



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

February 24, 2025

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, February 24, 2025

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 January 27, 2025. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for January 2025. (Receive & File and Approve)

11. FY2024-2025 Fund Balance through January 2025; the Schedule of Anticipated Property Tax Revenues for FY2024-2025 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for January 2025 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for January 2025. (Receive & File)

14. Acquisitions Report for January 2025. (Receive & File)

15. Entrepreneurial Activities Report and January 2025. (Receive & File)

16. Library Impact Fee Report for January 2025. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for January 2025. (Receive, File, and Ratify Appointments)

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

19. Administration Report for January 2025.

20. Circulation Report for January 2025.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, February 24, 2025

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for January 2025.
- 22. Adult and Teen Services Report for January 2025.
- 23. Technology and Website Report for January 2025.
- 24. Customer Service Report for January 2025.

NEW BUSINESS (Items 25-32)

- 25. Report from the Business Manager on his attendance at the annual California Society of Municipal Finance Officers (CSMFO) Conference.
- 26. Updates on the Outdoor Learning Experience (OLE) project from the Business Manager.
- 27. Second Reading and Adoption of the Amended Policy 6010 – Materials Selection Policy.
- 28. Authorization for Attendance at the annual American Library Association Conference, June 26-30, 2025, in Philadelphia, Pennsylvania.
- 29. Authorization for Attendance at the California Special Districts Association (CSDA) Legislative Days, May 20-21, 2025, in Sacramento, California.
- 30. Award T-Mobile Services the contract to provide hot spot devices and services for the hotspot lending program.
- 31. California Special Districts Association (CSDA) Board of Directors call for Nominations, Seat B.
- 32. Joint-Use Committee Updates from President Carline.
- 33. ISDOC Updates from Secretary Nelson.

AGENDA DEVELOPMENT

- 34. Agenda Preparation for the March Regular Date Meeting which will be held on March 24, 2025 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 35. The Library Board of Trustees will adjourn the Regular Date February 24, 2025 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for February 24, 2025 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 19, 2025.



 Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 JANUARY 27, 2025

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 27, 2025, at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Scott Nelson, Trustee Stephanie Beverage, Trustee Sherri Dahl (arrived at 6:34 p.m.).

Members Absent: None

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

Guests: Robert Callanan, Clifton Larson & Allen.

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

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she met with Library Director Contreras for their monthly meetings. She attended the groundbreaking photo-op for the Outdoor Library. She reported there will be a Joint Use Meeting this Thursday, January 30th.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Nelson reported he attended the groundbreaking photo-op for the Outdoor Library.

Trustee Beverage reported she attended the groundbreaking photo-op for the Outdoor Library and will be attending the Joint Use Meeting this Thursday.

Trustee Dahl reported she attended the groundbreaking photo-op for the Outdoor Library, the PLFF Board Meeting, and the Placentia Round Table Women's Club general meeting and Board Meeting.

LIBRARY DIRECTOR REPORT Director Contreras reported she served on the City of Irvine's interview panel for the Library Services Manager position. She attended the groundbreaking photo-op for the Outdoor Library. She met with the City of Placentia's Interim City Administrator. She also met with the Placentia Police Department to handle concerns regarding the unhoused population and challenging patrons. She attended the PLFF Board Meeting and reported that the PLFF are focused on the Authors Luncheon. She also attended the Placentia City Council Meeting and reported they have opened positions for commissions if the Board is interested.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$1,703 last month. They are halfway to reaching their goal of making \$25,000 this year. They are working on the Authors Luncheon. This year, registration for the luncheon will only be done through a QR code or by coming into the library. They have not begun their membership campaign yet. They have decided to discontinue their current website to go with a new website that was recommended by their committee.

CONSENT CALENDAR

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

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

MINUTES FOR DECEMBER 16, 2024 UNUSUAL DATE MEETING.

The minutes for the December 16, 2024 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for December 2024 (Item 10)
 Fund 707 Balance Report for December 2024 (Item 11)
 Financial Reports through December 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 December 2024 (Item 13)
 Acquisitions Report for December 2024 (Item 14)
 Entrepreneurial Activities Report for December 2024 (Item 15)
 Library Impact Fee Report for December 2024 (Item 16)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PRESENTATION OF FISCAL YEAR 2023-2024 FINANCIAL AUDIT FROM CLIFTON LARSON ALLEN LLP (CLA).

Director Contreras introduced Robert Callanan from CliftonLarsonAllen LLP to the Board. Mr. Callanan reported on the Fiscal Year 2023-2024 financial audit and said it has improved over the previous years. The Board thanked Mr. Callanan for the presentation. The Financial Audit for Fiscal Year 2023-2024 was received and will be filed.

AUTHORIZATION FOR AMENDMENTS TO POLICY 6010 – MATERIALS

Director Contreras reported this next agenda item are the changes the District needs to make to Policy 6010 – Material Selection Policy in order to ensure compliance in regards to AB 1825 – the California Freedom to Read Act. By law, the policy needs to be approved by the State Librarian by January 2026. She

SELECTION POLICY TO INCORPORATE AB 1825 LANGUAGE.

advised the policy will be forwarded to Legal Counsel for review after the first reading and put back on the agenda for the February meeting for final approval before being sent to the State Librarian. After a brief discussion, Trustee Beverage made a motion to approve Policy 6010 as first reading. It was seconded by Secretary Dahl. A roll call vote was taken.

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

AUTHORIZATION FOR THE ASSISTANT LIBRARY DIRECTOR AND IT CONSULTANT TO ATTEND THE COMPUTERS IN LIBRARIES 2025, MARCH 24-28, 2025 IN ARLINGTON, VIRGINIA.

Director Contreras is requesting authorization for the IT Consultant and Assistant Library Director to attend the Computers in Libraries Conference in Virginia. She reported there is usually a similar conference in California but this conference in Virginia has sessions regarding topics that the District has been discussing with the IT Consultant. The Board agreed it is good for staff to stay up to speed on changes and conferences give them a good chance to network and learn. Trustee Beverage made a motion to authorize the IT Consultant and Assistant Library Director to attend the 2025 Computers in Libraries Conference, March 24-28, 2025 in Arlington, Virginia. It was seconded by Trustee Dahl. A roll call vote was taken.

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

AUTHORIZATION FOR THE BUSINESS MANAGER TO ATTEND SDRMA SPRING EDUCATION DAY, MARCH 26, 2025 IN SACRAMENTO, CALIFORNIA.

Director Contreras is requesting the Board approve the attendance of Business Manager Maskarino at the Special District Risk Management Authority’s (SDRMA) Spring Education Day. It will be a good chance for him to keep up to date on IT crimes, fraud, and accounting processes. The Board agreed risk management is crucial. Trustee Beverage made a motion to authorize the Business Manager to attend the SDRMA Spring Education Day on March 26, 2025 in Sacramento, California. It was seconded by Trustee Dahl. A roll call vote was taken.

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

ROUNDTABLE WOMEN’S CLUB UPDATES FROM TRUSTEE DAHL.

Trustee Dahl reported the Placentia Round Table Women's Club’s yearly tasks are moving along. They are coming up on Bunco. They are currently waiting for a city permit that would allow an outside vendor to rent out the Club’s space every Tuesday of the month, except for one, and one Saturday a month for bingo. This would bring in a good amount of revenue that would allow them to do more charitable tasks. The Club donated \$5,000 to the Federation of Women's Clubs, to distribute to the victims of the fires in Alta Dena and Pasadena. The bathroom remodeling project is ongoing. They will be donating Girl Scout cookies to the Marines and the Girl Scouts will be delivering the cookies themselves. Every year, the Club gives out two scholarships to veterans at Fullerton College. There has been a process change on how the scholarships are awarded to the veterans.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported the Local Agency Formation Commission of Orange County (LAFCO) are still dealing with organizational issues. The District is still on the 24/25 schedule for the next round of reports but there are no specifics yet. She advised she will give an update once she knows more.

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

The next Joint Use Meeting is scheduled for this Thursday, January 30, 2025.

**ISDOC UPDATES FROM
SECRETARY NELSON.**

Secretary Nelson reported there is not much going on. If time permits, he suggests reading the Take Action Brief that is in the Board Book. There are some national bills that are trying to get access to more funding for special districts. He suggested to the Administration team to look at the Climate Bond funding opportunities that are mentioned in the Take Action Brief. There are a few categories that the District may fit into.

AGENDA DEVELOPMENT

Policy 6010 will be brought back to the Board for the final reading at the next meeting.

Director Contreras took this time to remind the Board the tickets for the Authors Luncheon are on sale. There are still opportunities for sponsorships.

ADJOURNMENT

The next Board Meeting will be on February 24, 2025, at 6:30 p.m.

The Board of Trustees Regular Date Meeting of January 27, 2025, was adjourned at 7:10 p.m.

Gayle Carline, President
Library Board of Trustees

Scott Nelson, Secretary
Library Board of Trustees

2:25 P.M.
2/10/25
Accrual Basis

**Placentia Library District
Check Register
January 2025**

Date	Ref No.	Payee	Memo	Payment	Type
01/06/2025	14072	Sign Imaging	"Employees Only" Sign x8	2,801.50	Bill Payment
01/06/2025	14073	Woodruff & Smart, APC	For Services Rendered Through 11/30/24	1,759.50	Bill Payment
01/06/2025	14074	Baker & Taylor	Books CLLS Collection PO 133 & ESL S&M Collection PO 146	5,410.05	Bill Payment
01/06/2025	14075	New Readers Press		770.85	Bill Payment
01/06/2025	14076	CliftonLarsonAllenLLP	Interim billing on FY23-24 audit	3,780.00	Bill Payment
01/06/2025	14077	Cintas	Janitorial Supplies	575.46	Bill Payment
01/06/2025	14078	Margaret Hatanaka	Mileage reimbursement PO 154	35.24	Bill Payment
01/06/2025	14079	Luke De Ruyter	AI Training for Staff during Mar 23, 2024 SDD	500.00	Bill Payment
01/06/2025	14080	Staples Advantage	Towels and hand soap for restrooms	335.64	Bill Payment
01/06/2025	14081	Southern California Edison Public Agency Retirement Services	Service from 11/27/24-12/29/24 Contributions for payroll on 12/31/24	4,654.88	Bill Payment
01/06/2025	14082			2,688.34	Bill Payment
01/06/2025	14083	Placentia Library District	For payroll on 01/15/25	80,000.00	Bill Payment
01/06/2025	14084	SDRMA Golden State Water Company	Medical & Ancillary Benefits February 2025 Service from 11/19/24-12/26/24	29,748.51	Bill Payment
01/06/2025	14085			3,195.44	Bill Payment
01/06/2025	14086	Arcelia Janitorial Service	Janitorial Services from 12/01/24-12/31/24	4,928.00	Bill Payment
01/06/2025	14087	Greater Cue Integrations Pitney Bowes Purchase Power	Digital watchdog security camera licenses PO 155 December 2024 Statement i-Bank Loan Payment 2 of 2 FY 24/25	4,442.93	Bill Payment
01/06/2025	14088			635.39	Bill Payment
01/06/2025	14089	U.S. Bank	Facility Lease #ISRF-18-120	15,763.57	Bill Payment
01/06/2025	14090	Kanopy Inc.	Video tickets	483.00	Bill Payment
01/06/2025	14091	Midwest Tape-Hoopla Imperial County Office of Education	Hoopla Digital Content for December 2024 MRC QI Billing July through September 2024	8,847.79	Bill Payment
01/21/2025	14092			2,256.64	Bill Payment
01/21/2025	14093	OverDrive J&D Financial (West Coast) Corporation	Ebooks, Audiobooks, & Fees E-rate Consulting Services October and November 2024	6,876.85	Bill Payment
01/21/2025	14094			2,175.00	Bill Payment
01/21/2025	14095	IDS Group Inc.	Outdoor mech screen designs	4,800.25	Bill Payment
01/21/2025	14096	Mariposa Landscapes, Inc.	Work to repair 3 broken mainlines Recycling Service from 12/01/24-12/31/24 Waste/Recycling Overage on 12/17/24 Pickup Service from 01/01/25-01/31/25	3,926.10	Bill Payment
01/21/2025	14097	Republic Services		401.51	Bill Payment
01/21/2025	14098	UMPQUA BANK	CC Transactions 11/29/24-12/31/24	5,718.51	Bill Payment
01/21/2025	14099	Dewey Pest Control	January through March Service	267.00	Bill Payment
01/21/2025	14100	CALNET3	Service from 12/02/24-01/01/25	281.42	Bill Payment
01/21/2025	14101	Angelina Fuentes Eagle Multi Media Productions	Mileage Reimbursement December IT Support Services	37.58	Bill Payment
01/21/2025	14102			10,984.83	Bill Payment
01/21/2025	14103	Charter Communications	Service from 01/12/25-02/11/25	91.99	Bill Payment
01/21/2025	14104	Cintas	Janitorial Supplies	444.68	Bill Payment
01/21/2025	14105	Dick's Lock & Safe Emcor Services - Mesa Energy	Door alarm and key copies Service for units that were not heating properly	253.30	Bill Payment
01/21/2025	14106			706.00	Bill Payment
01/21/2025	14107	Lina L Nguyen	Mileage and parking fee reimbursement	125.45	Bill Payment
01/21/2025	14108	Anser Advisory	Professional Services from 12/01/24-12/31/24 for the Outdoor Library project	752.50	Bill Payment
01/21/2025	14109	Placentia Library District	For payroll on 01/29/25	80,000.00	Bill Payment

2:25 P.M.
2/10/25
Accrual Basis

**Placentia Library District
Check Register
January 2025**

01/21/2025	14110	Public Agency Retirement Services	Contributions for payroll on 01/15/25	2,682.76	Bill Payment
01/21/2025	14111	Take Cover Patios	50% Deposit for concrete post footings	9,000.00	Bill Payment
01/21/2025	14112	US Builders & Consultants	Permit fees for Loading Dock & Outdoor Library Projects	12,684.31	Bill Payment
01/21/2025	14113	Daisy Badge	Mileage, parking, and meal reimbursement for CLA Conference	317.63	Bill Payment
01/21/2025	14114	Legacy Integrative Solutions	Service from 12/04/24-01/03/25	727.66	Bill Payment
01/21/2025	14115	JV Plumbing	Kitchen sink faucet replacement & replace men's public restroom toilet	785.29	Bill Payment
01/22/2025	14116	Midwest Tape	DVDs & Blue-rays	177.40	Bill Payment
01/22/2025	14117	Playaway Products	Spanish Wonderbook	57.84	Bill Payment
01/22/2025	14118	Johnson Controls Security Solutions	Service from 02/01/25-04/30/25	1,177.16	Bill Payment
01/27/2025	14119	Baker & Taylor	Books	7,663.40	Bill Payment
01/27/2025	14120	Woodruff & Smart, APC	For Services Rendered Through 12/31/2024	969.00	Bill Payment
01/27/2025	14121	Scholastic Library Publishing	Teachables Site - Subscription Renewal 03/24/25-03/23/26	1,391.00	Bill Payment
01/27/2025	14122	Staples Advantage	Paper towels, wax liners for sanitary bins, batteries for sensors	344.99	Bill Payment
01/27/2025	14123	Placentia-Yorba Linda Unified School Dist	2024 Winter Reading Program Bookmarks	78.30	Bill Payment
01/27/2025	14124	US Builders & Consultants	Loading Dock & Outdoor Library Construction Services	162,609.41	Bill Payment
01/27/2025	14125	Cintas	Janitorial Supplies	161.49	Bill Payment
01/27/2025	14126	Pitney Bowes Purchase Power	January 2025 Statement	1,318.55	Bill Payment
01/27/2025	14127	Placentia Library District	For payroll on 02/12/25	80,000.00	Bill Payment

TOTAL

\$ 573,601.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Fund Balance Report through January 2025 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: February 24, 2025

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	861,666.97
11/30/2024	864,837.12
12/31/2024	867,971.89
1/31/2025	871,184.42
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

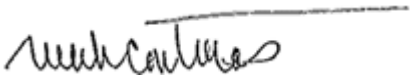
SUBJECT: **Financial Reports through January 2025 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: February 24, 2025

Summary of Cash and Investments as of January 31, 2025

Cash with Orange County Treasurer Fund 9LX	\$	871,184.42
Cash with California CLASS	\$	2,000,167.41
<i>(Impact Fees – Restricted)</i>	\$	<i>986,187.58</i>
General Fund Checking – BMO	\$	1,245,424.58
General Fund Savings – BMO	\$	398,966.24
Payroll Checking – Wells Fargo Bank	\$	137,840.47
Total Cash and Investments	\$	4,653,583.12

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 JANUARY 31, 2025

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,322,916	1,907,860	(1,415,056)	57.4%
4020	Property Taxes - Current Unsecured	94,378	87,724	(6,654)	92.9%
4050	Property Taxes - Curr Supplemental	87,057	45,566	(41,491)	52.3%
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	34,945	34,945	-
4190	State - Homeowners Property Tax Relief	12,760	6,111	(6,649)	47.9%
	Sub Total	3,550,291	2,110,579	(1,439,712)	59.4%
INTEREST REVENUE					
4600	Interest (OCIP)	33,966	12,722	(21,244)	37.5%
	Sub Total	33,966	12,722	(21,244)	37.5%
GRANT REVENUE					
4210	State Grants	140,000	118,672	(21,328)	84.8%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	145,000	118,672	(26,328)	81.8%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	38,000	34,801	(3,199)	91.6%
4310	Fines & Fees	15,357	9,063	(6,294)	59.0%
4320, 4330	Passport/Photos	244,170	139,465	(104,705)	57.1%
4340	Meeting Room Fees	1,260	2,350	1,090	186.5%
* 4430	Other: Miscellaneous	3,500	5	(3,495)	-
	Sub Total	302,287	185,685	(116,602)	61.4%
TOTAL REVENUES YTD FOR FY 24/25:		4,031,544	2,427,657	(1,603,887)	60.2%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE					
END BALANCE					
YTD ACTUAL					
	Cash/Investments	4,521,641	4,653,583	(44,998)	
4500	Impact Fees - Restricted Funds	960,635	988,258	114,117	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

as of January 31, 2025
58% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS			
5010, 5020	Salaries & Wages	1,960,000	1,134,878
5030	Retirement & Post Employment Trust 115	72,801	43,862
5040	Unemployment Insurance	5,000	0
5050	Health Insurance	332,574	197,867
5060	Life Insurance	4,720	2,718
5064	Dental Insurance	10,960	5,205
5066	AD & D Insurance	6,083	3,388
5068	Vision Insurance	2,529	1,327
5070	Workers' Compensation Insurance	34,332	12,115
5090	Education Assistance Program	0	0
TOTAL		\$2,428,999	\$1,401,361
SERVICES & SUPPLIES			
5099	Property & Liability Insurance	78,454	46,096
5100-5140	Communications, Internet, Cable	60,000	7,005
5150-5180	Janitorial Supplies & Services	95,800	43,910
5160	Refuse Disposal	3,500	2,762
5205	Maintenance Equipment	19,384	7,504
5200, 5210-5280	Building & Maintenance	235,500	106,177
5290-5292	Memberships	13,000	7,109
5300-5350	Office Expenses & Postage	95,000	85,130
5400-5480	Prof./Specialized Services	278,300	161,100
5490	Loan Obligation (i-bank)	147,744	73,584
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	17,637
5500	Books/Library Materials	320,000	184,223
5600	Travel & Meetings/Professional Development	55,000	16,559
5700	Mileage/Parking	1,000	835
5800	Utilities	83,177	62,105
5900	Bookmobile - Vehicle	200,000	0
5901	Bookmobile - Collection	90,000	350
5902	Bookmobile - Supplies & Materials	10,000	0
5904	Bookmobile - Other	5,000	0
6000	Other	1,200,000	290,668
6100	Taxes and Assessments	13,034	9,761
TOTAL		\$3,055,178	\$1,122,517
OPERATING EXPENSES		\$5,484,177	\$2,523,878
TOTAL BUDGET		\$5,484,177	\$2,960,299
		\$2,523,878	\$2,960,299
		0.46	0.46
		\$2,960,299	\$2,960,299

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for January 2025

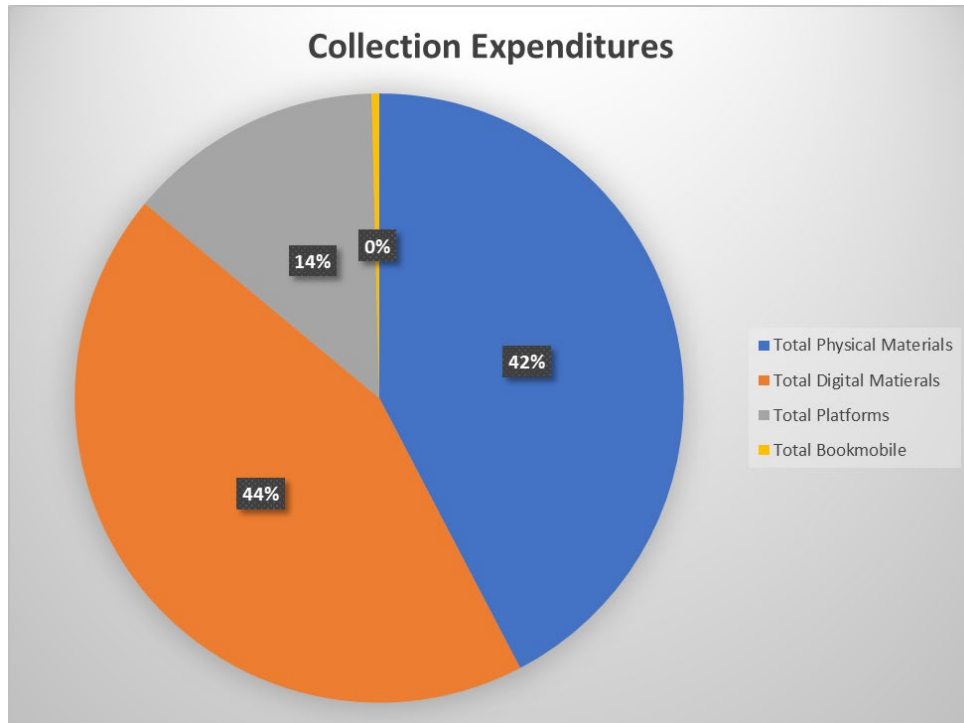
DATE: February 24, 2025

MONTHLY STATISTICS

Total Budget	FY 2024-25	% Spent	FY 2023-24	% Spent
Library	\$342,328.00	58%	\$345,620	53%
Bookmobile	\$90,000	1%	N/A	N/A

