Ian Clampett (iclampett@ucsd.edu)

CSDA Contact: Aaron Avery (aarona@csda.net)



Protect Existing Funding for Organic Waste Recycling

Approximately \$345,000,000

CSDA and coalition partners recently submitted a letter in support of Governor Newsom's January budget proposal to protect the \$345 million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program. This funding is critical to support local governments to comply with SB 1383's organic waste recycling requirements and to spur much-needed organic waste recycling infrastructure development.

CSDA Contact: Heidi Hannaman (heidih@csda.net)



Deny California Air Resources Board Budget Change Proposal (BCP)

CSDA and coalition partners submitted a letter asking the legislature's budget committees to deny the California Air Resources Board (CARB) budget change proposal (BCP) (3900-010-BCP-2023-GB) to support its Advanced Clean Fleets (ACF) regulations. CARB's current draft of the ACF regulations will create significant administrative burdens for local government fleet operators. The current BCP is based on a burdensome system that requires local government agencies to submit exemption requests to CARB because the vehicle technology is not available in the quantities required, at feasible prices or even available at all for public fleets to meet the proposed implementation timelines. The letter asks the legislature to deny CARB's ACF BCP request and instead require the department to develop a less administratively onerous exemption request process than what is being contemplated in the CARB BCP.

CSDA Contact: Heidi Hannaman (heidih@cda.net)

FEDERAL BUDGET REQUESTS



Precipitation Forecasting for Water Management

\$15 million

For the U.S. Weather Research Program under the National Oceanic and Atmospheric Administration's (NOAA's) Office of Oceanic and Atmospheric Research appropriations account to support a pilot project in the Western U.S. to improve subseasonal to seasonal (S2S) precipitation forecasting to improve water management.

CSDA Contact: Aaron Avery (aarona@cda.net)



Advocacy Priorities

Protecting Local Revenue



- Preserving sources and uses of local revenue for special districts, including through protecting development impact fees, ratemaking authority, and local property tax
- Preserving the ability to fund and maintain appropriate reserves
- Enhancing, not limiting, local funding tools for growing communities

Prioritizing Infrastructure and Project Delivery



- Ensuring special districts have equitable access, as compared to other service providers, to state and federal funding to support investments in communities they serve
- Maintaining infrastructure—including mitigation of damage to that infrastructure such as that arising from the statewide homelessness crisis and cybersecurity threats
- Ensuring the most beneficial projects are built in the most efficient manner, such as through permit streamlining or public works bidding and design flexibilities

Funding Climate Adaptation and Resilience



- Confronting the threats and impacts of drought, wildfire, flooding, seawater intrusion and air pollution.



California Special Districts Association
Districts Stronger Together

WHAT ARE SPECIAL DISTRICTS?

There are just over 2,000 independent special districts in California

Special districts are local public agencies created by community residents to deliver specialized services essential to their health, safety, economy, and well-being.



Like cities and counties, special districts are public agencies; however, they **provide necessary services that many cities and counties do not.**

Districts are subject to sunshine laws and **governed by a board of directors directly accountable to their constituents.**

Special districts serve all kinds of communities from agricultural, rural, and disadvantaged—nearly 60 percent of California's special districts serve disadvantaged communities—to incorporated cities and major metropolitan regions, **driving innovation and achieving efficiency through focused-service and economies of scale.**

Collectively, special districts serve as the backbone of California's infrastructure and economy, **addressing California's biggest statewide problems at the local level.**

HOW ARE SPECIAL DISTRICTS FUNDED?



SPECIAL DISTRICT SERVICES, INFRASTRUCTURE AND CAPITAL NEEDS ARE FUNDED THROUGH A VARIETY OF SOURCES.

- Revenue sources include fees for services, property taxes, special taxes, benefit assessments, impact fees, and grants.
- California law demands a strict process for voter approval of the taxes and fees that fund special districts.
- Due to strong local oversight and constitutional provisions, special districts often must find a way to do more with less than other government agencies.

WHY ARE SPECIAL DISTRICTS NECESSARY?



