



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

January 27, 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, January 27, 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 Unusual Date Meeting on December 16, 2024. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

11. FY2024-2025 Fund Balance through December 2024; 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 December 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 20)

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

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

19. Administration Report for December 2024.

20. Circulation Report for December 2024.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, January 27, 2025

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-32)

- 25. Presentation of Fiscal Year 2023-2024 Financial Audit from Clifton Larson Allen LLP (CLA).
- 26. Authorization for Amendments to Policy 6010 – Materials Selection Policy to Incorporate AB 1825 Language.
- 27. Authorization for the Assistant Library Director and IT Consultant to Attend the Computers in Libraries 2025, March 24-28, 2025 in Arlington, Virginia.
- 28. Authorization for the Business Manager to Attend SDRMA Spring Education Day, March 26, 2025 in Sacramento, California.
- 29. Roundtable Women’s Club Updates from Trustee Dahl.
- 30. LAFCO Updates from Trustee Beverage.
- 31. Joint-Use Committee Updates from President Carline.
- 32. ISDOC Updates from Secretary Nelson.

AGENDA DEVELOPMENT

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

ADJOURNMENT

- 34. The Library Board of Trustees will adjourn the Regular Date January 27, 2025 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for January 27, 2025 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 22, 2025.



Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 DECEMBER 16, 2024

CALL TO ORDER President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 16, 2024 at 6:30 p.m.

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

Members Absent: None

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

Guests: None.

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

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported the Board had received a thank-you card from Dr. Voiza Arnold. She circulated it among the Board for them to read. She also reported she attended the City’s Tree Lighting Ceremony and the Tamale Festival.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Literacy Potluck and the Round Table Women’s Club’s regular meeting and Board meeting.

Trustee Beverage reported she has been attending to personal matters.

Trustee Nelson reported it has been a slow month and has nothing to report out on.

LIBRARY DIRECTOR REPORT Director Contreras reported she attended the Orange County Supervisor’s meeting regarding President Carline’s appointment, the City’s Tamale Festival, and the Children’s SLS Meeting. She reported the Administration team took Business Manager Maskarino out to lunch for his birthday. She reported out on the Staff Development Day that took place on December 5th. Staff worked on the strategic plan and FY 25/27 budget needs, which will be presented to the Board in April or May. She reported she attended and spoke at the Literacy Potluck. She also reported the District received a \$5,000 check from Dr. Voiza and Joe Arnold that was earmarked for the Outdoor Library.

FRIENDS FOUNDATION REPORT Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. This was a short meeting due to the holiday potluck portion of the meeting. They are continuing to work on deciding what to do for their website.

They missed the 2024 membership drive and are deciding on how to move forward with asking current members to donate or renew their membership since the membership drive for 2025 would be in June. The bookstore made \$2214. There has been an increase in their social media posts.

CONSENT CALENDAR

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

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

MINUTES FOR NOVEMBER 25, 2024 REGULAR DATE MEETING.

The minutes for the November 25, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

ADOPTION OF RESOLUTION 2024-05: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENT OF SHERRI DAHL AND STEPHANIE BEVERAGE IN LIEU OF ELECTION AND APPOINTMENT OF GAYLE CARLINE FOR THE OFFICE OF TRUSTEE OF THE

Director Contreras reported Trustee Voiza Arnold had resigned at the last Board Meeting and the Board had made a recommendation to the Orange County Supervisors to have President Carline complete Trustee Arnold's term. The recommendation was approved.

Director Contreras reported both Trustees Dahl and Beverage ran unopposed and their appointments have been certified.

Trustee Beverage made a motion to adopt Resolution 2024-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments of Sherri Dahl and Stephanie Beverage in Lieu of Election and Appointment of Gayle Carline for the Office of Trustee of the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken.

**PLACENTIA LIBRARY
DISTRICT;
ADMINISTRATION OF THE
OATH OF OFFICE.**

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

Trustee Nelson then administered the Oath of Office for all three Trustees.