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

Collection Expenditures	January 2025	January 2024	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	\$14,196	\$11,499	\$66,210	\$71,726	-8%
Serial Subscription	\$0	\$0	\$2,462	\$2,856	-14%
~Audio Materials	\$360	N/A	\$5,944	N/A	N/A
~Video Materials	\$1,490	N/A	\$4,177	N/A	N/A
LOTs	\$0	\$560	\$4,619	\$13,104	-65%
Total Physical Materials	\$16,046	\$12,059	\$83,413	\$87,686	-5%
Digital eBooks	\$2,916	\$11,999	\$19,672	\$66,991	-71%
~Digital eAudiobooks	\$6,833	N/A	\$43,764	N/A	N/A
~Digital Videos	\$1,569	N/A	\$10,132	N/A	N/A
~Digital Magazines	\$21	N/A	\$5,664	N/A	N/A
~Digital Music	\$90	N/A	\$6,836	N/A	N/A
Total Digital Materials	\$11,429	\$11,999	\$86,068	\$66,991	28%
Online Learning Platforms	\$1,391	\$0	\$26,740	\$29,733	-10%
Total Platforms	\$1,391	\$0	\$26,740	\$29,733	-10%
~Bookmobile Print Materials	\$147	N/A	\$788	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	\$2,929	N/A	\$788	N/A	N/A
Total Collection Expenditures	\$31,795	\$24,058	\$197,009	\$184,410	7%



Titles Added	January 2025	January 2024	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	485	681	2422	2,929	-17%
Print Serial Subscription	0	0	2	2	0%
~Audio Materials	10	N/A	91	N/A	N/A
~Video Materials	10	N/A	86	N/A	N/A
LOTs	0	1	0	152	-100%
Total Physical Materials	505	682	2601	3,083	-16%
Digital eBooks	1324	5,450	7476	35,990	-79%
~Digital eAudiobooks	2448	N/A	15230	N/A	N/A
~Digital Videos	667	N/A	4583	N/A	N/A
~Digital Magazines	7	N/A	5764	N/A	N/A
~Digital Music	60	N/A	569	N/A	N/A
Total Digital Materials	4506	5450	33622	\$35,990	-7%
Online Learning Platforms	0	0	5	6	-17%
Total Platforms	0	0	5	6	-17%
~Bookmobile Print Materials	0	N/A	19	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	0	N/A	19	N/A	N/A
Total Titles Added	5011	6,132	36247	39,079	-7%

~New data collected as of FY 24-25

All Materials Held	January	December	Month to Month
	2025	2024	% changed
Total Library Physical	83,484	82,866	1%
Total Digital	2,020,705	2,094,801	-4%
Total Bookmobile Physical	91	13	600%
Total All Materials	2,104,280	2,177,680	-3%

Library Children's Physical Materials Held	January	December	Month to Month
	2025	2024	% changed
Children's Fiction	23,901	23,915	0%
Children's Nonfiction	14,293	14,300	0%
Children's Spanish	3,172	3,062	4%
Children's Audiobook	1,021	1,029	-1%
Children's DVD/Video	1,602	1,583	1%
Children's LOTS	67	67	0%
TOTAL Library Children's Physical Material	44,056	43,956	0%

Library Adult/Teen Physical Materials Held	January	December	Month to Month
	2025	2024	% changed
Adult Fiction	17,522	17,252	2%
Adult Nonfiction	12,730	12,662	1%
Adult Foreign Language	1,380	1,295	7%
Adult Audiobook	1,339	1,333	0%
Adult DVD/Video	3,084	3,071	0%
Adult LOTS	118	116	2%
Vinyl Records	193	190	2%
Video Games	403	397	2%
Teen Fiction	2,659	2,594	3%
TOTAL Library Adult/Teen Physical Material	39,428	38,910	1%

Digital Material Held	January	December	Month to Month
	2025	2024	% changed
eBooks	1,129,776	1,219,157	-7%
Digital Audiobooks	293,964	289,798	1%
Digital Videos	117,662	115,778	2%
Digital Magazines	5,088	4,185	22%
Digital Music	474,206	465,874	2%
Online Learning Platforms	9	9	0%
TOTAL Library Digital Material	2,020,705	2,094,801	-4%

Digital Material Held	December	November	Month to Month
	2024	2024	% changed
eBooks	1,219,157	1,248,164	-2%
Digital Audiobooks	289,798	297,590	-3%
Digital Videos	115,778	116,925	-1%
Digital Magazines	4,185	5,850	-28%
Digital Music	465,874	472,369	-1%
Online Learning Platforms	9	9	0%
TOTAL Library Digital Material	2,094,801	2,140,907	-2%

**Bookmobile Children's Physical Materials Held	January	December	Month to Month
	2025	2024	% changed
Children's Fiction	87	9	867%
Children's Nonfiction	0	0	N/A
Children's Spanish	4	4	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	91	13	600%

**Bookmobile currently has 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 January 2025

DATE: February 24, 2025

Net Revenue Summary for January 2025

			YTD	YTD
	Jan-25	Jan-24	2024-2025	2023-2024
Passport	24,850	16,520	98,765	75,290
Passport Photos	10,500	6,200	40,700	29,868
Fines & Fees	1,385	1,134	9,063	7,271
Meeting Room	630	155	2,350	595
TOTAL	\$ 37,365	\$ 24,009	\$ 150,878	\$ 113,024



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Library Impact Fee Report – January 2025

DATE: February 24, 2025

Total Monthly Fees Collected			YTD	YTD
	Jan-25	Jan-24	2024-2025	2023-2024
	\$27,622.25	\$5,276.00	\$114,116.95	\$50,281.38

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
Toll Brothers	Detached Housing	630 McFadden St	2,255	\$ 1,804.00	1/8/2025
Toll Brothers	Detached Housing	631 McFadden St	2,255	\$ 1,804.00	1/8/2025
Toll Brothers	Detached Housing	632 McFadden St	2,123	\$ 1,698.40	1/8/2025
Toll Brothers	Detached Housing	633 McFadden St	2,195	\$ 1,756.00	1/8/2025
Toll Brothers	Detached Housing	636 McFadden St	2,255	\$ 1,804.00	1/8/2025
Toll Brothers	Detached Housing	639 McFadden St	2,123	\$ 1,698.40	1/8/2025
Toll Brothers	Detached Housing	641 McFadden St	1,859	\$ 1,487.20	1/8/2025
Toll Brothers	Detached Housing	653 Patten Ave	2,123	\$ 1,698.40	1/8/2025
Toll Brothers	Detached Housing	655 Patten Ave	2,255	\$ 1,804.00	1/8/2025
Toll Brothers	Detached Housing	702 McFadden St	2,123	\$ 1,698.40	1/8/2025
Toll Brothers	Detached Housing	703 Olivier Dr	2,195	\$ 1,756.00	1/8/2025
Toll Brothers	Detached Housing	704 McFadden St	2,255	\$ 1,804.00	1/8/2025
Toll Brothers	Detached Housing	705 Olivier Dr	1,859	\$ 1,487.20	1/8/2025
Toll Brothers	Detached Housing	706 McFadden St	2,195	\$ 1,756.00	1/8/2025
Toll Brothers	Detached Housing	708 McFadden St	1,859	\$ 1,487.20	1/8/2025
John Sanchez	Attached Housing	605 Alcott Ave	1,134	\$ 1,360.80	1/23/2025
Chick-Fil-A, Inc	Retail/Commercial	1200 E. Alta Vista St	5,525	\$ 718.25	1/28/2025

2024/2025 YTD Total	\$114,116.95
Beginning Balance (7/01/2024)	\$ 874,140.68
Ending Balance (01/31/2025)	\$988,257.63



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Personnel Report for January 2025**

DATE: February 24, 2025

			YTD	YTD
	Jan-25	Jan-24	2024-2025	2023-2024
Separation	0	0	1	2
Retirement	0	0	0	1
Appointments	0	2	4	10
Open Positions	0	1	2	17
Workers' Compensation Leave	0	0	0	0
TOTAL	0	3	7	30

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None

WORKERS COMPENSATION LEAVE:
None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through January 2025
DATE: February 24, 2025

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	10/17/2024	3,039.62	291.20	13.09	0.00	3,343.91
Nov-24	*	*	*	*	*	*
Dec-24	*	*	*	*	*	*
Jan-25	1/23/2025	3,039.62	837.33	0.00	125.99	4,002.94
Feb-25						
Mar-25						
Apr-25						
May-25						
Jun-25						
	TOTAL	\$6,079.24	\$1,456.00	\$61.95	\$0.00	\$7,597.19

* 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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for January 2025**

DATE: February 24, 2025

Meetings:

January 7th

- Library Director served on the Library Services Manager interview panel for the City of Irvine.

January 8th

- Monthly Meeting with Board President: Library Director
- Loading Dock & Outdoor Library Project Meeting: Library Director, Assistant Library Director, and Business Manager attended meetings with the OLE project manager, IDS Consultants, and US Builders representatives to discuss project progress, schedule, necessary changes, and communication portal training.

January 9th

- Meet and Greet with Interim City Administrator: Library Director
- Administration Team Meeting

January 10th

- Loading Dock & Outdoor Library Project Meeting: Library Director, Assistant Library Director, and Business Manager attended meetings with the OLE project manager, IDS Consultants, and US Builders representatives to discuss project progress, schedule, necessary changes, and communication portal training.
- C-MIS Training: Business Manager attended training session with Accenture Construction Project Manager, IDS Consultants, US Builders General Contractors to learn how to use C-MIS, a construction document control program.

January 13th

- Meeting with President Carline & Trustee Dahl: Library Director
- Homeless Intervention Meeting: The Library Director and Assistant Library Director met with the Placentia Police Department Lieutenant Joe Connell and Officer Brian Drew, Homeless Liaison Officer, to discuss the incidents with patrons and the process for staff to follow when assistance is needed.

January 14th

- PLFF: Library Director attended meeting
- City Council Meeting: Library Director attended
- Placita Santa Fe Merchants Meeting: Assistant Library Director attended a collaborative meeting with representatives from the City of Placentia, local business owners, and the Chamber to discuss updates on the downtown revitalization project and upcoming community events planned for the area.
- CSL LSTA 25/26 Grant Information Webinar: Assistant Library Director attended an informational session where they provided an overview of various grant opportunities available through this specific funding program. They discussed eligibility requirements, application guidelines, and key considerations for a successful submission. Applicants are allowed to submit multiple applications for consideration. The deadline for grant applications is noon on March 12.
- CSDA Live Webinar Event – Prevailing Wage: Business Manager attended a virtual webinar course with CSDA to learn about prevailing wage and updates to prevailing wage laws.
- LMT Meeting: Library Director, Assistant Library Director, and Business Manager met with library supervisors.
- PYLUSD Board Meeting: Assistant Library Director attended a Board Meeting where several key updates were discussed. The board reviewed and took action on several important personnel appointments, including the appointment of Acting Superintendent Renee Gray. The board also approved the appointment of other administrative employees to key positions, ensuring the continued smooth operation of the district during this transitional period. Following this, the board introduced Leila Armad, the new student board representative, who will now have an active role in shaping decisions and representing student interests. Lastly, the board engaged in a thorough and in-depth discussion about the revisions requested by the new charter school, but these revisions were not approved.

January 15th

- Loading Dock & Outdoor Library Project Meeting: Library Director, Assistant Library Director, and Business Manager attended meetings with the OLE project manager, IDS Consultants, and US Builders representatives to discuss project progress, schedule, necessary changes, and communication portal training.
- OLE Groundbreaking Photo: President Carline, Secretary Nelson, Trustee Beverage, Trustee Dahl, Mayor Kirwin, Councilmember Smith, Library Director Contreras, Assistant Library Director Baltierra, PLFF President Wood, and PLFF Board Member Raya.

January 17th

- eRate Review Meeting: Assistant Library Director met with the eRate consultant to discuss the progress of the eRate RFP and the pending application. No proposals have been submitted, and RFP proposals are due by February 6, 2025. The application is still under review and awaiting funding approval.

January 22nd

- Loading Dock & Outdoor Library Project Meeting: Library Director, Assistant Library Director, and Business Manager attended meetings with the OLE project manager, IDS Consultants, and US Builders representatives to discuss project progress, schedule, necessary changes, and communication portal training.

January 23rd

- Library Impact Fee Meeting: Business Manager attended library impact fee meeting with City of Placentia's Director of Development Services, Joseph Lambert.

January 24th

- CLA Management Interest Group Meeting: Assistant Library Director attended the meeting where several members of the group shared their experiences regarding the impact of the LA fires on both their personal lives and their work. They discussed the challenges faced and the ways in which the fires disrupted not only their routines but also the larger community. A key focus was on finding strategies to support staff and the community as they navigate the aftermath. Additionally, members engaged in a discussion about the rising issue of burnout, exploring practical steps and initiatives that could be implemented to reduce stress and improve overall well-being among the group.

January 27th

- Loading Dock & Outdoor Library Project Meeting: Library Director, Assistant Library Director, and Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, and, Placentia Library IT to discuss plan amendments and potential change orders to provide data connectivity to the outdoor library space.
- Library Board Meeting: Administration Team

January 28th

- 2025 Annual Employment Law Webinar: Assistant Library Director attended a webinar that provided an overview of the latest updates for 2025. One update covered AB 2499, a bill that allows employees to request time off if they or a family member are victims of specific crimes, offering important protections for staff facing such traumatic events. Additionally, they discussed SB 1100, a law that addresses the requirement of a driver's license in job descriptions. Under this new legislation, employers can no longer require a driver's license for a position unless having one is a critical, essential part of the job responsibilities. As a result, employers must remove this requirement from job descriptions unless it is an essential part of the role.
- CSDA Live Webinar Event – Annual Employment Law Update: Business Manager attended a virtual webinar course with CSDA to learn about updates to the employment law.
- All Staff Meeting

January 29th

- ISDOC Quarterly Meeting: Library Director
- Loading Dock & Outdoor Library Project Meeting: Library Director, Assistant Library Director, and Business Manager attended meetings with the OLE project manager, IDS Consultants, and US Builders representatives to discuss project progress, schedule, necessary changes, and communication portal training.

January 30th

- Joint Use Meeting

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for January 2025

DATE: February 24, 2025

Children's Circulation	January 2025	January 2024	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % change
Children's Fiction Physical	8,817	8,561	66,445	65,930	1%
Children's Fiction Digital	1,261	1,284	9,140	6,428	42%
Children's Fiction TOTAL	10,078	9,845	75,585	72,358	4%
Children's Nonfiction Physical	2,383	2,268	18,487	16,567	12%
Children's Nonfiction Digital	119	162	809	802	1%
Children's Non-Fiction TOTAL	2,502	2,430	19,296	17,369	11%
Children's Magazine Digital	23	34	48	60	-20%
Children's Magazine TOTAL	23	34	48	60	-20%
Children's Audiobook Physical	905	691	6,577	6,641	-1%
Children's Audiobook Digital	752	766	6,069	4,400	38%
Children's Audiobook TOTAL	1,657	1,457	12,646	11,041	15%
Children's DVD/Video Physical	277	443	2,135	2,577	-17%
Children's DVD/Video Digital	84	70	518	533	-3%
Children's DVD/Video TOTAL	361	513	2,653	3,110	-15%
Children's LOTS	31	24	233	239	-3%
Music Digital	5	26	47	163	-71%
TOTAL All Children's Physical Content	12,413	11,987	93,877	91,954	2%
TOTAL All Children's Digital Content	2,244	2,342	16,798	12,505	34%
TOTAL All Children's Content	14,657	14,329	110,675	104,459	6%

Adult/Teen Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Adult Fiction Physical	2,484	2,172	16,225	15,832	2%
Adult Fiction Digital	3,530	3,364	24,460	18,513	32%
Adult Fiction TOTAL	6,014	5,536	40,685	34,345	18%
Adult Nonfiction Physical	1,473	1,564	9,900	11,183	-11%
Adult Nonfiction Digital	1,047	1,053	6,846	5,742	19%
Adult Non-Fiction TOTAL	2,520	2,617	16,746	16,925	-1%
Adult Magazine Digital	1,083	1,039	5,602	4,392	28%
Adult Magazine TOTAL	1,083	1,039	5,602	4,392	28%
Adult Audiobook Physical	137	97	663	843	-21%
Adult Audiobook Digital	7,526	6,721	49,553	33,060	50%
Adult Audiobook TOTAL	7,663	6,818	50,216	33,903	48%
Adult DVD/Video Physical	613	742	3,953	3,851	3%
Adult DVD/Video Digital	592	706	4,029	4,529	-11%
Adult DVD/Video TOTAL	1,205	1,448	7,982	8,380	-5%
Adult LOTs	60	90	663	701	-5%
State Parks Pass	38	27	374	345	8%
Vinyl Records	170	209	783	738	6%
Video Games	406	384	2,625	2,485	6%
Music Digital	55	171	522	952	-45%
Teen Fiction Physical	254	366	2,184	2,249	-3%
Teen Fiction Digital	318	361	2,166	2,037	6%
Teen Fiction Total	572	727	4,350	4,286	1%
TOTAL All Adult/Teen Physical Content	5,635	5,651	37,370	38,227	-2%
TOTAL All Adult/Teen Digital Content	14,151	13,415	93,178	69,225	35%
TOTAL All Adult/Teen Content	19,786	19,066	130,548	107,452	21%

All Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Total Circulation Physical	18,048	17,638	89,210	87,182	2%
Total Circulation Digital	16,395	15,757	109,976	81,730	35%
Total All Circulation	34,443	33,395	241,223	211,911	14%
Non-English Language Circulation	865	941	6,266	5,957	5%

Online Database Usage	January	January	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2025	2024	2024-25	2023-24	% change
ABC Mouse	1,956	1,217	10,286	13,048	-21%
Freegal	2,604	891	10,013	7,298	37%
Novelist Plus	436	22	1,114	129	764%
Novelist Select	2,946		15,190		
BookFlix	48	170	500	509	-2%
Scholastic Teachables	76	107	626	842	-26%
TOTAL PLD DATABASE USAGE	8,066	2,531	37,729	22,589	67%

Online Database Usage	January	January	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2025	2024	2024-25	2023-24	% change
Britannica	40	58	299	288	4%
ProQuest	19	57	49	107	-54%
ProQuest Culture Grams	19	1	24	54	-56%
Teaching Books for Libraries	459	231	3,136	1,733	81%
National Geographic Kids (Gale)	12	2	63	61	3%
Gale in Context: Environmental Studies	2	0	11	3	267%
Gale Interactive: Science	8	1	58	22	164%
Alexander Street*	0	0	6	31	-81%
PebbleGo Science K-2^	1		10		
TOTAL CSL DATABASE USAGE	560	797	4,217	3,283	28%
TOTAL ALL DATABASE USAGE	8,626	3,328	41,946	25,872	62%

*New collection for FY 23-24

^New collection for FY 24-25



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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 January 2025

DATE: February 24, 2025

Number of Programs by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Storytime	7	8	58	63	-8%
Children's Programs	8	9	70	52	35%
Hangar	5	0	10	2	400%
Teen Programs	1	2	18	16	13%
Self Directed	2	1	16	11	45%
Outreach	2	2	14	4	250%
TOTAL Children/Teen	25	22	186	148	26%

Program Attendance by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Storytime	317	357	2,618	2,928	-11%
Children's Programs	525	203	4,530	3,478	30%
Hangar	56	0	122	548	-78%
Teen Programs	7	5	123	182	-32%
Self Directed	32	34	1,224	672	82%
Outreach	56	25	649	395	64%
TOTAL Children/Teen	993	624	9,266	8,203	13%

The Hangar Makerspace	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Hangar Activity Hour Visits	215	89	1,390	1,178	18%
Hangar Equipment In-House Use	8	3	36	31	16%

ACHIEVEMENTS

- Daisy Badge planned and conducted Family Storytime on January 4 and 18.
- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on January 10 and 24.
- Mayli Apontti facilitated Read to the Dogs on January 6.
- Mayli Apontti planned and conducted Family Storytime on January 11 and 25.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles Storytime on January 31.
- Lori Worden planned and conducted Baby Giggles and Wiggles Storytime on January 17.
- Lori Worden planned and conducted the Sewing 101 program on January 25.
- Alex Aguirre coordinated STEAM Lab on January 9.
- Alex Aguirre planned and conducted MakerLabs Cosplay Corner on January 18.
- Alex Aguirre planned and conducted PTAC on January 16.
- Alex Aguirre planned and set up Hangar Makerspace activities on January 4, 6, 8, 11, 13, 15, 18, 22, 25, 27, and 29.
- Damean Sanz conducted Luna Luna Bilingual Storytime on January 22 and 29.
- Damean Sanz facilitated the Venture Academy Volunteer on January 6 and 13
- Joy Ellis led Morning Meetups on January 10, 17, 24 and 31.
- Joy Ellis conducted LOT 318 Homework Club outreach on January 9 (Gomez Center) and January 14(Cypress Street).

MEETINGS

- January 9, Margaret Hatanaka attended the Kiwanis meeting where Winter and Spring fundraising and volunteering, Centennial Steering Committee and research about the Kiwanis organization was discussed.

