



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

October 28, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, October 28, 2024

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on September 23, 2024. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for September 2024. (Receive & File and Approve)

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

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for September 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for September 2024. (Receive & File)

14. Acquisitions Report for September 2024. (Receive & File)

15. Entrepreneurial Activities Report and September 2024. (Receive & File)

16. Library Impact Fee Report for September 2024. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for September 2024. (Receive, File, and Ratify Appointments)

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

19. Administration Report for September 2024.

20. Circulation Report for September 2024.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, October 28, 2024

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-30)

- 25. Public Agency Retirement Services (PARS) Presentation
- 26. Discuss the California Special District Association (CSDA) bylaw amendments and Authorize the Library Director to submit the vote on behalf of the Placentia Library District.
- 27. Joint-Use Committee Updates from President Carline.
- 28. Roundtable Women's Club Updates from Secretary Dahl.
- 29. ISDOC & Legislative Updates from Trustee Nelson.
- 30. LAFCO Updates from Trustee Beverage.

AGENDA DEVELOPMENT

- 31. Agenda Preparation for the November Regular Date Meeting which will be held on November 25, 2024 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 32. The Library Board of Trustees will adjourn the Regular Date October 28, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for October 28, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 23, 2024.



Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 SEPTEMBER 23, 2024

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 23, 2024 at 6:34 p.m.

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

Members Absent: Trustee Scott Nelson (excused).

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

Guests: Natalie McCard, Librarian.

ADOPTION OF AGENDA It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Trustee Arnold (Item 3). All in favor:

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline first expressed her apologies for not being able to attend the last Board Meeting due to a loss in her family. She reported she did not do much for the month of September other than a meeting with Library Director Contreras. She will be attending the State of the City Address this coming Thursday, September 26th.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) meeting, the Round Table Women’s Club Board meeting, the California Special District Association (CSDA) Conference, and the Round Table Women’s Club soup workshop.

Trustee Arnold did not have anything to report on.

Trustee Beverage reported she will be attending the State of the City Address this coming Thursday, September 26th. She will be attending a webinar on what Trustees need to know about book bans and she also signed up for Civics for Libraries, which is a Niche Academy webinar. She also filed her form 470 to the register.

Trustee Nelson had an excused absence.

LIBRARY DIRECTOR REPORT Director Contreras reported she attended the CSDA Conference where she participated in a pickleball event, met with Class, participated in a preconference general summit speed coaching event, and attended a session regarding first amendment auditors. First amendment recordings will be a part of the training

during the next Staff Development Day. She also attended the PLFF Board Meeting where they discussed the party reception. Invitations have been mailed out for the event. She also attended the Public Library Directors Forum meeting.

Director Contreras then took this time to introduce the new Librarian for the History Room, Natalie McCard. Ms. McCard spoke briefly about herself and the Prison Arts Collective she worked on at her previous job. The Board welcomed her to the library.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore is doing well and has been making around \$2,000 a month for several months now. The vending machine made about \$300 last month. She reported they are holding off on the membership drive until the Stripe system and equipment have been set up. She reported PLFF will also be posting a disclaimer for their bookstore in regards to how books are handled after they have been donated to them.

CONSENT CALENDAR

After a brief discussion regarding agenda items 13 and 21, it was moved by Trustee Beverage and seconded by Trustee Arnold to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR AUGUST 26, 2024 REGULAR DATE MEETING.

The minutes for the August 26, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

**PERFORMANCE
EVALUATION OF LIBRARY
DIRECTOR AND
CONSIDERATION OF
CHANGES TO
COMPENSATION.**

President Carline reported the Board had met the Personnel Committee, which consists of Trustee Beverage and Trustee Arnold, in a closed session to discuss Director Contreras' performance and compensation. Trustee Beverage reported the Personnel Committee is pleased with Director Contreras' performance and accomplishments. No action was taken at this time.

**APPROVAL OF BENEFITS
FOR THE LIBRARY
DIRECTOR.**

Trustee Beverage reported the Trustees met with Director Contreras following the Closed Session and reviewed her benefits. The Personnel Committee recommended the following changes to her compensation:

- 7% salary increase
- Increase in car allowance to \$600 a month

Secretary Dahl made a motion to approve the recommended benefits as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AUTHORIZE THE BUSINESS
MANAGER TO ATTEND THE
2025 ANNUAL CALIFORNIA
SOCIETY OF MUNICIPAL
FINANCE OFFICERS (CSMFO)
CONFERENCE IN SAN JOSE,
CALIFORNIA, FEBRUARY 18-
21, 2025.**

Director Contreras presented the travel request for Business Manager Maskarino to attend the 2025 Annual California Society of Municipal Finance Officers (CSMFO) Conference in San Jose. After a brief discussion, Trustee Beverage made a motion to authorize the Business Manager to attend the 2025 Annual CSMFO Conference in San Jose, California, February 18-21, 2025. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION
2024-04: A RESOLUTION OF
THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY
DISTRICT ENDORSING THE
CANDIDACY OF TRUSTEE
SCOTT NELSON TO THE
POSITION OF 3RD VICE
PRESIDENT OF THE
EXECUTIVE COMMITTEE OF
THE INDEPENDENT SPECIAL
DISTRICTS OF ORANGE
COUNTY.**

Director Contreras reported the Independent Special Districts of Orange County (ISDOC) are looking for candidates for the two-year term positions of 3rd Vice President and Secretary. She advised Trustee Nelson has expressed interest in staying on as the 3rd Vice President for the Executive Committee of ISDOC. Trustee Beverage made a motion to adopt Resolution 2024-04: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of ISDOC. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**AUTHORIZE A FUND
REQUEST FOR THE 2024
STAFF APPRECIATION AND
RECOGNITION.**

Director Contreras reported for this year's Staff Appreciation and Recognition, a survey was sent out to see where staff would like the event to be held. This year, based off of the results from the survey, the 2024 recognition will be held at Concourse Bowling Center in Anaheim. She is requesting \$4,500 from the general fund for the event. Trustee Beverage made a motion to approve the request for

\$4,500 to be used for the annual Staff Appreciation and Recognition event. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**VENTURE ACADEMY
INTERNSHIP UPDATE.**

Director Contreras reported the Trustees had requested an update on the Venture Academy internship at the last Board Meeting. Assistant Library Director Baltierra gave an update on the internship. Currently, the District only has one intern. He is a fast learner and has adapted well to the training and schedule. The Board expressed they are glad to have started this internship between the District and Venture Academy.

**DISCUSS THE GENERAL
CONTRACTING SERVICES
RFP NO. 2024-02
PROPOSALS AND AWARD
BID TO U.S. BUILDERS.**

Director Contreras reminded the Board that the RFP for contracting services for the loading dock and outdoor library projects was released after the last Board Meeting. The closing date was September 17th and the District received two bids. The Selection Committee met on September 18th to review the bids and they are recommending the Board to award the contract to U.S. Builders. After a brief discussion, Trustee Beverage made a motion to award the contract general contracting services for the loading dock expansion and construction of the outdoor library space to U.S. Builders, with the total contact amount of \$1,105,421. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Trustee Beverage made a motion to authorize the Library Director to approve contingencies, and change orders, in the amount not to exceed 10% of the project total. It was seconded by Trustee Arnold. A roll call vote was taken:

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

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

President Carline reported there was no Joint Use Meeting in September.

**ROUNDTABLE WOMEN'S
CLUB UPDATES FROM
SECRETARY DAHL.**

Secretary Dahl reported the Round Table Women's Club first board meeting of their year was in September. They are working on two major fundraisers: Festival of Trees and the soup project. They will be starting on the scholarship program for the new year next month. They are also working on their budget. Their rentals have been going well. There will be a ribbon cutting for their newly renovated room.

**ISDOC UPDATES FROM
TRUSTEE NELSON.**

Trustee Nelson had an excused absence. President Carline advised he will give his report next month.

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO is still working on personnel issues. They are looking at legislations in line with CSDA. They had a performance evaluation done for their director but a report has not been released yet.

AGENDA DEVELOPMENT

Director Contreras reported the User Experience Conference, which used to be the Midwinter ALA Conference, will be on the agenda next month to see which Trustees would like to attend. The conference will be held in Phoenix, Arizona from January 24-27, 2025.

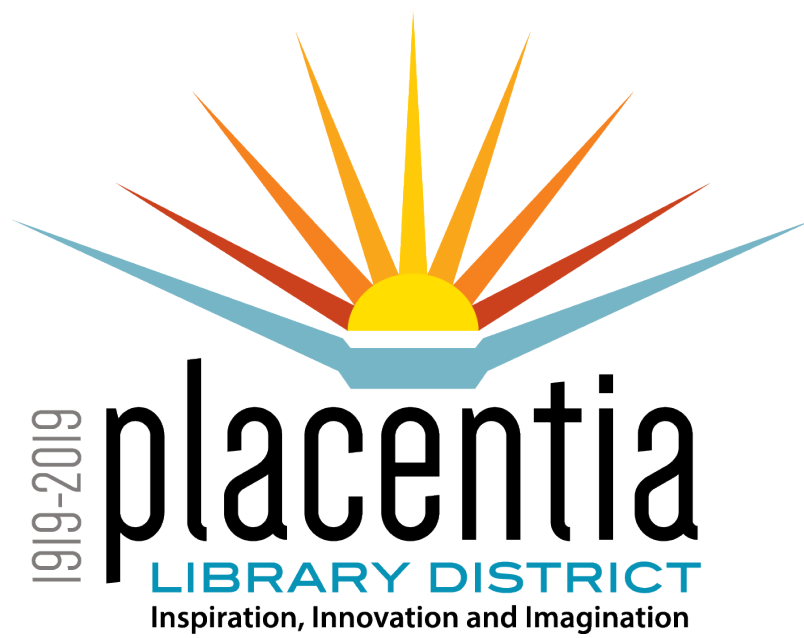
ADJOURNMENT

The next Board Meeting will be on October 28, 2024 at 6:30 p.m.

The Board of Trustees Regular Date Meeting of September 23, 2024 was adjourned at 7:27 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees



10:11 A.M.
10/18/24
Accrual Basis

**Placentia Library District
Check Register
September 2024**

Date	Ref No.	Payee	Memo	Payment	Type
09/05/2024	13891	OverDrive	Ebooks and Audiobooks	1,886.91	Bill Payment
09/05/2024	13892	Caitlyn Sandfer	July and August Mileage reimbursement	24.39	Bill Payment
09/05/2024	13893	Advantage ColorGraphics	Postage for Explore Sep24-Feb25	3,966.75	Bill Payment
09/05/2024	13894	Baker & Taylor	Books	1,761.46	Bill Payment
		Pitney Bowes Purchase			
09/05/2024	13895	Power	August 2024 Statement	1,247.39	Bill Payment
09/05/2024	13896	Arcelia Janitorial Service	Janitorial Services from 08/01/24-08/31/24	4,450.00	Bill Payment
09/05/2024	13897	Staples, Inc.	Hand towels for restrooms	360.76	Bill Payment
09/05/2024	13898	Cintas	Janitorial supplies	144.20	Bill Payment
09/05/2024	13899	Placentia Library Foundation	PLFF pass-through Jan-May 2024	2,196.00	Bill Payment
		Placentia-Yorba Linda			
09/05/2024	13900	Unified School Dist	Literacy tutor flyers	38.33	Bill Payment
09/05/2024	13901	Kanopy Inc.	Video tickets and credits	761.00	Bill Payment
09/05/2024	13902	Midwest Tape-Hoopla	Digital Subscription for August 2024	7,860.77	Bill Payment
09/05/2024	13903	Southern California Edison	Service from 07/31/24-08/28/24	10,249.77	Bill Payment
09/05/2024	13904	UMPQUA BANK	CC Transactions 07/31/24-08/30/24	23,307.01	Bill Payment
		Emcor Services - Mesa			
09/05/2024	13905	Energy	Contract Agreement Period: 09/01/24-11/30/24	2,542.00	Bill Payment
09/05/2024	13906	SDRMA	Medical & Ancillary Benefits October 2024	30,289.99	Bill Payment
09/05/2024	13907	Midwest Tape	Audiobooks and Blu-Rays	237.92	Bill Payment
09/05/2024	13908	Brodart Co.	Spanish Collection	73.86	Bill Payment
09/05/2024	13909	Legacy Integrative Solutions	Service from 07/29/24-08/28/24	1,008.34	Bill Payment
09/11/2024	13910	City of Placentia	2024 Heritage Parade Fee	25.00	Bill Payment
09/23/2024	13911	Cintas	Janitorial supplies	898.19	Bill Payment
09/23/2024	13912	SirsiDynix	Subscription Renewal 09/01/24-08/31/25	17,956.90	Bill Payment
09/23/2024	13913	Advantage ColorGraphics	Newsletter September 2024 - February 2025	14,766.46	Bill Payment
09/23/2024	13914	IDS Group Inc.	Design services for the Outdoor Library Space	10,267.65	Bill Payment
			Recycling Service 07/01/24-07/31/24 and 08/01/24-08/31/24		
			Pickup Service 07/01/24-08/31/24 and 09/01/24-09/30/24		
09/23/2024	13915	Republic Services	Waste/Recycling Overage on 08/31/24	370.06	Bill Payment
09/23/2024	13916	Dewey Pest Control	September Service	90.00	Bill Payment
09/23/2024	13917	CALNET3	Service from 08/02/24-09/01/24	271.03	Bill Payment
09/23/2024	13918	Newport Urgent Care Inc	Physicals for new staff	501.12	Bill Payment
		State of CA - Department of			
		Justice			
09/23/2024	13919		Fingerprint apps	64.00	Bill Payment
09/23/2024	13920	Charter Communications	Service from 09/12/24-10/11/24	91.99	Bill Payment
		Emcor Services - Mesa			
09/23/2024	13921	Energy	Maintenance for AC5 on 09/05/24 and Service on AC6, not cooling	3,656.93	Bill Payment
09/23/2024	13922	Anser Advisory	Professional Services for Loading Dock & Outdoor Library from August 1, 2024 to August 31, 2024	9,782.50	Bill Payment
09/23/2024	13923	Envisionware, Inc.	Renewal invoice 11/01/24-10/31/25	1,158.44	Bill Payment
		Imperial County Office of			
		Education			
09/23/2024	13924		Q4 MRC Billing April-June 2024	2,140.38	Bill Payment
		Public Agency Retirement			
		Services			
09/23/2024	13925		Contributions for payroll on 09/11/24	2,607.07	Bill Payment

10:11 A.M.
10/18/24
Accrual Basis

**Placentia Library District
Check Register
September 2024**

AT&T Service 06/01/24-06/30/24 and 07/01/24-07/31/24

Mariposa Landscapes Service for June 2024
Commercial Aquatic Service for June and July 2024