ELECTION OF OFFICERS.

Director Contreras reported a Board President and Board Secretary needed to be elected for 2025.

Trustee Beverage nominated Gayle Carline as Board President and it was seconded by Trustee Dahl. A roll call vote was taken.

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

Trustee Carline nominated Trustee Nelson as Board Secretary and it was seconded by Trustee Beverage. A roll call vote was taken.

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

**APPOINTMENT OF LIBRARY
BOARD REPRESENTATIVES
FOR 2025 BY THE BOARD
PRESIDENT.**

After a brief discussion for each position, these are the 2025 Library Board Representatives:

Joint Use Agreement Committee
President Carline and Trustee Beverage with Director Contreras and Assistant Director Baltierra
Trustee Dahl as alternate

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee
Trustee Beverage and President Carline as alternate

Representative to the Placentia Library Friends Foundation (PLFF)
Trustee Dahl and Secretary Nelson as alternate

Independent Special Districts of Orange County (ISDOC)
Trustee Nelson and Trustee Beverage as alternate

Personnel Committee
President Carline and Secretary Nelson

Trustee Beverage made a motion to authorize the appointment of Library Board of Representatives for 2025 as discussed. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION
2024-06: A RESOLUTION OF**

Director Contreras advised the Board needs to establish the Board Meeting dates for calendar year 2025. After a brief discussion to change the May Board Meeting

THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2025.

to May 19th, President Carline read Resolution 2024-06 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2025. Trustee Beverage made a motion to Adopt Resolution 2024-06. It was seconded by Trustee Dahl. A roll call vote was taken:

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

ADOPTION OF RESOLUTION 2024-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2025-2027.

Director Contreras reported Resolution 2024-07 is to establish the holiday and library closure dates. Staff is proposing similar closure dates as last fiscal year. The only change would include the new closure for the winter holiday from December 24th through January 1st. There are a few dates during the holiday closure that are non-paid. This will allow for staff to come in to work and focus on off desk duties. President Carline read Resolution 2024-07 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2025-2027 Fiscal Year. It was motioned by Trustee Beverage to adopt Resolution 2024-07. It was seconded by Trustee Dahl. A roll call vote was taken:

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

ADJOURNMENT

The next Board Meeting will be on January 27, 2025 at 6:30 p.m.

The Board of Trustees Unusual Date Meeting of December 16, 2024 was adjourned at 7:00 p.m.