PROFESSIONAL DEVELOPMENT

- January 16, Margaret Hatanaka, Chairperson for the SLS Children's Services Committee, managed the OC Performer's Showcase at the Norman P. Murray Community and Senior Center in Mission Viejo. The Showcase was attended by approximately 180 attendees and performers from across Southern California including Orange, Los Angeles, San Bernardino, Riverside and San Diego counties.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for January 2025

DATE: February 24, 2025

MONTHLY STATISTICS

Number of Programs by Type	January 2025	January 2024	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % change
Adult Programs	1	1	11	9	22%
History Room	0	0	0	1	-100%
Literacy	32	36	227	228	0%
Self-Directed	2	0	6	2	200%
TOTAL Adult	35	38	246	249	-1%

Program Attendance by Type	January 2025	January 2024	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % change
Adult Programs	14	12	153	103	49%
History Room	0	0	0	3	-100%
Literacy	276	209	1,978	1,532	29%
General Interest	0	513	58	2,974	-98%
Self-Directed	69	0	337	226	49%
TOTAL Adult	359	734	2,648	5,386	-51%

History Room Activity	January 2025	January 2024	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % change
History Room Visitors	2	2	25	24	4%
Memory Lab Appointments	17	15	65	38	71%

Volunteer Hours	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
History Room	0	0	0	455	-100%
PLFF	340.75	252.25	1,916	1,240	54%
General Library	102	45.5	695	599	16%
Adult Literacy	352	230.25	2,410	1,004	140%
PTAC	6	6.147	80	384	-79%
Teen Volunteers	50	85.75	971	1,151	-16%
Total Volunteer Hours	800.75	534.147	5100.81	3682.427	39%
FTE Equivalent	4.62	3.08	29.43	21.25	39%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2024-25	2023-24	% change
Adult Literacy Students	28	32	-13%
Adult ESL Students	61	31	97%
Adult Literacy Tutors	33	32	3%
Adult ESL Tutors	60	25	140%

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beginner Book Club on January 8, 15.
- Sally Federman facilitated Literacy Reads – Int. Book Club on January 7, 14, 21, 28.
- Sally Federman and Esther Canedo coordinated Read, Write, Speak Club on January 10, 17, 24, 31.
- Laurel Dennis facilitated ESL Conver. Class at the Whitten Center on January 7, 21, 28.
- Laurel Dennis coordinated ESL Conver. Class at the Whitten Center on January 9, 23, 30.
- Laurel Dennis facilitated ESL Conver. Class at PLD Tuesday afternoon on January 7, 14, 21, 28.
- Laurel Dennis coordinated ESL Conver. Class at PLD Thursday morning class at the Library on January 9, 16, 23, 30.
- Ruchika Sharda facilitated Financial Literacy on January 22.
- Sally Federman coordinated Citizenship Class on January 9, 16, 23, 30.
- Sally Federman and Laurel Dennis coordinated Kitchen Talk with Erin on January 30.
- Sally Federman, Laurel Dennis, and Ruchika Sharda facilitated Tutor In-Service on January 27.
- Sally Federman, Laurel Dennis, and Ruchika Sharda facilitated Learner Discussion on January 31.

- Natalie McCard facilitated the launch of a new booking website for Memory Lab patrons to use when making Memory Lab appointments.
- Natalie McCard and Megan Tolman coordinated Adult Book Club on December 10.
- Megan Tolman coordinated the set-up of Wonderbook processing with our vendor.
- Natalie McCard held the first Get Hooked: Crochet & Knitting program in the Hangar on January 26th.
- Natalie McCard held the first Adult Craft Night in the Hangar on January 28th.
- Tim Balen began coordinating the library's spring Adult Services intern in January.
- Tim Balen gathered data for the quarterly California State Library Parks Pass Report.
- Tim Balen coordinated the 2024-2025 Winter Reading Program in January.
- Tim Balen coordinated the 2025 Reading Program: Read around the World.
- Tim Balen provided staff training for Beanstack and the 2025 Reading Program, and shared a staff guide, at the Staff Meeting on January 28.
- Tim Balen provided staff training for Digital Student Resources, and shared a staff guide, at the Staff Meeting on January 28.
- Tim Balen photographed the Placentia Library Outdoor Learning Experience (OLE) space groundbreaking ceremony on January 15.
- Tim Balen and Daisy Badge coordinated the Tiny Art Show in January.
- Tim Balen provided training to Damean Sanz on PYLUSD print graphics and publicity on January 16.
- Megan Tolman provided training, and Tim Balen was among the staff receiving the training, for book processing and technical services, on January 16.

MEETINGS

- On January 15, Sally attended the CLLS network meeting which focused on adult learner intake and assessment. Two Literacy coordinators shared their forms and methods of learner intake and assessments.
- On January 30, Sally and Esther attended the ESL Community of Practice meeting. Topics that were discussed were: updates from different programs, event at Burbank Public Library, ESL games used by tutors, and digital literacy.

PROFESSIONAL DEVELOPMENT

- On January 8, Sally Federman attended a ProLiteracy webinar called, Developing Sentence Structure: Techniques for Beginning to Advanced English Learners. This webinar is part of ProLiteracy's Teacher Training Plus series. The presenter talked about the challenges English Language Learners face and where to start and how to proceed teaching sentence structure. I liked that these steps could be applied to either Literacy (reading and writing) or ESL (speaking) tutoring. When the webinar becomes available on their website, I will be recommending it to our tutors.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for January 2025

DATE: February 24, 2025

MONTHLY STATISTICS

Computer and Wi-Fi Usage	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Children Computer Usage	285	247	2,468	2,125	16%
Children AWE Learning Usage	421	336	2,889	2,263	28%
Teen Computer Usage	42	163	738	891	-17%
Adult Computer Usage	951	1,255	6,226	7,449	-16%
Total Computer Usage	1,699	2,001	12,321	12,728	-3%
Wi-Fi Usage	1,521	1,175	10,451	10,270	2%
Guest Passes	47	123	482	661	-27%
Total Print Jobs	1,312	1,003	7,707	6,165	25%
Total Pages Printed	3,259	3,734	24,022	20,717	16%

Website Traffic	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Website visits	19,206	13,042	122,435	99,240	23%
Page Hits	33,211	21,278	201,300	157,869	28%
Users	13,421	7,618	88,756	65,933	35%
Pages/Session	1.73	1.63			
Avg. Session Duration	00:02:21	00:02:46			
% New Sessions	93	95			
Placentia Library Online Catalog Usage	3,040	3,869	17,288	26,838	-36%

App Usage	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
App Downloads	60		469		
App Launches	1,668		9,574		
Searches	10,571		70,004		
Requests Placed	274		1,453		
Renewals Done	343		2,916		
Patron Updates	56		552		
App Catalog Usage	10,901		73,437		

Technology Updates

Ongoing Projects:

- 25-27 Budget
- Workstation Windows 11 upgrade/replacement
- Website Updates/ Maintenance
- Information Desk PC upgrades
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Online library card auto-processing
- Office 2019/2016 End of life
- ISP connection upgrade project
- Security Camera Server Upgrade

Upcoming Projects:

- ILS RFP research
- History Room Online Archive Portal
- Domain migration to ca.gov
- Self-Check Machine replacements/ refresh

Over the past month, significant progress has been made across several key IT projects, infrastructure updates, and maintenance tasks. We completed e-waste processing, including the secure removal of hard drives, wiping data, and processing memory cards. Additionally, we addressed various public computer updates, ensuring systems are current and functional. Other completed tasks included preparation for the new security camera server, the processing of purchase orders (POs) for PC parts, and the planning for future security camera updates. We also continued work on the PLFF website, supporting ongoing technology committee meetings and development.

We focused on troubleshooting and resolving several technical issues, including cash register problems, and providing support for staff offboarding. Staff access was updated accordingly, and we ensured that expired credit card information for IT/Tech services was renewed. Our team worked on updating Windows 11 machines and supported vendor meetings, which included evaluating software like Solus, Rippling, and Princh for print management. Other priorities included ongoing support for security systems such as Verkada and Greater Cue, in addition to the management of various service tickets and tech support requests. We also participated in E-rate meetings concerning hotspot configurations and researched online archive options for the History Room project.

Other key tasks included troubleshooting issues with credit card machines and day-end processes, updating online payment systems with Lina, and supporting the Staff Development Day event. In addition, we made progress with website updates for PLFF and PLD, while continuing vendor meetings and budget planning activities for FY25/27. We also held several meetings with software vendors, including Rippling for time tracking and shifts, and conducted strategic sessions on long-term planning for infrastructure and system upgrades. This comprehensive work is positioning us for more robust and secure IT systems moving into the next fiscal year.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for January 2025

DATE: February 24, 2025

Attendance	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Number of Days Open	29	29	205	176	17%
Number of Hours Open	264	267	1,858	1,607	16%
Attendance	20,227	16,962	137,800	108,390	27%

Card Holders	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Active Borrowers	4,268	5,794	35,177	35,069	-26%
Child Card Holders	16,107	15,096	111,657	104,556	7%
Teen Card Holders	4,759	4,626	33,124	32,218	3%
Adult Card Holders	50,649	47,053	348,037	324,126	8%
Total Card Holders	71,515	66,775	492,818	460,900	7%
New Patron Registration	470	365	2,714	2,366	15%
New Virtual Library Cards	162	99	754	600	26%

Information Desk Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Reference Questions -- in person	2,250	2,001	12,873	12,577	2%
Reference Questions -- telephone	600	507	3,510	3,130	12%
Reference Questions -- email/chat	12	19	44	66	-33%
Total Reference Questions	2,862	2,527	16,427	15,773	4%
Assistance in Spanish	115	67	445	392	14%
Assistance with Passports	754	575	3,037	2,250	35%
Curbside Usage	5	2	35	92	-62%
Study Room Usage	207	218	1,559	1,296	20%
PODs*	129		331		

Passport Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Passports Processed	711	440	2,820	2,140	32%
Consultations Only	84	28	298	167	78%
Unfilled Appointments Sat-Sun	14	3	973	63	1444%
No Show Appointments Sat-Sun	27	15	175	107	64%
Total Photos walk in/application	526	22	2,037	518	293%

**New Statistic for FY 2024-25*

ACTIVITIES

- Angie processed 391 new books.
- Yomara mailed 68 billing notices.
- The meeting room was used by 2 library partners: PLFF and Kiwanis
- The Meeting room was used by 3 outside renters: Broadmoor HOA, Corte Vista HOA and Mosley Social Security Workshop
- The Meeting Room was used 26 times for library related activities/programs.
- Staff filled 518 requests from the pull list.
- Staff pulled 141 expired holds from the request shelf.

MEETINGS

- On January 16, 2025, Estella attended the SLS meeting at Orange Public Library. The agenda included electing new officers, with Liz from Newport Beach as Chair and Marissa from Huntington Beach as Secretary. Also discussed topics such as officer responsibilities, planned future meetings, and shared updates during a roundtable discussion.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Summary of Attendance at the Annual California Society of Municipal Finance Officers (CSMFO) Conference

DATE: February 24, 2025

This report is for the Business Manager, Carlo Maskarino, to provide an overview of key takeaways from this year's annual CSMFO conference in San Jose. It will include insights gained, sessions attended, and implications for our District.

The CSMFO is a premier event for municipal finance professionals, offering a platform for knowledge sharing, professional development, and networking.

A written summary will be provided at the meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Outdoor Library Space and Loading Dock Expansion Projects Update**

DATE: February 24, 2025

BACKGROUND

The construction of the outdoor library space and loading dock expansion had begun on January 13, 2025 with U.S. Builders and other subconsultants performing the work.

Site clearing and demolition was completed within the month of January 2025. Two pine trees had been removed along with the old irrigation system, asphalt, and concrete in the site. Demolition in the Teens Area for the new outdoor library entrance/exit was scheduled for February 17th.

An electrical conduit for the EV charging station had been installed underground which was routed from the main electrical room.

Excavation & backfill is pending completion to recompact the ground for soil inspection.

New asphalt and handrailing for the loading dock ramp were installed within the first two weeks of February 2025. Additional concrete pouring and handrail painting are pending completion.

The projects are expected to be completed on April 14, 2025.

Attachment A is the PowerPoint presentation.



Outdoor Library and Loading Dock Updates

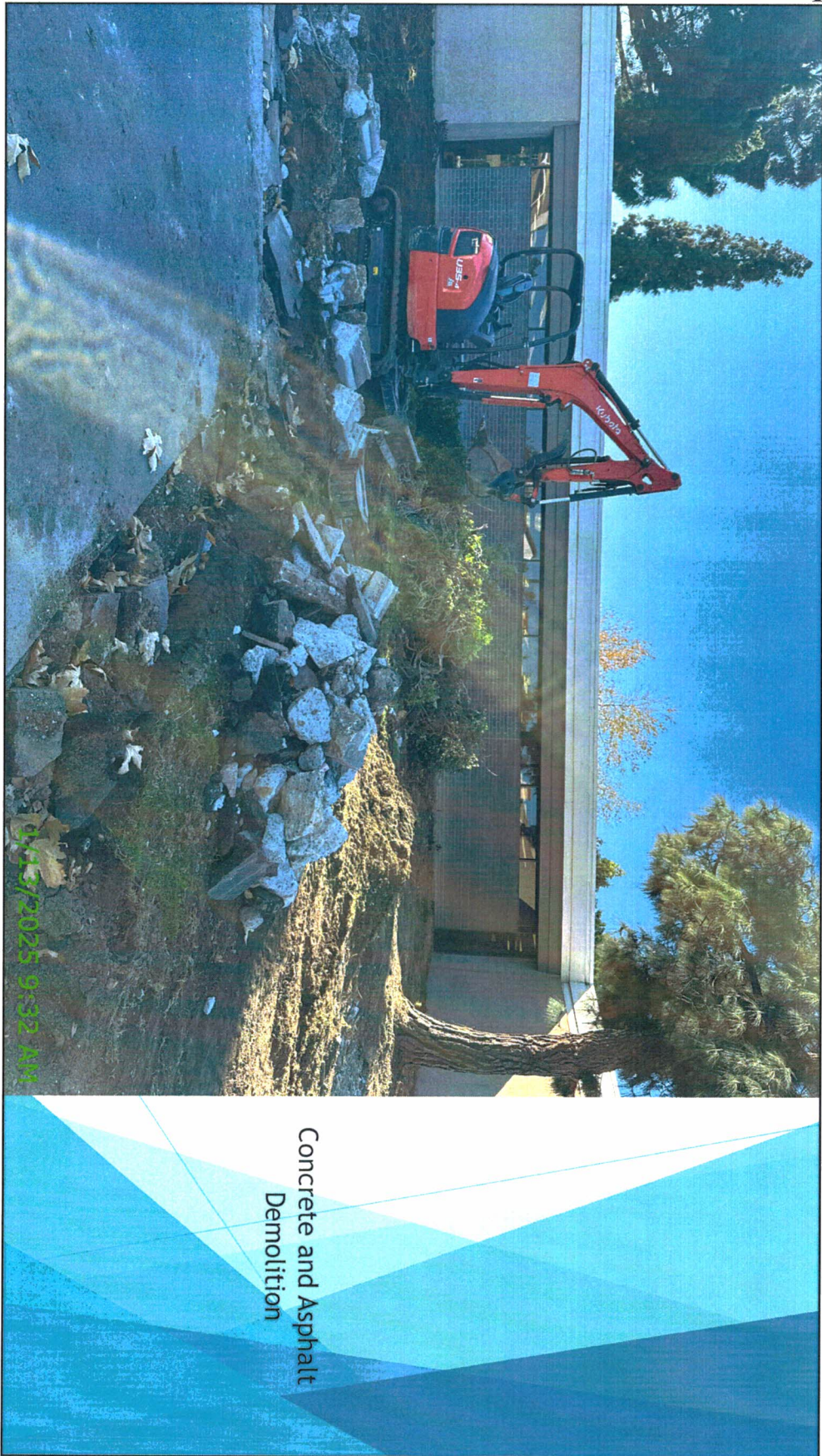
Construction Updates

- ▶ Construction began on January 13, 2025
- ▶ Site Clearing and Demolition
 - ▶ Removal of Two Pine Trees and tree roots
 - ▶ Removal of old irrigation system
 - ▶ Removal of old loading dock chain posts
 - ▶ Removal of old book drop
 - ▶ Saw Cutting and Removal of Asphalt and Concrete
- ▶ Installation
 - ▶ Electrical Conduit for EV Charging
 - ▶ New Asphalt and Concrete for the Loading Dock Ramp
 - ▶ New Handrails for the Loading Dock Ramp



Tree Removal





Concrete and Asphalt
Demolition







Excavation for
EV Charging
Electrical Conduit



Installation of
New Ramp Concrete and
Handrails





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Second Reading and Adoption of the Amended Policy 6010 – Materials Selection Policy

DATE: February 24, 2025

BACKGROUND

Policy 6010 – Materials Selection Policy governs the selection, acquisition, and maintenance of library materials to ensure that the collection meets the informational, educational, and recreational needs of our community. The policy was last updated on June 22, 2022 and required revisions to align with current AB 1825 requirements.

The first reading of the amended policy was conducted on January 27, 2025, during which the Board provided feedback and suggested modifications. The recommended amendments have been reviewed by District Counsel and supervisors.

Attachment A is the proposed Policy 6010- Materials Selection Policy.

RECOMMENDATION

1. Motion to adopt the amended Policy 6010 – Materials Selection Policy as presented inclusive of input received from the Library Board of Trustees; and,
2. Roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy

POLICY NUMBER: 6010

6010 The Placentia Library District provides ideas, information, and resources to help our community discover, learn, and grow. The Placentia Library District's Materials Selection Policy supports the direction, goals, and objectives of the District as a whole. Placentia Library Districts' fundamental responsibility is to provide materials that satisfy the information needs and interests of the community it serves. The District believes in freedom of information for all. While some material may be controversial and/or offensive to some patrons, selections for the District will be made on the merits of the material in relation to the building of the collection and to serving the interests of our patrons.

The District selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and wide-spread formats and by not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its communities and, as much as possible, reflects the diversity of the District's service area.

The District is committed to providing a comprehensive collection that:

1. Meets the broad and diverse interests of the community and respects both the District's autonomy and specific community needs.
2. Serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Provides for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
4. Acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

Ultimate responsibility for materials selected and read by minors rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials that may be unsuitable for minors may be accessible to minors, although the District does take this into consideration when placing materials in the Children's section and what materials may be checked out by minors. The District does not label materials to reflect any endorsement, appropriateness, personal beliefs or other characterizations. Materials are not sequestered except to protect them from damage or theft.

District materials include but are not limited to physical and digital books, magazines, newspapers, audiobooks, video, music, photographs, pamphlets, databases, and objects.

6010.1 Since the District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. First and foremost, it will address the needs of its patrons in the District service area. Its collection is designed to adapt to new and changing conditions and interests in the community.

6010.2 Collection development is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.3 The criteria listed below are used as guidelines by the selection staff as appropriate:

- The overall purpose of the material is the chief criterion of selection.
- Timeliness or permanence of the material.
- Relation to existing collection.
- Authority, skill, competence, reputation, and significance of the author.
- Importance of the resource compared to other works in the field.
- Reputation and standards of the publisher.
- Readability and popular appeal.
- Quality of the writing.
- Recommendation of title in selection aids.
- Suitability and sustainability of format for library use
- Physical condition of material.
- Cost and availability from vendors.
- Relevance to the community.
- Circulation of similar items.
- Accuracy of the material.
- Style, artistic or literary merit.
- Inclusion in professionally recognized bibliographies.
- Accessibility/Availability.
- Format.

- Appropriateness and effectiveness of the format to the content.

While the above criteria apply to all selection decisions, the evaluation of resources in specific formats or for identified subsets of the collections (special collections) may require the use of additional criteria.

The District considers gifts and recommendations but will evaluate them in accordance with the selection criteria.

6010.4 Deselecting Library Materials: Deselection decisions are guided by the criteria outlined in their individual selection plans, the Continues Review, Evaluation, and Weeding (“CREW”) Manual, or one or more of the following guidelines:

- General Deselection Criteria:
 - The District’s mission
 - Usage statistics and reports
 - Availability of more suitable material or superseded editions
 - Possible future usefulness of a particular item
 - Outdated, obsolete, or inaccurate information
 - An excessive number of books on any single subject
 - Duplicate copies
 - Accuracy
 - Physical condition
 - Inclusion in standardized lists
 - Preservation and storage costs
 - Availability elsewhere and/or in other formats, including on the internet or digitally
 - Space considerations

6010.5 Collection Overview

The emphasis in collection development for the District is on providing an active, frequently used collection of resources that support the District’s Mission and Goals.

6010.6 In accordance with the California Freedom to Read Act (AB-1825) and authorized by the California State Librarian, material selection and curation is centered on the following guiding principles:

- The collection meets the broad and diverse interest of the community and respects both the District’s autonomy and their specific community needs.
- The District serves a center for voluntary inquiry and the dissemination of information and ideas.
- District materials should be provided for the interest, information and enlightenment of all people, and should present diverse points of view in the collection as a whole.

- The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

6010.7 Additionally, selection reflects the professional principles of the intellectual freedom as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Intellectual Freedom Statement as follows:

- The Library Bill of Rights, developed by the American Library Association, affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- Books and other District resources should be provided for the interest, information, and enlightenment of all people of the community the District serves.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library and have access to materials will not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

6010.8 Procedure for Request for Reconsideration of Library Materials.

Placentia Library District patrons have the right to express concerns about materials in, or excluded from the collection, and may request a formal re-

evaluation of the item(s) in question. However, no material will be arbitrarily removed or placed in the collection solely in response to differences in ideology or judgment. The Library Bill of Rights, the principles of intellectual freedom and the First Amendment to the Constitution of the United States support the District's commitment to responsible collection development.

When a patron wishes the District to discard or reclassify a book or item, they must complete the "Request for Reconsideration of Library Materials" form. The form is available at the Information Desk and on the District website. The Supervising Librarians will review the request, under the guidance of the Assistant Library Director. Request will then be forwarded the recommendation to the Library Director for a final decision.

A response to the Request for Reconsideration of Library Materials" will be sent to the patron within thirty (30) days via email or mail. The Library Director will keep the Library Board of Trustees informed of each request for reconsideration, as well as the disposition.

The Library Director's action in response to the request is final.