09/23/2024	13926	City of Placentia		2,151.07	Bill Payment
09/23/2024	13927	Margaret Hatanaka	Mileage reimbursement for SLS Children's Committee meeting on 09/09/24	37.11	Bill Payment
09/23/2024	13928	CliftonLarsonAllenLLP	Final billing on FY23 Audit	19,388.25	Bill Payment
09/23/2024	13929	Bridgeall Libraries Limited Placentia-Yorba Linda Unified School Dist	Annual subscription renewal	3,810.00	Bill Payment
09/23/2024	13930		Business cards for new staff NM	13.05	Bill Payment
09/23/2024	13931	Avocon Solutions Inc.	Office 365 G1 - Monthly Subscription	40.00	Bill Payment
09/23/2024	13932	Lina L Nguyen	Mileage reimbursement	86.23	Bill Payment
09/23/2024	13933	Sherri Dahl	2024 CSDA Conference Reimbursement	82.34	Bill Payment
09/23/2024	13934	Yesenia Baltierra.	Mileage reimbursement	79.46	Bill Payment
09/23/2024	13935	SoCalGas	Service from 08/15/24-09/17/24	52.23	Bill Payment
09/23/2024	13936	Angelina Fuentes	Mileage reimbursement	31.95	Bill Payment
09/23/2024	13937	Lori Worden	Mileage reimbursement	61.48	Bill Payment
09/23/2024	13938	Mariposa Landscapes, Inc.	Irrigation repairs	1,576.83	Bill Payment
09/23/2024	13939	Placentia Library District	For payroll on 10/09/24	80,000.00	Bill Payment
09/23/2024	13940	Flor Campos	Dia Paint Night PO 76	500.00	Bill Payment
09/23/2024	13941	Train Party Express	Train for Heritage Parade	550.00	Bill Payment

TOTAL

\$ 265,514.57

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: October 28, 2024

Fiscal Year 2024-2025	
7/31/2024	852,276.28
8/31/2024	855,407.23
9/30/2024	858,520.48
10/31/2024	
11/30/2024	
12/31/2024	
1/31/2025	
2/28/2025	
3/31/2025	
4/30/2025	
5/31/2025	
6/30/2025	

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	825,542.53
11/30/2023	828,237.08
12/31/2023	830,976.37
1/31/2024	833,921.08
2/28/2024	836,851.01
3/31/2024	839,963.27
4/30/2024	843,034.60
5/31/2024	846,053.98
6/30/2024	849,150.81



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

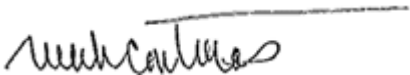
SUBJECT: **Financial Reports through September 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: October 28, 2024

Summary of Cash and Investments as of September 30, 2024

Cash with Orange County Treasurer Fund 9LX	\$	858,520.48
Cash with California CLASS	\$	1,884,149.49
<i>(Impact Fees in Savings – Restricted)</i>	\$	901,070.58
General Fund Checking – BMO	\$	71,786.85
General Fund Savings – BMO	\$	825,759.59
Payroll Checking – Wells Fargo Bank	\$	193,428.24
Total Cash and Investments	\$	3,833,644.65

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 SEPTEMBER 30, 2024

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,322,916	24,141	(3,298,775)	0.7%
4020	Property Taxes - Current Unsecured	94,378	53,153	(41,225)	56.3%
4050	Property Taxes - Curr Supplemental	87,057	11,336	(75,721)	13.0%
4070	Interest on Unapport Tax	670	0	(670)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,445	28,373	5,928	126.4%
4090	Taxes Special Dist Augmentation	10,065	0	(10,065)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	12,760	0	(12,760)	0.0%
	Sub Total	3,550,291	117,002	(3,433,289)	3.3%
INTEREST REVENUE					
4600	Interest	33,966	9,443	(24,523)	27.8%
	Sub Total	33,966	9,443	(24,523)	27.8%
GRANT REVENUE					
4210	State Grants	140,000	4,210	(135,790)	3.0%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	145,000	4,210	(140,790)	2.9%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	38,000	38,000	0	100.0%
4310	Fines & Fees	15,357	4,207	(11,150)	27.4%
4320, 4330	Passport/Photos	244,170	56,165	(188,005)	23.0%
4340	Meeting Room Fees	1,260	1,043	(218)	82.7%
* 4430	Other: Miscellaneous	3,500	5	(3,495)	-
	Sub Total	302,287	99,420	(202,867)	32.9%
TOTAL REVENUES YTD FOR FY 23/24:		4,031,544	230,074	(3,801,470)	5.7%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE		4,698,582	3,833,645	(864,937)	
ENDING BALANCE		874,141	901,071	26,930	
YTD ACTUAL					

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

as of September 30, 2024
25% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS				
5010-5020	Salaries & Wages	1,960,000	444,200	1,515,800
5030	Retirement & Post Employment Trust 115	72,801	18,115	54,686
5040	Unemployment Insurance	5,000	0	5,000
5050	Health Insurance	332,574	82,851	249,723
5060	Life Insurance	4,720	1,141	3,579
5064	Dental Insurance	10,960	2,253	8,707
5066	AD & D Insurance	6,083	1,409	4,674
5068	Vision Insurance	2,529	566	1,963
5070	Workers' Compensation Insurance	34,332	5,192	29,140
5090	Education Assistance Program	0	0	0
TOTAL		\$2,428,999	\$555,726	\$1,873,273
SERVICES & SUPPLIES				
5099	Property & Liability Insurance	78,454	19,756	58,698
5100-5140	Communications, Internet, Cable	60,000	3,251	56,749
5150-5180	Janitorial Supplies & Services	95,800	17,706	78,094
5160	Refuse Disposal	3,500	1,205	2,295
5205	Maintenance Equipment	19,384	2,864	16,520
5200, 5210-5280	Building Maintenance	235,500	25,820	209,680
5290-5292	Memberships	13,000	3,800	9,200
5300-5345, 5350	Office Expenses & Postage	95,000	47,920	47,080
5400-5480	Prof./Specialized Services	278,300	83,601	194,699
5490	Loan Obligation (i-bank)	147,744	57,821	89,923
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	4,699	46,586
5500	Books/Library Materials	320,000	89,978	230,022
5600	Travel & Meetings/Professional Development	55,000	5,641	49,359
5700	Mileage/Parking	1,000	259	741
5800	Utilities	83,177	36,558	46,619
5900	Bookmobile - Vehicle	200,000	0	200,000
5901	Bookmobile - Collection	90,000	62	89,938
5902	Bookmobile - Supplies & Materials	10,000	0	10,000
5904	Bookmobile - Other	5,000	0	5,000
6000	Other	1,200,000	25,688	1,174,312
6100	Taxes and Assessments	13,034	0	13,034
TOTAL		\$3,055,178	\$426,627	\$2,628,551
OPERATING EXPENSES				
		\$5,484,177	\$982,353	\$4,501,824
TOTAL BUDGET		\$5,484,177	\$982,353	\$4,501,824
			0.18	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for September 2024

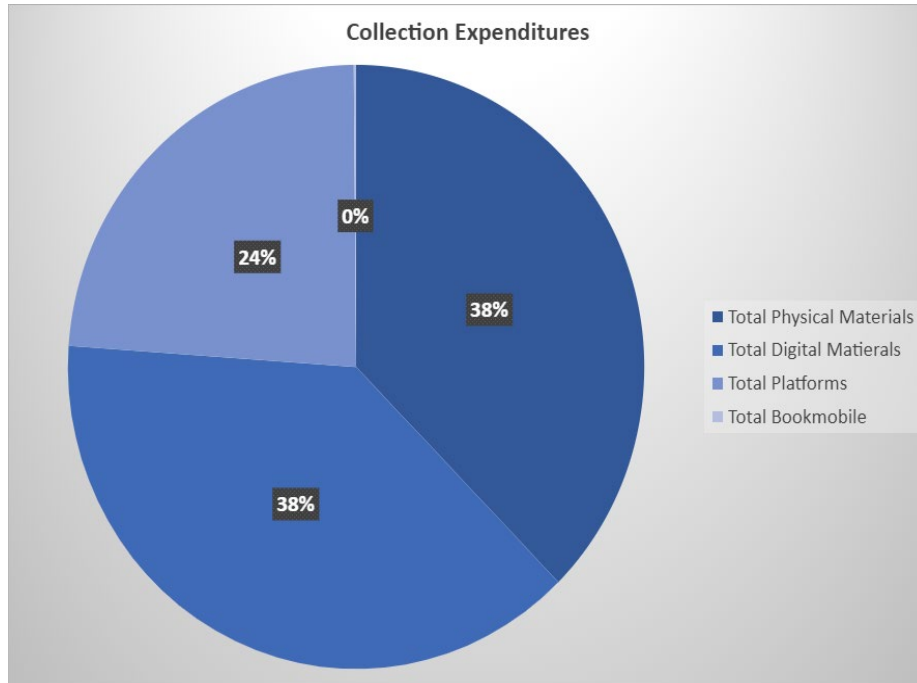
DATE: October 28, 2024

MONTHLY STATISTICS

Total Budget	FY 2024-25	% Spent	FY 2023-24	% Spent
Library	\$350,620.00	30%	\$350,620.00	23%
*Bookmobile	\$90,000	0%	\$70,000	0%

*Bookmobile funds from FY23/24 rolled over to FY 24/25 due to a delay in vehicle delivery.

Collection Expenditures	September 2024	September 2023	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	\$20,779	\$5,038	\$30,154	\$15,786	91%
Print Serial Subscription	\$0	\$0	\$1,468	\$2,024	-27%
Audio Materials	\$2,658	N/A	\$4,803	N/A	N/A
Video Materials	\$0	N/A	\$915	N/A	N/A
LOTs	\$0	\$2,054	\$2,793	\$4,877	-43%
Total Physical Materials	\$23,437	\$7,092	\$40,133	\$22,687	77%
Digital eBooks	\$1,827	\$13,245	\$7,964	\$28,716	-72%
Digital eAudiobooks	\$5,628	N/A	\$16,987	N/A	N/A
Digital Videos	\$1,452	N/A	\$4,434	N/A	N/A
Digital Magazines	\$5,107	N/A	\$5,364	N/A	N/A
Digital Music	\$125	N/A	\$6,335	N/A	N/A
Total Digital Materials	\$14,139	\$13,245	\$41,085	\$28,716	43%
Online Learning Platforms	\$3,810	\$1,589	\$25,349	\$29,733	-15%
Total Platforms	\$3,810	\$1,589	\$25,349	\$29,733	-15%
Bookmobile Print Materials	\$62	\$0	\$136	\$0	N/A
Bookmobile Digital	\$0	\$0	\$0	\$0	N/A
Bookmobile LOTs	\$0	\$0	\$0	\$0	N/A
Total Bookmobile	\$62	\$0	\$136	\$0	N/A
Total Collection Expenditures	\$41,449	\$21,926	\$106,703	\$81,136	32%



Titles Added	September 2024	September 2023	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	438	204	889	719	24%
Print Serial Subscription	0	0	2	2	0%
Audio Materials	0	N/A	23	N/A	N/A
Video Materials	0	N/A	6	N/A	N/A
LOTS	0	43	0	43	-100%
Total Physical Materials	438	247	920	764	20%
Digital eBooks	1048	9395	3437	17435	-80%
Digital eAudiobooks	2046	N/A	5983	N/A	N/A
Digital Videos	632	N/A	1958	N/A	N/A
Digital Magazines	5581	N/A	5670	N/A	N/A
Digital Music	82	N/A	238	N/A	N/A
Total Digital Materials	9389	9395	17286	17435	-1%
Online Learning Platforms	0	0	5	6	-17%
Total Platforms	0	0	5	6	-17%
Bookmobile Print Materials	2	N/A	2	N/A	N/A
Bookmobile Digital	0	N/A	0	N/A	N/A
Bookmobile LOTS	0	N/A	0	N/A	N/A
Total Bookmobile	2	N/A	2	N/A	N/A
Total Titles Added	28,607	9,642	18,213	18,205	0%

All Materials Held	September	August	Month to Month
	2024	2024	% changed
Total Library Physical	82,279	82,053	0%
Total Digital	2,047,680	2,015,513	2%
Total Bookmobile Physical	4	2	100%
Total All Materials	2,129,963	2,097,568	2%

Library Children's Physical Materials Held	September	August	Month to Month
	2024	2024	% change
Children's Fiction	23,617	23,313	1%
Children's Nonfiction	14,107	13,949	1%
Children's Spanish	3,117	3,212	-3%
Children's Audiobook	1,040	990	5%
Children's DVD/Video	1,557	1,678	-7%
Children's LOTs	65	63	3%
TOTAL Library Children's Physical Material	43,503	43,205	1%

Library Adult/Teen Physical Materials Held	September	August	Month to Month
	2024	2024	% change
Adult Fiction	17,034	17,053	0%
Adult Nonfiction	12,704	12,724	0%
Adult Foreign Language	1,302	1,302	0%
Adult Audiobook	1,327	1,327	0%
Adult DVD/Video	3,059	3,059	0%
Adult LOTs	117	146	-20%
Vinyl Records	184	184	0%
Video Games	392	392	0%
Teen Fiction	2,657	2,661	0%
TOTAL Library Adult/Teen Physical Material	38,776	38,848	0%

Digital Material Held	September	August	Month to Month
	2024	2024	% change
eBooks	1,187,352	1,161,636	2%
Digital Audiobooks	270,286	267,855	1%
Digital Videos	111,155	110,174	1%
Digital Magazines	4,209	4,209	0%
Digital Music	474,669	471,630	1%
Online Learning Platforms	9	9	0%
TOTAL Library Digital Material	2,047,680	2,015,513	2%

*Bookmobile Children's Physical Materials Held	September	August	Month to Month
	2024	2024	% change
Children's Fiction	2	2	0%
Children's Nonfiction	0	0	N/A
Children's Spanish	2	0	N/A
Children's Audiobook	0	0	N/A
Children's DVD/Video	0	0	N/A
Children's LOTs	0	0	N/A
TOTAL All Children's Physical Material	4	2	100%

*Bookmobile test orders. Currently no adult items held.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

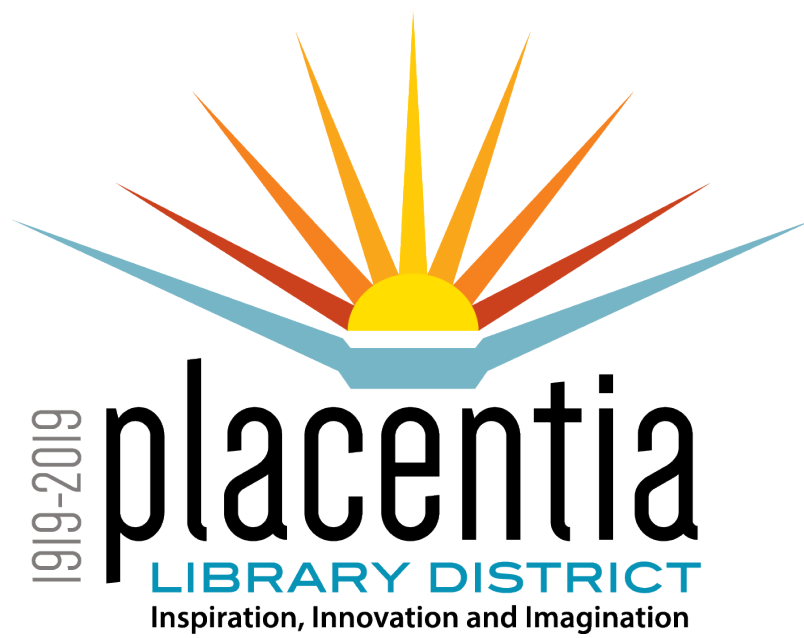
SUBJECT: Service Revenue Activities Report for September 2024