SPECIAL DISTRICTS ARE FORMED BY COMMUNITIES WHEN IT'S SOMETHING:

- The community needs
- The community wants done well
- The community wants done with local control

2K

Just over 2,000 independent special districts provide services and infrastructure that in some way benefits every one of California's **40 million residents.**



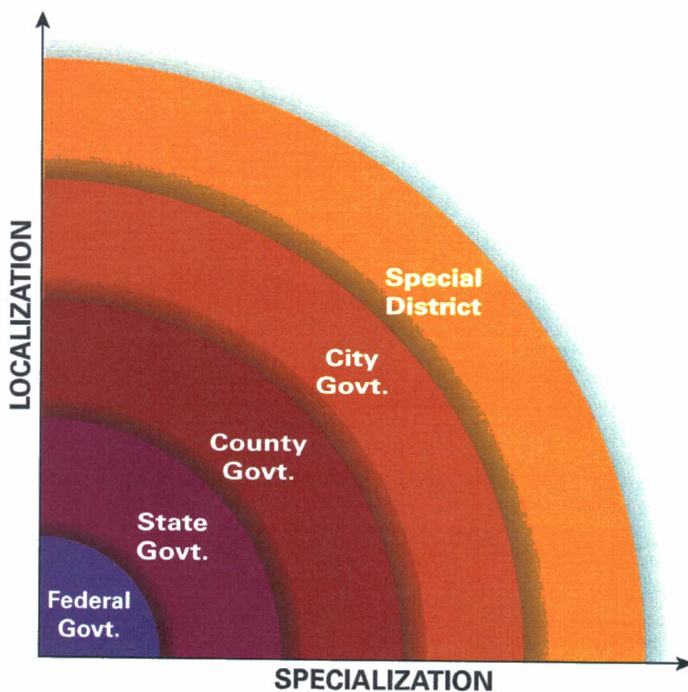
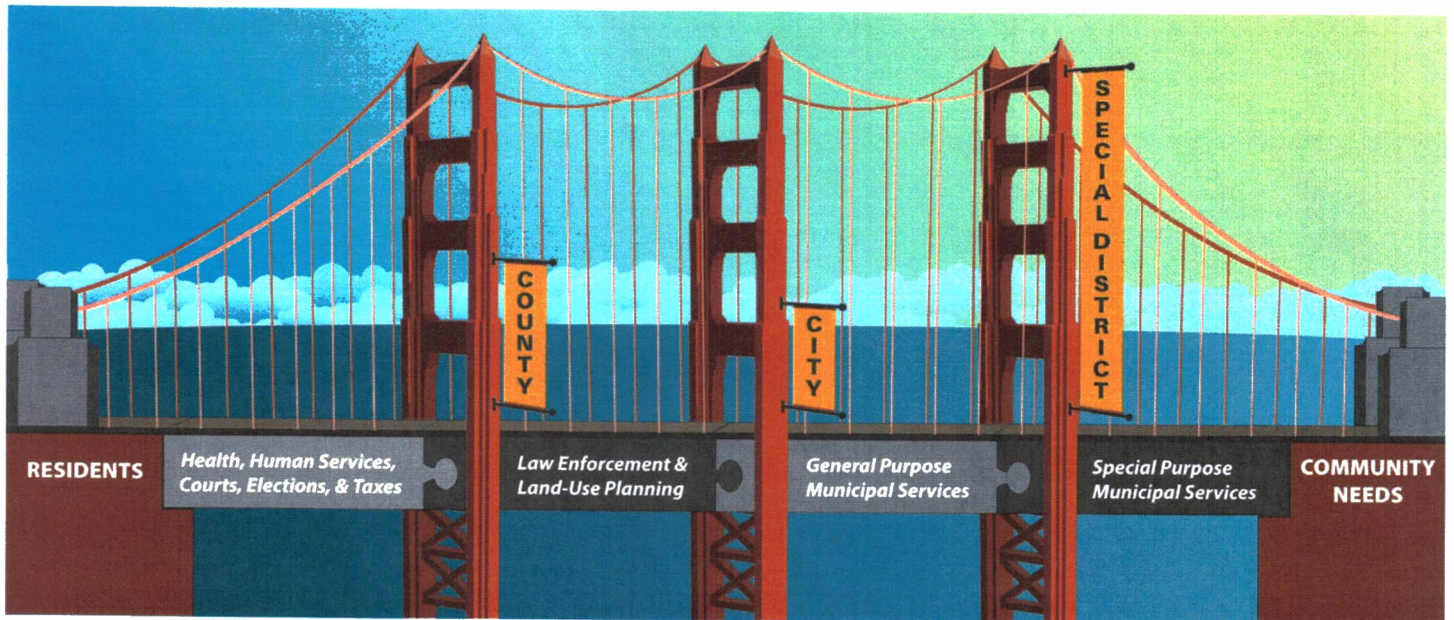
Many districts **provide infrastructure services the U.S. Department of Homeland Security deems "critical,"** such as water, irrigation, wastewater and agriculture services.