6010.9 Interpretation of Policy

Questions concerning the scope of the Material Selection Policy may be discussed with the Library Director. If there are complaints or comments about the policy the matter will be discussed by the Library Board of Trustees at a regularly scheduled meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Attendance at the annual American Library Association (ALA) Conference, June 26-30, 2025, in Philadelphia, Pennsylvania.**

DATE: February 24, 2025

BACKGROUND

The 2025 ALA Annual Conference will be held June 26-30, 2025, at the Pennsylvania Convention Center.

The conferences provide attendees with an opportunity to attend practical education sessions, equipping library professionals and officials with real-world solutions and strategies they can immediately implement. Attendees will gain insights from industry thought leaders and inspiring celebrity authors.

This year's conference speakers include Governor Gretchen Whitmer, George Takei and Geena Davis. A few examples of sessions offered at the conference:

- Foster Connections and Engage Your Community with a Pen Pal Program for All Ages
- Free Expressions in 2025: Challenges for Libraries
- Cardholder Signup Policies: Access in Practice
- Top Tech Trends
- Innovative Library Capital Funding and Revenue
- Continued Conversations: Libraries, Publishers, and the Future of Ebook Licensing
- Lights, Camera, Community: Empowering Voices Through Video Storytelling
- Priority One: Local government engagement
- The Current Landscape of AI and its Effects on Children

In the Library Marketplace, attendees can connect with over 650 exhibitors, discover upcoming titles from top authors, explore cutting-edge multimedia resources, and engage in dynamic events, including Meet the Authors and more.

RECOMMENDATIONS

1. Discuss and decide who will attend the ALA Conference in Philadelphia, Pennsylvania on June 26-30, 2025; and
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Attendance to the California Special Districts Association (CSDA) Legislative Days, May 20-21, 2025, in Sacramento, California.**

DATE: February 24, 2025

BACKGROUND

The 2025 CSDA Legislative Days are anticipated to be impactful, with policy and funding decisions affecting all special districts. Legislative Days will enable our Board Secretary to:

- Engage with state legislators and key decision-makers on policies affecting special districts.
- Build strategic partnerships with other special districts and industry leaders.
- Participate in pre-arranged legislative office visits to advocate for our district's priorities.
- Gain valuable insights into legislative and regulatory trends impacting our operations.

A key highlight of the event is the recognition of Assembly Member Blanca Rubio as the Legislator of the Year for her contributions to special districts.

Attachment A is the agenda for the Legislative Days.

RECOMMENDATIONS

1. Authorize Board Secretary Nelson to attend CSDA Legislative Days in Sacramento, California, on May 20-21, 2025.
2. Roll call vote.

Agenda at a Glance

SUBJECT TO CHANGE

Tuesday, May 20, 2025 8:00 A.M. – 6:30 P.M.

8:00–8:30 A.M.
Registration and Breakfast Buffet Line Opens

8:30–9:30 A.M.
Breakfast with Legislator of the Year

9:30–11:00 A.M.
State Legislative Update

11:00–11:30 A.M.
Advocacy Briefing

11:30 A.M.–12:30 P.M.
Lunch and Group Preparations

12:30–1:00 P.M.
Shuttles Depart to Capitol Annex Swing Space

1:00–5:00 P.M.
Legislative Office Visits
• CSDA-arranged group visits in Legislative Offices

5:00–6:30 P.M.
Private Legislative Reception

Wednesday, May 21, 2025 8:00 A.M. – 11:30 A.M.

8:00–8:30 A.M.
Breakfast Buffet Line Opens

8:30–9:30 A.M.
National Special Districts Association Grant
Services and Resources for CSDA Members

9:30–10:30 A.M.
Panel: Why and How to Win with Grassroots

10:30–11:30 A.M.
Beyond Legislative Days: Developing a Grassroots
Strategy – Identifying, Recruiting, and Activating
Stakeholders

11:30 A.M.
Closing

Legislative Office Visits

CSDA will pre-arrange legislative office visits for attendees to meet with Legislators and Capitol staff in the new Capitol Annex Swing Space. Attendees will be grouped with special districts by region to advocate for special districts and the communities collectively served in the area. Make sure you indicate your participation on the registration form.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: **E-Rate Category 1- Internet Access/Telecommunications Hotspot Lending Program**
DATE: February 24, 2025

BACKGROUND

District staff have been working with the E-Rate consultant from Ed Technology Funds, Inc. (ETF) to identify E-Rate needs for the current fiscal year based on requirements and program eligibility for the E-Rate Category 1: Internet Access/Telecommunication Hotspot Lending Program. This program covers 60% of eligible equipment and services, requiring the District to cover the remaining 40% of the cost. The total duration of the program is three years. Based on the requirements it was determined that the District would benefit from this program to support the upcoming bookmobile service and library hotspot demand.

On behalf of the District, ETF submitted a Request for Proposals (RFP), due on February 6, 2025, for 24 new hotspots with service, as well as service for 18 existing hotspots. ETF received six bids, with only three meeting the RFP requirements. After reviewing the proposals with the District's IT consultant, evaluations were based on the following criteria:

1. Price
2. Quality of Service
3. Understanding of Needs
4. Compatibility with Existing Infrastructure
5. Completeness of Response

Based on this assessment, it is recommended that the District award T-Mobile for the E-Rate Category 1: Internet Access/Telecommunication Hotspot Lending Program.

Total District Impact:

- First year cost: \$3,219.55
- Annual service cost thereafter: \$2,413.15 (2 years)

Attachment A- EdTechnology Funds RFP Summary

Attachment B- AT&T Proposal

Attachment C- Kajeet Proposal

Attachment D- T-Mobile Proposal

Attachment E- Vendor Scoring Worksheet

RECOMMENDATION

Award T-Mobile Services the contract to provide hotspot devices and services for the hotspot lending program.



FY2025 RFP Summary

The E-rate Entity, **PLACENTIA LIBRARY DISTRICT**, released RFP on USAC’s EPC portal and invited experienced vendors to submit responsive proposals in compliance with the specifications contained in a Request for Proposal (RFP) for the following Services: **Hot spot lending program devices and service**

Form 470 Important Dates:

RFP Certified: January 10, 2025

Vendor Questions Due: January 21, 2025

Answers Posted: None

Addenda Issued: None

Allowable Contract Date: February 7, 2025

Date Vendor is Selected (Matrix): TBD

Board Approval Date: TBD

Date contract or intent to award letter sent to the vendor: TBD

Publication:

- A Form 470, including the RFP itself and all Addenda, were posted by EdTechnologyFunds to the Universal Service Administrative Company, School and Library Division site, www.usac.org/sl/.
- The RFP, all Addenda, and answers to all timely-submitted questions regarding the RFP were uploaded to the USAC’s E-Rate Productivity Center (EPC).

Evaluation Criteria: Used to evaluate responses.

<input type="checkbox"/> Price:	40%
<input type="checkbox"/> Quality of Service:	20%
<input type="checkbox"/> Understanding of Needs:	10%
<input type="checkbox"/> Capability w/Infrastructure	25%
<input type="checkbox"/> Completeness of Response	5%
<hr/>	
TOTAL:	100%

Responses and Assessments: An RFP Response Log and Assessment Worksheets are below in Appendix A. The Assessment Worksheets will be reviewed upon completion and award recommendation by clients to ensure compliance with program rules in the event of future review and audits.



APPENDIX A

RFP Response Log and Scoring Sheets

See below for RFP Response Log

See attached for Scoring Sheets



E-rate RFP Response Log

Funding Year: 2025

E-rate Details

E-rate Entity # and Name: #143779 PLACENTIA LIBRARY DISTRICT

Form 470 #: 250013664

Service Description: Hot spot lending program. 42 new devices and current service at 5G.

All email traffic (see Table 1 below) in response to this 470 was reviewed from the Posted Date through the Proposal Due date. A bid is considered responsive if the service submitted a proposal that responded to the services listed in the RFP. **6 bids were received. 3 responsive bids were received and 3 were disqualified.** (see Tables 1 and 2 below).

All Bids Received

Vendor	Date Submitted	Vendor Correspondence Dates	Proposal Responsive	Proposal Disqualified	Reason for Disqualification
ATT	2/6/2025	2/6/2025	YES	NO	
Cytranet	1/11/2025 1/11/2025 1/11/2025	1/11/2025 1/11/2025 1/11/2025	NO	YES	SPAM bid, did not provide a complete solution, did not include term of service.
Kajeet	2/4/2025	2/4/2025	YES	NO	
T-Mobile	2/7/2025	2/7/2025	YES	NO	

Table 1

Bids Disqualification Criteria and PLACENTIA LIBRARY DISTRICT Needs:

1. All “SPAM” and/or “Robotic” responses will not be considered valid bids and will be disqualified.
2. Only bids that supply a complete solution will be evaluated, and partial bids will be disqualified.
3. All bids that don’t include the requested services, term of services, and ineligible items will be disqualified.
4. Only one bid will be awarded for the Project.
5. Multi-functional devices (e.g., smartphones, PCs, notebooks, tablets, customer premises equipment, routers or switches, and wireless access points, etc.).
6. Wireless services delivered to any broadband-enabled end user devices (e.g., laptops, tablets), fixed wireless connections and the related equipment, private 5G/LTE networks, fiber, and network expansion or construction.



Responsive Bids Summary

RFP Evaluation Criteria	ATT	Kajeet	T-Mobile
SPIN	143025240	Not provided	143026181
Green Light Status	Green	NA	NA
*SPAC	FY2025 not filed	FY2025 not filed	FY2025 not filed
Location	Tustin, CA	McLean, Virginia	Bellevue, WA
Pricing	<p>5G Hotspot Equipment 24 devices. 24 devices at \$50.00 = \$1,200.00</p> <p>Services for 42 devices. MRC = \$420.00 (4G/5G LTE) Annual = \$5,040.00</p>	<p>5G Smart Spot for 24 Devices. \$90.00 for 24 = \$2,160.00</p> <p>Services for 42 devices. MRC = \$504.00 (5G/4G) Annual = \$6048.00 Sentinal Insight portal to monitor hot spot usage.0</p>	<p>Rhino H1 Hot Spot 24 Devices. 84.00 for 24 = \$2,016.00</p> <p>Services for 42 devices MRC = 502.74 (5G/4G) Annual = \$6032.88</p>
Compatibility with Existing Infrastructure	Client will determine	Client will determine	Client will determine
Quality of Service	Client will determine	Client will determine	Client will determine
Completeness of Response	Complete	Complete	Complete
Understanding of Needs	<p>Supplied complete solution.</p> <p>Select Rate Plans for E-Rate to provide the connectivity you need for remote and virtual education. AT&T complies with all Universal Service Administration Company (USAC) guidelines and FCC Rules, including those around the Lowest Corresponding Price, usage reports,</p>	<p>Understand E-rate compliance for Hot Spots.</p>	<p>To help you subsidize your connectivity costs, we designed these solutions to adhere to FCC standards, making them E-Rate eligible. We are proud to be a trusted provider in this program, with experience working with thousands of libraries nationwide to help better connect residents of all ages and socio-</p>



EDTECHNOLOGYFUNDS
E-RATE PROGRAM SPECIALISTS

	proactive notification for non-use and service termination		economic backgrounds in the community.
Contract Term	36 months up to two (2) optional 1-year (12-month) extensions	36 months	24 months
Notes	<p>Supplied coverage map.</p> <p>Content filtering option with added costs (ineligible for E-Rate funding).</p> <p>For service estimated Taxes and Fees, if not exempt, may be budgeted at approximately \$1.50 per subscriber per month.</p> <p>For devices Taxes and fees may be estimated at \$30.00 per device</p>	Included Sential Insight portal slides	<p>MA NASPO pricing.</p> <p>\$1.40 Telco fee included in the service cost for full term.</p>
Follow-up Actions	<p>Ensure SPAC is filed.</p> <p>Collect contract.</p>	<p>Ensure SPAC is filed.</p> <p>Collect SPIN#.</p> <p>Collect contract.</p>	<p>Ensure SPAC is filed.</p> <p>Collect contract.</p>

Table 2

*Link for SPAC information: <https://portal.usac.org/suite/tempo/records/type/vRw-HA/view/all>



E-Rate Proposal for Placentia Library District

February 5, 2025

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 **AT&T Business**



1452 Edinger Ave
Tustin, CA 92780

Cell: 562-889-8333
Email: cynthia.orozco@att.com

February 5, 2025

Yesenia Baltierra
Assistant Library Director
Placentia Library District
411 E. Chapman Ave
Placentia, CA 92870

Dear Yesenia Baltierra

In response to the Placentia Library District E-Rate Form 470 #250013664 and RFP for wireless data services, we are submitting the attached proposal for an AT&T solution that addresses your requirements.

AT&T is an experienced provider of E-Rate-qualified services. As one of the largest telecommunications providers in the U.S., we serve millions of customers, including K-12 education systems, government agencies, global, national, and regional companies. Our Service Provider Identification Number (SPIN) information is as follows:

- AT&T Mobility, LLC - Consolidated SPIN 143025240

As you evaluate the responses, it is important to consider the benefits the organization can provide now and in the future. AT&T provides the strength, stability, and experience to ensure that we will be with you for the long run. You will receive outstanding customer support from a dedicated Account Team that provides a single point of contact for your services. In the following proposal, we describe the solution and summarize its benefits. More than any other provider, AT&T has the proven expertise, technology, financial strength, quality of service, and commitment to excellence that sets us apart in an increasingly competitive marketplace and economy

We are confident in the strength of this offer and in our capabilities to deliver and support it. We look forward to working with you.

Sincerely,

Cynthia Orozco
Senior Client Solution Executive

E-Rate Proposal for Placentia Library District



To:
Yesenia Baltierra – Assistan Library Director
Placentia Library District
411 E. Chapman Ave
Placentia, CA 92870

From:
Cynthia Orozco, Senior Client Solution Executive
Wireless: +1 562-889-8333
Email: cynthia.orozco@att.com

Introduction

In response to Placentia Library District - E-RateYear 2025-2026 RFP Form 470 bid #250013664, I'm pleased to present an AT&T solution tailored to meet your requirements and may qualify for E-Rate funding. The solution includes the following components:

- **AT&T E-Rate Specific 4G LTE / 5G Wireless Data Plan(s)** is an internet connectivity service that enables school districts and libraries to provide highly secure mobile internet access for students and patrons. Monthly usage reports per line provisioned in a machine readable format, proactive notification for lines of service not in use for 60 days, and automatic disconnection for lines of service with no use after 90 days pursuant to E-Rate program rules.
- **Enterprise Traffic Protector (ETP)** is included as part of the E-Rate Wireless Data Plan and filters outbound Internet traffic identifying the content category of the domain being requested to those domains pre-set Acceptable Use Policies. This can help participants maintain Child Internet Protection Act (CIPA) compliance.
- **Optional - AccessMyLAN (AML)** is an enhanced content filter which can be purchased at an additional cost. Service includes (i) a multi-tenant private APN or VPN configuration provided by AT&T and (ii) a server software agent, network-based remote access platform and administrator web console. Administrator controls restrictions on what and/or when a device can access the network, Includes robust report capabilities.
- **5G/LTE Hotspot Equipment** AT&T has hotspot devices which are fully compatible with our advanced 5G/LTE network and meet all E-Rate specifications for device eligibility. You may also use existing, compatible equipment (Bring Your Own Device, "BYOD").

E-Rate Proposal for Placentia Library District



Features and Benefits

The solution gives you the following:

- **Wireless service** is a set of mobile solutions, devices, applications, and plans that empower collaboration, helping you maximize academic outcomes and educational innovation, streamline operations, and improve responsiveness for your students or library patrons.

The solution has these key features:

- **The Nation's Most Reliable 4G/5G Network*** provides nationwide 4G/5G coverage over low-band (sub-6GHz) spectrum with theoretical peak speeds of 400 Mbps for more than 290 million people in 18,000 cities and towns. In addition, we're expanding our standards-based mobile 4G/5G+ mmWave network into key metros with services live in parts of 50 cities and over 70 venues. *Based on nationwide GWS test data. GWS conducts paid drive tests for AT&T and uses the data in its analysis. AT&T 4G/5G requires compatible rate plan and device. 4G/5G is not available everywhere. Go to www.att.com/4G/5Gforyou for details
 - **Low-band Spectrum** uses the < 1 GHz spectrum range, which may include generally available unlicensed spectrum and low-power wide area network (LPWAN) spectrum to provide significant signal range and propagation. Low-band spectrum lacks the capacity of mid-band and high-band spectrum. This spectrum is best used for voice, text, and an LPWAN.
 - **Mid-band Spectrum** uses 1-6 GHz spectrum to provide coverage and capacity ideal for today's connectivity needs. As a result, common applications might include using licensed (operator) spectrum, C-band, and/or shared/unlicensed spectrum on AT&T's wireless network.
 - **Enhanced Security** uses closed, dedicated tunnels to the mobile network and strong over-the-air encryption as part of the 3GPP 4G/5G standard. In addition, 4G/5G devices use the latest encryption schemes to help enhance security. So, these subscriber identity privacy capabilities help ensure that devices connect to the correct network, reducing the risk of eavesdropping, and helping to provide more secure and reliable performance and user control than 4G/5G.
 - **Nationwide Coverage:** Check the coverage in your area at www.att.com/maps/wireless-coverage
- **Select Rate Plans for E-Rate** to provide the connectivity you need for remote and virtual education. AT&T complies with all Universal Service Administration Company (USAC) guidelines and FCC Rules, including those around the Lowest Corresponding Price, usage reports, proactive notification for non-use and service termination.
- **Mobile Applications** comprise a catalog of pre-existing and customizable enterprise-grade mobile applications including applications that can be used by K-12 schools and libraries to help comply with the Children's Internet Protection Act (CIPA) when seeking funding under the E-Rate program. K-12 schools and libraries are solely responsible for determining whether use of these products and/or network architecture satisfies their CIPA requirements under the E-Rate program. Details of the options are outlined in the appropriate section below.
- **E-Rate Compliant 5G WiFi Hotspot Device** Our hotspot devices are fully compatible with our advanced 5G/LTE network and meet all E-Rate specifications for device eligibility.

E-Rate Proposal for Placentia Library District



Placentia, CA and surrounding area. This map displays approximate outdoor coverage (excluding bodies of water). See www.att.com/maps/wireless-coverage for details.

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Advantages of AT&T

Working with AT&T gives you the following advantages:

- **E-Rate Experience**—AT&T has participated in the E-Rate program for schools and libraries since the program's inception in 1998, and we're one of the program's largest service providers. We're proud to bring our technology, expertise, E-Rate knowledge, and education experience to your school or library, helping expand affordable access to advanced telecommunication services. AT&T has specific document/record retention (RIM) policies that require AT&T to retain records pertaining to E-Rate customers exceeding minimum requirements. For more information about AT&T and its participation in the E-Rate program, go to corp.att.com/erate.
- **Service and Support**—We offer you easy access to assistance, whether through online tools or by phone. You also get support and guidance from highly trained staff with years of networking experience. Our account teams, who work closely with you, are focused on the education industry and are well versed in the issues and challenges that today's educators face.
- **Performance**—You expect communication services that work, and we can deliver. We've made substantial investments each year to improve our technology infrastructure so that we can provide superior performance.
- **Complete Solutions**—AT&T offers a wide range of solutions. We can work with a variety of products and technologies and can assess your needs to recommend potential solutions.
- **Community Focus**—At AT&T, we're proud of our strong record of corporate citizenship. Annually, we contribute millions of dollars through corporate, foundation, and employee giving to support education and community programs.

You also have a mobility account team focused on local support:

Name	Title	Phone Number	Email
Cynthia Orozco	Client Solution Executive	562-889-8333	Cynthia.orozco@att.com
Griselda Castillo	Client Support	310-384-4495	Griselda.castillo@att.com
Elizabeth Admire	Client Support	714-330-3575	Beth.admire@att.com
Chanta Peak	Sales Manager	805-403-8251	Chanta.peak@att.com

E-Rate Proposal for Placentia Library District



We're investing in connectivity and technology, digital literacy, and digital learning solutions to **help connect today's learners with success**—in and out of the classroom. It's part of our **\$2 billion commitment to help bridge the digital divide.**

Learn more at att.com/connectedlearning.

FCC Registration. AT&T Mobility, LLC will provide the services hereunder. Evidence of AT&T Mobility, LLC's most recent Service Provider Annual Certification Form can be found at the following link: [Spin Contact Search \(usac.org\)](https://www.usac.org) Proof of AT&T's "green-light" status is attached hereto. AT&T Mobility, LLC's

The screenshot shows the FCC's Commission Registration System (CORES) interface. At the top left is the FCC logo. The main heading is "Commission Registration System (CORES)". Below this, there are navigation links for "FCC Registration" and "Manage Existing FRNs". A search bar on the right shows "0004979233" and a "Login" button. The user is logged in as "v4466@att.com".

The main content area is titled "FRN Financial" and displays a table with the following data:

FRN	FRN Name	Red Light Status	Action
0004979233	AT&T Mobility LLC	Green Light	View/Make Payments

Below the table, it indicates "Showing 1 to 1 of 1 entries (filtered from 210 total entries)". There are also links for "Manage FRNs", "FRN Financial", "Create Form 187a", "Manage Views", "Permissions", "Auction", "Bank Accounts", and "Payments". At the bottom, there are links for "Customer Service", "Privacy Statement", and "FCC Home Page". A footer note says: "For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 9 a.m.-6 p.m. ET)."

E-Rate Proposal for Placentia Library District



Solution Pricing

Pricing for AT&T E-Rate Wi-Fi Hotspot Offer term: 36 months*

After initial term, up to two (2) optional 1-year (12-month) extensions. Any renewal or extension options would be exercisable only via mutual written consent.

Product		Monthly Unit Cost* 12-36 Month Terms	Quantity	Monthly Recurring Total
Data Plan	E-Rate Unlimited Hotspot Data Plan (5G / 4G LTE) ¹	\$10.00	42	\$420.00
	E-Rate 10GB Hotspot Data Plan (5G / 4G LTE) ²	\$10.00	0	Alternative Plan Option
Content Filtering	Enterprise Traffic Protector (E-Rate Plan Bundle)	<i>Included</i>	42	<i>Included</i>
	AccessMyLAN ³	\$6.00	0	<i>Additional Option</i>
			Sum Total:⁴	\$ 420.00

¹ After 50GB of data usage in a bill cycle, then for the remainder of the bill cycle, AT&T may temporarily slow data speeds if the network is busy & data speeds are up to a max of 3 Mbps.