DATE: October 28, 2024

Net Revenue Summary for September 2024

			YTD	YTD
	Sep-24	Sep-23	2024-2025	2023-2024
Passport	10,605	9,770	40,105	31,855
Passport Photos	4,520	4,080	16,060	13,028
Fines & Fees	1,346	1,090	4,207	2,948
Meeting Room	238	0	1,043	440
TOTAL	\$ 16,709	\$ 14,940	\$ 61,415	\$ 48,271





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for September 2024

DATE: October 28, 2024

			YTD	YTD
	Sep-24	Sep-23	2024-2025	2023-2024
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	3	2	3	2
Open Positions	0	3	2	9
Workers' Compensation Leave	0	0	0	0
TOTAL	3	5	5	11

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Natalie McCard – Librarian I – Adult FT (History Room)

Analisa Salvado – Library Assistant – On-Call

Laura Serrano – Library Assistant – On-Call

OPEN POSITIONS:

None

WORKERS COMPENSATION LEAVE:

None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through September 2024
DATE: October 28, 2024

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2024-2025						
Jul-24	7/22/2024	1,519.81	582.40	0.00	0.00	2,102.21
Aug-24	*	*	*	*	*	*
Sep-24	9/12/2024	1,519.81	582.40	48.86	0.00	2,151.07
Oct-24						
Nov-24						
Dec-24						
Jan-25						
Feb-25						
Mar-25						
Apr-25						
May-25						
Jun-25						
	TOTAL	\$3,039.62	\$1,164.80	\$48.86	\$0.00	\$4,253.28

* City Billing Not Received

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2023-2024						
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24	*	*	*	*	*	*
Mar-24	3/5/2024	11,837.34	0.00	24.43	37.18	11,898.95
Apr-24	*	*	*	*	*	*
May-24	5/16/2024	1,519.81	0.00	24.27	0.00	1,544.08
Jun-24	6/26/2024	0.00	1,352.00	12.11	0.00	1,364.11
	TOTAL	\$16,988.43	\$4,244.64	\$149.23	\$1,071.38	\$22,453.68



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for September 2024**

DATE: October 28, 2024

Meetings:

- September 3, Administration Meeting: Administration team
- September 5, Assemblyman Chen's Office: Library Director met with representatives from Assemblyman Chen's Office.

Library Director met with Board President Carline for their monthly meetings.

- September 8 – 12: Secretary Dahl, Trustee Nelson, and Library Director Contreras attended the annual CSDA conference.
- September 9: Assistant Library Director attended the Santiago Library System Children's Committee meeting.
- Library Director participated as a coach in the CSDA General Summit Speech Coaching Session.
- Library Director attended the Placentia Library Friends Foundation (PLFF) board meeting.
- September 10, OLE Furniture Review Meeting: Assistant Library Director met with Noah Read, a representative from Yamada Enterprises, to discuss furniture requirements for the outdoor space. It was agreed that Noah would review the plans and provide us with options for further consideration.

Library Director, Assistant Library Director, Business Manager attended the Library Management Team meeting.

- September 13, CLA Nominating Sub-Committee Meeting: Assistant Library Director met with Erika Cuyugan, the Santa Monica Library Director, to discuss the process and schedule for the Student Representative forum to interview the two nominated student representatives.

- September 17: Library Director met with PLFF Board President.
- September 18, Public Library Directors Forum Planning Committee Meeting: Library Director.

RFP # 2024-02 Selection Committee Meeting: Library Director, Assistant Library Director, and Business Manager attended meeting with other Selection Committee members to review, discuss, and select bid proposal for RFP # 2024-02.
- September 23, Library Board Meeting: Administration Team
- September 24, All-Staff Meeting: Administration Team
- September 25, E-Rate Hotspot Lending Program: Assistant Library Director attended the informational webinar on the new E-Rate Hotspot Lending Program for schools and libraries, where lending guidelines, program rules, and best practices were discussed.
- September 26, State of the City: Board President Carline, Secretary Dahl, Trustee Beverage, Trustee Arnold, Administration Team, Supervisors
- CLA Student Forum: Assistant Library Director, in collaboration with Erika Cuyugan, Director of the Santa Monica Library, hosted the Student Representative Forum, where nominees Ramara Rubin and Nhi To were interviewed.
- September 26, Library Impact Fee Meeting: Business Manager attended library impact fee meeting with City of Placentia's Director of Development Services, Joseph Lambert.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for September 2024

DATE: **October 28, 2024**

Children's Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children's Fiction Physical	10,013	9,062	31,080	31,160	0%
Children's Fiction Digital	1,445	783	4,075	2,631	55%
Children's Fiction TOTAL	11,458	9,845	35,155	33,791	4%
Children's Nonfiction Physical	2,825	2,299	8,896	7,793	14%
Children's Nonfiction Digital	131	103	397	294	35%
Children's Non-Fiction TOTAL	2,956	2,402	9,293	8,087	15%
Children's Magazine Digital	45	21	79	35	126%
Children's Magazine TOTAL	45	21	79	35	126%
Children's Audiobook Physical	949	520	3,093	2,047	51%
Children's Audiobook Digital	816	575	2,451	1,796	36%
Children's Audiobook TOTAL	1,765	1,095	5,544	3,843	44%
Children's DVD/Video Physical	362	337	1,149	1,232	-7%
Children's DVD/Video Digital	63	74	220	204	8%
Children's DVD/Video TOTAL	425	411	1,369	1,436	-5%
Children's LOTs	29	31	107	119	-10%
Music Digital	3	31	26	73	-64%
TOTAL All Children's Physical Content	14,178	12,249	44,325	42,351	5%
TOTAL All Children's Digital Content	2,503	1,587	7,283	5,041	44%
TOTAL All Children's Content	16,681	13,836	51,608	47,392	9%

Adult/Teen Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Fiction Physical	2,399	2,261	7,575	7,847	-3%
Adult Fiction Digital	3,505	2,324	11,091	7,869	41%
Adult Fiction TOTAL	5,904	4,585	18,666	15,716	19%
Adult Nonfiction Physical	1,334	1,620	4,495	5,437	-17%
Adult Nonfiction Digital	982	835	3,064	2,431	26%
Adult Non-Fiction TOTAL	2,316	2,455	7,559	7,868	-4%
Adult Magazine Digital	740	350	2,062	712	190%
Adult Magazine TOTAL	740	350	2,062	712	190%
Adult Audiobook Physical	93	142	257	438	-41%
Adult Audiobook Digital	6,958	4,320	21,157	12,900	64%
Adult Audiobook TOTAL	7,051	4,462	21,414	13,338	61%
Adult DVD/Video Physical	553	567	1,813	1,732	5%
Adult DVD/Video Digital	563	630	1,740	1,825	-5%
Adult DVD/Video TOTAL	1,116	1,197	3,553	3,557	0%
Adult LOTs	94	100	323	317	2%
State Parks Pass	56	68	198	223	-11%
Vinyl Records*	100		297		
Video Games	332	330	1,104	1,140	-3%
Music Digital	79	143	212	314	-32%
Teen Fiction Physical	294	291	1,083	1,142	-5%
Teen Fiction Digital	308	288	1,047	846	24%
Teen Fiction Total	602	579	2,130	1,988	7%
TOTAL All Adult/Teen Physical Content	5,255	5,522	17,145	18,419	-7%
TOTAL All Adult/Teen Digital Content	13,135	8,890	40,373	26,897	50%
TOTAL All Adult/Teen Content	18,390	14,412	57,518	45,316	27%
All Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Total Circulation Physical	19,433	17,771	40,061	38,241	5%
Total Circulation Digital	15,638	10,477	31,509	21,313	48%
Total All Circulation	35,071	28,248	109,126	92,708	18%
Non-English Language Circulation	1,030	829	2,036	1,561	30%

Online Database Usage	September	September	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2024	2023	2024-25	2023-24	% change
ABC Mouse	662	3,124	2,334	7,534	-69%
Freegal	1,310	1,063	3,529	3,327	6%
Novelist Plus	118	11	333	54	517%
Novelist Select^	1,630		6,332		
BookFlix	122	42	360	254	42%
Teachables	128	120	201	559	-64%
TOTAL PLD DATABASE USAGE	3,970	4,551	13,089	12,043	9%

Online Database Usage	September	September	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2024	2023	2024-25	2023-24	% change
Brainfuse JobNow/VetNow	9	25	19	45	-58%
Britannica	87	34	154	82	88%
LinkedIn Learning	141	54	505	135	274%
ProQuest~	0	3	9	4	125%
ProQuest Culture Grams~	5	47	5	47	
Teaching Books and BookConnections	564	189	1,293	459	182%
National Geographic Kids (Gale)~	35	29	35	48	
Gale in Context: Environmental Studies~	0	2	0	2	
Gale Interactive: Science~	0	9	0	20	
Coursera	13	16	22	51	-57%
EBSCO LearningExpress Library	2	0	8	1	700%
Northstar~	4	2	6	5	20%
Alexander Street*	0		2		
PebbleGo Science K-2^	0		2		
TOTAL CSL DATABASE USAGE	860	435	2,061	937	120%
TOTAL ALL DATABASE USAGE	4,830	4,986	15,150	12,980	17%

*New collection for FY 23-24

^New collection for FY 24-25

~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 September 2024

DATE: October 28, 2024

Number of Programs by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	9	10	25	30	-17%
Children's Programs	6	4	34	26	31%
Hangar	2	0	3	2	50%
Teen Programs	2	2	8	7	14%
Self Directed	1	1	7	5	40%
Outreach	2	0	6	1	500%
TOTAL Children/Teen	22	17	80	69	16%

Program Attendance by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	531	480	1,270	1,648	-23%
Children's Programs	311	206	2,940	2,127	38%
Hangar	30	0	44	548	-92%
Teen Programs	7	31	51	86	-41%
Self Directed	20	3	295	232	27%
Outreach	40	0	215	365	-41%
TOTAL Children/Teen	939	720	4,815	5,006	-4%

The Hangar Makerspace	Septem	September	FY-T-D	FY-T-D	FY-T-D
	ber				
	2024	2023	2024-25	2023-24	% change
Hangar Activity Hour Visits	189	153	484	287	69%
Hangar Equipment In-House Use	3		14		

ACHIEVEMENTS

- Daisy Badge planned and conducted Baby Giggles and Wiggles on September 6 and 20.
- Daisy Badge planned and conducted Family Storytime on September 14.
- Mayli Apontti facilitated Read to the Dogs on September 9.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on September 13.
- Mayli Apontti planned and conducted Family Storytime on September 7 and 21.
- Damean Sanz provided tutoring outreach for LOT 318 Cypress on September 10.
- Damean Sanz helped Timothy Balen facilitate Tech Help Fridays on September 6
- Damean Sanz helped Timothy Balen facilitate Ai at the Library: Creative Arts and Button Making on September 21.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on September 4, 11, and 18.
- Alex Aguirre facilitated STEAM Labs! On September 12.
- Alex Aguirre planned and set up Hangar Makerspace activities on September 4, 7, 9, 11, 14, 16, 18, 23, 25, 28, and 30.
- Joy Ellis led Morning Meetups on September 6, 13, 20, 27.
- Joy Ellis provided outreach for LOT318 at their Gomez Center Homework Club on September 12.
- Caitlyn Sandfer planned and coordinated PTAC on September 5 and 19.
- Caitlyn Sandfer planned and organized Back to School Craft Night on September 5.
- Caitlyn Sandfer assisted Lori Worden with leading Cross Stitch Creating on September 28.
- Caitlyn Sandfer coordinated Venture Academy Internship tasks on September 9, 16, 23, and 30.

MEETINGS

- September 5, Daisy Badge attended the virtual Lunch at the Library Community of Practice session where libraries shared their summer highlight during Lunch at the Library. Summer highlights included partnerships, programs, impactful interactions with families, Farm to Summer activities, and pop-up events.

PROFESSIONAL DEVELOPMENT

- Alex Aguirre and Damean Sanz attended the OC Makerfaire on September 14.
- Caitlyn Sandfer trained Natalie McCard on Teen Services and volunteer procedures on September 18.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for September 2024

DATE: October 28, 2024

MONTHLY STATISTICS

Number of Programs by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Programs	3	1	3	1	200%
History Room	0	0	0	0	-
Literacy	39	37	39	37	5%
General Interest	0	2	0	2	--
Self-Directed	1	0	1	0	-
TOTAL Adult	43	40	43	40	8%

Program Attendance by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Programs	52	14	74	34	118%
History Room	0	0	0	3	-
Literacy	242	194	760	667	14%
General Interest	0	567	0	567	-
Self-Directed	88	0	248	54	359%
TOTAL Adult	382	775	1,082	1,325	-18%

History Room Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room Visitors	2	6	2	13	-85%
Memory Lab Appointments	2	8	2	16	-88%

Volunteer Hours	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room	0	19	0	19	-100%
PLFF	278.25	263.25	820	455	80%
General Library	48.05	90.5	430	216	99%
Adult Literacy	361.5	190.75	978	369	165%
PTAC	7.18	46.5	36	80	-54%
Teen Volunteers	78.5	70.75	729	104	602%
Total Volunteer Hours	773.48	680.75	2,992	1,243	141%
FTE Equivalent	4.46	3.93	17.26	7.17	141%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2024-25	2023-24	% change
Adult Literacy Students	26	29	-10%
Adult ESL Students	39	14	179%
Adult Literacy Tutors	28	29	-3%
Adult ESL Tutors	37	12	208%

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beginner Book Club on September 4, 11, 18, 25.
- Sally Federman facilitated Literacy Reads – Int. Book Club on September 3, 10, 17, 24.
- Esther Canedo coordinated Read, Write, Speak Club on September 6, 13, 20, 27.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on Club on September 3, 10, 17, 24.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on September 5, 12, 19, 26.
- Laurel Dennis facilitated ESL Conver. Class at the Library on Club on September 3, 10, 17, 24.
- Laurel Dennis coordinated ESL Conversation Thursday morning class at the Library on September 5, 12, 19, 26.
- Sally Federman facilitated the Casual Conversation group on September 5 and 19.
- Esther Canedo facilitated a Leamos Class at the Whitten Center on September 10 and 17.