Gayle Carline, President
Library Board of Trustees

Scott Nelson, Secretary
Library Board of Trustees

4:14 P.M.
1/6/25
Accrual Basis

**Placentia Library District
Check Register
December 2024**

Date	Ref No.	Payee	Memo	Payment	Type
12/09/2024	14037	CALNET3	Service from 10/02/24-11/01/24	266.54	Bill Payment
12/09/2024	14038	Playaway Products	Spanish Collection	257.20	Bill Payment
12/09/2024	14039	Anser Advisory	Professional Services for Loading Dock and Outdoor Library Project from 10/01/24-10/31/24	3,762.50	Bill Payment
12/09/2024	14040	Midwest Tape	DVDs & Audiobooks	161.42	Bill Payment
12/09/2024	14041	Bibliotheca LLC	RFID Tags	755.79	Bill Payment
12/09/2024	14042	OverDrive	Ebooks and Audiobooks	1,221.71	Bill Payment
12/09/2024	14043	Arcelia Janitorial Service Pitney Bowes Purchase	Janitorial Services from 11/01/24-11/30/24 & Material Reimbursements	4,915.16	Bill Payment
12/09/2024	14044	Power	November 2024 Statement	836.34	Bill Payment
12/09/2024	14045	New Readers Press	24/25 ESL S&M Budget - PO 141	762.31	Bill Payment
12/09/2024	14046	Staples Advantage	Paper towels	541.47	Bill Payment
12/09/2024	14047	Southern California Edison	Service from 10/29/24-11/26/24	3,781.74	Bill Payment
12/09/2024	14048	Cintas	Janitorial supplies	504.96	Bill Payment
12/09/2024	14049	UMPQUA BANK	CC Transactions 10/31/24-11/26/24	7,075.30	Bill Payment
12/09/2024	14050	Kanopy Inc.	Video tickets and credits	562.00	Bill Payment
12/09/2024	14051	Midwest Tape-Hoopla	Digital subscription for November 2024	8,777.98	Bill Payment
12/09/2024	14052	Orange County Register	FY 24/25 Subscription (26 weeks to finish the FY)	994.16	Bill Payment
12/09/2024	14053	Republic Services	Recycling Service 11/01/24-11/30/24 Waste/Recycling Overage 11/26/24	401.51	Bill Payment
12/09/2024	14054	Dewey Pest Control	Pickup Service 12/01/24-12/31/24	90.00	Bill Payment
12/09/2024	14055	Emcor Services - Mesa Energy	HVAC maintenance	3,698.00	Bill Payment
12/09/2024	14056	Public Agency Retirement Services	Contributions for payroll on 12/04/24	2,798.67	Bill Payment
12/09/2024	14057	SDRMA	Medical & Ancillary Benefits January 2025	32,389.33	Bill Payment
12/09/2024	14058	Placentia Library District Golden State Water Company	For payroll on 12/18/24	80,000.00	Bill Payment
12/09/2024	14059	CALNET3	Service from 10/17/24-11/19/24	2,112.94	Bill Payment
12/09/2024	14060	Eagle Multi Media Productions	Service from 11/02/24-12/01/24	265.48	Bill Payment
12/16/2024	14061	Baker & Taylor	October & November IT Support Services	18,827.50	Bill Payment
12/16/2024	14062	Placentia-Yorba Linda Unified School Dist	Books	2,839.18	Bill Payment
12/16/2024	14063	Charter Communications	Customer Service Handbooks	620.42	Bill Payment
12/16/2024	14064	Anser Advisory	Service from 12/12/24-01/11/25	91.99	Bill Payment
12/16/2024	14065	Cintas	Professional Services from 11/01/24-11/30/24 for Loading Dock and Outdoor Library Project	1,397.50	Bill Payment
12/16/2024	14066	New Readers Press	Janitorial supplies	374.18	Bill Payment
12/16/2024	14067	Placentia Library District	CLLS Collection PO 133	109.78	Bill Payment
12/16/2024	14068	JV Plumbing	For payroll on 01/01/25	80,000.00	Bill Payment
12/16/2024	14069	Legacy Integrative Solutions Public Agency Retirement Services	Fixed water leak in staff women's restroom	454.50	Bill Payment
12/16/2024	14070	Services	Service from 10/30/24-12/04/24	1,130.78	Bill Payment
12/16/2024	14071		Contributions for payroll on 12/18/24	2,964.20	Bill Payment
TOTAL				\$ 265,742.54	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: January 27, 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	
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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

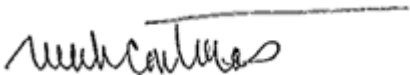
SUBJECT: **Financial Reports through December 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: January 27, 2025

Summary of Cash and Investments as of December 31, 2024

Cash with Orange County Treasurer Fund 9LX	\$	867,971.89
Cash with California CLASS	\$	1,907,084.03
<i>(Impact Fees – Restricted)</i>	\$	912,815.72
General Fund Checking – BMO	\$	1,200,303.59
General Fund Savings – BMO	\$	419,143.22
Payroll Checking – Wells Fargo Bank	\$	127,137.81
Total Cash and Investments	\$	4,521,640.54