SPECIAL DISTRICTS SEEK PARTNERSHIP WITH THE STATE AND FEDERAL GOVERNMENTS TO:

- Ensure safe and reliable services for our communities.
- Build resiliency to prepare for and overcome adversity, such as wildfires or other natural disasters.
- Grow the economy and serve more Californians through investment in local and regional infrastructure.



Where Special Districts Fit in the Public Services Puzzle



California's communities are diverse in the nature and extent of public services they need. The result is a network of public service agencies, each with a purpose under state law. Within this framework, **special districts are formed, governed, and "owned" by the community.** They are created to meet the essential needs of local families and economies, and are directly accountable to the communities they serve.

Like cities and counties, special districts are subject to "sunshine laws," audits, and regulatory compliance requirements. Special districts are also the most responsive form of government because they are established, operated, and controlled by local voters, and employ highly-trained experts focused on a single mission to most efficiently and effectively meet the community's needs.

Special districts are focused on providing a "special-purpose" municipal service, like water, sanitation, fire protection, parks, mosquito abatement, cemeteries, resource conservation, ports and harbors, airports, or libraries where a city or county does not.



California Special Districts Association
Districts Stronger Together

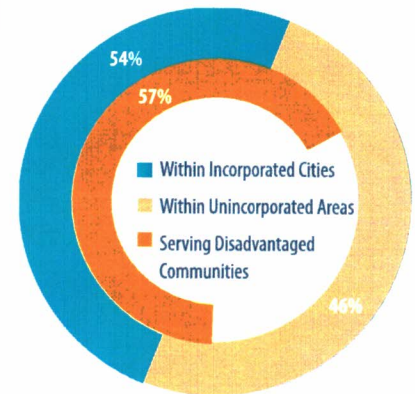
SPECIAL DISTRICTS: COMMUNITY DRIVEN AND FUTURE FOCUSED

Special Districts are Addressing California’s Biggest Statewide Problems—At The Local Level

California is the world’s fifth largest economy and plays an integral part in the continued prosperity of the country as a whole. The state is faced with many challenges, any one of which could be considered the biggest issues of our time. Climate change, wildfires, drought, homelessness, and mental health, all require thoughtful approaches built from the ground up, and they are all being tackled every day by the locally-focused experts of California’s special districts.

Special districts, sometimes referred to as special services districts, are locally-formed and independently administered units of local government, created to oversee everything from how people get their water and power to how they enjoy their parks and open spaces. Our state simply could not function without them.

SPECIAL DISTRICTS SERVE VARIOUS COMMUNITIES



Special Districts Are Truly the Backbone of California’s Economy

California’s Special Districts provide essential services that many cities and counties do not, such as fire protection, health and wellness programs, and core infrastructure, including transit, airports, ports and harbors as well as access to reliable water, wastewater, and electricity. Across California, more than 2,000 special districts serve the needs of nearly every one of California’s 40 million residents—many in disadvantaged communities—and employ more than 120,000 front-line workers.

Special Districts Operate at the Nexus of Cutting-Edge Technology and Community Engagement

Special Districts are addressing the biggest statewide problems by taking what the experts learn at the local level and turning that knowledge into future-focused, long-term solutions. Scientists, firefighters, engineers, healthcare professionals, water operators, lab technicians, environmental analysts, and many other specialists provide special district services. Their expertise allows special districts to respond to a rapidly changing world and develop and implement technologies quickly when evolving needs require new, state-of-the-art tools of the trade.

Whether responding to drought conditions with more effective water conservation and groundwater sustainability technologies, mitigating wildfire risk and recovery, addressing transportation needs with innovative strategies, or simply serving the physical, mental, and emotional health needs of diverse populations, special districts are developing world-class solutions to the everyday needs of the communities they serve.