- Sally Federman, Esther Canedo facilitated a Tutor In-Service on September 23.
- Sally Federman, Esther Canedo facilitated a Learner Discussion on September 25 at the library and September 18 at the Whitten Center.
- Esther Canedo facilitated the Citizenship Class on September 5, 12, 19, 26.
- Michelle Meades coordinated Book club on September 10.
- Tim Balen coordinated the Local History Lecture - Orange County History: Prehistory to 1889 program on September 26.
- On September 5, Tim Balen and Damean Sanz coordinated the Tech Help Fridays: Getting Started with AI program on September 5.
- Tim Balen and Damean Sanz coordinated the AI at the Library: Creative Arts and Button-Making program on September 21.
- Tim Balen designed library publicity and marketing material for Adult Services, Teen Services, Children's Services, and general library in September.
- Tim Balen coordinated CAREer Pathways online resource updates, including sunsetting the California State Library-funded resources in September.
- Tim Balen and Damean Sanz created AI resource guides for children, tweens, teens and adults for the September programming.
- Tim Balen presented staff training for Library of Things at the staff meeting on September 24.
- Tim Balen created lobby displays for Hispanic Heritage Month, Banned Books Week, AI at the Library, Vinyls and Library of Things in September.

MEETINGS

- On September 3 Sally Federman attended a CLLS Final Report Q&A meeting to answer any questions programs may have about the final report due on September 30.
- On September 18 Sally Federman attended the CLLS Networking meeting. We discussed Outreach and Recruitment. They stressed that it should be easy to find out how to volunteer on your website. VolunteerMatch presented some new features on their website. Other programs shared where they go to recruit learners and tutors: Parent meetings at schools, career centers, advertising on Spotify, local newspaper and online communities.
- On September 23, Natalie McCard and Michelle Meades met with Kathy Frazee of the Placentia Historical Committee to discuss the upcoming Historical Committee meeting.
- On September 24, Natalie McCard met with the Placentia Historical Committee to discuss their upcoming Placentia history book project.
- On September 5, Michelle Meades and Margaret Hatanaka attended the City/Library meeting to discuss upcoming programming. Marketing by the library was discussed as the City is interested in how we reach our audience.
- On September 10, Michelle Meades hosted the AS SLS meeting in the History Room, all libraries shared what they have upcoming in regard to programming and building.

- On September 26, Michelle Meades and Margaret Hatanaka attended the State of the City at Alta Vista Country Club. Mayor Yamaguchi gave a presentation on the highlights on what the city is working on.

PROFESSIONAL DEVELOPMENT

- On September 12, Tim Balen viewed the California State Library and Palace Project webinar “Always Available eAudiobooks: Blackstone.” The webinar outlined Califa’s new funded collection of audiobooks available on the Palace app without holds for California residents.
- On September 12, Sally Federman attended “Beyond the Curriculum: Starting a Library-Based Digital Literacy Program” put on by CALL Academy. They discussed some basic ideas to keep in mind when providing digital literacy classes, a lesson plan template, games, and resources.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for September 2024

DATE: October 28, 2024

MONTHLY STATISTICS

Computer and Wi-Fi Usage	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children Computer Usage	350	324	1,090	991	10%
Children AWE Learning Usage	395	294	1,370	1,018	35%
Teen Computer Usage	141	91	436	473	-8%
Adult Computer Usage	915	998	2,952	3,283	-10%
Total Computer Usage	1,801	1,707	5,848	5,765	1%
Wi-Fi Usage	1,702	1,835	4,504	5,110	-12%
Guest Passes	73	94	241	304	-21%
Total Print Jobs	851	901	3,310	2,934	13%
Total Pages Printed	3,211	2,619	10,242	9,107	12%

Website Traffic	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Website visits	15,557	14,205	53,750	45,437	18%
Page Hits	26,568	23,314	90,236	74,423	21%
Users	11,293	9,511	39,128	30,011	30%
Pages/Session	1.71	1.49			
Avg. Session Duration	00:02:02	00:01:49			
% New Sessions	95	81			
Placentia Library Online Catalog Usage	2,885	4,837	9,260	15,317	-40%

App Usage	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2022-23	% change
App Downloads	75		244		
App Launches	1,061		3,920		
Searches	9,754		29,703		
Requests Placed	216		545		
Renewals Done	327		1,145		
Patron Updates	38		354		
App Catalog Usage	10,008		30,602		

Technology Updates

Completed Projects:

- Installed new Wifi for phone booths
- Setup and deployed new on-site back up server
- Deployed Office G3 licenses to all staff users

Ongoing Projects:

- Workstation Windows 11 upgrade/replacement
- E-Rate project implementation
- Website Updates/ Maintenance
- Self-Check Machine replacements/ refresh
- Information Desk PC upgrades
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Online library card auto-processing
- On premise backup solution
- Phase II monitor refresh
- Office 2019/2016 End of life

Upcoming Projects:

- ILS RFP research
- Library Public Education Channel 31 on Spectrum Cable
- Domain migration to ca.gov

System Updates:

Over the past month, the IT department has successfully addressed a wide range of projects and tasks to support the library's operations, including system upgrades, troubleshooting, and ongoing maintenance.

1. Project and Infrastructure Updates:

- Deployed Windows 11 PCs across various departments.
- Installed new Wi-Fi in phone booths.
- Set up a new NAS backup server to ensure data redundancy.
- Updated DNS settings for Constant Contact and repaired PLFF website issues.
- Implemented and tested new security patches for server systems.

2. Ongoing Support and Troubleshooting:

- Addressed various tickets related to printer issues, lobby TV maintenance, phone repairs, and website search functionality.
- Resolved troubleshooting issues for new info desk PCs and the enterprise system upgrade.
- Repaired Dymo printer connections in literacy and worked on auto-launch configurations for ABC Mouse on public computers.

3. Enhancements and New Projects:

- Assisted with preparing board report stats and narratives.
- Worked on catalog force refresh to address CSS file errors impacting the search bar.
- Continued efforts on the self-registration process and troubleshooting related issues.

4. Consultation and Vendor Management:

- Collaborated with external vendors on key projects, including the library's ILS RFP, security systems, and self-checkout machine upgrades.
- Provided consultation for various facility and e-commerce service enhancements.

5. Maintenance and Security:

- Applied Avast security updates to ensure systems are protected.
- Continued regular maintenance across staff iPads, servers, user endpoints, and payment processing systems.
- Turned on and off Wi-Fi hotspots as needed.

These activities reflect the department's commitment to maintaining efficient library operations and supporting ongoing technology upgrades and initiatives.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for September 2024

DATE: **October 28, 2024**

Attendance	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Number of Days Open	29	29	90	89	2%
Number of Hours Open	260	261	814	810	0%
Attendance	19,542	17,157	66,236	57,708	15%

Card Holders	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Active Borrowers	6,689	5,733	18,051	16,193	17%
Child Card Holders	15,922	14,912	47,497	44,499	7%
Teen Card Holders	4,727	4,594	14,146	13,769	3%
Adult Card Holders	49,448	46,093	147,370	137,366	7%
Total Card Holders	70,097	65,599	209,013	195,634	7%
New Patron Registration	463	390	1,260	1,140	11%
New Virtual Library Cards	110	86	272	271	0%

Information Desk Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Reference Questions -- in person	1,786	1,756	5,773	5,907	-2%
Reference Questions -- telephone	388	436	1,487	1,389	7%
Reference Questions -- email/chat	6	7	14	17	-18%
Total Reference Questions	2,180	2,199	7,274	7,313	-1%
Assistance in Spanish	28	62	143	177	-19%
Assistance with Passports	329	281	1,327	886	50%
Curbside Usage	7	20	12	43	-72%
Study Room Usage	222	192	661	506	31%

Passport Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Passports Processed	304	280	1,145	919	25%
Consultations Only	47	24	112	76	32%
Unfilled Appointments Sat-Sun	168	34	474	39	1115%
No Show Appointments Sat-Sun	17	27	76	60	27%
Photos walk in/application total	224	14	805	469	72%

ACTIVITIES

- Angie processed 441 new books.
- Yomara mailed 54 billing notices.
- Meeting room was used by 3 library partners: PLFF, Kiwanis and Boy & Girls Club
- Meeting room was used by 4 outside renters: Broadmoor HOA, Mallorca HOA, Corte Vista HOA and Premier IFM
- Meeting Room was used 26 times for library related activities/programs.
- Staff filled 456 requests from the pull list.
- Staff pulled 157 expired holds from the request shelf.
- Staff processed 110 virtual library cards.

MEETINGS

- Estella attended the SLS Meeting on September 19th, where members discussed the selection of a new chairperson and secretary. The vote for these positions will take place at our next meeting on December 12th, which will be hosted at the Buena Park Library. During the meeting, library representatives provided several updates. Fullerton Public Library has hired staff to manage its passport department and is developing an online self-registration system. Estella shared information about a new outdoor space. Additionally, Huntington Beach has installed a new kiosk for adults and is awaiting the installation of a children's kiosk.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Public Agency Retirement Services (PARS) Presentation**

DATE: October 28, 2024

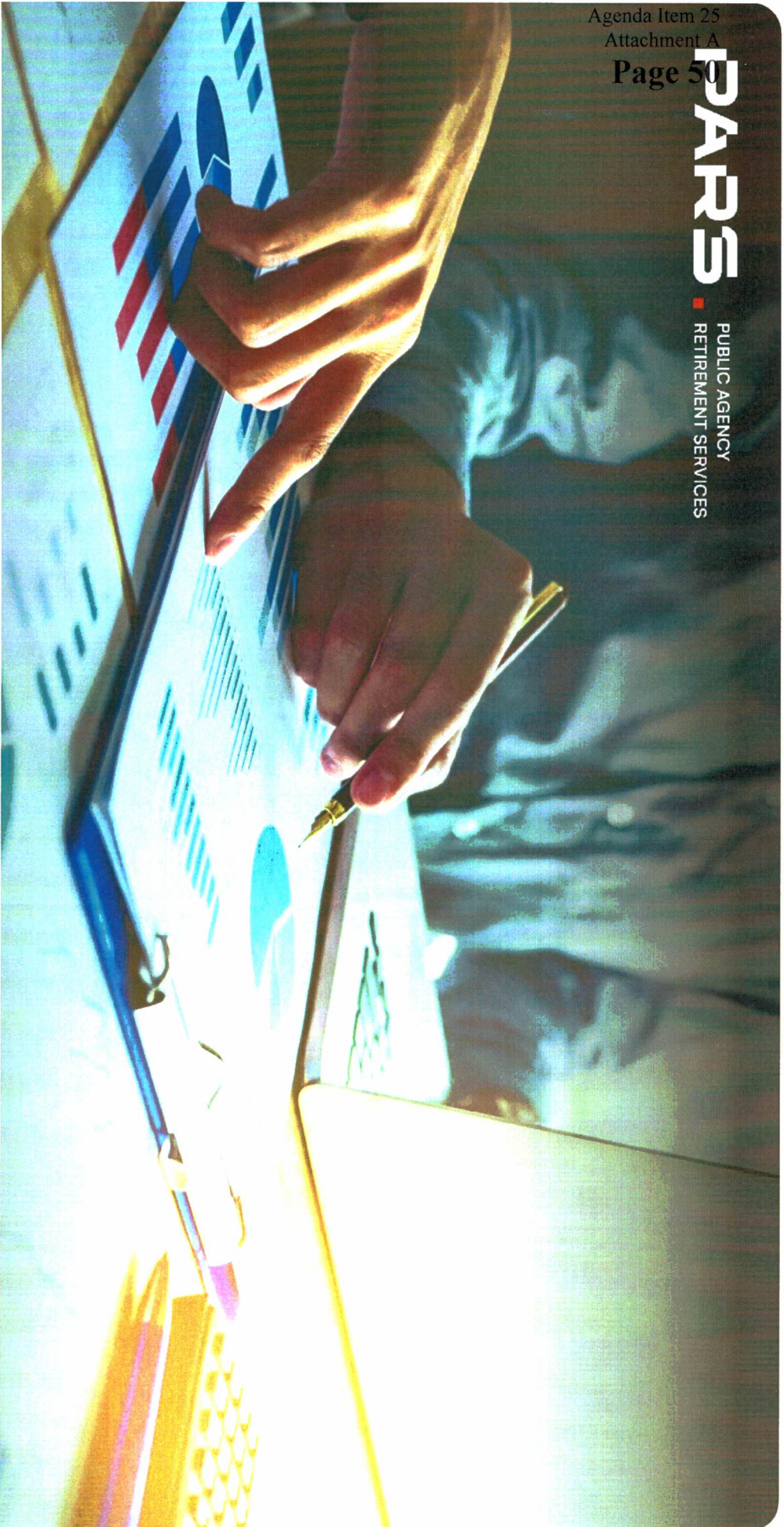
BACKGROUND

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

Attachment A is the copy of the presentation.

RECOMMENDATION

Receive and file.



PLACENTIA LIBRARY DISTRICT

Defined Contribution Plan Review

October 28, 2024

INVESTMENT MANAGER UPDATE

- HighMark Capital Management (HighMark) previously served as investment manager for your PARS plans since the inception of the plan in 2008
- On January 1, 2024, HighMark's institutional advisory business was transferred to PFM Asset Management (PFMAM)
- Your PARS plan assets are now currently managed by PFMAM as a result of this transition
- No change in your District's portfolio's asset allocation or investment strategy selection
- No additional action is required by your District
- Investments portfolios will continue to be managed by portfolio managers at PFMAM who were formerly from both HighMark and U.S. Bank

PARS TRUST TEAM

As of June 30, 2024

Trust Administrator & Consultant*

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

PARS PUBLIC AGENCY RETIREMENT SERVICES	40	2,000+	1,000+	500+	500K+	\$8.9B
Years of Experience (1984-2024)	Plans under Administration	Public Agency Clients	115 Trust Clients	Plan Participants	Assets under Administration	

* See important information regarding PARS in the Disclaimer page at the end of the presentation.