² There are no overages; after 10GB of data usage in a bill cycle, data speeds are slowed to a max of 256 kbps for the remainder of the bill cycle

³ Content filtering option with added costs (ineligible for E-Rate funding).

⁴ Administrative & Regulatory Recovery Fees are waived. Government Fees & Taxes and/or surcharges may apply.

Estimated Taxes and Fees, if not exempt, may be budgeted at approximately \$1.50 per subscriber per month.

Product		One-Time Unit Cost ⁵	Quantity	One-Time Total
Equipment Options	5G Wi-Fi Hotspot Device - 12 Month Contract Term	\$57.00	0	n/a
	5G Wi-Fi Hotspot Device - 24 Month Contract Term	\$55.00	0	n/a
	5G Wi-Fi Hotspot Device - 36 Month Contract Term	\$50.00	24	\$1,200.00
			Sum Total:⁶	\$ 1,200.00

⁵ Pricing for an E-Rate compliant hotspot purchased on a 1 yr term. Involuntary terminations from non-usage do not incur termination fees.

⁶ Government Fees & Taxes and/or surcharges may apply.

California: Taxes and fees may be estimated at \$30.00 per device

E-Rate Proposal for Placentia Library District



Hotspot Devices – Equipment Purchased from AT&T: Devices are covered by a one-year manufacturer warranty. Details can be viewed at [AT&T - Device Protection and Warranty Information. Fix or replace a lost, stolen, or broken device.](#)

Hotspot Devices – Existing Equipment: Customer AT&T will use due care, but AT&T does not assume responsibility for interactions with pre-existing systems or equipment not purchased from AT&T. Customer provided equipment (Bring Your Own Device, “BYOD”) must meet regulatory and/or industry standards (e.g., FCC and PTCRB) and receive AT&T technical approval for the network.

None of the products and services proposed in response utilize any equipment or services provided by a company that the FCC has designated as a national security threat to the integrity of the communication network or the communications supply chain. AT&T is compliant with the 2019 Protecting Against National Security Threats Order and the FCC rules implementing this Act within the E-Rate program as first outlined in November, 2020 in DA 20-1418, the current Eligible Services List [Eligible Services List - Universal Service Administrative Company \(usac.org\)](#).

Product	Service Provider Identification Number (SPIN)	AT&T Affiliate Name
AT&T E-Rate Specific Wireless Data Plan	143025240	AT&T Mobility, LLC
5G Hotspot Equipment		

Invoicing (SPI and BEAR billing): AT&T can accommodate both SPI and BEAR billing methods to provide E-Rate discounts and agrees to adhere to the E-Rate rules applicable to each method.

This response to your request is not a contract offer and does not take the place of a signed contract. If you select AT&T for this service, please let us know so we can provide you the appropriate contract documents. Neither party is obligated for the selected services unless and until mutually agreed contract documents are signed by both parties. The Pricing proposed herein is based upon the specific product/service mix and locations outlined in this proposal and assumes use of AT&T contract documents and an E-Rate Rider as part of any final, negotiated contract between the parties, unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

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Optional Services

AT&T is presenting this additional product information to alert you to other important services that can be very useful to your goals and overall security concerns. These services are optional and are not contingent on the purchase of any E-Rate eligible services from AT&T.

PLEASE NOTE: AT&T is not making any determinations, representations, or warranties regarding the E-Rate eligibility of these additional products and services. The eligibility of these products and services for E-Rate funding is solely determined by USAC and/or the FCC based on the applicants E-Rate discount request. Among the products and services are:

- **Wide Area Network Solutions:**
 - **AT&T Dedicated Ethernet (ADE)** is a highly secure 2-location dedicated Ethernet connection for bandwidth-heavy applications like VoIP, video, and data center consolidation. This fiber-based, point-to-point solution is fast & highly secure with up to 99.999% availability with SLAs.
 - **AT&T Switched Ethernet Service** is a transport service that uses industry-standard Ethernet technology to transport traffic among two or more locations. AT&T Switched Ethernet Service uses native Ethernet interfaces to transport data without using protocol conversion or special equipment.
- **AT&T Dedicated Internet** is an internet access service that combines a dedicated connection with symmetrical bandwidth (same download and upload speeds) and provides reliable, high-performance connectivity. AT&T Dedicated Internet offers the fastest speeds available (up to 1Tbps), world class Service Level Agreements (SLAs) with 100% uptime guarantees, and outage protection down to the customer edge router with 24/7 monitoring.
 - **Wireline voice services** can expand the capabilities of your AT&T Dedicated Internet (ADI) access—add Voice over IP with AT&T IP Flexible Reach service.
- **FirstNet** wireless services are designed to improve public safety communications, coordination, and response times, leading to safer and more secure communities. This can be crucial during times of crisis. For more information, visit firstnet.com.
- **AT&T Cybersecurity** can help protect your network from constantly evolving threats. Our cybersecurity professionals have helped schools, districts, and libraries with limited IT resources get the security features they need at a price that meets their budget.

For further information on our solutions and pricing, contact your AT&T representative (page v).

E-Rate Proposal for Placentia Library District



Important Information

The AT&T Business Service Guide Library (https://serviceguidenew.att.com/sg_landingpage?tgtPg=sg_homecontentpage) provides further details and restrictions.

Proposal Validity Period—The information and pricing contained in this Proposal is valid for a period of 90 days from the date written on the proposal cover page, or until the E-Rate filing window closes for the upcoming E-Rate Funding year, whichever occurs later, unless rescinded or extended in writing by AT&T.

Proposal Pricing—Pricing proposed herein is based upon the specific product/service/equipment mix as outlined in this proposal and is subject to AT&T's proposed terms and conditions for those products and services and the AT&T E-Rate Rider unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, and length of term may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

Providers of Service—Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand.

Software—Any software used with the products and services provided in connection with this Proposal will be governed by the written terms and conditions applicable to such software. Title to software remains with AT&T or its supplier. Customer must comply with all such terms and conditions, and they will take precedence over any agreement between the parties as relates to such software.

Disclaimer—For purposes of this Proposal, the identification of certain services as "eligible" or "non-eligible" for E-Rate funding is not dispositive, nor does it guarantee that this or any other services in this Proposal will be deemed eligible for such funding. Any conclusions regarding the eligibility of services for E-Rate funding must be based on several factors, many of which have yet to be determined relative to the proposed services and equipment described herein. Such factors will include, without limitation, the ultimate design configuration of the network, the specific products and services provisioned to operate the network, the type of customer, and whether the services are used for eligible educational purposes at eligible locations. In its proposal, AT&T will take guidance from the "Eligible Services List" and the specific sections on product and service eligibility on the Universal Service Administrative Company ("USAC") website www.usac.org/e-rate. This site provides a current listing of eligible products and services, as well as conditionally eligible and ineligible services. This guidance notwithstanding, the final determination of eligibility will be made by the USAC after a review of the customer's E-Rate application for this proposal. If AT&T is awarded the bid for this project, AT&T will provide assistance on the E-Rate application solely on matters relative to the functionality of the services and products which comprise the network. Nevertheless, the responsibility for the E-Rate application is with the customer. AT&T is not responsible for the outcome of the USAC's decision on these matters.

End User Equipment—E-Rate recipients must cost allocate any non-ancillary ineligible components that are bundled with eligible products or services. Cost allocations are the responsibility of E-Rate Applicants. For additional information, reference USAC website at www.usac.org/e-rate and Cost Allocation Guidelines for Services at www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/.

AT&T E-RATE WI-FI HOTSPOT PLANS: Available only to eligible K-12 schools and libraries with a primary place of use in the United States (**Domestic Coverage Area** or **DCA**) with a qualified wireless service agreement that includes, without limitation, an AT&T E-Rate Rider (**Qualified Agreement**). For Corporate Responsibility User (**CRU**) lines of service only. Plans are intended for use by eligible K-12 schools and public libraries to provide Internet connectivity to students, teachers and school administrators or library patrons and staff for educational purposes. Plans require a compatible 4G LTE or 5G-capable mobile hotspot device (sold separately). **All wireless services are subject to the terms and conditions of your Qualified Agreement.**

General Terms – Video streaming is limited to Standard Definition. Plans do not include the Video Management feature. AT&T aims to render streaming video in standard definition (max of 2 Mbps for customers on both 5G-enabled devices and rate plans or 1.5 Mbps for devices or plans not compatible with 5G) though some video cannot be identified. Sometimes, other content that content providers bundle with streaming video may be impacted and slowed, including downloads. In certain situations, we may deliver video content faster or at higher definition. Details at att.com/VideoFeature. If customer or subscribers misuse the service and/or engage in abnormal usage or usage that excessively or disproportionately contributes to network congestion, hinders other customers access to the network, or degrades network performance (all as determined by AT&T), customers may be asked to mitigate or subscribers may be suspended.

Copyright Notice and Statement of Confidentiality—© 2024 AT&T Intellectual Property. AT&T and globe logo are registered trademarks and service marks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks are the property of their respective owners. The contents of the Proposal (except for pricing applicable to E-Rate funded services) are unpublished, proprietary, and confidential and may not be copied, disclosed, or used, in whole or in part, without the express written permission of AT&T Intellectual Property or affiliated companies, except to the extent required by law and insofar as is reasonably necessary in order to review and evaluate the information contained herein.



QUOTATION

7901 Jones Branch Drive, Suite 350, McLean, Virginia 22102
(240) 482-3500 | fax: (240) 482-3505 | www.kajeet.com

Account Name Placentia Library District
Bill To 401 E Chapman Ave
Placentia, CA 92870
United States

Prepared By Karen Beshak
Phone (240) 482-3562 x426
Email kbeshak@kajeet.com

Created Date 2/4/2025
Quote Number Q# 202502-056776
Opportunity Number OPTY 202502-58247

Product	Product Code	Sales Price	Quantity	Total Price
KJ1 5G-SA SmartSpot	KJ15GSA	USD 90.00	24.00	USD 2,160.00
Library Patron Unlimited Monthly Plan	LBUNL	USD 11.99	504.00	USD 6,042.96
Library Patron Unlimited Monthly Plan	LBUNL	USD 11.99	504.00	USD 6,042.96
Library Patron Unlimited Monthly Plan	LBUNL	USD 11.99	504.00	USD 6,042.96
Subtotal				USD 20,288.88
Quote Shipping				USD 0.00
Quote Grand Total				USD 20,288.88

TERMS & CONDITIONS

- All prices are quoted in U.S. Dollars. All prices valid only through Kajeet direct sales. Quote is valid for 30 days. The amount presented in this quotation is confidential & proprietary and intended for the consideration of the Buyer. Buyer and Kajeet will sign and execute a Services Agreement prior to execution of the program. Credit card payments are subject to a 5.0% processing fee. Kajeet W-9 available upon request. Kajeet®, Arterra Mobility®, and Otarris™ products and services are protected by the following issued U.S. patents 8,929,857; 8,918,080; 8,774,755; 8,774,754; 8,755,768; 8,731,517; 8,725,109; 8,712,371; 8,706,079; 8,667,559; 8,644,796; 8,639,216; 8,634,803; 8,634,802; 8,634,801; 8,630,612; 8,611,885; 8,600,348; 8,594,619; 8,588,735; 8,285,249; 8,078,140; 7,945,238; 7,899,438; 7,881,697. Other patents are pending. Kajeet®, Kajeet SmartSpot®, Education Broadband™, SmartBus™, SmartSpot Protection™, Kajeet Complete™, Kajeet Custom™, Arterra Mobility®, and Sentinel® are trademarks of Kajeet, Inc.
- Shipping costs related to hardware only.
- Sales tax is an estimate based on your state and/or locality. The PO must contain the correct sales tax amount and is the responsibility of the PO issuer. If Sales tax line item is blank; Applicable state sales taxes are not included in this quotation.
- Please do not use this quote for 470 application creation purposes.

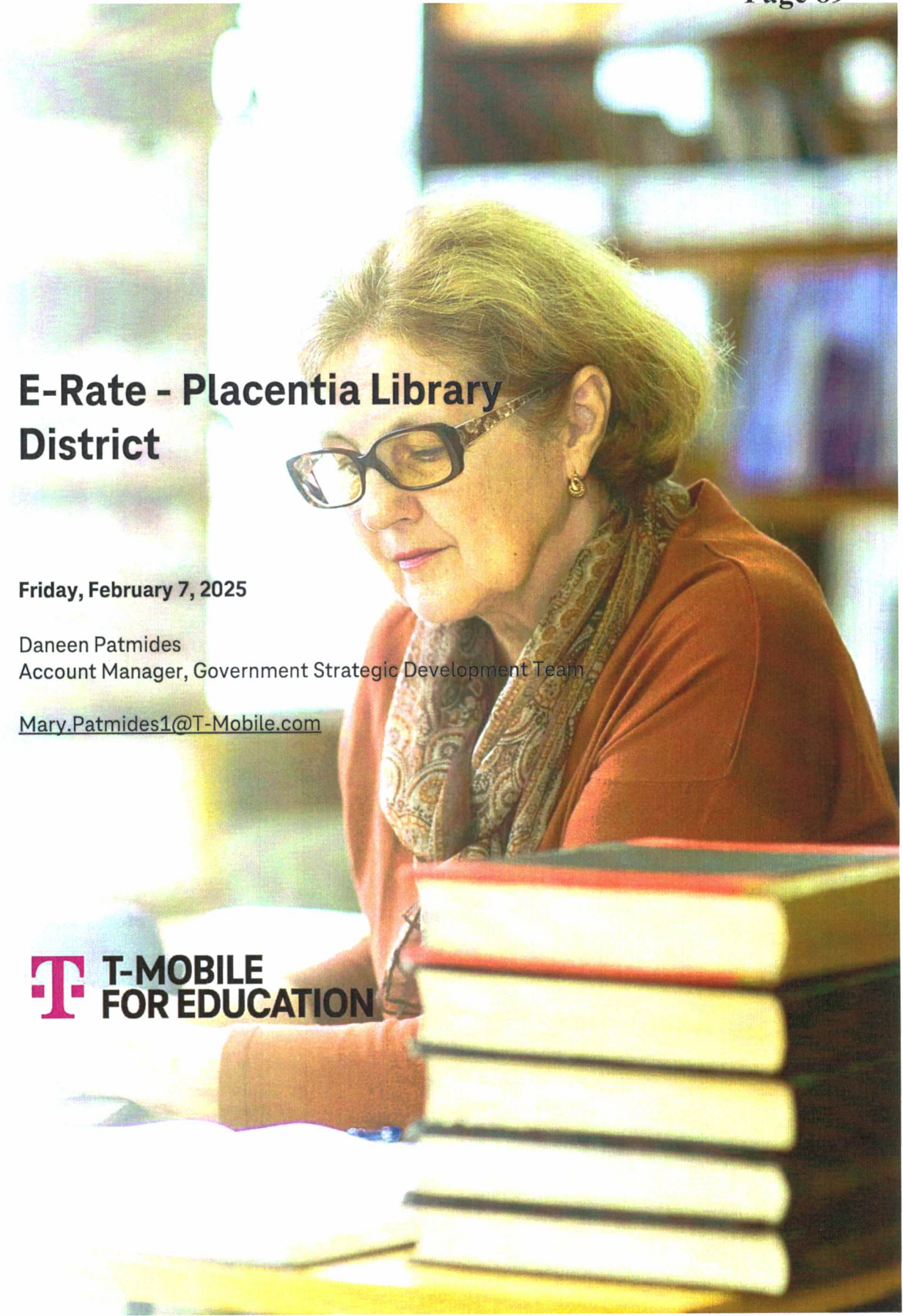
E-Rate - Placentia Library District

Friday, February 7, 2025

Daneen Patmides
Account Manager, Government Strategic Development Team

Mary.Patmides1@T-Mobile.com

 **T-MOBILE
FOR EDUCATION**





Friday, February 7, 2025

Ingrid Goodman
Placentia Library District

Dear Ingrid,

We are pleased to submit our proposal for E-Rate services for the funding year 2025-2026, our tenth year working with the program. As a trusted provider of innovative technology solutions, we are committed to delivering high-quality, reliable, and affordable connectivity services.

In alignment with E-Rate funding requirements, we have carefully structured our proposal for:

- **Cost-Effectiveness** – our services are competitively priced, providing maximum value and flexible options, including bring your own device (BYOD) solutions to support your current and future needs, ensuring sustainability and scalability.
- **Connectivity** – we bring extensive experience in delivering reliable and secure network connectivity, whether on a bookmobile or connecting to your library system; we tailor to your specific needs.
- **Support** – we support learning institutions and public library systems nationwide and are ready to provide the implementation, maintenance, and help you require.
- **Commitment to digital equity** – we are committed to bridging the digital divide by providing students and underserved communities with reliable internet connectivity.

You will find details in this proposal to help support your mission through the E-Rate program, and we look forward to supporting your efforts to improve community outreach and engagement with technology, reduce your risk profile, and increase digital literacy.

Sincerely,

Daneen Patmides
Account Manager, Government Strategic Development Team

Mary.Patmides1@T-Mobile.com

T Mobile

12920 SE 38th Street, Bellevue, WA 98006

www.t-mobile.com



CONTENTS

- E-Rate solutions 1
 - Enhance community engagement with reliable connectivity 1
 - Network reliability for connected learning 2
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E-RATE SOLUTIONS

Enhance community engagement with reliable connectivity

In today's digital age, reliable internet connectivity is vital to stay connected, for continued learning and holistic development. With technology playing a growing role in every aspect of education, it is crucial to provide solutions that ensure access to online learning, and programs that teach essential skills for the future.

We understand the challenges Public Library Systems face in connecting communities to digital resources. We are committed to supporting your efforts to promote literacy and reach underserved areas through comprehensive solutions, such as:

- **Fixed Wireless 5G Internet:** Robust and reliable internet access to support digital learning and administrative functions.
- **Wi-Fi on buses:** Connection for Bookmobiles to provide access to digital resources while out in the community.
- **Hotspot checkout program:** Portable, reliable internet access for library patrons, ensuring access to knowledge and online tools where they live.

To help you subsidize your connectivity costs, we designed these solutions to adhere to FCC standards, making them E-Rate eligible. We are proud to be a trusted provider in this program, with experience working with thousands of libraries nationwide to help better connect residents of all ages and socio-economic backgrounds in the community.

Apply for E-Rate funding

The federal E-Rate program helps schools and libraries receive funding for eligible equipment and connectivity services, and we can serve as your service provider for E-Rate. You can enter our Service Provider Identification Number (SPIN) on your application to use us as your E-Rate service provider.

T-Mobile SPIN numbers

For U.S. locations (except Puerto Rico): **143026181**
For Puerto Rico: **143029059**

Though you can list us as your provider, the Universal Service Administration Company (USAC) will be the one to determine the level of funding available to you. Visit the USAC [website](#) to learn more. You can also contact our E-Rate team at eRate@T-Mobile.com or visit [our website](#).



E-Rate Solutions

Network reliability for connected learning

The digital divide starts with a connectivity gap. Many of us are more connected today than ever before. Yet, many of your community members may lack access to reliable or affordable connectivity. We built the nation's largest 5G network to connect our communities and meet your patrons where they are.



We can help you transform learning for those who rely on your library resources. We are confident that our solutions will help you enhance digital learning and ensure **equitable technology access for everyone**. Our team is dedicated to working closely with you to tailor our services to your requirements, provide ongoing support, and deliver your connectivity with America's leading 5G network.

Spectrum is the fuel that drives 5G capabilities

The T-Mobile network is ready to support your innovative learning programs, by utilizing multiple spectrum bands to achieve both the breadth and depth of service you need today and in the future.

- **High-band mmWave (>24 GHz)** – High capacity, ultrafast but limited range. **Used for dense environments and private networking.**
- **Mid-band (1-6 GHz)** – Enhanced 5G speeds for metro areas. **Critical for high bandwidth applications, both fixed and mobile.**
- **Low-band (<1 GHz)** – Coverage for wide-open spaces and rural areas. **Essential for high mobility field applications and IoT sensing.**



A great 5G network requires all spectrum bands

Empower patrons with reliable connectivity

Reliable home internet is essential to self-education and digital literacy in our communities. A library hotspot check-out program can help ensure they have access to these resources.



E-Rate Solutions

The idea is simple: We equip you with Wi-Fi hotspot devices for library visitors to check out whenever needed, giving them internet access via our network. The FCC recently approved **Wi-Fi hotspot service and devices for E-Rate funding**.

Hotspot monthly service plan features

Our hotspot plan offers your students a variety of benefits.



Messaging on our 5G & 4G LTE network



Unlimited high-speed mobile hotspot data, where available



Optimized video streaming at 480p



Education-grade web content filter and malware blocking to control the internet content accessible to your students and **optional content-blocking feature** that can protect your students from commercial content like text collection services, all at \$0 cost

UNLIMITED HOTSPOT PRICING

\$11.97

PER LINE PER MONTH

Government E-Rate Library Hotspot Line(s) Usage. Consistent with FCC rules governing the E-Rate Hotspot Check-Out Program, T-Mobile, at least once every 31 days, shall determine whether any lines of service activated under the Government E-Rate Library Hotspot plan have zero data usage in the prior sixty (60) days, and will provide notice to the Customer of those identified lines within five (5) business days of T-Mobile's determination. Customer acknowledges that should these identified lines show no data usage for ninety (90) days, T-Mobile shall discontinue service to such lines.



E-Rate Solutions

Dependable support from your dedicated team

We offer a few ways to get you the help you need, including options that can support you **24 hours** a day, **7 days** a week, at no additional cost.

As our partner, you get the following dedicated account team before, during, and after implementation.