Library District Bills

Wednesday, May 24, 2023

[AB 257](#) (Hoover R) Encampments: penalties.

Current Text: Amended: 2/23/2023 [html](#) [pdf](#)

Introduced: 1/19/2023

Status: 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was PUB. S. on 2/2/2023)(May be acted upon Jan 2024)

Location: 4/28/2023-A. 2 YEAR

Summary:

Under current law, a person who lodges in a public or private place without permission is guilty of disorderly conduct, a misdemeanor. Current law also provides that a person who willfully and maliciously obstructs the free movement of any person on any street, sidewalk, or other public place is guilty of a misdemeanor. This bill would prohibit a person from camping, as defined, in a street, sidewalk, or other public property within 500 feet of a school, daycare center, playground, or youth center.

Position: Watch

Staff Reco: None

Assigned: HHannaman

District Services: Library, Recreation and Park

Subject Area: State Infrastructure Investment and Partnership

Issues: Workforce Development

Working Group: Human Resources and Personnel

Public Notes: 2/17/2023 I-1/19/2023 to: Watch

CSDA SUMMARY:

[AB 535](#) (Irwin D) School accountability: Statewide School Library Lead.

Current Text: Amended: 4/5/2023 [html](#) [pdf](#)

Introduced: 2/8/2023

Status: 5/18/2023-From committee: Do pass. (Ayes 15. Noes 0.) (May 18). Read second time. Ordered to third reading.

Location: 5/18/2023-A. THIRD READING

Summary:

Current law establishes a single system for providing support to local educational agencies and schools and for specified federal educational programs. Current law provides that the purpose of the statewide system of support is to build the capacity of local educational agencies, as specified. Current law requires the State Department of

Education and the California Collaborative for Educational Excellence to establish a process, administered by the department, to select, subject to approval by the executive director of the State Board of Education, an expert lead agency based on specific expertise in an area of need to conduct activities and build statewide capacity to address that area of need within the statewide system of support, as well as geographic lead agencies for other specified purposes, as provided. This bill would, contingent upon an appropriation for these purposes, require the Superintendent of Public Instruction, on or before July 1, 2024, to select an applicant county office of education to serve as a Statewide School Library Lead to work collaboratively with the California Collaborative for Educational Excellence and to establish library and literacy services that support the statewide system of support.

Position: Support in Concept

Staff Reco: None

Assigned: MDetwiler

District Services: Library

Subject Area: District Operations

Issues: None

Working Group: District Operations

Public Notes: 3/14/2023 I-2/8/2023 to: Support in Concept

CSDA SUMMARY: The bill tasks a specified county office of education selected to serve as a Statewide School Library Lead with promoting literacy (specifically, they are instructed "to work collaboratively with the California Collaborative for Educational Excellence and to establish library and literacy services") in various ways, including collaboration with "local entities." (*updated 2.21.23*)

AB 1274 (Connolly D) Young Californians' Inclusion Act.

Current Text: Introduced: 2/16/2023 [html](#) [pdf](#)

Introduced: 2/16/2023

Status: 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was A. & A.R. on 3/2/2023)(May be acted upon Jan 2024)

Location: 4/28/2023-A. 2 YEAR

Summary:

Would, until January 1, 2027, require the Governor to convene and appoint a Blue Ribbon Commission on Young Californians' Inclusion that would work with state and local agencies to audit their programs related to engaging young Californians and perform a statewide assessment on young Californians' inclusion. The bill would require the commission to develop a set of policy recommendations regarding issues that substantially impact young Californians and recommendations for implementing governmentwide efforts to ensure the needs for young Californians are met and resources are provided to continue the advancement of young Californians. The bill would also require the commission to submit a report to the Legislature, the Governor, and the Superintendent of Public Instruction that includes the results of its assessment and recommendations and provide additional recommendations on how to increase young Californians' inclusion and meaningful engagement, strengthen current and future outcomes for young Californians, and improve state systems to better attract and retain a younger generation of public servants in California's civil service.