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 DECEMBER 31, 2024

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,322,916	1,587,735	(1,735,181)	47.8%
4020	Property Taxes - Current Unsecured	94,378	53,153	(41,225)	56.3%
4050	Property Taxes - Curr Supplemental	87,057	28,293	(58,764)	32.5%
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	1,833	(10,927)	14.4%
	Sub Total	3,550,291	1,734,332	(1,815,959)	48.9%
INTEREST REVENUE					
4600	Interest (OCIP)	33,966	9,535	(24,431)	28.1%
	Sub Total	33,966	9,535	(24,431)	28.1%
GRANT REVENUE					
4210	State Grants	140,000	117,314	(22,686)	83.8%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	145,000	117,314	(27,686)	80.9%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	38,000	34,801	(3,199)	91.6%
4310	Fines & Fees	15,357	7,678	(7,679)	50.0%
4320, 4330	Passport/Photos	244,170	104,115	(140,055)	42.6%
4340	Meeting Room Fees	1,260	1,720	460	136.5%
* 4430	Other: Miscellaneous	3,500	5	(3,495)	-
	Sub Total	302,287	148,320	(153,967)	49.1%
TOTAL REVENUES YTD FOR FY 24/25:		4,031,544	2,009,501	(2,022,043)	49.8%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE					
	Cash/Investments	3,895,193	4,521,641	(176,941)	
4500	Impact Fees - Restricted Funds	901,493	960,635	86,495	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

as of December 31, 2024
50% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS			
5010, 5020	Salaries & Wages	1,960,000	987,194
5030	Retirement & Post Employment Trust 115	72,801	38,480
5040	Unemployment Insurance	5,000	0
5050	Health Insurance	332,574	170,162
5060	Life Insurance	4,720	2,349
5064	Dental Insurance	10,960	4,401
5066	AD & D Insurance	6,083	2,929
5068	Vision Insurance	2,529	1,149
5070	Workers' Compensation Insurance	34,332	10,384
5090	Education Assistance Program	0	0
TOTAL		\$2,428,999	\$1,217,048
SERVICES & SUPPLIES			
5099	Property & Liability Insurance	78,454	39,511
5100-5140	Communications, Internet, Cable	60,000	6,594
5150-5180	Janitorial Supplies & Services	95,800	37,617
5160	Refuse Disposal	3,500	2,756
5205	Maintenance Equipment	19,384	5,731
5200, 5210-5280	Building & Maintenance	235,500	100,739
5290-5292	Memberships	13,000	6,390
5300-5350	Office Expenses & Postage	95,000	69,585
5400-5480	Prof./Specialized Services	278,300	138,045
5490	Loan Obligation (-i-bank)	147,744	57,821
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	13,708
5500	Books/Library Materials	320,000	151,915
5600	Travel & Meetings/Professional Development	55,000	15,268
5700	Mitigate/Parking	1,000	473
5800	Utilities	83,177	55,846
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	37,913
6100	Taxes and Assessments	13,034	9,629
TOTAL		\$3,055,178	\$749,890
OPERATING EXPENSES		\$5,484,177	\$1,966,938
TOTAL BUDGET		\$5,484,177	\$1,966,938
		0.36	\$3,517,239