David Roberts
Account Executive
562-362-8986
Email@T-
david.roberts109@t-mobile.com

Drew Hinds
K-12 Account Executive
503-871-2820
drew.hinds8@t-mobile.com

Richard Vila
Senior Manager
951-346-6007
richard.vila@t-mobile.com

Your account team works to ensure you always get the most out of our relationship.



If you have urgent questions or issues after hours, you get access to T-Mobile's award-winning team of customer support and technical experts who can help at all hours of the day.

You can reach them 24/7 at 1-800-375-1126.

Hassle-free wireless set up

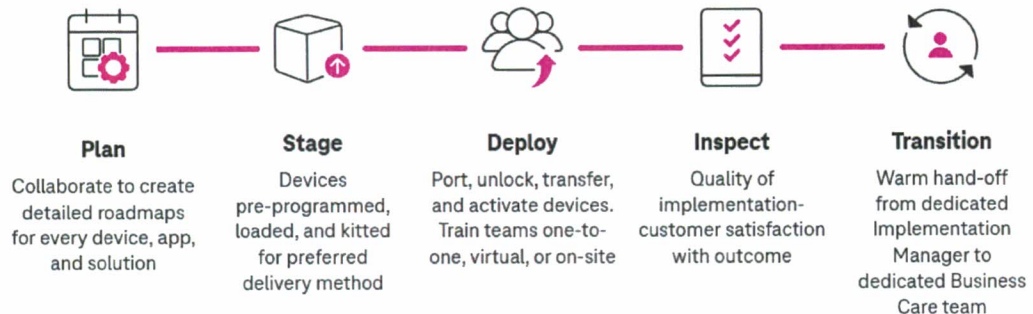
Implementing new systems and technology across your library facilities can be complex, straining resources that can instead be used to help your patrons when visiting and conducting their research.

We make it easier by offering no-cost implementation services to ensure your new solutions are set up to operate **safely and securely**, freeing you to concentrate on what you do best.

Integrating your wireless solution begins when we assign an Implementation Manager (IM) to your project. This dedicated IM will work with you to develop a plan and monitor progress to ensure everything connected and functioning properly. Our implementation process includes five easy steps.



Our implementation team helps set up your connectivity solutions ensuring a seamless switch.





PRICING

T-MOBILE
FOR GOVERNMENT

Service Agreement
NASFO - Individual Participating Addendum

This Document is for information purposes only. It is non-binding. Please see your T-Mobile representative for important plan, service and device details.

2/7/2025

Company Name T-Mobile
Contact Name Deven Ramirez
Email Address mypartid@tmobile.com
Street Address 3625 132nd Ave SE
City, State & Zip Bellevue, WA 98006
Contact Number 425-331-7328
Contract # 080118297

T-Mobile Rep Title
Email Address david.roberts108@tmobile.com
Street Address 3625 132nd Ave SE
City, State, Zip Bellevue, WA 98006
Contact Number 862-382-8986
T-Mobile FED Tax ID No. 91-1883900
T-Mobile SPN No. 143026181

David Roberts
Government Account Rep

Rate Plans & Features

Rate Plan Description	Data per Line	Hotspot tethering	Cost Per Line	Quantity	Monthly	Term Selected	Full Term Cost
Government E-Rate Library Hotspot (T1)	Unlimited	Unlimited	\$11.97	18	\$ 215.46	2 Years	\$ 5,171.04
Note: Government E-Rate Library Hotspot (T1)	Unlimited	Unlimited	\$11.97	24	\$ 287.28	2 Years	\$ 6,894.72
Note:					\$ -		\$ -
Note:					\$ -		\$ -
Note:					\$ -		\$ -
Subtotal				Monthly	\$ 502.74	Full Term	\$ 12,065.76

One-Time Installation

Features	Cost Per Feature	Quantity	Total One-Time
Add-On Features Subtotal			\$ -

Devices

Device	Price	Inseego Connect	NetCloud	Quantity	Total
Social Mobile Rhino HL	\$84.00	N/A	N/A	24	\$ 2,016.00

Total Devices, Lines & Fees	
Total Devices	24
Total Lines	42
Telco Recovery Fees	\$ -
\$140 Telco Fee per line, is included in the Full Term Cost shown above	

One-Time Charges	
Devices Total Cost	\$ 2,016.00
Device Discounts	\$ -
One-Time Installation Fee	\$ -
Device Subtotal	\$ 2,016.00

Devices Discounts

Discount Type	Discount Amount	Quantity	Total
0	\$0.00	0	\$ -
0	\$0.00	0	\$ -

Total Full Term Cost	\$ 14,081.76
-----------------------------	---------------------

TERMS AND CONDITIONS

T-Mobile wireless services and equipment/installation charges will be billed to the Customer (or via SPI billing method, if requested) by T-Mobile and will be governed by (i) a separate T-Mobile wireless services master agreement (the "T-Mobile Master Agreement"), (ii) a T-Mobile E-Rate Agreement (to be provided to and executed by Customer and T-Mobile), and (iii) the terms and conditions of T-Mobile's E-Rate Addendum, which can be found at: <https://www.t-mobile.com/business/terms-and-conditions>. **T-Mobile respectfully takes a blanket exception to all terms and conditions of Customer's solicitation document, including (if applicable) a Customer's form contract or agreement, and hereby offers the terms and conditions described in the T-Mobile Master Agreement identified in T-Mobile's bid response.**

The terms and conditions in any Customer-generated order template will have no force or effect other than to denote quantity, the products or services purchased or leased, delivery destinations, requested delivery dates and any similar information mutually agreed to by the parties. Since T-Mobile is not a manufacturer of products, and certain products and services being offered are developed and owned by third parties, T-Mobile is required to pass through the third-party terms and conditions from our vendors via URL or click-through third party terms at point of sale or upon login to the third-party application. Additionally, T-Mobile is not the manufacturer of any equipment provided to Customer and is not in a position to offer its own independent warranties on such equipment. T-Mobile will offer Customer the benefit of all representations, warranties and indemnities from the manufacturer to the extent allowed by contract. If applicable to Customer's order, T-Mobile or its agents will install equipment according to the manufacturer's specifications. This bid and T-Mobile's provision of the services is contingent upon (i) T-Mobile performing a network assessment to identify T-Mobile's network coverage availability with respect to any potential services and (ii) Customer and T-Mobile executing the E-Rate Agreement.

Customer acknowledges that: (i) USAC will only commit E-Rate funding one E-Rate funding year at a time, and funding for future years of an E-Rate Agreement (if any) are not guaranteed; (ii) during the term of an E-Rate Agreement, Customer, and the products and services sought, must be eligible for E-Rate support for each individual year of the E-Rate Agreement term; and (iii) unless otherwise specified by E-Rate Program rules, eligibility reimbursement for equipment will only be supported by USAC once every five (5) years, and therefore Customer will not be able to seek E-Rate support for replacement equipment until five (5) years from date Customer received or had the original equipment installed (whichever is later).

Note that wireless devices offered may not be available at the time of proposed installation/activation. Our manufacturers are continually working on upgraded models of current phones as technology and customer needs evolve. Generally, manufacturers discontinue manufacturing a particular model when an upgraded model is available, and T-Mobile will offer the upgraded model (or a like or similar device) at T-Mobile's discretion. Discontinued End-of-Life ("EOL") models will continue to function as before. T-Mobile may maintain a limited inventory of EOL devices but will no longer offer that device when production ceases and inventory is exhausted. We also phase out active marketing of a device model well before inventory depletion to avoid the potential of unfilled orders.

Unless otherwise noted by T-Mobile, T-Mobile pricing does not include applicable taxes, fees, and/or surcharges. Any line-item for taxes and/or surcharges is an estimate only. Federal, state, and local tax law are subject to change at all times. The applicability of current taxes, fees, and surcharges as well as additional taxes, fees, and surcharges may change without advance notice. T-Mobile will honor any applicable tax exemption(s) submitted by Customer.

Government Mobile Wireless Unlimited High-Speed Internet (School Bus Router Plan). Not available in all areas; limited time offer; subject to change. Intended for support of Wi-Fi, or other similar access point technologies, on school buses. During congestion, customers on this plan may notice speeds lower than other customers due to data prioritization. Plus, taxes & fees: Monthly Regulatory Programs (RPF) & Telco Recovery Fee (TRF) totaling \$1.40 per data only line (\$0.12 for RPF & \$1.28 for TRF) apply. RPF and TRF subject to change upon notice; taxes/fees approx. 3-12% of bill. Credit approval required. Video streaming resolution depends on available speeds. For best performance, leave video streaming applications at their default resolution setting. Not compatible with some live TV streaming services. Coverage not available in some areas. Network Management: Service may be slowed, suspended, terminated, or restricted for misuse, abnormal use, interference with our network or ability to provide quality service to other users. See contract for additional information.

Government E-Rate Library Hotspot Line(s) Usage. Consistent with FCC rules governing the E-Rate Hotspot Check-Out Program, T-Mobile, at least once every 31 days, shall determine whether any lines of service activated under the Government E-rate Library Hotspot Plan have zero data usage in the prior sixty (60) days, and will provide, within five business days, the Customer with 30 days' notice that failure for the hotspot service to be used within this 30-day notice period will result in service termination to such lines.

E-Rate Program. Customer must comply with all E-Rate rules as established by the Federal Communications Commission ("FCC"). Customer agrees that only one source of third-party funding (including any government funding) will be obtained and used to pay for each charge incurred under the agreement with T-Mobile (e.g., E-Rate, Emergency Connectivity Fund, or local, state, or federal grant, or other). Before activating T-Mobile service, T-Mobile may require Customer to provide documentation demonstrating financial sufficiency to ensure Customer's ability to pay all fees and charges incurred. E-Rate funding requests are subject to approval by the Universal Service Administrative Company ("USAC" or the "Administrator") and may be delayed, denied, or curtailed at USAC's discretion. Customer is responsible for all charges related to any ineligible services or services obtained not contained in the description of the service commitment request or decision. Until USAC has issued a funding commitment, Customer agrees to pay the balance in full as billed by T-Mobile. Customer must elect Service Provider Invoicing to be billed only the non-discounted portion. Account credits applied may be estimates subject to true-up in a later billing period. Customer is responsible for all charges incurred until and unless E-Rate funding is approved and disbursed, at which time Customer will remain responsible for all ineligible services, feature charges, and any other amounts unfunded by E-Rate, including equipment. For more information about E-Rate, please refer to USAC's website at: <https://www.usac.org/e-rate/applicant-process/>.

To the extent T-Mobile has clarified or taken exception to a solicitation term or proposed additional terms not addressed in the solicitation, such comments have been included only after careful consideration of the solicitation requirements, T-Mobile's corporate policies, and applicable law. T-Mobile has made a good faith effort to respond to all solicitation terms and requirements to the best of its ability and knowledge. If Customer requires T-Mobile signature on the bid, by signing the bid T-Mobile has read, understands and will comply with the terms, conditions, specifications, and requirements in the Solicitation, subject to the specific responses to Solicitation provisions as set forth in T-Mobile's bid or proposal. In the event that the contract is awarded to T-Mobile, T-Mobile expects the parties to enter into a definitive contract for the services contemplated by the Solicitation that will combine elements of the Solicitation, T-Mobile's Solicitation responses, the terms and conditions described in the T-Mobile Master Agreement, and any necessary additional terms and conditions negotiated by the parties. T-Mobile is prepared to negotiate in good faith with Customer regarding its Solicitation responses and a definitive contract.

Additional Legal Comments

Technology Evolution.

Friday, February 7, 2025

T-Mobile Confidential 7

A. In the normal course of technology evolution and enhancement, T-Mobile continually updates and upgrades its networks, Products and Services. In some instances, these efforts will result in the need to ultimately replace or discontinue certain offerings or technologies. In such event, T-Mobile will undertake such efforts in a customer-focused and commercially reasonable manner. Accordingly and notwithstanding anything in the Agreement to the contrary, T-Mobile reserves the right, in its sole discretion, after providing the notice set forth in subsection B below, to: (1) migrate Customer to a replacement technology; or (2) discontinue any Product, Service, Business Plan, network standard or technology, without either party being in breach of the Agreement or incurring early termination liability relating to the discontinuance of the affected Product, Service, Business Plan, or network.

B. If T-Mobile takes any action set forth in subsection A above, T-Mobile will provide advance notice reasonably designed to inform each affected Customer of such pending action. The form of T-Mobile's notice may include without limitation, providing written notice to any address listed in the Agreement for Customer or any address T-Mobile uses for billing or as set forth in an Order. Customer agrees that such notice is reasonable and sufficient notice of T-Mobile's pending action.

PLACENTIA LIBRARY
DISTRICT FY 2025 Hot
Spot lending and service

E-RATE SERVICE A RFP WORKSHEET

E-rate Discount **60%**

Notes
* Percentage weights must add up to 100%. Price must be weighted the heaviest.
** Evaluated on a scale of 1 to 5; 1=Worst, 5=Best
*** Weight X Raw Score out of 5

PLACENTIA LIBRARY DISTRICT is seeking proposals for New Hot Spot devices and services

VENDOR SCORING (Use additional sheets if necessary)

Selection Criteria	Weight*
Price:	#
Quality of Service	#
Understanding of Needs:	#
Capability w/Infrastructure	#
Completeness of Response	5%

Overall Ranking

100%

ATT Hot Spot Devices and Service	
Raw Score**	Weighted Score***
5	40%
3	12%
3	6%
3	15%
5	5%

78%

Kajeet Hot Spot Devices and Service	
Raw Score**	Weighted Score***
3	24%
4	16%
5	10%
4	20%
5	5%

75%

T-Mobile Devices and Service	
Raw Score**	Weighted Score***
4	32%
5	20%
4	8%
5	25%
5	5%

90%

ANNUAL MRC Total	\$5,040.00
ANNUAL MRC Ineligible	\$0.00
ANNUAL MRC Eligible	\$5,040.00
USAC ANNUAL Portion of Recurring Fees (60%)	\$3,024.00
PLACENTIA LIBRARY DISTRICT ANNUAL Portion of Recurring Fees (40%)	\$2,016.00
ONE Time Total Cost	\$0.00
ONE Time Fees Ineligible	\$0.00
ONE Time Fees Eligible	\$1,200.00
USAC Portion ONE Time Fees (60%)	\$720.00

ANNUAL MRC Total	\$6,048.00
ANNUAL MRC Ineligible	\$0.00
ANNUAL MRC Eligible	\$6,048.00
USAC ANNUAL Portion of Recurring Fees (60%)	\$3,628.80
PLACENTIA LIBRARY DISTRICT ANNUAL Portion of Recurring Fees (40%)	\$2,419.20
ONE Time Total Cost	\$0.00
ONE Time Fees Ineligible	\$0.00
ONE Time Fees Eligible	\$2,160.00
USAC Portion ONE Time Fees (60%)	\$1,296.00

ANNUAL MRC Total	\$6,032.88
ANNUAL MRC Ineligible	\$0.00
ANNUAL MRC Eligible	\$6,032.88
USAC ANNUAL Portion of Recurring Fees (60%)	\$3,619.73
PLACENTIA LIBRARY DISTRICT ANNUAL Portion of Recurring Fees (40%)	\$2,413.15
ONE Time Total Cost	\$0.00
ONE Time Fees Ineligible	\$0.00
ONE Time Fees Eligible	\$2,016.00
USAC Portion ONE Time Fees (60%)	\$1,209.60

PLACENTIA LIBRARY DISTRICT Portion ONE Time Fees 40%)	\$480.00
TOTAL USAC (60%)	\$3,744.00
TOTAL PLACENTIA LIBRARY DISTRICT (40%)+Ineligibles	\$2,496.00

Contract Term 36 months up to
two (2) optional 1-
year (12-month)
extensions

PLACENTIA LIBRARY DISTRICT Portion ONE Time Fees 40%)	\$864.00
TOTAL USAC (60%)	\$4,924.80
TOTAL PLACENTIA LIBRARY DISTRICT (40%)+Ineligibles	\$3,283.20

Contract Term 36 months

PLACENTIA LIBRARY DISTRICT Portion ONE Time Fees 40%)	\$806.40
TOTAL USAC (60%)	\$4,829.33
TOTAL PLACENTIA LIBRARY DISTRICT (40%)+Ineligibles	\$3,219.55

Contract Term 24 months

Service Provider Selection:
Reason Vendor Selected:
Signature:
Approved By (Print):
Title:
Date:

Bid Assessment Comments, if needed

Hot Spot Budget \$50,400.00 with \$22,680.00 available annually

ATT - Pricing under a 36 month term.
Kajeet - Pricing under a 36 month term.
T-Mobile - Provided NASPO pricing which may require signing the MA for 24 months.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: California Special Districts Association (CSDA) Board of Directors Call for Nominations, Seat B

DATE: February 24, 2025

BACKGROUND

CSDA is currently looking for Board Members and General Managers for its Board of Directors for the 2026-2028 term. The current representative for the Southern Network is Don Bartz, General Manager of Phelan Pinon Hills Community Services District. The incumbent will be running for re-election. Nominations must be submitted by April 11, 2025.

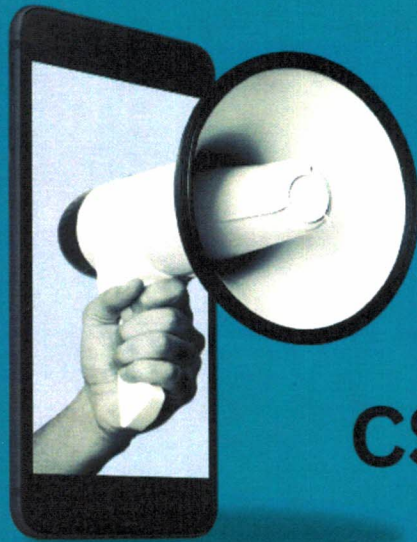
Discuss and determine interest from board members.

Attachment A is the call for nominations from CSDA.

Attachment B is the Board Commitments and Responsibilities.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



CALL FOR NOMINATIONS

CSDA Board of Directors

The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025.

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

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

[\(See attached CSDA Network Map\)](#)

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

Commitment and Expectations:

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

Please review the [CSDA Board Policy 2.16 Board Commitments & Responsibilities](#).

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

- [Candidate Information Sheet](#)
- [Nomination Form](#)
- [CSDA District Networks Map](#)
- Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
- Fax: 916.442.7889
- E-mail: amberp@csda.net

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

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. If successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

- **Northern Network** Seat B – Kim Seney, Director, Gold Mountain Community Services District
 - Sierra Network** Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
 - Bay Area Network** Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
 - Central Network** Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
 - Coastal Network** Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
 - Southern Network** Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*
- (* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025. *Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by April 25, 2025 in order to ensure that you will receive a paper ballot on time.*



Policy 2.16: Board Commitments & Responsibilities

Overview:

The Board of Directors is responsible for ensuring the Association's long-term financial stability and integrity. Directors ensure the Association fulfills its mission to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. In order to foster the Association's continued viability and growth, effective member engagement and sufficient revenue are essential. Accordingly, Directors pledge to be active participants and promote the Association and its services.

Core Commitments:

1. Support the approved CSDA mission statement, vision statement, and Board beliefs.
2. Advocate for the Association and its members.
3. Serve as a part of a unified governing body.
4. Govern within Board policies, standards and ethics.
5. Dedicate the time and energy necessary to be effective.
6. Represent and make policy decisions based on the impact to the entire special districts community.
7. Respect the individual views of Directors, then collectively support Board decisions.
8. Communicate as a cohesive Board of Directors with a common vision and voice.
9. Operate with the highest standards of integrity and trust.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



Duties & Responsibilities:

General Participation

1. Regularly attend Board meetings – a Board member may be dismissed after three unexcused absences.
2. Actively participate in decision-making by being familiar with issues and prepared to address all agenda items.
3. Participate in setting CSDA policy, budget approval and establishing the direction for the Association through the Strategic Plan.
4. Actively participate as a member of at least one and no more than two CSDA committees – Board Officers may participate in more than two committees as required in the CSDA Bylaws and Board Policy Manual.
5. Attend the Association's annual conference and legislative days and participate in other meetings/events.

Governance & Training

1. Complete all four modules of CSDA's Special District Leadership Academy (SDLA) within 2 years of being elected/appointed to the CSDA Board of Directors prior to the expiration of a CSDA Board Member's full-term of office. If not completed by the end of the full-term, the CSDA Board Member shall be ineligible to run for re-election on the CSDA Board of Directors unless they are registered to attend the next available SDLA event.
2. Attend Board member orientation training provided by CSDA.
3. Provide CSDA electronic certificates for posting on the CSDA website indicating current and successful completion of AB1234 (Ethics Training), AB1825 (Harassment Prevention Training), and graduation from the CSDA Special District Leadership Academy (SDLA).

Association Programs

1. Actively understand and encourage participation in CSDA partner programs (SDRMA, CSDA Finance Corporation, SDLF) as well as other CSDA endorsed services within your district, chapter, Network service area and statewide.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



CEO Performance Evaluation

1. Complete and submit the annual Chief Executive Officer (CEO) performance evaluation form by the designated due date. A written request to be excused from submitting the CEO evaluation form may be submitted to the CSDA President for consideration. The CSDA President shall determine if the request is approved or denied using Board Policy: 2.17-Excused Absences as guidance. If the CEO evaluation is not completed by a CSDA Board Member that has not been excused, that individual shall be ineligible to run for re-election on the CSDA Board of Directors upon completion of their term.

Advocacy, Recruitment & Retention

1. Encourage timely responses from your district and service area to CSDA legislative calls to action and other grassroots efforts. Play an active grassroots role within your service area and participate in grassroots campaigns coordinated by CSDA.
2. Advocate for CSDA with an emphasis on building relationships and furthering the understanding/awareness of special districts and the Association within your service area, chapter and statewide.
3. Promote CSDA membership and engagement opportunities in ways appropriate within your service area (i.e. sponsorships, advertisers, exhibitors, speakers, professional development opportunities, services, programs, etc.).

Finance

1. Read and understand CSDA financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020

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: February 24, 2025

BACKGROUND

President Carline will provide updates from the Joint-Use Committee meeting on January 30, 2025.

Attachment A is the minutes from the January 30, 2025 meeting.