Trustee



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

161	\$11.0T
Years of Experience (1863-2024)	Assets under Administration

Investment Manager



- Investment sub-advisor to trustee U.S. Bank
- Institutional asset management solutions
- Fixed income and multi asset portfolios
- Active and passive platform options
- Customized portfolios (with minimum asset level)

40+	\$244.8B *
Years of Investment Experience (As of 6/30/2024)	Assets under Management & Advisement

* Assets under management and advisement as of March 31, 2024, includes fixed income and multi asset class portfolios
Investment Management Services by PFM Asset Management as sub-advisor

The
PARS DEFINED
CONTRIBUTION PLAN

SUMMARY OF AGENCY'S PLAN

Plan Effective Date: July 1, 2008

Type of Plan: 401(a) Defined Contribution

Active Contributing (as of August 31, 2024): 34 Active Participants
20 Active Contributing

Employer Contribution: 4.00% of Compensation

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

Total Assets (as of August 31, 2024): \$1,276,425

Average Account Balance: \$28,365

Investment Selection: Balanced Strategic Strategy
(approx. 60% equity/40% fixed income)



PLAN VESTING (TIER 1)

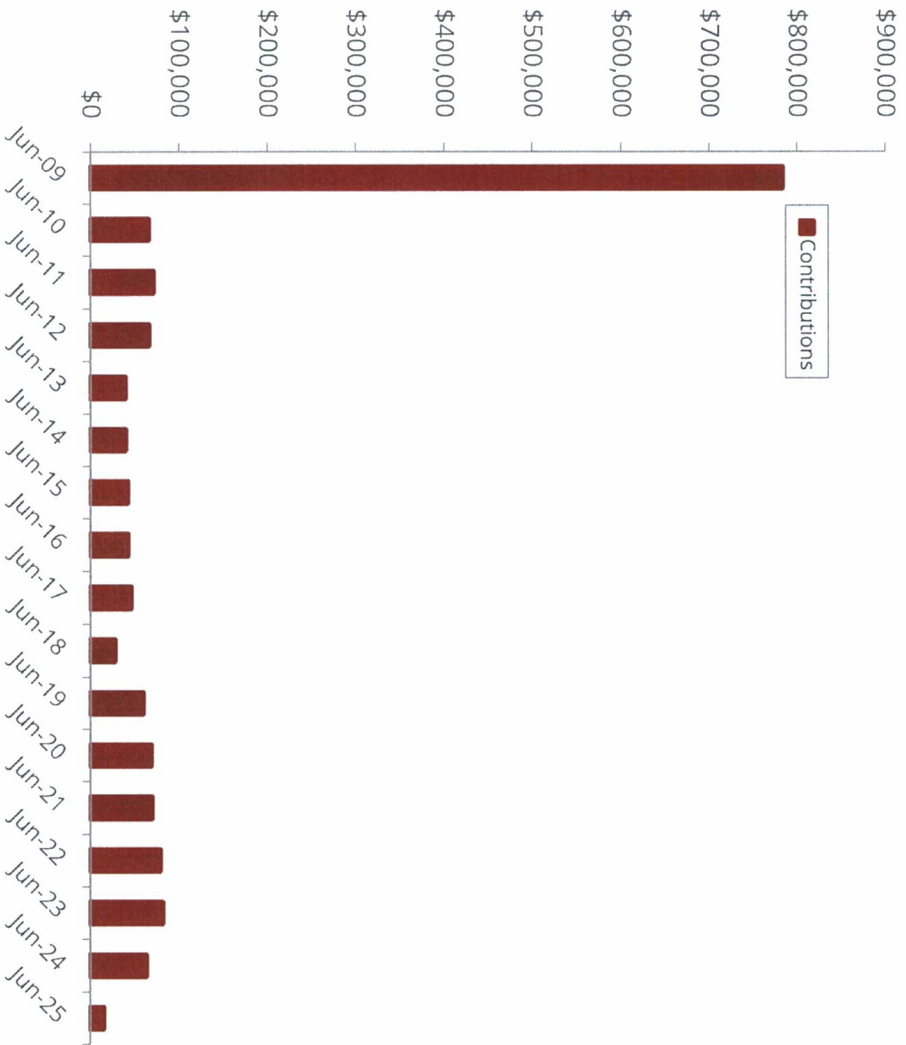
- Vesting refers to the ownership of your employer contributions.

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

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

PLAN CONTRIBUTIONS

AS OF AUGUST 31, 2024:



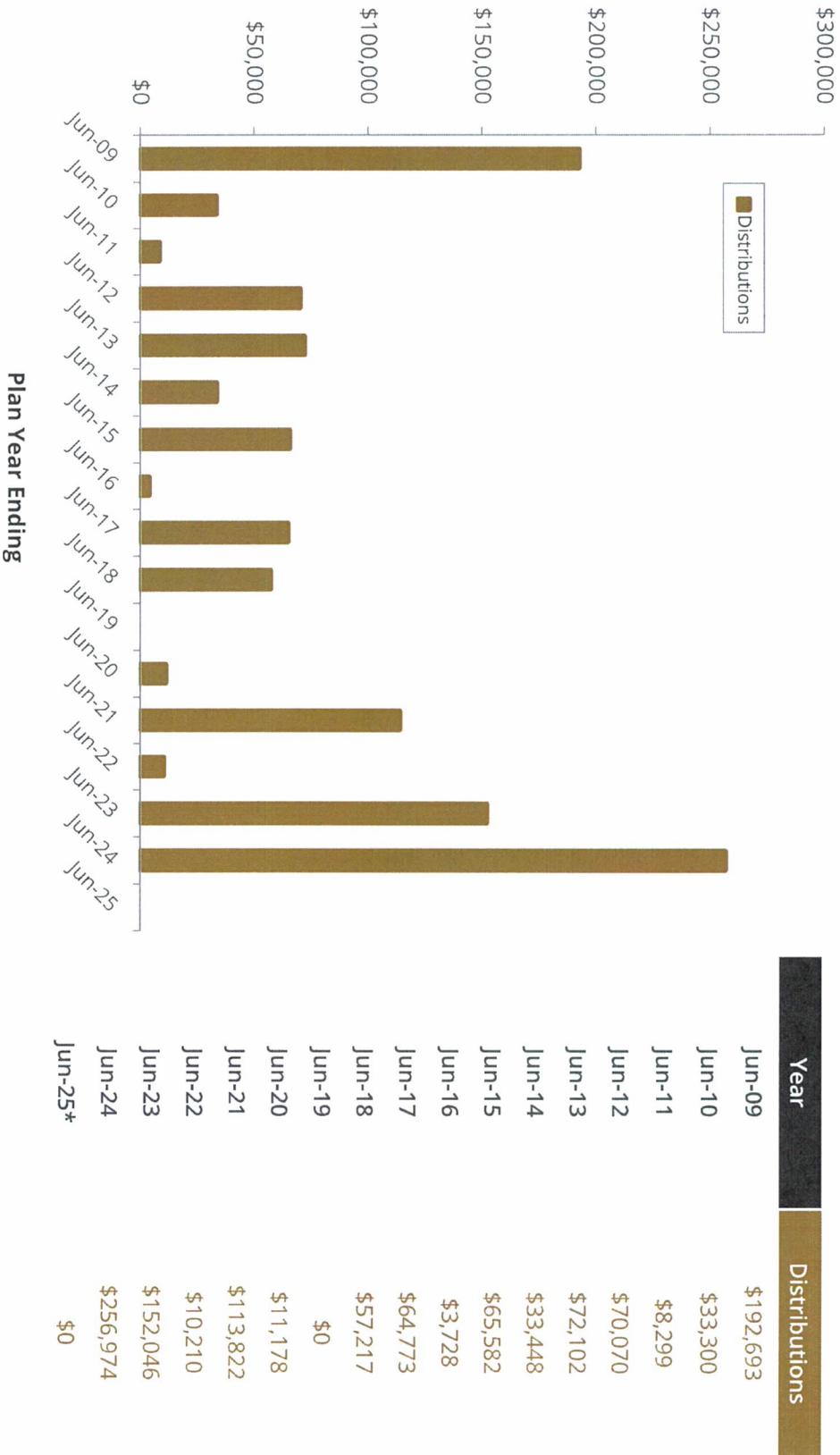
Plan Year Ending

* Plan Year Ending June 2009 included transfer from prior administrator

** Plan Year Ending June 2025 is based on 2 months of activity

PLAN DISTRIBUTIONS

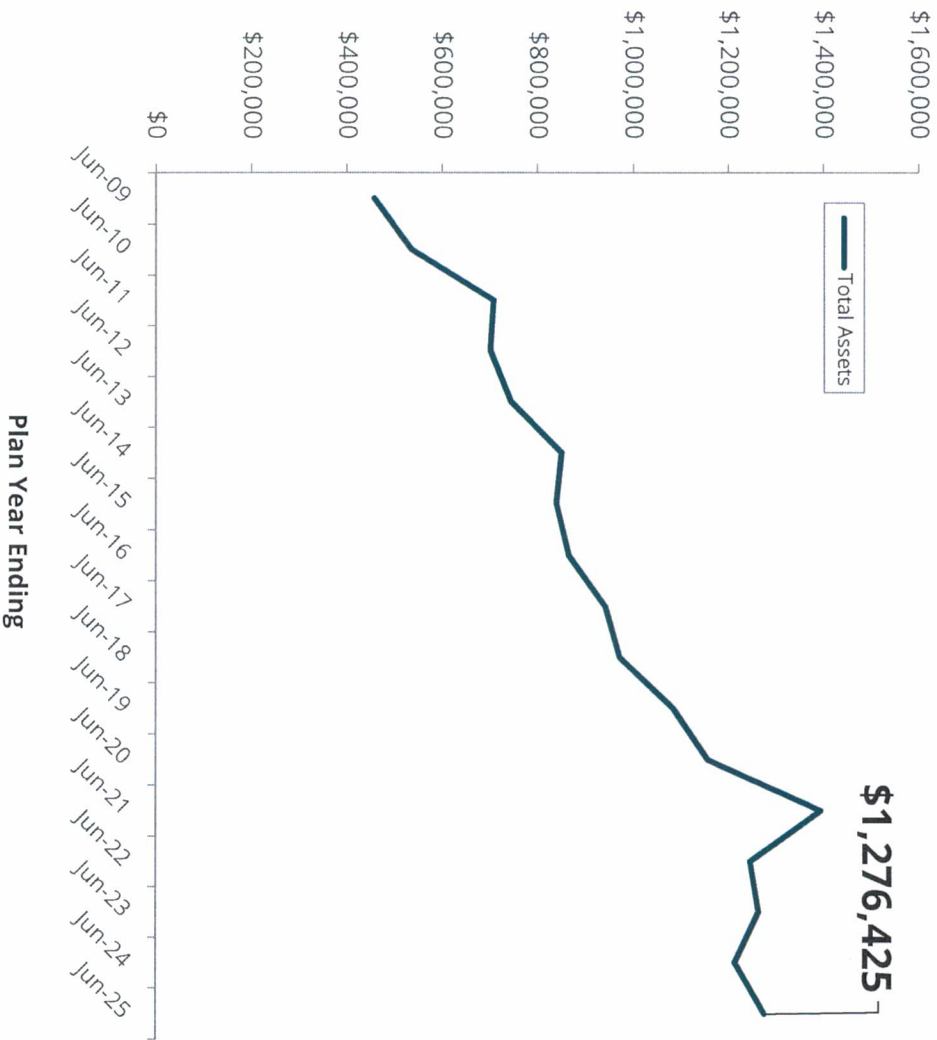
AS OF AUGUST 31, 2024:



*Plan Year Ending June 2025 is based on 2 months of activity

PLAN ASSETS

AS OF AUGUST 31, 2024:



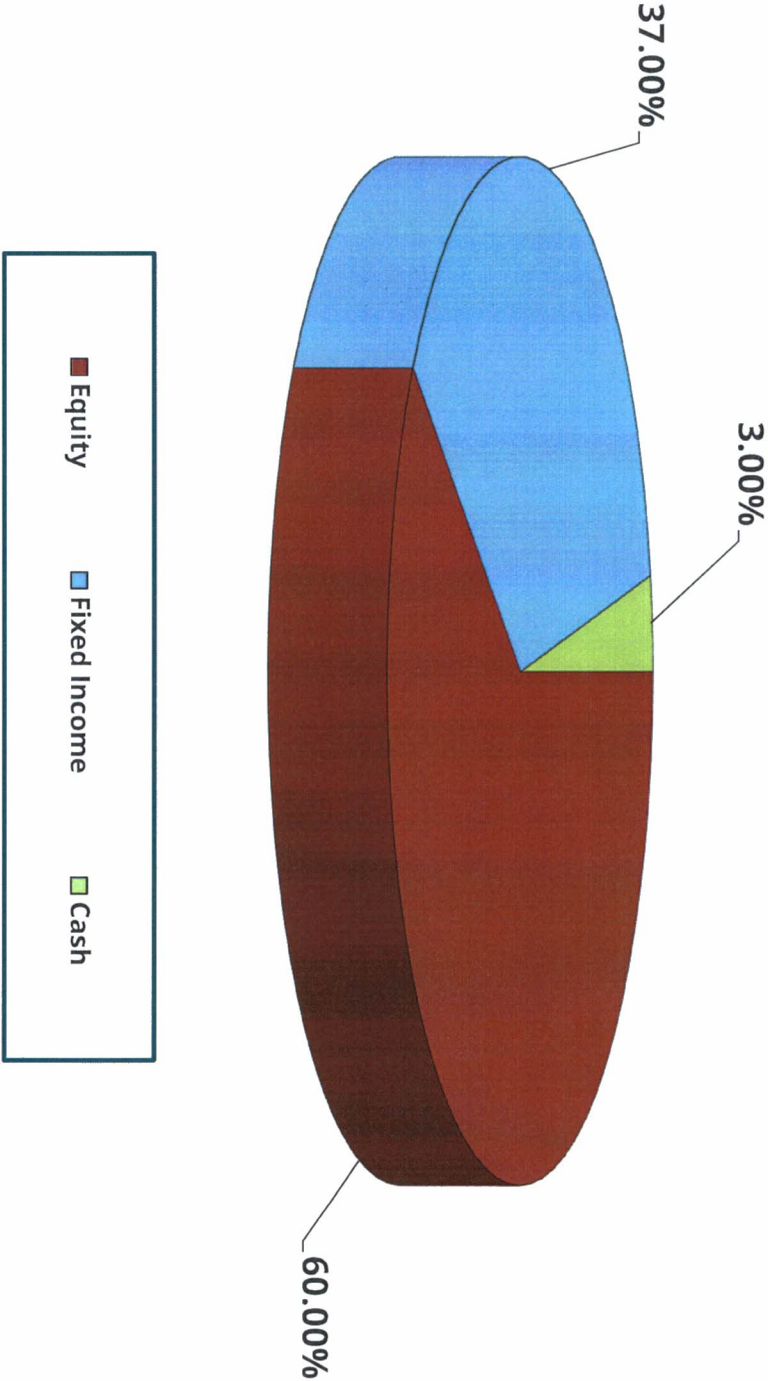
Year	Total Assets
Jun-09	\$457,171
Jun-10	\$535,833
Jun-11	\$708,215
Jun-12	\$701,126
Jun-13	\$744,173
Jun-14	\$851,147
Jun-15	\$840,071
Jun-16	\$866,008
Jun-17	\$941,878
Jun-18	\$972,226
Jun-19	\$1,084,533
Jun-20	\$1,157,620
Jun-21	\$1,395,309
Jun-22	\$1,246,373
Jun-23	\$1,264,504
Jun-24	\$1,214,476
Jun-25*	\$1,276,425