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for December 2024

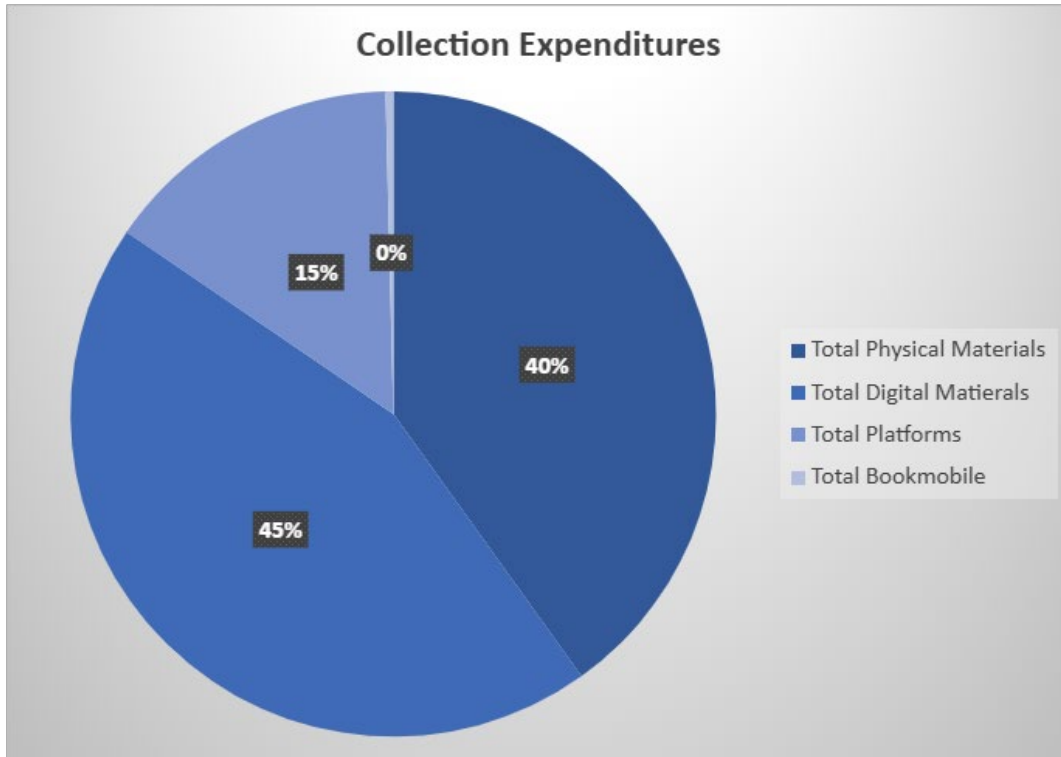
DATE: January 27, 2025

MONTHLY STATISTICS

Total Budget	FY 2024-25	% Spent	FY 2023-24	% Spent
Library	\$350,620.00	48%	\$350,620.00	46%
*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	December 2024	December 2023	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	\$5,297	\$12,224	\$52,015	\$60,227	-14%
Serial Subscription	\$994	\$832	\$2,462	\$2,856	-14%
~Audio Materials	\$104	N/A	\$5,584	N/A	N/A
~Video Materials	\$0	N/A	\$2,688	N/A	N/A
LOTs	\$516	\$2,486	\$4,619	\$12,544	-63%
Total Physical Materials	\$6,912	\$15,542	\$67,368	\$75,627	-11%
Digital eBooks	\$2,935	\$9,178	\$16,756	\$54,992	-70%
~Digital eAudiobooks	\$6,751	N/A	\$36,931	N/A	N/A
~Digital Videos	\$1,277	N/A	\$8,564	N/A	N/A
~Digital Magazines	\$83	N/A	\$5,643	N/A	N/A
~Digital Music	\$162	N/A	\$6,746	N/A	N/A
Total Digital Materials	\$11,208	\$9,178	\$74,639	\$54,992	36%
Online Learning Platforms	\$0	\$0	\$25,349	\$29,733	-15%
Total Platforms	\$0	\$0	\$25,349	\$29,733	-15%
~Bookmobile Print Materials	\$271	N/A	\$640	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	\$271	N/A	\$640	N/A	N/A
Total Collection Expenditures	\$18,390	\$24,720	\$167,996	\$160,352	5%