MINUTES
PLACENTIA LIBRARY DISTRICT
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND THE CITY OF PLACENTIA
JANUARY 30, 2025

CALL TO ORDER

Members Present: President Gayle Carline, Trustee Stephanie Beverage, Library Director Jeanette Contreras, Mayor Kevin Kirwin, Councilmember Ward Smith, Interim City Administrator Tom Hatch, Director of Development Services Joe Lambert, Director of Public Works Chris Tanio.

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

BACKGROUND

By its terms, the Joint Use Agreement, or “JPA,” expired on May 21st, 2012. The District and City have now entered into a new agreement governing the use of the Common Area which was executed by notary on October 29th, 2019. The District and the City have continued to meet on a monthly basis to discuss ongoing and upcoming projects pertaining to the Common Area and shared costs.

**OUTDOOR LIBRARY –
TREE REMOVAL**

Director Jeanette Contreras wanted to first start by thanking the City for their assistance with the Outdoor Library Project and helping move things along quickly. The demolition has been completed. The construction team is currently leveling out the ground. She wanted to remind the City two trees were removed for this project. However, several olive trees will be planted in the Outdoor Library to replace them. She also wanted to report on an issue that was brought to her attention. There was a small oil spill, but it is being handled by the District’s project manager. Director of Public Works, Chris Tanio, advised that storm drains should be covered to ensure the spill does not leak into the drains. Director Contreras advised she will report that to the project manager.

HVAC SCREEN

Director Contreras reported that an HVAC screen installation was made a requirement by the City before the District could move forward with their Outdoor Library Project. She wanted to confirm if the HVAC screen would only have to cover the out-facing portion or the entire thing. Director of Development Services, Joe Lambert, advised the City was looking at just the units on the roof but painting the entire thing would be nice. Director Contreras requested that the Outdoor Library be allowed to move forward without the HVAC screen being done before the Outdoor Library finishes. She is hoping to push the HVAC screen project to the 25/26 fiscal year, with the intention to complete it this calendar year. Interim City Administrator, Tom Hatch, and Director Lambert advised that this would be fine.

**SPRINKLERS ALONG ALL
AMERICA WAY**

Director Contreras reported the sprinklers among the bushes on All America Way are broken. She is requesting the City to send someone out to look at them. Director Tanio advised he will send someone out to investigate it.

UNHOUSED COMMUNITY

Director Contreras reported the District has been meeting with the Police Department to discuss patrons who have been difficult for staff to handle. Director Contreras is requesting the City to report any sightings to the District if they see anything. There has been an issue with a certain patron that has led to the District installing outlet covers.

Director Contreras took this time to request the City to advise them of any work that they have scheduled. Especially if it impacts the parking. Interim City Administrator Hatch and Director Tanio advised they will notify the District ahead of time moving

forward. Assistant Library Director Baltierra suggested bringing up any scheduled work at the monthly meetings that occur between the District’s supervisors and the City’s staff from Community Services and the Police Department. Interim City Administrator Hatch and Director Tanio agreed that would be a good time to update the District on upcoming projects and requested Assistant Library Director Baltierra to send them the meeting details.

CITY OF PLACENTIA UPDATE

Interim City Administrator Hatch reported there was a ribbon cutting ceremony at the newly renovated Placita Parkette. The parks that are pending renovation include Jaycee Parkette, McFadden Park and Kraemer Park. Director Tanio reported there is ongoing construction on Chapman. Completion will be in April.

Director Contreras requested the City advise the District on any events they are planning to hold in District 1. She advised the Library Board of Trustees is currently looking to fill their District 1 trustee spot. Mayor Kirwin reported he will reach out to District 1 Councilmember, Thomas Hummer, to see if he has any suggestions.

Interim City Administrator Hatch also reported the recruitment process for the City Administrator is ongoing and may last 3-6 months. He advised there has been a lot of interest in the position.

PLACENTIA LIBRARY DISTRICT UPDATE

President Gayle Carline reported her hanging parking sign for the Library Trustee parking spot has expired and was wondering if those are still being used. Mayor Kirwin advised that they are still being used, and that a new one can be issued for her. Director Contreras reminded everyone that parking decals for both City and District staff was brought up at a previous meeting as a plan to help with freeing up parking spots towards the front of the parking lot for the public. Mayor Kirwin and Interim City Administrator Hatch noted this is an important topic for everyone involved and suggested either moving elected official parking spots to the back or creating dedicated family parking spaces. Director Contreras said that wouldn’t be necessary and that the District was just looking to have all staff park further in the back. Mayor Kirwin advised he believes the City can help make that happen. He also advised the City Council only meets up twice a month and would not mind opening the Council spots up for the public to use on days they are not meeting. President Carline advised the Library Board only meets once a month and would be happy to do the same with their own parking spots. Director Contreras reported that she will add this topic to the agenda for the next Joint Use Meeting to continue the discussion.

NEXT MEETING

The next meeting has not been scheduled yet. However, please email Lina Nguyen with any items you would like to add to the agenda.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: ISDOC & Legislative Updates from Secretary Nelson
DATE: February 24, 2025

BACKGROUND

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

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

Attachment B is an update on AB X1-4 and SB X1-3

Attachment C is AB X1-4

Attachment D is SB X1-3

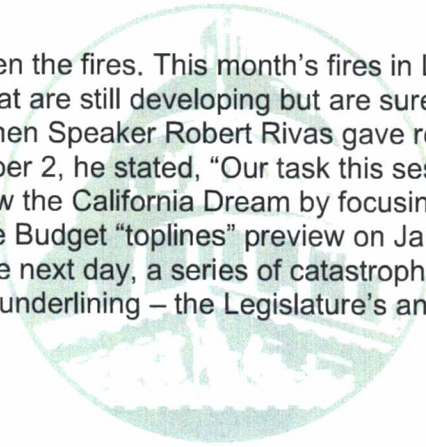


CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

January 2025

Affordability, accountability, and then the fires. This month’s fires in Los Angeles have rapidly shaped the narrative in Sacramento in ways that are still developing but are sure to affect the legislative and budgetary decisions for 2025 and beyond. When Speaker Robert Rivas gave remarks at the State Assembly’s Organizational Session on December 2, he stated, “Our task this session is urgent, and it’s clear: We must chart a new path forward and renew the California Dream by focusing on affordability.” When Governor Gavin Newsom presented his State Budget “toplines” preview on January 6, he shared his “word of the year” would be “accountability.” The next day, a series of catastrophic fires fueled by extreme Santa Ana winds hit LA, altering – or perhaps underlining – the Legislature’s and Governor’s charted course toward affordability and accountability.



Inside this edition of the Take Action Brief:

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NSDC is now the National Special Districts Association.....6

Contact a local CSDA representative near you!

Chris Norden	Northern Network	chrisn@csda.net
Dane Wadlé	Sierra Network	danew@csda.net
Dane Wadlé (Interim)	Bay Area Network	danew@csda.net
Erasmus Viveros	Central Network	erasmov@csda.net
Richelle Noroyan	Coastal Network	richellen@csda.net
Chris Palmer	Southern Network	chrisp@csda.net



Overview of Governor's 2025-26 January budget proposal

On January 10, California Director of Finance Joe Stephenshaw presented a detailed overview of the Governor's 2025-26 budget proposal, highlighting significant fiscal developments. According to Stephenshaw, State General Fund revenues are expected to rise by \$16.5 billion compared to the 2024 Budget Act, a reflection of favorable economic and fiscal conditions. General Fund revenues for Fiscal Year 2025-26 are projected to total \$225.1 billion.

Expenditures for the fiscal year are estimated at \$228.9 billion, allocated as follows:

- \$83.3 billion for K-12 Education,
- \$83.6 billion for Health and Human Services,
- \$23.3 billion for Higher Education,
- \$13.6 billion for Corrections and Rehabilitation,
- and \$25.0 billion for other expenditures.

The Department of Finance (DOF) projects revenues to be \$8.2 billion (1.4%) higher than estimates provided by the Legislative Analyst's Office (LAO), underscoring a more optimistic financial outlook.

Rainy Day Fund and Reserves

The Governor's 2025-26 budget proposal sustains a planned withdrawal of \$7.31 billion from the Budget Stabilization Account, commonly referred to as the Rainy-Day Fund, to address anticipated fiscal challenges. Despite this withdrawal, the state's overall financial reserves are projected to be at \$17 billion by the end of the fiscal year. This includes \$10.96 billion retained in the Rainy-Day Fund, which serves as a critical safeguard against unexpected economic downturns or emergencies. Additionally, \$4.5 billion is allocated to the Special Fund for Economic Uncertainties, providing flexibility to address unforeseen budgetary pressures. Another \$1.5 billion is set aside in the Public School System Stabilization Account.

Proposition 2 Reforms

The Governor's budget also introduced two proposed reforms to Proposition 2, aimed at strengthening California's ability to save during periods of economic growth. The first reform proposes raising the cap on deposits into the Rainy-Day Fund from 10 percent to 20 percent of General Fund revenues, allowing the state to build a larger financial cushion to prepare for future economic downturns. The second reform excludes Rainy Day Fund deposits from the State Allocation Limit (SAL), thereby preserving the state's flexibility to save without triggering restrictions on spending. In addition to these savings enhancements, Proposition 2 funding is being utilized to address initiatives to test for and mitigate lead contamination in school water systems.

Housing and Infrastructure Reforms

The Budget also included the Administration's proposal to create a California Housing and Homelessness Agency to streamline housing efforts, one of two new agencies proposed for creation. Policies will focus on reducing construction costs, eliminating barriers to development, and promoting transit-oriented projects. Additionally, the 2025 Five-Year Infrastructure Plan allocates \$55.4 billion for essential state responsibilities, including fire and life safety projects.

Cap-and-Trade and Decarbonization

The cap-and-trade program, which is currently authorized to run through 2030, is already the subject of early extension discussions, which CSDA has participated in, as the state seeks to ensure long-term stability and predictability.



.....

At the same time, the Administration is prioritizing collaboration with the Legislature to develop and implement measures that ease the financial burden of the clean energy transition on residents. A key focus is on reducing electric bill costs for Californians while accelerating progress toward a clean energy economy. This includes exploring policies to enhance energy efficiency, expand renewable energy infrastructure, and ensure equitable access to clean energy benefits. CSDA closely monitors these investments as special districts work to comply with the California Air Resources Board’s Advanced Clean Fleets vehicle electrification mandate.

Cannabis Regulation and Environmental Protection

Proposition 64 funding places an emphasis on regulatory and enforcement activities, dedicating \$93.6 million specifically to address the environmental impacts caused by illegal cannabis cultivation. These illegal activities detrimentally impact the work of special districts, particularly those providing water service in impacted areas. This funding supports critical efforts, including the cleanup and remediation of affected sites, as well as the enforcement of environmental protections to prevent further damage. The allocation represents 20 percent of the total funding, underscoring the importance of mitigating the ecological harm associated with unregulated cannabis operations.

Master Plan for Career Education

The recently released January budget allocates more than \$100 million to implement the newly developed Master Plan for Career Education, signaling a significant investment in the state’s education and workforce development strategies. This plan is designed to align state education initiatives with anticipated economic demands and further seeks to expand affordable access to educational and career opportunities. Among the key investments is \$4 million specifically earmarked to support regional coordination efforts, which will facilitate partnerships between schools, colleges, employers, and community organizations. These initiatives are expected to create a more adaptable and skilled workforce while driving economic growth and innovation across the state.

Risks to Economy and Revenue

Director Stephenshaw also highlighted several risks to the state’s economy that could affect revenue ahead of the May Revise and in future years. These include stock market volatility and potential declines, which would significantly impact state finances. Additional uncertainties stem from potential new federal policies, such as tariffs that could drive inflation, immigration policies that may lead to labor shortages, elevated or re-emerging inflation prompting restrictive monetary measures, and delayed tax deadlines resulting from natural disasters.

CSDA’s Response

Regarding the Governor’s proposed Budget, CSDA Chief Executive Officer, Neil McCormick, noted that, "True affordable housing and safe neighborhoods depend on affordable and reliable water, sewer, fire protection, parks, and other essential services provided by special districts. CSDA applauds the prudent work by the Governor and Legislature to well-position California’s 2025-26 Budget and asks for similar prudence on any proposals that could increase costs or reduce revenues for our local agencies that are critical to meeting the needs of millions of Californians."

Over the following weeks, CSDA’s advocacy team will evaluate the Budget, monitor key committee hearings in the Legislature, and engage with lawmakers where appropriate.

Access the Full Budget

For more details on the Governor’s January Budget, visit the [Department of Finance website](https://www.cdof.ca.gov/Information-News/Press-Events/Pages/2025-26-Budget.aspx).



Begin preparing for Prop 4 Climate Bond funding opportunities

California's newly approved \$10 billion climate bond, passed through Proposition 4, directs funding toward a range of climate-related initiatives focused on addressing challenges such as wildfires, water accessibility, and climate resilience. Bond funding is intended to assist local jurisdictions with a variety of issues over the next several years, and includes:

- \$3.8 billion for **Water Resilience and Management**, aimed at ensuring safe, clean drinking water, improving water infrastructure like dams and levees, and preparing for extreme droughts and floods;
- \$1.5 billion for **Wildfire and Forest Resilience**, utilizing funds to mitigate wildfire risks, improve forest health, and invest in early fire detection systems;
- \$1.2 billion for **Coastal Resilience** to support adaptation efforts for sea-level rise, restore coastal ecosystems, and protect against flooding and erosion;
- \$1.2 billion for **Biodiversity Protection and Nature-Based Solutions** to enhance habitat connectivity, protect threatened species, and fund conservation efforts;
- \$700 million for **Park Creation and Outdoor Access** to focus on expanding green spaces, especially in underserved communities, to promote public health and environmental benefits;
- \$450 million for **Extreme Heat Mitigation** for urban greening projects, resilience centers, and other initiatives to reduce the impacts of higher temperatures and heat waves;
- \$300 million for **Sustainable Agriculture** to assist farms and ranches in adopting sustainable practices and improving climate resilience; and
- \$850 million for **Clean Air and Community Programs**, targeting air quality improvements and initiatives in disadvantaged communities.

Since the Legislature will have to appropriate bond funds through the budget process, these discussions will be ongoing through the summer and into future fiscal years.

When voters approved Proposition 68 in June of 2018, draft guidelines were released approximately three months after passage with the first round of applications due that November. Given the most recent fires raging through southern California, the Governor has stated his intent is to accelerate projects and programs that build water and wildfire resilience.

TAKE ACTION: PREPARE NOW FOR GRANT OPPORTUNITIES

Because dollars are intended to be distributed on a competitive basis with readiness and urgency in mind, special districts should begin identifying local projects that emphasize the identified buckets and provide solutions for climate-related challenges. Special districts would also be well-advised to:

- **Develop local and regional support for projects and potential grant applications**
- **Identify multi-benefit projects that support more than one purpose, entity, or community**
- **Begin engaging with elected officials in Sacramento to garner additional support**

This content was derived from an article in the January 14 edition of CSDA eNews authored by Elisa Arcidiacono of Townsend Public Affairs. Read more at csda.net.



2025 CSDA sponsored legislative proposals

Brown Act Remote Meetings

In 2022, Governor Gavin Newsom signed [Assembly Bill 2449 \(Rubio\)](#) into law providing local agencies the option to invoke alternative Brown Act meeting procedures in the event of a board member's physical absence in connection with a "just cause" or "emergency circumstance." Since the law took effect January 1, 2023, special districts and other local agencies have successfully utilized the AB 2449 procedures to facilitate remote participation for board members who otherwise would have been encumbered by illness, official travel, or medical emergencies.

Though the terms of AB 2449 have been amended since their passage, the sunset date associated with its terms has not been changed and the alternative Brown Act meeting procedures established by the bill are set to expire at the end of 2025. To avoid this outcome and preserve the remote meeting flexibility provided by AB 2449, CSDA is sponsoring legislation to remove the sunset associated with the bill. CSDA is partnering with the office of Assembly Member Blanca Rubio (D-Baldwin Park), author of the original bill, to run this legislation.

TAKE ACTION: SUPPORT REMOTE MEETING FLEXIBILITY

Formal introduction of this legislation is imminent. Once it receives a bill number, CSDA encourages all members to formally register support using our automated letter form at

csda.net/take-action

Those with questions about this legislation should reach out to CSDA Legislative Representative Marcus Detwiler at marcusd@csda.net for more information.

Special Districts Week

Assembly Member Gregg Hart, 2023 CSDA Legislator of the Year, introduced [ACR 163](#) in 2024, proclaiming the week of May 19, 2024, to May 25, 2024, to be "Special Districts Week." ACR 163 was successfully chaptered on May 14, 2024, receiving no opposition.

Special Districts Week aims to encourage California residents to be actively involved in their communities and be civically engaged with their local government, specifically with the special districts in their areas.

In 2025, CSDA is making strides to introduce the week of May 18, 2025, to May 24, 2025, to be this year's official proclamation of "Special Districts Week." This would be the seventh year in a row that such a resolution was introduced.

Stay tuned to CSDA eNews for more information and resources for your district to participate in this valuable opportunity to raise awareness and understanding of special districts in your community. Questions about Special Districts Week? email CSDA Associate Legislative Analyst Lilia Hernandez at liliah@csda.net.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

NSDC is now the National Special Districts Association

The National Special Districts Coalition, in which CSDA is a founding member, has become the National Special District Association (NSDA) to cultivate broader participation across the nation. With a mission focused on advocacy, education and resources, NSDA will magnify the voices of special districts across the country to reinforce our vision of *Districts Stronger Together* federally. CSDA members receive full access and benefits to NSDA through membership in CSDA.



In 2025, NSDA will expand its membership base while remaining focused on the advancement of the Special District Grant Accessibility Act, policies to strengthen and enhance infrastructure and cybersecurity resilience, advocacy for improved disaster preparedness, and greater access to federal funds for special districts.

Federal Advocacy – Key Legislative Actions

NSDA made significant progress in advancing policies that support special districts at the federal level. Our primary objective, the Special District Grant Accessibility Act, passed through the House and was introduced in the Senate in 2024. The legislation embodies NSDA's longstanding objective of codifying in federal law a first-ever, formal definition of special district.

Additionally, NSDA advocated on several critical issues, including:

- Fix Our Forests Act
- OSHA Emergency Response Rules
- Financial Data Transparency Act
- Water Systems PFAS Liability Protection Act
- Disaster Management Costs Modernization Act

Grants Portal Increases Special District Funding Participation

The [NSDA Grant Program](#) and services available to help find federal resources for special district priorities experienced an increase in participation from California special districts in 2024. This program provides curated advice and counsel to districts on available funding. Inquiries on grants highlighted in CSDA's weekly *eNews* for projects related to emergency services, fire suppression, water supply and wastewater resulted in increased funding. Corresponding Federal Emergency Management Agency funding announcements included the Assistance to Firefighter Grants and Bureau of Reclamation's WaterSMART grant programs which awarded millions of dollars to California special districts.

Follow NSDA Progress in 2025

California special district leaders can follow NSDA efforts by reading CSDA's weekly *eNews* and subscribing to [Advocacy News](#). NSDA is active on X, LinkedIn, and Facebook @NSDAdistricts and can be found on the web at nationalspecialdistricts.org.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

OTHER WAYS TO TAKE ACTION

Learn More

[2025 Professional Development Catalog](#)

Sharpen your skills and deepen your knowledge? Look no further than the CSDA 2025 Professional Development catalog, where you'll find courses in every possible format to suit your needs – live and on-demand, virtual and in-person. Check out next year's conference dates and locations, new offerings like our Leadership Lessons series, our list of most popular on-demand webinars, and much more!.

In-Person Governance Training: The Special District Leadership Academy Conference

- April 21 - 24, 2025, in La Quinta, CA (Palm Springs area)
- October 5 - 8, 2025 in Redding, CA
- November 16 - 19, 2025 in Seaside, CA (Monterey area)

OR VirtualSDLA Modules *(complete all four to earn your certificate):*

- **Virtual Workshop: SDLA Module 1: Governance Foundations**
Wednesday and Thursday, February 19 and 20, 2025
- **Virtual Workshop: SDLA Module 2: Setting Direction / Community Leadership**
Wednesday and Thursday, April 2 and 3, 2025
- **Virtual Workshop: SDLA Module 3: Board's Role in Finance**
Wednesday and Thursday, September 17 and 18, 2025
- **Virtual Workshop: SDLA Module 4: Board's Role in Human Resources**
Wednesday and Thursday, December 3 and 4, 2025

Register at [SDLA.csda.net](https://www.sdla.csda.net)

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email updates@csda.net to inquire about joining one of the following teams:

- Environment & Disaster Preparedness
- Governance
- Human Resources & Personnel
- Local Revenue
- Public Works, Facilities, and State Infrastructure Investment & Partnership

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's *California Special Districts Magazine*

Email updates@csda.net for help accessing these additional member resources.

By: Ophelia Szigeti, CSDA Legislative Analyst

In response to the 2025 Los Angeles wildfires, which destroyed more than 12,000 structures, Governor Gavin Newsom signed [AB X1-4](#) and [SB X1-3](#). These special session bills allocate up to **\$2.5 billion** in emergency funding to support Southern California's recovery efforts.

The funding will be distributed to various departments and agencies, pending approval from the Department of Finance. These funds will be used in accordance with the Disaster Response-Emergency Operations Account to aid communities affected by the wildfires and declared state of emergency areas as designated by the Governor in January 2025.

Key Areas of Support

Some key areas the emergency funding will be directed towards include:

- Emergency protective measures
- Evacuations and temporary shelters for survivors
- Household hazardous waste removal
- Post-fire hazard mitigation, including flood and debris flow prevention
- Traffic control and public safety efforts
- Environmental assessments, including air and water quality testing
- Other critical recovery efforts to protect lives and property

Fund Disbursement & Oversight

With the scale of destruction and ongoing recovery needs, the legislature anticipates revisiting disaster funding before the end of the 2024-25 fiscal year. Additionally, disaster recovery will be a major component of the 2025-26 state budget. The bill includes expenditure reporting requirements to track fund usage and inform future funding decisions. Governor Newsom continues to lobby in Washington for partial or full reimbursement by the federal government.