*Plan Year Ending June 2025 is based on 2 months of activity

ASSET ALLOCATION

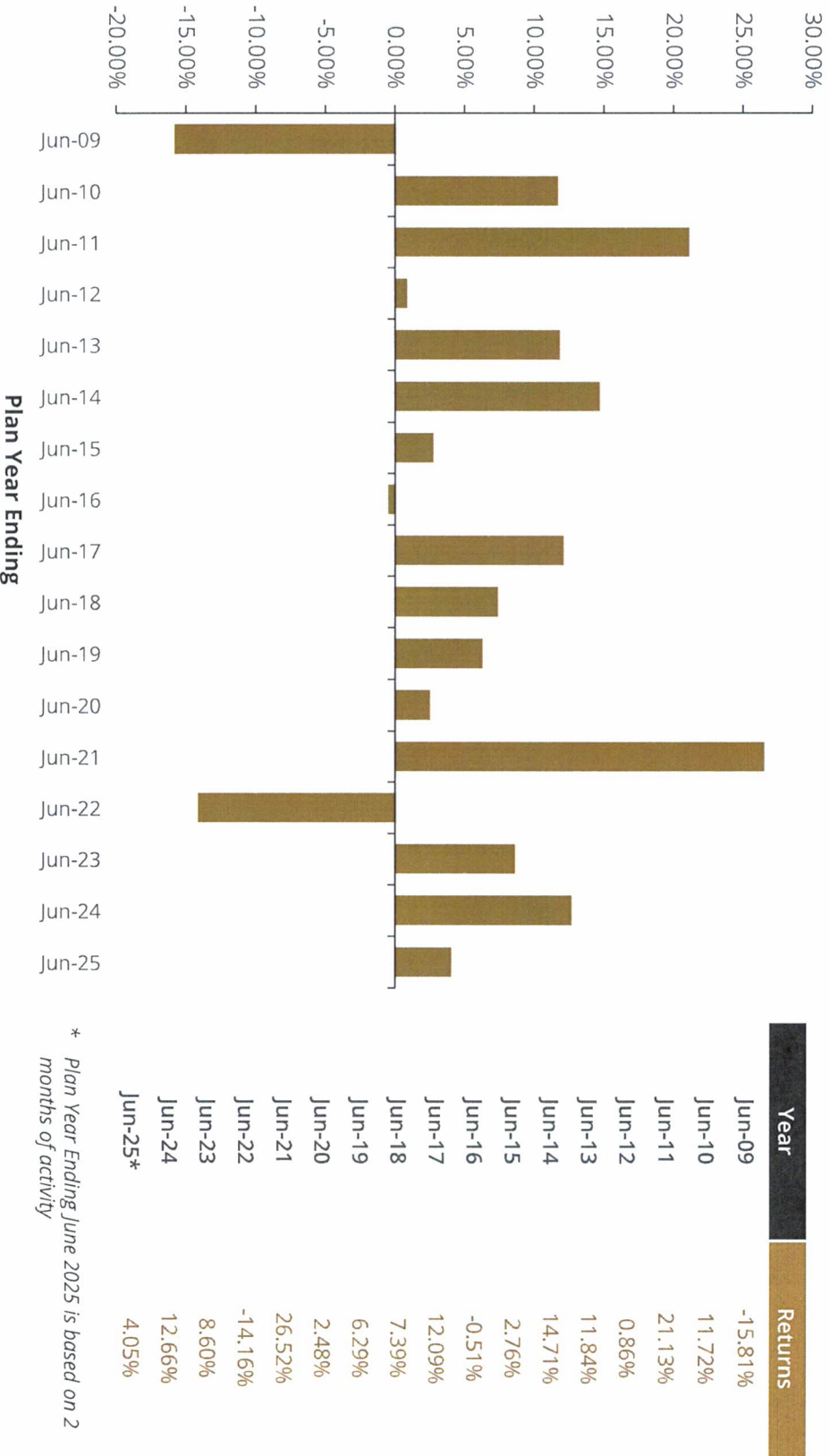
As of June 30, 2024

BALANCED STRATEGIC



PLAN ANNUAL RETURNS

AS OF AUGUST 31, 2024:



* Plan Year Ending June 2025 is based on 2 months of activity

Information as provided by US Bank, Trustee for PARS, Not FDIC Insured. No Bank Guarantee. May Lose Value. Past performance does not guarantee future results. Performance returns are impacted by agency plan activity and may not reflect the deduction of applicable fees which could reduce returns. Information is deemed reliable but may be subject to change.

The advisor to the PARS portfolios is US Bank and PAM Asset Management serves as sub-advisor to US Bank to manage these portfolios. Prior to January 1st, 2024, HighMark Capital Management, Inc. ("HighMark") acted as sub-advisor to the PARS portfolios. HighMark, including clients and investment personnel, was consolidated into its affiliate, PAM Asset Management LLC (PAMAM) on January 1st, 2024. Please see important additional disclosures to the PARS portfolios included in the individual strategy information at the end of this presentation.

PARS DIVERSIFIED PORTFOLIOS

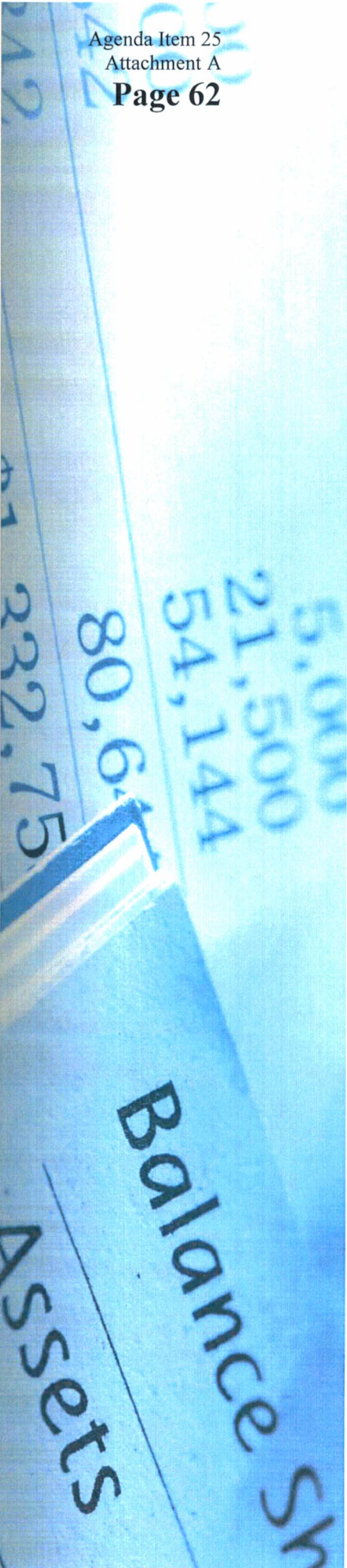
As of June 30, 2024

ACTIVE PORTFOLIO ANNUALIZED RETURNS* (Gross of Investment Management Fees, but Net of Embedded Fund Fees)
Please see complete Investment Strategy Sheets (enclosed) for more information.

Strategy	Equity (%)	1 Year	3 Years	5 Years	10 Years
Capital Appreciation	65-85%	15.46%	3.17%	8.27%	7.22%
Balanced	50-70%	13.26%	2.25%	6.90%	6.53%
Moderate	40-60%	11.70%	1.50%	5.86%	5.71%
Moderately Conservative	20-40%	8.76%	0.29%	3.82%	4.06%
Conservative	5-20%	6.43%	-0.83%	2.13%	2.81%

*Annualized Returns over 1, 3, and 5 years are based on the PARS/115P Strategic Blend portfolios, which have not reached 10 years since inception. For illustration purposes, 10-year returns are based on the PARS/PRHCP Strategic Blend portfolios (Index for Capital Appreciation). The returns provided are gross of investment advisory fees and net of mutual fund fees. Subject to change due to rebalancing. Past performance does not guarantee future results.

The advisor to the PARS portfolios is U.S. Bank and PFM Asset Management serves as sub-advisor to U.S. Bank to manage these portfolios. Prior to January 1st, 2024, HighMark Capital Management, Inc. ("HighMark") acted as sub-advisor to the PARS portfolios. HighMark, including clients and investment personnel, was consolidated into its affiliate, PFM Asset Management LLC (PFMAM) on January 1st, 2024. Please see important additional disclosures to the PARS portfolios included in the individual strategy fact sheets at the end of this presentation.



ELIGIBILITY FOR DISTRIBUTION

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



DISTRIBUTION OPTIONS

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

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PARS Retirement Plans Program

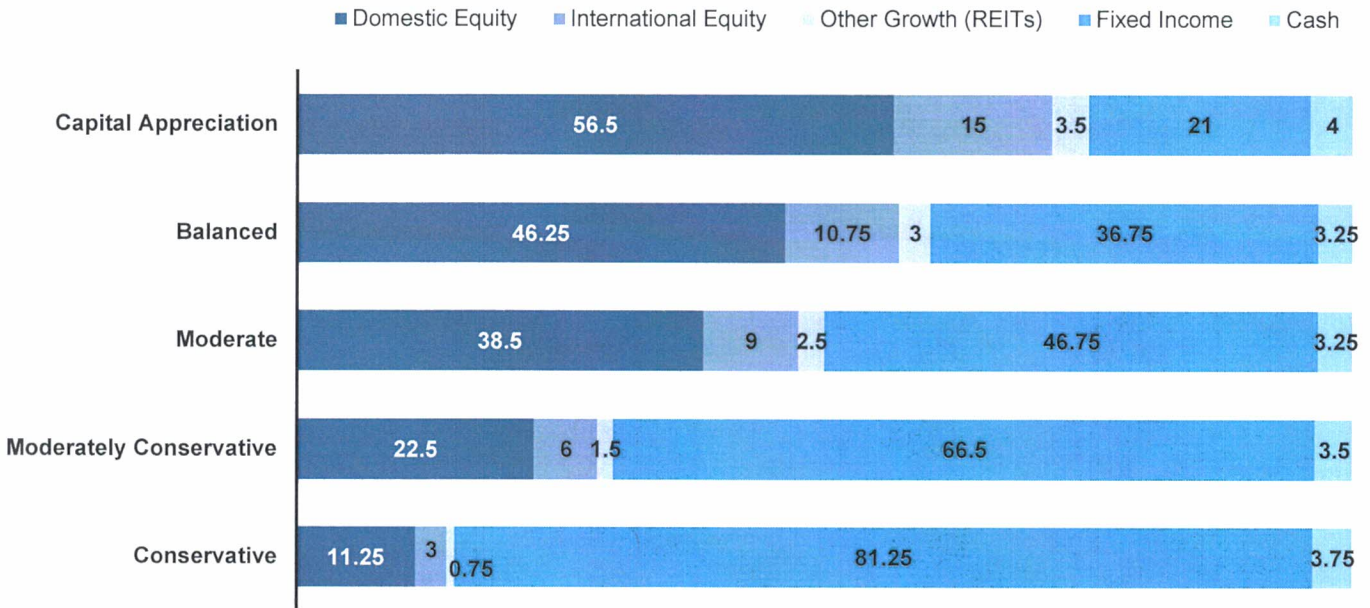
Strategy	Asset Class	Strategic Range	Policy	Tactical	Gross Annualized Total Rate of Return						
					Portfolio	2Q24*	YTD	1-Yr	3-Yr	5-Yr	10-Yr
Conservative	Equity	5-20%	15%	15%	Strategic Blend	0.31	1.31	6.00	-1.05	2.03	2.76
	Fixed Income	60-95%	80%	81%	Index	0.38	0.99	5.05	-1.13	1.84	2.52
	Cash	0-20%	5%	4%	Benchmark	0.62	1.61	5.83	-0.39	2.17	2.77
Moderately Conservative	Equity	20-40%	30%	30%	Strategic Blend	0.91	3.23	8.55	0.04	3.75	4.06
	Fixed Income	50-80%	65%	67%	Index	0.60	2.47	7.06	-0.13	3.35	3.73
	Cash	0-20%	5%	3%	Benchmark	0.77	2.94	7.86	0.49	3.76	4.09
Moderate	Equity	40-60%	50%	50%	Strategic Blend	1.25	5.40	11.75	1.49	5.84	5.65
	Fixed Income	40-60%	45%	47%	Index	0.90	4.49	10.07	1.33	5.50	5.33
	Cash	0-20%	5%	3%	Benchmark	1.08	5.00	10.93	2.05	6.06	5.84
Balanced	Equity	50-70%	60%	60%	Strategic Blend	1.39	6.44	13.26	2.14	6.90	6.46
	Fixed Income	30-50%	35%	37%	Index	1.50	5.98	12.11	2.32	6.72	6.22
	Cash	0-20%	5%	3%	Benchmark	1.22	6.02	12.43	2.75	7.15	6.68
Capital Appreciation	Equity	65-85%	75%	75%	Index	1.28	6.95	13.85	3.23	8.00	8.73**
	Fixed Income	10-30%	20%	21%							
	Cash	0-20%	5%	4%							

*Returns for periods under one year are not annualized. Returns are gross of investment management fees and net of fund embedded fees. Please see important disclosures on the following page, and your U.S. Bank fee schedule for investment management fees applied to your specific portfolio, as net of fee performance will differ.

**Represents inception to date returns (Inception date: 4/1/2016)

Strategy	Portfolio	Gross Calendar Year Returns									
		2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Conservative	Strategic Blend	8.98	-12.68	2.23	8.93	10.75	-1.38	6.83	3.94	0.35	3.71
	Index	7.92	-12.05	2.00	8.61	10.38	-1.14	5.52	3.74	0.07	4.38
	Blended Benchmark	7.82	-10.59	2.24	7.81	10.12	-0.60	5.25	3.92	0.30	4.75
Moderately Conservative	Strategic Blend	11.11	-13.70	5.21	10.88	13.97	-2.58	9.64	4.97	0.31	4.43
	Index	9.87	-13.08	5.37	9.72	13.57	-2.40	8.07	5.28	-0.19	5.47
	Blended Benchmark	10.29	-12.35	5.50	9.89	13.55	-1.87	8.13	5.45	0.13	5.91
Moderate	Strategic Blend	14.11	-14.81	9.35	12.54	17.85	-4.16	13.59	6.24	0.16	4.75
	Index	12.81	-14.47	10.25	11.35	17.61	-4.08	11.63	7.19	-0.57	5.52
	Blended Benchmark	13.56	-13.74	10.21	12.02	17.66	-3.37	11.66	7.41	-0.12	6.95
Balanced	Strategic Blend	15.54	-15.48	11.48	13.67	19.91	-4.97	15.45	6.84	0.37	4.90
	Index	14.32	-14.91	12.69	12.13	19.67	-4.91	13.22	8.43	-0.68	6.17
	Blended Benchmark	15.19	-14.58	12.54	13.07	19.78	-4.18	13.54	8.39	-0.30	7.49
Capital Appreciation	Index	16.60	-15.83	16.04	12.56	22.38	-5.98	16.03	N/A	N/A	N/A
	Blended Benchmark	17.60	-15.64	15.93	14.37	22.81	-5.53	16.57	N/A	N/A	N/A





Strategic Blend - Holdings: Portfolios are invested in a strategic mix of actively managed and passive index-based investment vehicles.

- Baird Aggregate Bond Fund
- Cohen & Steers Institutional Realty Fund
- Columbia Contrarian Core Fund
- Dodge Cox Income Fund
- Dodge Cox Stock Fund
- Emerald Growth Institutional Fund
- Fidelity International Index Fund
- First American Government Obligations Fund
- GQG Partners International Opportunities Fund
- Harbor Capital Appreciation Fund
- Hartford Schrodgers Emerging Markets Fund
- iShares Core U.S. Aggregate Bond ETF
- iShares Global Infrastructure ETF
- iShares Russell Mid Cap ETF
- iShares S&P 500 Growth ETF
- iShares S&P 500 Value ETF
- Mainstay MacKay High Yield Core Bond Fund
- MFS International Growth Fund
- PGIM Total Return Bond Fund
- Undiscovered Mgrs Behavioral Value Fund
- Vanguard Growth & Income Fund

Index - Holdings: Portfolios are invested in passive index-based investment vehicles.