Position: Watch

Staff Reco: None

Assigned: MDetwiler

District Services: Library, Open Space, Recreation and Park

Subject Area: Community Enrichment

Issues: None

Working Group: District Operations

Public Notes: 3/13/2023 I-2/16/2023 to: Watch

CSDA SUMMARY:

AB 1297 (Quirk-Silva D) Public restrooms.

Current Text: Introduced: 2/16/2023 [html](#) [pdf](#)

Introduced: 2/16/2023

Status: 5/18/2023-From committee: Do pass. (Ayes 11. Noes 4.) (May 18). Read second time. Ordered to third reading.

Location: 5/18/2023-A. THIRD READING

Summary:

Would require each local government, as defined, to complete an inventory of public restrooms owned and maintained by the local government, either directly or by contract, that are available to the general population in its jurisdiction by July 1, 2024. The bill would require local governments to report their findings to the State Department of Public Health, which would be required to compile the information and to make the inventory available in a searchable database on its internet website by March 1, 2025, as specified. The bill would require the database to be updated quarterly. The bill would require the department to conduct educational outreach to the general public and homelessness service providers that the database is available on its internet website.

Position: Oppose 3

Staff Reco: None

Assigned: MDetwiler

District Services: Library, Recreation and Park

Subject Area: Community Enrichment

Issues: Mandates and Mandate Reimbursement

Working Group: Public Works, Facilities, and State Infrastructure Investment and Partnership

Public Notes: 3/13/2023 I-2/16/2023 to: Oppose 3

CSDA SUMMARY: This bill would require library districts (as defined [\[1\]](#) [\[2\]](#)) and park districts ([as defined](#)) to complete an inventory of their "accessible, permanent public restrooms, including single-occupancy restrooms" available to the general population in its jurisdiction. These districts - along with cities and counties - would have to provide this completed inventory of bathrooms to the State Department of Public Health not later than July 1, 2024, and quarterly thereafter, for purposes of the development of the Department's online database of public restrooms. (*updated 2.26.23*)

AB 1467 (Alanis R) Nevaeh Youth Sports Safety Act.

Current Text: Amended: 3/22/2023 [html](#) [pdf](#)

Introduced: 2/17/2023

Status: 5/3/2023-Referred to Com. on HEALTH.

Location: 5/3/2023-S. HEALTH

Summary:

The California Youth Football Act requires a youth sports organization that conducts a tackle football program to comply with certain protocols, including a coach annually receiving first aid, cardiopulmonary resuscitation, and AED certification, and at least

one independent nonrostered individual being present at all practice locations and holding current and active certification in AED protocols, among other credentials. This bill, the Nevaeh Youth Sports Safety Act, would, commencing January 1, 2027, require a youth sports organization that elects to offer an athletic program to ensure that its athletes have access to an AED during any official practice or match. For purposes of that provision, if an AED is administered during an applicable medical circumstance, the bill would require that the AED be administered by a medical professional, coach, or other person designated by the youth sports organization, who holds AED certification and who complies with any other qualifications required pursuant to federal and state law applicable to the use of an AED.

Position: Watch

Staff Reco: None

Assigned: MDetwiler

District Services: Library, Recreation and Park

Subject Area: District Operations

Issues: None

Working Group: District Operations

Public Notes: 3/13/2023 I-2/17/2023 to: Watch

CSDA SUMMARY:

SB 321 (Ashby D) Literacy: libraries: Local Public Library Partnership Program.

Current Text: Amended: 4/10/2023 [html](#) [pdf](#)

Introduced: 2/6/2023

Status: 5/23/2023-In Assembly. Read first time. Held at Desk.

Location: 5/22/2023-A. DESK

Summary:

Would establish the Local Public Library Partnership Program, under the administration of the State Librarian, for purposes of ensuring that all pupils have access to a local public library by 3rd grade.

Position: Watch

Staff Reco: None

Assigned: MDetwiler

District Services: Library

Subject Area: District Operations

Issues: None

Working Group: District Operations

Public Notes: 3/13/2023 A-3/9/2023 to: Watch

CSDA SUMMARY:

Total Measures: 6

Total Tracking Forms: 6



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **ISDOC Updates from Trustee Nelson**
DATE: May 30, 2023

BACKGROUND

Trustee Nelson will provide a report from the ISDOC board meeting on May 2, 2023.



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