Other Recent Efforts

On February 4, [Senate President pro Tempore Mike McGuire announced](#) The Fight for Firefighters Act seeking \$175-185 million per year for CalFire support, including:

- Phase out of seasonal CalFire firefighters, who work nine months out the year, to transition to full-time status.
- All 356 CalFire fire engines would be fully operational year-round.
- All of CalFire's 38 vegetation management crews would be fully operational year-round.
- CalFire helicopter bases fully staffed year-round.

State Senators also planned to visit impacted areas during the week of February 2.

CSDA is in the process of seeking data from special districts in the impacted areas to determine current and ongoing financial and other impacts. CSDA will continue to monitor additional legislative and budget responses to the Los Angeles wildfires.

Assembly Bill No. 4

CHAPTER 1

An act to amend the Budget Act of 2024 (Chs. 22, 35, and 994, Stats. 2024), by amending Sections 39.00 and 99.50 of, and by adding Section 90.00 to, that act, relating to the state budget, and making an appropriation therefor, to take effect immediately, budget bill.

[Approved by Governor January 23, 2025. Filed with Secretary
of State January 23, 2025.]

LEGISLATIVE COUNSEL'S DIGEST

AB 4, Gabriel. Budget Act of 2024.

The Budget Act of 2024 made appropriations for the support of state government for the 2024–25 fiscal year.

This bill would amend the Budget Act of 2024 by adding appropriations and making other changes.

This bill would declare that it is to take effect immediately as a Budget Bill.

Appropriation: yes.

The people of the State of California do enact as follows:

SECTION 1. Section 39.00 of the Budget Act of 2024 is amended to read:

SEC. 39.00. The Legislature hereby finds and declares that the following bills are other bills providing for appropriations related to the Budget Bill within the meaning of subdivision (e) of Section 12 of Article IV of the California Constitution: AB 153, AB 155, AB 156, AB 159, AB 160, AB 161, AB 162, AB 163, AB 164, AB 165, AB 166, AB 167, AB 168, AB 169, AB 170, AB 171, AB 172, AB 173, AB 174, AB 175, AB 176, AB 177, AB 178, AB 179, AB 181, AB 182, AB 183, AB 184, AB 185, AB 218, SB 153, SB 155, SB 156, SB 159, SB 160, SB 161, SB 162, SB 163, SB 164, SB 165, SB 166, SB 167, SB 168, SB 169, SB 170, SB 171, SB 172, SB 173, SB 174, SB 175, SB 176, SB 177, SB 178, SB 179, SB 181, SB 182, SB 183, SB 184, SB 185, and SB 218 of the 2023–24 Regular Session, and AB 6, AB 7, SB 5, and SB 6 of the 2025–26 First Extraordinary Session.

SEC. 2. Section 90.00 is added to the Budget Act of 2024, to read:

SEC. 90.00. (a) For the purposes described in subdivision (b), the Director of Finance may augment the appropriation for any department or agency appropriation from any available source of funding, including, but

not limited to, the General Fund. Augmentations pursuant to this subdivision shall not exceed a total of \$1,500,000,000.

(b) Augmentations pursuant to subdivision (a) are hereby appropriated for use by state departments and entities for uses consistent with the purposes of the Disaster Response-Emergency Operations Account concerning areas of the state affected by wildfire states of emergency that were declared by the Governor in January 2025. Those uses include, but are not limited to, emergency protective measures, evacuations, sheltering for survivors, household hazardous waste removal, assessment and remediation of post-fire hazards such as flash flooding and debris flows, traffic control, air quality and water and other environmental testing, and other actions to protect health, protect the safety of persons or property, and expedite recovery.

(c) Increases in augmentation authority pursuant to subdivision (a) shall not be made sooner than three days following the transmittal of the approval to the chairperson of the Joint Legislative Budget Committee or an earlier date as determined by the chairperson of the joint committee, or the chairperson's designee, except that, for the first \$1,000,000,000 of augmentation authority pursuant to subdivision (a), the augmentations may be implemented in full immediately with no delay upon such a notification to the chairperson.

(d) This section does not change, alter, limit, or constrain the emergency powers of the Governor and the executive branch in state law, including, but not limited to, the Governor's fiscal authority related to emergencies.

(e) Funds appropriated pursuant to this section shall be available for encumbrance or expenditure until the applicable declarations of states of emergency in January 2025 are terminated or an alternate date as determined by the Director of Finance.

SEC. 3. Section 99.50 of the Budget Act of 2024 is amended to read:

INDEX FOR CONTROL SECTIONS

SEC. 99.50. The following is an index to the general sections of this act. These sections serve to define terms and identify restrictions concerning the appropriations contained in this act.

- 1.00 Budget Act Citation
- 1.50 Intent and Format
- 1.51 Citations to Prior Budget Acts
- 1.80 Availability of Appropriations
- 2.00 Items of Appropriation
- 3.00 Defines Purposes of Appropriations
- 3.10 Subschedule Transfers for Capital Projects
- 3.50 Benefit Charges Against Salaries and Wages
- 3.60 Contribution to Public Employees' Retirement Benefits
- 3.61 Contribution to Prefund Other Postemployment Benefits
- 4.05 Budget Adjustment Authority
- 4.11 Position Vacancy Report
- 4.12 Vacant Position Savings
- 4.13 AB 85 Repayments to Counties
- 4.20 Contribution to Public Employees' Contingency Reserve Fund
- 4.30 Lease-Revenue Payment Adjustments
- 4.72 Electric Vehicle Charging Infrastructure
- 4.75 Statewide Surcharge
- 4.80 State Public Works Board Interim Financing
- 4.90 Architectural Revolving Fund Transfer
- 4.95 Inmate and Ward Construction Revolving Account Transfer
- 5.25 Attorney's Fees
- 5.26 Legal Services Grant Funding
- 6.00 Project Alterations Limits
- 8.00 Antiterrorism Federal Reimbursements
- 8.50 Federal Funds Receipts
- 8.51 Federal Funds Accounts
- 8.52 Federal Reimbursements
- 8.53 Notice of Federal Audits
- 8.54 Enforce Recovery of Federal Funds for Statewide Indirect Costs
- 8.75 Infrastructure Investment and Jobs Act
- 9.30 Federal Levy of State Funds
- 9.50 Minor Capital Outlay Projects
- 11.00 Information Technology Reporting Requirements
- 11.10 Reporting of Statewide Software License Agreements
- 11.11 Privacy of Information in Pay Stubs
- 11.93 Disaster Response-Emergency Operations Account Reconciliation Adjustments
- 11.95 Federal American Rescue Plan Act of 2021 Home and Community-Based Services Funding
- 11.96 Coronavirus Fiscal Relief

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- 11.97 State Appropriation Limit Excludable Federal Fund Appropriations
for Capital Outlay
- 12.00 State Appropriations Limit (SAL)
- 12.30 Special Fund for Economic Uncertainties
- 12.32 Proposition 98-Funding Guarantee
- 12.35 Financial Aid Policy Change Requirements
- 12.45 June to July Payroll Deferral
- 13.00 Legislative Counsel Bureau
- 13.40 Budgetary Loan Borrowing from Special Funds
- 14.00 Special Fund Loans Between Boards of the Department of Con-
sumer Affairs
- 15.14 Allocation of Greenhouse Gas Reduction Fund
- 15.25 Data Center Rate Adjustment
- 15.45 Trial Court Funding Offsets
- 15.80 Reparations Legislation Funding
- 20.00 Reappropriations and Reversions
- 24.00 State School Fund Allocations
- 24.03 Reading Control
- 24.30 Transfer School Building Rental Income to the General Fund
- 24.60 Report of Lottery Funds Received
- 24.70 Local Educational Agency Fiscal Accountability
- 25.40 Contracted Fiscal Services Costs
- 25.50 SCO Apportionment Payment System Assessments
- 26.00 Intraschedule Transfers
- 28.00 Program Change Notification
- 28.50 Agency Reimbursement Payments
- 29.00 Position Estimates of Governor's Budget, May Revision, and Final
Change Book
- 30.00 Continuous Appropriations
- 31.00 Budget Act Administrative Procedures for Salaries and Wages
- 32.00 Prohibits Excess Expenditures
- 33.00 Item Veto Severability
- 34.00 Constitutional Severability
- 35.21 Application of Net Final Payment Accrual Methodology
- 35.35 FISCAL—Short-Term Cash Loans
- 35.50 Estimated General Fund Revenues and Various Estimates Related
to the Budget Stabilization Account
- 38.00 Provides That This Bill Is a Budget Bill
- 39.00 Identification of Bills Related to the Budget Bill
- 90.00 Funding for Fire Response and Recovery
- 90.01 Additional Funding for Fire Response and Recovery
- 99.00 Alphabetical Organization Index
- 99.50 Numerical Control Section Index

SEC. 4. This act is a Budget Bill within the meaning of subdivision (e) of Section 12 of Article IV of the California Constitution and shall take effect immediately.

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Senate Bill No. 3

CHAPTER 2

An act to amend the Budget Act of 2024 (Chs. 22, 35, and 994, Stats. 2024), by amending Items 2240-001-0001 and 7760-001-0001 of Section 2.00 of, by amending Sections 39.00 and 99.50 of, and by adding Section 90.01 to, that act, relating to the state budget, and making an appropriation therefor, to take effect immediately, budget bill.

[Approved by Governor January 23, 2025. Filed with Secretary of State January 23, 2025.]

LEGISLATIVE COUNSEL’S DIGEST

SB 3, Wiener. Budget Act of 2024.
The Budget Act of 2024 made appropriations for the support of state government for the 2024–25 fiscal year.
This bill would amend the Budget Act of 2024 by amending and adding appropriations and making other changes.
This bill would declare that it is to take effect immediately as a Budget Bill.
Appropriation: yes.

The people of the State of California do enact as follows:

SECTION 1. Item 2240-001-0001 of Section 2.00 of the Budget Act of 2024 is amended to read:

2240-001-0001—For support of Department of Housing and Community Development..... 43,120,000

Schedule:

(1) 1660-Codes and Standards Program.....	3,879,000
(2) 1665-Financial Assistance Program.....	8,109,000
(3) 1670-Housing Policy Development Program.....	31,132,000

Provisions:

1. Of the amount available in Schedule (3), \$1,440,000 shall be made available for payment of legal services provided by the Department of Justice.
2. Of the amount appropriated in Schedule 3, \$2,400,000 is for the California Surplus Land Unit pursuant to Section 54902 of the Health and Safety Code.
3. Of the amount appropriated in Schedule (3), \$4,000,000 shall be awarded to the City of Los Ange-

les, the County of Los Angeles, the City of Malibu, the City of Pasadena, and other local governments, if needed, to provide additional planning review and building inspection resources for the purpose of expediting building approvals during the recovery period after the January 2025 wildfires. Use of the funds shall be restricted to expediting planning review and building inspections for rebuilding of residential properties still owned by the same homeowners on record as of January 7, 2025. Funds shall be allocated promptly to the local governments, with the allocation to the local governments determined by the Department of Housing and Community Development after conferring with local officials. Funds provided must supplement, not supplant, previously existing resources for planning review and building inspections. The funds described in this provision are available for encumbrance until June 30, 2028.

SEC. 2. Item 7760-001-0001 of Section 2.00 of the Budget Act of 2024 is amended to read:

7760-001-0001—For support of Department of General Services.....	33,414,000
Schedule:	
(1) 6324046-Facilities Management Division.....	18,879,000
(2) 6325064-Project Management and Development Branch.....	550,000
(3) 6330073-Contracted Fiscal Services.....	8,218,000
(4) 6330082-Office of Sustainability.....	4,167,000
(4.5) 6320010-Division of the State Architect.....	250,000
(5) 6320019-Public School Construction	750,000
(6) 9900100-Administration.....	1,599,000
(7) 9900200-Administration—Distributed.....	-999,000
Provisions:	
1. Of the amount appropriated in Schedule (4), \$2,500,000 shall be available for implementation of Chapter 368 of the Statutes of 2022 (SB 1203).	
2. Of the amount appropriated in Schedule (1), \$11,800,000 is for projects to upgrade direct digital control systems. This funding shall be limited to such projects at the (a) Ronald Reagan State Building; (b) Elihu M. Harris Building; (c) Governor Edmund G.	

“Pat” Brown Building; (d) Junipero Serra Office Building; (e) California Tower; (f) Mission Valley State Building; and (g) Van Nuys State Building. This funding shall be made available for these projects only after project plans specifications are completed and final project estimates are submitted to the Department of Finance. Should final project estimates total less than \$11,800,000, the difference between these estimates and the amount made available pursuant to this provision shall revert to the General Fund.

3. Of the amount appropriated in Schedule (2), \$50,000 shall be available for a small associated monument in Capitol Park, to acknowledge the victims and survivors of California’s wildfires.
4. Of the amount appropriated in Schedule (2), \$500,000 shall be available for ventilation repair at the State’s central plant mushroom steam vent located on Capitol Mall, adjacent to the Employment Development Department headquarters building.
5. Notwithstanding any other law, the amount appropriated in Schedule (4.5) is available for encumbrance through June 30, 2026, to provide assistance to the Los Angeles Unified School District, Pasadena Unified School District, and any impacted charter schools located within those school districts, to rebuild and recover school facilities damaged as a result of fires leading to any states of emergency declared by the Governor in January 2025.
6. The amount appropriated in Schedule (5) is available for encumbrance through June 30, 2026, to provide assistance to the Los Angeles Unified School District, Pasadena Unified School District, and any impacted charter schools located within those school districts, to rebuild and recover school facilities damaged as a result of fires leading to any states of emergency declared by the Governor in January 2025.
7. The Director of Finance may add schools or local educational agencies to the list of entities receiving assistance pursuant to Provisions 5 and 6 of this item. These additions shall not be effective sooner than 10 days following the transmittal of the approval to the chairperson of the Joint Legislative Budget Committee or an earlier date as determined by the chairperson of the joint committee, or the chairperson’s designee.

SEC. 3. Section 39.00 of the Budget Act of 2024 is amended to read:

SEC. 39.00. The Legislature hereby finds and declares that the following bills are other bills providing for appropriations related to the Budget Bill within the meaning of subdivision (e) of Section 12 of Article IV of the California Constitution: AB 153, AB 155, AB 156, AB 159, AB 160, AB 161, AB 162, AB 163, AB 164, AB 165, AB 166, AB 167, AB 168, AB 169, AB 170, AB 171, AB 172, AB 173, AB 174, AB 175, AB 176, AB 177, AB 178, AB 179, AB 181, AB 182, AB 183, AB 184, AB 185, AB 218, SB 153, SB 155, SB 156, SB 159, SB 160, SB 161, SB 162, SB 163, SB 164, SB 165, SB 166, SB 167, SB 168, SB 169, SB 170, SB 171, SB 172, SB 173, SB 174, SB 175, SB 176, SB 177, SB 178, SB 179, SB 181, SB 182, SB 183, SB 184, SB 185, and SB 218 of the 2023–24 Regular Session, and AB 6, AB 7, SB 5, and SB 6 of the 2025–26 First Extraordinary Session.

SEC. 4. Section 90.01 is added to the Budget Act of 2024, to read:

SEC. 90.01. (a) The Director of Finance may increase the augmentation authority provided in subdivision (a) of Section 90.00 of this act by up to an additional \$1,000,000,000.

(b) Augmentations pursuant to subdivision (a) are hereby appropriated for use by state departments and entities for uses consistent with the purposes of the Disaster Response-Emergency Operations Account concerning areas of the state affected by wildfire states of emergency that were declared by the Governor in January 2025. Those uses include, but are not limited to, emergency protective measures, evacuations, sheltering for survivors, household hazardous waste removal, assessment and remediation of post-fire hazards such as flash flooding and debris flows, traffic control, air quality and water and other environmental testing, and other actions to protect health, protect the safety of persons or property, and expedite recovery.

(c) Increases in augmentation authority pursuant to subdivision (a) shall not be made sooner than three days following the transmittal of the approval to the chairperson of the Joint Legislative Budget Committee or an earlier date as determined by the chairperson of the joint committee, or the chairperson's designee.

(d) This section does not change, alter, limit, or constrain the emergency powers of the Governor and the executive branch in state law, including, but not limited to, the Governor's fiscal authority related to emergencies.

(e) (1) The Director of Finance's authority to increase augmentation authority pursuant to subdivision (a) shall expire on April 30, 2025.

(2) It is the intent of the Legislature to consider extending or amending the augmentation authority before that date, at which time the Legislature also intends to begin the process, following budget committee review, of appropriating bond funds from the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund, which was established by voter approval of Proposition 4 at the November 5, 2024, statewide general election, for wildfire and forest resilience activities.

(f) Funds appropriated pursuant to this section shall be available for encumbrance or expenditure until the applicable declarations of states of

emergency in January 2025 are terminated or an alternate date as determined by the Director of Finance.

(g) The Department of Finance shall post on its internet website a Los Angeles Wildfire Response and Recovery Expenditure Report, including, to the extent feasible, summaries of the amounts and uses of funding spent by each department for the purposes described in subdivision (b). The report shall include funding provided under this section and Section 90.00, as well as other state funding concerning the response to and recovery from the January 2025 wildfires. This expenditure report shall be posted on or about February 7, 2025, and updated on or before February 28, 2025, March 31, 2025, and April 30, 2025. It is the intent of the Legislature to consider extending or amending these reporting requirements before April 30, 2025.

(h) The executive and legislative branches jointly express their intent that departments receiving funding for January 2025 wildfire response and recovery shall continue to keep the Legislature informed pursuant to the reporting requirements in subdivision (g) and other means consistent with the comity of coequal branches of government.

(i) The Department of Finance may create new items as necessary to facilitate the expenditures of funds augmented pursuant to this section and Section 90.00.

(j) The executive branch shall seek reimbursements from the federal government for the maximum possible amount of funds related to response and recovery from the January 2025 wildfires.

SEC. 5. Section 99.50 of the Budget Act of 2024 is amended to read:

INDEX FOR CONTROL SECTIONS

SEC. 99.50. The following is an index to the general sections of this act. These sections serve to define terms and identify restrictions concerning the appropriations contained in this act.

- 1.00 Budget Act Citation
- 1.50 Intent and Format
- 1.51 Citations to Prior Budget Acts
- 1.80 Availability of Appropriations
- 2.00 Items of Appropriation
- 3.00 Defines Purposes of Appropriations
- 3.10 Subschedule Transfers for Capital Projects
- 3.50 Benefit Charges Against Salaries and Wages
- 3.60 Contribution to Public Employees' Retirement Benefits
- 3.61 Contribution to Prefund Other Postemployment Benefits
- 4.05 Budget Adjustment Authority
- 4.11 Position Vacancy Report
- 4.12 Vacant Position Savings
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- 4.20 Contribution to Public Employees' Contingency Reserve Fund
- 4.30 Lease-Revenue Payment Adjustments
- 4.72 Electric Vehicle Charging Infrastructure
- 4.75 Statewide Surcharge
- 4.80 State Public Works Board Interim Financing
- 4.90 Architectural Revolving Fund Transfer
- 4.95 Inmate and Ward Construction Revolving Account Transfer
- 5.25 Attorney's Fees
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- 6.00 Project Alterations Limits
- 8.00 Antiterrorism Federal Reimbursements
- 8.50 Federal Funds Receipts
- 8.51 Federal Funds Accounts
- 8.52 Federal Reimbursements
- 8.53 Notice of Federal Audits
- 8.54 Enforce Recovery of Federal Funds for Statewide Indirect Costs
- 8.75 Infrastructure Investment and Jobs Act
- 9.30 Federal Levy of State Funds
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- 11.00 Information Technology Reporting Requirements
- 11.10 Reporting of Statewide Software License Agreements
- 11.11 Privacy of Information in Pay Stubs
- 11.93 Disaster Response-Emergency Operations Account Reconciliation Adjustments
- 11.95 Federal American Rescue Plan Act of 2021 Home and Community-Based Services Funding
- 11.96 Coronavirus Fiscal Relief

- 11.97 State Appropriation Limit Excludable Federal Fund Appropriations for Capital Outlay
- 12.00 State Appropriations Limit (SAL)
- 12.30 Special Fund for Economic Uncertainties
- 12.32 Proposition 98-Funding Guarantee
- 12.35 Financial Aid Policy Change Requirements
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- 13.00 Legislative Counsel Bureau
- 13.40 Budgetary Loan Borrowing from Special Funds
- 14.00 Special Fund Loans Between Boards of the Department of Consumer Affairs
- 15.14 Allocation of Greenhouse Gas Reduction Fund
- 15.25 Data Center Rate Adjustment
- 15.45 Trial Court Funding Offsets
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- 20.00 Reappropriations and Reversions
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- 24.30 Transfer School Building Rental Income to the General Fund
- 24.60 Report of Lottery Funds Received
- 24.70 Local Educational Agency Fiscal Accountability
- 25.40 Contracted Fiscal Services Costs
- 25.50 SCO Apportionment Payment System Assessments
- 26.00 Intraschedule Transfers
- 28.00 Program Change Notification
- 28.50 Agency Reimbursement Payments
- 29.00 Position Estimates of Governor's Budget, May Revision, and Final Change Book
- 30.00 Continuous Appropriations
- 31.00 Budget Act Administrative Procedures for Salaries and Wages
- 32.00 Prohibits Excess Expenditures
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- 35.21 Application of Net Final Payment Accrual Methodology
- 35.35 FISCAL—Short-Term Cash Loans
- 35.50 Estimated General Fund Revenues and Various Estimates Related to the Budget Stabilization Account
- 38.00 Provides That This Bill Is a Budget Bill
- 39.00 Identification of Bills Related to the Budget Bill
- 90.00 Funding for Fire Response and Recovery
- 90.01 Additional Funding for Fire Response and Recovery
- 99.00 Alphabetical Organization Index
- 99.50 Numerical Control Section Index

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SEC. 6. This act is a Budget Bill within the meaning of subdivision (e) of Section 12 of Article IV of the California Constitution and shall take effect immediately.

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