- First American Government Obligations Fund
- iShares Core MSCI EAFE ETF
- iShares Core S&P 500 ETF
- iShares Core US Aggregate Bond ETF
- iShares Global Infrastructure ETF
- iShares 5-10 Year Investment Grade Corporate ETF
- iShares Russell 2000 Growth ETF
- iShares Russell 2000 Value ETF
- iShares Russell Mid Cap ETF
- iShares S&P 500 Growth ETF
- iShares S&P 500 Value ETF
- SPDR High Yield Bond ETF
- Vanguard FTSE Emerging Markets ETF
- Vanguard Real Estate ETF

For illustrative purposes only and subject to change at PFMAM's discretion. Individual portfolio allocations and holdings will vary based on many factors, including each portfolio's specific investment policy and market conditions.

		Benchmark Definitions				
		Conservative	Moderately Conservative	Moderate	Balanced	Capital Appreciation
10/1/2012 - Current:	S&P 500	7.50%	15.50%	26.50%	32.00%	Since Inception:
	Russell Mid Cap	1.50%	3.00%	5.00%	6.00%	
	Russell 2000	2.50%	4.50%	7.50%	9.00%	
	Wilshire REIT	0.50%	1.00%	1.75%	2.00%	
	MSCI EM Free (Net USD)	1.00%	2.00%	3.25%	4.00%	
	MSCI EAFE (Net USD)	2.00%	4.00%	6.00%	7.00%	
	Bloomberg US Aggregate Bond	52.25%	49.25%	33.50%	27.00%	
	ICE BofA 1-3 Yr US Corp/Govt	25.75%	14.00%	10.00%	6.75%	
	ICE BofA US High Yield Master II	2.00%	1.75%	1.50%	1.25%	
	FTSE 1 Month T-Bill	5.00%	5.00%	5.00%	5.00%	



About the Adviser: PFM Asset Management (PFMAM)

At PFM Asset Management we partner with public sector, non-profit and other institutions to build tailored, flexible investment solutions using fixed income and Multi-Asset class investments. With more than 40 years of experience managing public sector clients, we offer Liquidity Management, investment grade fixed income, Outsourced Chief Investment Officer (OCIO) and other specialized investment solutions.

Gross returns are time weighted and are calculated based on trade-date accounting. Actual returns for each agency's participation within the portfolio may vary from returns shown based on each agency's own cash flows as well as the specific portfolio in which they are invested. U.S. Bank National Association has retained its affiliate, PFM Asset Management LLC ("PFMAM"), as its sub-advisor to provide investment management services. Prior to January 1, 2024, HighMark Capital Management ("HighMark") acted as sub-advisor to the portfolios. HighMark, including clients and investment personnel, was consolidated into PFMAM on January 1, 2024.

PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss the California Special District Association (CSDA) bylaw amendments and Authorize the Library Director to submit the vote on behalf of the Placentia Library District.**

DATE: October 28, 2024

BACKGROUND

The CSDA periodically reviews and amends its bylaws to ensure alignment with current operational standards, legislative changes, and the evolving needs of special districts across California. The last CSDA bylaws updates were made in 2021 with the primary changes being Rights of Regular Membership, Retiree Membership, use of “member”, Procedure for Termination of Membership, Annual Report, and dual directorships with CSDA’s Alliance partner, Special District Risk Management Authority (SDRMA).

Following receipt of feedback and suggestions over the last few years from members, CSDA has reviewed the CSDA Bylaws, making the necessary updates and additions or improvements. The proposed bylaw amendments include the following key changes:

- Clarification on Retired Members as non-voting members
- Clarification related to termination of membership
- New Section under Article III, Section 2: Early Assumption of Office
- New Section under Article III, Section 2: Change in Regular Voting Member Affiliation
- Update noticing, balloting and election timeframes to allow some additional flexibility in the Board election process
- New Section under Article III, Section 7: A CSDA director shall be disqualified from serving on the CSDA Board if they are no longer a board member or managerial employee of a Regular Member district in the Network they were elected or appointed from
- Committee structure: amend to allow that Committee Vice-Chairs, with the exception of the CSDA Finance Corporation Committee, may be individuals from Regular Members districts in good standing

These changes are aimed at clarifying certain provisions. By approving the CSDA bylaw amendments, the District ensures its continued alignment with the association's best practices and governance standards, benefiting both the district and the broader special district community.

Voting closes November 20, 2024, at 5:00 p.m.

Attachment A is the Proposed CSDA Bylaw Amendments

RECOMMENDATIONS

1. Approve the CSDA bylaw amendments as presented; and,
2. Authorize the Library Director to submit the vote on behalf of the Placentia Library District;
and,
3. A roll call vote.



BYLAWS

California Special Districts Association

Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

Revised October 1, 2009

Revised August 2, 2010

Revised August 1, 2011

Revised July 1, 2014

Revised July 1, 2016

Revised November 15, 2021

Revised XXXXX XX, 2024

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EXHIBIT A28

ARTICLE I – GENERAL**Section 1. Purpose:**

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (hereinafter referred to as “CSDA”), CSDA will provide outreach, advocacy, professional development, information, and other various services to member districts. CSDA will interact and collaborate, where appropriate, with the associations and groups that support or oppose its membership’s interests. The control and governance of CSDA shall be the responsibility of CSDA’s Board of Directors (the “Board of Directors”).

Section 2. CSDA Networks:

The state of California shall be divided ~~along county boundaries~~ into six voting networks, using county boundaries to shape the respective networks. The areas of the networks are determined by the Board of Directors of CSDA. A map of the six (6) networks of CSDA is attached as Exhibit A.

Section 3. Principal Office:

The principal business office of CSDA is located at 1112 I Street, Suite 200, Sacramento, California 95814. The Board of Directors shall have authority to change the principal office from one location to another.

ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body comprised entirely of elected members, or which members are appointed to fixed terms; or
2. The following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control or water conservation districts; (g) sanitation agencies.

Regular voting members shall not include any state, cities, counties, school districts, community college districts, local agency formation commissions (LAFCOs), dependent districts, or joint powers authorities (JPAs) except as may be specifically referenced above.

Rights of Regular Membership: Regular voting members have voting privileges and may [have a member of the Board of Directors or a managerial employee](#) hold a seats on the Board of Directors. All Regular Members shall have the right to vote, as set forth in these bylaws, on the election of directors, on the disposition of all or substantially all of the corporation’s assets, on any merger and its principal terms and any amendment of those terms, and on any election to dissolve the corporation. In addition, Regular Members shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.

B. Associate Non-Voting Members:

Associate members shall be public agencies such as dependent districts composed of appointees from a single public agency, cities, counties, joint powers authorities, and other public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

C. Business Affiliate Non-Voting Members:

Business Affiliate members shall be those businesses or organizations that provide [products or](#) services to special districts and have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

D. Retired Non-Voting Member (Individual Membership):

Retired Individual members shall be those persons that are retired from service as a staff or board member at a special district and have at least 1 year of previous service.

Retired members shall not be affiliated with or serve as a consultant to any agency eligible for regular, associate, or business affiliate membership in CSDA. Retired members cannot be employed by a company that provides services or products to special districts.

Retired members have no voting privileges and may not hold a seat on the CSDA Board of Directors or any CSDA committees.

CSDA benefits available to retired members shall be determined by the CSDA Board of Directors.

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board [at the next regularly scheduled Board meeting](#). Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws. The Board shall retain the authority to deny membership in CSDA at its discretion.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the authorized voting membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which notice has been given to voting members by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board ~~member~~ [Member](#) or managerial employee of the regular voting member.

B. Voting Authorization:

Regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or by ballot.

C. Non-Voting Members:

CSDA may refer to Associate Members, [Retired Members](#) and Business Affiliate Members or other persons or entities associated with it, as “members”, even though those persons or entities are not voting Regular Members as set forth in Article II Section I A ~~hereof~~. No such reference as “members” shall constitute anyone as a voting member of this corporation unless that person or entity has qualified for voting Regular Membership pursuant to Article II Section I A of these Bylaws. The Board of Directors may adopt policies which grant some or all of the rights of a Regular Member, other than voting rights, to an Associate Member, [Retired Member](#) or Business Affiliate Member, but no such person or entity shall be a Regular Member by virtue of such grant of rights.

Section 5. Membership Quorum:**A. Meeting Quorum:**

Twenty-five voting designees, as defined in Article II, Section 4, present at any annual or special meeting of the CSDA shall constitute a quorum. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.

B. Mailed or Electronic Ballot Quorum:

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

Section 6. Membership Meetings:**A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the [CSDA Annual CSDA Conference](#) at such time and place as determined by the Board of Directors [or Staff](#). Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members [if such a vote is required](#).

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or at least a quorum of the members (25 members). Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive

Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

C. Notice of Meetings:

~~Whenever members are permitted~~In any case that members are requested to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be ~~given~~sent to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of communication to be utilized by and between CSDA and its members, if any, through which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network website community that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to each member which has ~~provided to CSDA an unrevoked~~not revoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by ~~electronic video screen communication~~use of web-based video communication software by and between such members and CSDA. Any eligible member participating in a meeting

electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by use of web-based video communication software ~~electronic video screen communication~~ by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

E. Majority Vote:

Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 ~~registered voters~~ regular voting members; and (2) the number of votes approving the action or proposal equals or exceeds a majority (i.e., 50% plus one) of the regular voting members present and casting votes on the issue.

F. Solicitation of Written Ballots from Members:

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

G. Return of Ballots:

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic

communication from regular voting members after the specified date shall be invalid and shall not be counted.

H. Number of Votes Required for Approval of Action on Written Ballot:

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of ~~approvals~~ votes in favor of the action equals or exceeds the number of votes that would be required for approval at a meeting of members, (i.e. 50% plus one) of those participating members casting written ballots either electronically or by first class mail.

Section 7. Termination of Membership:

~~A member shall not be in good standing, and membership may be terminated,~~ On occurrence of any of the following events, a member shall no longer be in good standing, and membership may be terminated:

- A. Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after notice, the delinquent member shall automatically cease to be a member of CSDA. CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary including with those districts that may be members of the Special District Risk Management Authority (SDRMA).
- B. Determination by the Board of Directors that a member has failed in a material and serious degree to observe the rules of conduct or operational policies of CSDA, including but not limited to the Corporation's Anti-Trust Policies, or has engaged in conduct materially and seriously prejudicial to ~~this~~ CSDA's purposes and interests.

Section 8. Procedure for Termination of Membership:

If grounds exist for terminating the membership of a member under Section 7 ~~hereof~~ these bylaws, the following procedures shall be followed:

- A. The Board of Directors shall give the member at least 15 days prior written notice of the proposed termination and the reasons for the proposed termination of membership. Notice ~~shall~~ may be given by any method reasonably calculated to provide actual notice. Notice given by mail shall be sent by first-class mail to the member's last address as shown on CSDA records.
- B. The member shall be ~~given an opportunity to be heard~~ provided an opportunity to contest the termination, either orally or in writing, at least 5 days before the effective date of the proposed termination of _____ membership. ~~The A hearing meeting~~ shall be held in a time and manner determined by the Chief Executive Officer, or the written statement considered, by the Board of Directors which is responsible for determining in its sole discretion whether the termination of membership should occur.

- C. The Board of Directors shall determine whether the membership shall be terminated. The decision of the Board of Directors shall be final.

ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member shall be limited to one seat on the Board.

There shall be three directors elected from three different regular voting members in each of the six CSDA networks. Directors elected from each of the six networks shall hold staggered three-year terms.

Section 2 Term of Office:

Directors elected from each of the six networks shall hold staggered three-year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall automatically terminate three years thereafter unless a newly elected or appointed Director is completing the remaining balance of an incomplete term due to a vacancy in a respective Director seat.

Early Assumption of Office.: In such cases, if there is a candidate-elect who has won the election and is willing to assume office early to fill a vacant seat, the Board of Directors may allow the candidate-elect to assume office prior to the regular January 1 start date.

Conditions: The candidate-elect assuming office early shall meet all eligibility requirements for Board membership.

Ratification: The early assumption of office by the candidate-elect shall be subject to ratification by the Board of Directors at its next regularly scheduled meeting following the completion of the election.

Change in Regular Voting Member Affiliation.: Any Director that is a board member or managerial employee of a member district and subsequently transitions to a board member or managerial employee position at another regular voting member district in the same Network, shall retain their seat and term.

Conditions: In order to retain voting rights on the CSDA Board of Directors, the Director shall provide a resolution or minute action from their new district within two months of the change affirming the individual Directors continued service on the CSDA Board of Directors.

Section 3. Nomination of Directors:

Nomination of Directors seeking to serve on the Board shall be by network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The CSDA director nominee shall be a member of the board of directors of the district or a managerial employee as defined by that district's board of directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's

Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election.

CSDA staff will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each network's qualified nominees will be transmitted by mail or electronic ballot to that network's regular voting membership for election pursuant to Article III, Section 4

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections for the Board of Directors. The Committee may enforce any regulation to facilitate the conduct of said elections. Directors shall be voted upon and elected by the regular voting members from the network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with [CSDA](#) staff, the networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

A. Written Notice:

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least ~~420-100~~ days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid. In the event an incumbent does not re-run for their seat, the nomination period for that network shall be extended by ten days.

B. Balloting and Election:

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via authorized third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a written ballot specifying the certified nominees in each network shall be distributed by first class mail or electronically to each regular voting member in that network. Each such regular member in good standing in each network shall be entitled to cast one vote for each of that network's open seats on the Board. In the event there is more than one seat available for election, regular members shall be entitled to a number of votes equal to the seats available for election in their network.

The ballot for each network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each network were sent a ballot, either by first class

mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6(F-H) of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or ~~first class~~first-class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action ; and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each respective Board position subject to election. ~~as would be required for an election of a nominee at a meeting of the members.~~

Written ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date, which shall be at least ~~45~~30 days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or their designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential. Election documents will be retained as outlined in CSDA's Board approved records retention policy.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically to each regular voting member in the network where the tie vote occurred.

Those written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental written ballots received after the designated date whether by first class mail or electronically shall be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws.

In the event the supplemental written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating their seat on the Board of Directors, an individual who meets the qualifications as specified in ~~these~~ Article III Section 3 of these ~~Bylaws~~ may be appointed or elected to complete the director's unexpired term.

A. Two or Three Vacant Seats in the Same Network:

In the event more than one seat on the CSDA Board of Directors in any one network is vacant at the same time, such vacancies shall be filled by election. A written ballot shall be prepared; listing all nominees for that network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each network shall be entitled to cast one vote for each open seat in that network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy Outside of Nomination Period

In the event of a vacancy occurring outside of the nomination period timeframe, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election. The CSDA Board at its discretion may leave a vacancy that occurs outside of the nomination period unfilled until the next regularly scheduled election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network's existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

C. Vacancy During Nomination Period:

In the event of a vacancy occurring during the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the network

in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof of these bylaws.

Section 7. Director Disqualification:

A. A director shall become disqualified from further service on the Board of Directors or any committee upon the occurrence of any of the following:

1. A director's district is no longer a member of CSDA;
2. A director is no longer a board member or an employee of a member district;
- ~~2-3.~~ 3. A director is no longer a board member or an managerial employee of a regular member district in the Network they were elected or appointed from;
- ~~3-4.~~ 4. A director is elected or appointed to the Board of Directors of the Special District Risk Management Authority (SDRMA) or
- ~~4-5.~~ 5. A director's resignation from CSDA.

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board or has not completed the Board Member requirements and expectations as outlined in policy.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

Directors shall serve without compensation. However, they shall be allowed reasonable reimbursement for pre-approved expenses incurred in the performance of their duties as Directors.

Annual Report: The Board of Directors shall cause an annual report to be sent to the members within 120 days after the end CSDA's fiscal year. That report shall contain the following information, in appropriate detail:

- The assets and liabilities of CSDA as of the end of the fiscal year;
- The principal changes in assets and liabilities;
- CSDA's revenue or receipts, both unrestricted and restricted to particular purposes;
- CSDA's expenses or disbursements for both general and restricted purposes.

The CSDA Annual Financial Audit shall serve as the Annual Report of CSDA.

Section 9. No Dual Directorships:

During any period that CSDA is a participant in the Alliance Executive Council Memorandum of Understanding (MOU), the Board of Directors of CSDA shall appoint three (3) members of its board to serve as members of the Alliance Executive Council. No member of the Board of Directors of CSDA shall serve as a director on the board of SDRMA during the term of the MOU. In the event a director is elected to SDRMA, that director shall immediately be disqualified from further service on the Board of Directors of CSDA.

ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine. Directors may participate and have voting privileges remotely from other states and countries.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

Section 4. Planning Session:

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review, evaluate, and update the plans, policies and activities related to the business interests of CSDA. Timing and intervals of the Strategic Planning Meeting shall be determined by the Board of Directors.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors on an annual basis shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors may be called for any purpose at any time by the President or by any group of 10 directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the [directors](#), [or directors or](#) sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

Section 7. Board of Directors Meeting Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Board Meetings by Telephone and Electronic Communications:

Any Board meeting may be held by conference telephone, [use of web-based video communication software](#) ~~video screen communication~~ or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

Section 9. Official Records:

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA or on official CSDA electronic file server(s).

ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the members of the Board of Directors without reference to networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each officer shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

ARTICLE VI – COMMITTEES

Section 1. Committee Structure:

Each committee shall have a chair and a vice-chair. Committee chairs shall be a member of the Board of Directors, except for the CSDA Finance Corporation Committee. Committee Vice-Chairs may be individuals from Regular Member districts in good standing upon appointment by the CSDA Board President and ratification by the CSDA Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept maintained and each committee shall present a report to the Board of Directors at each regularly scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law:

- No committee may fill vacancies on the Board of Directors or on any committee that has authority of the Board, establish any other committees of the Board, or appoint the members of the committees of the Board.
- No committee may fix compensation of the directors for serving on the Board or on any committee, expend corporate funds to support a nominee for director, or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.
- No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, [use of web-based video communication software](#) ~~web-conference~~ or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

Section 4. Standing Committees:

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of CSDA: the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served previously as President, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. Professional Development Committee:

The Professional Development Committee shall provide advice, feedback and general guidance for CSDA professional development programs and events.

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as ex officio members of the Board of Directors of the CSDA Finance Corporation, a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but rather has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

E. Fiscal Committee:

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

F. Legislative Committee:

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda and advocacy priorities. The Legislative Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

G. Member Services Committee:

The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

Section 5. Ad Hoc Committees:

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

Section 6. Special Committee of the Board:

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

ARTICLE VII – INDEMNIFICATION**Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer's, director's, employee's, or agent's status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

ARTICLE VIII – AFFILIATED CHAPTERS**Section 1. Purpose:**

The purpose of affiliated chapters is to provide local forums of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of CSDA are encouraged to create and establish affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011 must have at least one CSDA member in their membership at all times, including but not limited to the following chapters: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members: local organizations and businesses, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members as current members of CSDA in order to be a chapter affiliate of CSDA. Such chapters may include as members: local organizations/businesses and professionals who are not members of CSDA.

Affiliated chapters shall be determined upon approval and execution of the Chapter Affiliation Agreement by the chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually or upon request by the President or CEO.

No partnership or joint venture shall be established between CSDA and its affiliated chapters by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such affiliated chapter may decide by majority vote. Rules and regulations of the affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

Section 4. Financing of Affiliated Chapters:

No part of CSDA's funds shall be used for the operation of the affiliate chapters. CSDA is not responsible for the debts, obligations, acts or omissions of the affiliate chapters.

Section 5. Legislative Program Participation:

Affiliate chapters may function as a forum regarding federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon approval by the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by mail or electronic ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendments to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendments shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

Section 3. Written Bylaw Amendment Ballot:

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a written ballot is used to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments the Board of Directors intends to present for vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be distributed to regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid.

Section 4. Bylaw Amendment Ratification:**A. Membership Meeting:**

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by regular voting members present at such membership meeting meets or exceeds the required quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting.

B. Mail or Electronic Ballot:

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied.

EXHIBIT A

Updated November 1, 2019



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: October 28, 2024

BACKGROUND

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Roundtable Women's Club Updates from Secretary Dahl

DATE: October 28, 2024

BACKGROUND

Secretary Dahl will provide an update from the Roundtable Women's Club.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: ISDOC & Legislative Updates from Trustee Nelson
DATE: October 28, 2024

BACKGROUND

Trustee Nelson will report on ISDOC meeting and provide legislative updates.

Attachment A is CSDA's 2025 New Laws Series

2025 New Laws Series, Part 1: Public Officials May Not Block Commenters from Official Social Media Accounts and Posts

By: Laurence Wiener and Katherine Read, Richards Watson & Gershon

Social media sites have become an essential tool for anyone who wishes to share with their friends and others information regarding birthdays, anniversaries, vacations and, perhaps, the latest news regarding their job. Of course, over the last several years local government officials, including special district officials, have realized that social media platforms also make communication with constituents extremely convenient. But sharing information about one's job is slightly different for public officials.

When public officials write about their role in government, it raises First Amendment issues, including whether the author of the social media site must allow anyone to comment on issues related to their public job. So, special district officials must be cognizant of whether they are creating a social media site that conveys First Amendment rights to members of the public, who can then comment on the social media site with relative impunity. In the past, in California, it was difficult for public officials to differentiate their personal social media, from which they could exclude anyone, from their official social media, which conferred First Amendment rights on anyone visiting their social media sites.

However, after the recent ruling in the United States Supreme Court, *Lindke v. Freed*, 601 U.S. 187 (2024), officials now have clearer direction as to how to keep their social media sites "personal" and not expose their social media sites to a First Amendment challenge. Mr. Freed was the City Manager of Port Huron, Michigan. Freed maintained a personal Facebook page and posted about his personal life and his job. Once the COVID-19 pandemic began, Freed also posted both personal and job-related information about COVID-19. Mr. Lindke opposed the city's position on COVID-19 and unequivocally expressed his displeasure on Freed's Facebook page. Freed, first, deleted some of Lindke's comments and then banned him from the Facebook page. Lindke sued alleging that he had a First Amendment right to comment on Freed's Facebook page. Ultimately, the Supreme Court articulated a rule to follow but sent the matter back to the lower courts to determine whether Lindke truly had a right to comment on Freed's Facebook page.

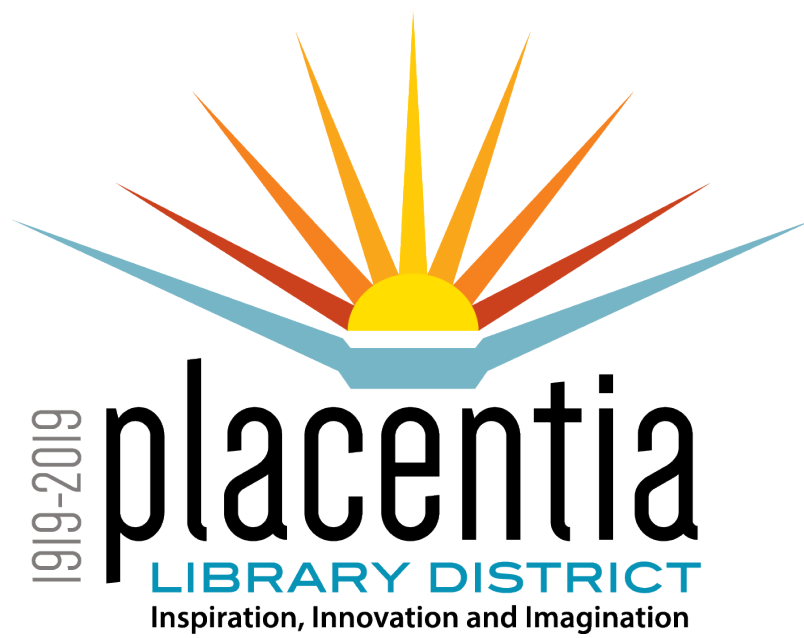
The Court determined that officials' social media accounts will be considered personal, and not subject to the First Amendment claims of others, unless the official (1) **possesses actual authority to speak on the agency's behalf ("state action")**, and (2) **purports to exercise that authority when the public official posts on social media**.

The Supreme Court reasoned that public officials themselves have the "First Amendment right to speak about their jobs and exercise editorial control over speech and speakers on their personal platforms." However, this is not the case for social media activities that are considered state action. Determining whether a public official's social media activity constitutes state action, which prevents blocking specific comments or commenters, is a "fact intensive inquiry." But, if the official does not possess actual authority to speak on behalf of the agency, the appearance or function of the social media account will not matter.

To create a presumption of "personal use," the Court suggests a social media account carry a label (i.e., "this is the personal page of [public official]") or a disclaimer (i.e., "the views expressed are strictly my own") but the presumption is not irrebuttable. Below, are two "Key Takeaways" that officials should consider when posting on their personal social media accounts to avoid the risk of liability if they decide to block a comment or commenter:

- Avoid State Action. For a post to be state action, the official must have actual authority to speak on behalf of the public agency through statute, ordinance, regulation, custom, or usage. To qualify as "custom" or "usage," the official's social media use on behalf of the public agency must be "permanent and well settled" and that authority must extend to the type of speech in question.
- Emphasize Personal Use. The Court will look at several factors such as: biography description ("personal page" v. "official page"), page maintenance ("individual" v. "public agency"), the type of posts ("repetition of readily available information" v. "public announcement unavailable anywhere else").

Officials should discuss the use of their social media accounts with legal counsel to determine if it is "official" or "personal." If a social media account is "personal" then a public official can decide which comments are allowed on the site and who can be banned from the site. However, if the social media account is "official" then a public official must be cognizant of the First Amendment rights of anyone who visits their social media site.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: LAFCO Updates from Trustee Beverage
DATE: October 28, 2024

BACKGROUND

Trustee Beverage will provide an update on LAFCO activities.

Attachment A is the October 9, 2024 Meeting Agenda.

**LOCAL AGENCY FORMATION COMMISSION OF
ORANGE COUNTY**

REGULAR MEETING AGENDA

**Wednesday, October 9, 2024
8:15 a.m.**

**County Administrative North (CAN)
First Floor Multipurpose Room 101
400 W. Civic Center Drive, Santa Ana, CA 92701**

Any member of the public may request to speak on any agenda item at the time the Commission is considering the item.

1. CALL THE MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

**4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION
(Communications received after agenda distribution for agendized items.)**

5. PUBLIC COMMENT

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken by the Commission on off-agenda items unless authorized by law.

6. CONSENT CALENDAR

a.) [September 11, 2024 – Regular Commission Meeting Minutes](#)

The Commission will consider approval of the September 11, 2024 meeting minutes.

b.) [Fiscal Year 2024-25 Quarterly Financial Report \(First Quarter\)](#)

The Commission will receive the first quarter financial report for Fiscal Year 2024-25.

c.) Legislative Report (October 2024)

The Commission will receive a report on the final status of bills previously reviewed by the Commission.

7. PUBLIC HEARING

No public hearing items scheduled.

8. COMMISSION DISCUSSION AND ACTION**a.) Adoption of a Resolution Approving the Fifth Amendment to Memorandum of Agreement for the Position of Executive Officer with Carolyn Emery**

The Commission will consider adopting a resolution approving the Fourth Amendment to Memorandum of Agreement for the Position of Executive Officer.

9. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken except to place the item on a future agenda if approved by the Commission majority.

10. EXECUTIVE OFFICER'S REPORT

Executive Officer's announcement of upcoming events and brief report on activities of the Executive Officer since the last meeting.

11. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items and announcements.

12. CLOSED SESSION**a.) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code section 54957

Title: Executive Officer

b.) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative: Commission Chair Donald P. Wagner and William Kelly of Kelly Associates Management Group

Unrepresented employee: Executive Officer

13. ADJOURNMENT OF REGULAR COMMISSION MEETING

The next Regular Commission Meeting will be held on Wednesday, November 13, 2024 at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Drive, Santa Ana, CA 92701.

PUBLIC PARTICIPATION:

The Local Agency Formation Commission of Orange County welcomes your participation. The public may share general comments or comments on agenda items through the following options:

- 1) **In-person** comments may be provided during the general comment period on off-agenda items and during the hearing of a specific agenda item. In accordance with the OC LAFCO guidelines, each speaker's comments may not exceed three (3) minutes for the respective item. If you have documents for the Commission, please bring 15 copies and submit to the Commission Clerk for distribution.
- 2) **Written** general comments or comments on specific agenda items may be submitted by email to the Commission Clerk at ccarter-benjamin@oclafco.org. Comments received no less than twenty-four (24) hours prior to the regular meeting will be distributed to the Commission and included in the record.

Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the OC LAFCO website at <https://oclafco.org/meetings/>.

State law requires that a participant in an OC LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.

AMERICANS WITH DISABILITIES ACT (ADA)

All regular meeting agendas and associated reports are available at <https://oclafco.org/meetings/>. Any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations shall be made with OC LAFCO staff at (714) 640-5100 at least three business days prior to the respective meeting.

2024 MEETING AND EVENTS CALENDAR

Approved November 8, 2023

2024



January						
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- OC LAFCO Regular Meeting (*begins at 8:15 a.m.*)
Location: County Administrative North, First Floor Multipurpose Room 101, 400 W. Civic Center Dr., Santa Ana, CA 92701.
- Office closure due to legal holidays and flexible work schedule.
- CALAFCO Annual Conference - October 16 - 18, 2024 at Tenaya Lodge at Yosemite.