Titles Added	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	FY 2024-25	FY 2023-24	% changed
Print Materials	292	745	1937	2248	-14%
Print Serial Subscription	0	0	2	2	0%
~Audio Materials	0	N/A	81	N/A	N/A
~Video Materials	5	N/A	76	N/A	N/A
LOTS	0	27	0	N/A	N/A
Total Physical Materials	297	772	2096	2250	-7%
Digital eBooks	1,145	4,557	6152	30540	-80%
~Digital eAudiobooks	2,312	N/A	12782	N/A	N/A
~Digital Videos	655	N/A	3916	N/A	N/A
~Digital Magazines	24	N/A	5757	N/A	N/A
~Digital Music	108	N/A	509	N/A	N/A
Total Digital Materials	4,244	4,557	29116	30540	-5%
Online Learning Platforms	0	0	5	6	-17%
Total Platforms	0	0	5	6	-17%
~Bookmobile Print Materials	10	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	10	N/A	19	N/A	N/A
Total Titles Added	4,551	5,329	31,236	32,796	-5%

~New data collected as of FY 24-25

All Materials Held	December	November	Month to Month
	2024	2024	% changed
Total Library Physical	82,866	82,558	0%
Total Digital	2,094,801	2,140,907	-2%
Total Bookmobile Physical	13	10	30%
Total All Materials	2,177,680	2,223,475	-2%

Library Children's Physical Materials Held	December	November	Month to Month
	2024	2024	% change
Children's Fiction	23,915	23,791	1%
Children's Nonfiction	14,300	14,129	1%
Children's Spanish	3,062	3,063	0%
Children's Audiobook	1,029	1,035	-1%
Children's DVD/Video	1,583	1,563	1%
Children's LOTs	67	67	0%
TOTAL Library Children's Physical Material	43,956	43,648	1%

Library Adult/Teen Physical Materials Held	December	November	Month to Month
	2024	2024	% change
Adult Fiction	17,252	17,165	1%
Adult Nonfiction	12,662	12,668	0%
Adult Foreign Language	1,295	1,298	0%
Adult Audiobook	1,333	1,332	0%
Adult DVD/Video	3,071	3,072	0%
Adult LOTs	116	119	-3%
Vinyl Records	190	190	0%
Video Games	397	397	0%
Teen Fiction	2,594	2,669	-3%
TOTAL Library Adult/Teen Physical Material	38,910	38,910	0%

Digital Material Held	December	November	Month to Month
	2024	2024	% change
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	December	November	Month to Month
	2024	2024	% change
Children's Fiction	9	6	50%
Children's Nonfiction	0	0	0%
Children's Spanish	4	4	0%
Children's Audiobook	0	0	0%
Children's DVD/Video	0	0	0%
Children's LOTs	0	0	0%
TOTAL All Children's Physical Material	13	10	30%

**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 December 2024

DATE: January 27, 2025

Net Revenue Summary for December 2024

			YTD	YTD
	Dec-24	Dec-23	2024-2025	2023-2024
Passport	10,990	10,080	73,915	58,770
Passport Photos	4,580	4,240	30,200	23,668
Fines & Fees	1,010	1,185	7,678	6,137
Meeting Room	210	0	1,720	440
TOTAL	\$ 16,790	\$ 15,505	\$ 113,584	\$ 89,015



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Library Impact Fee Report – December 2024

DATE: January 27, 2025

Total Monthly Fees Collected			YTD	YTD
	Dec-24	Dec-23	2024-2025	2023-2024
	\$48,690.40	\$17,366.04	\$86,494.70	\$45,005.38

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
Landsea Homes	Single Family Attached	1947 Avenida Del Sol	1,365	\$ 1,638.00	11/21/2024
Landsea Homes	Single Family Attached	1949 Avenida Del Sol	1,320	\$ 1,584.00	11/21/2024
Landsea Homes	Single Family Attached	1951 Avenida Del Sol	1,010	\$ 1,212.00	11/21/2024
Landsea Homes	Single Family Attached	1953 Avenida Del Sol	1,010	\$ 1,212.00	11/21/2024
Landsea Homes	Single Family Attached	1955 Avenida Del Sol	1,320	\$ 1,584.00	11/21/2024
Landsea Homes	Single Family Attached	1957 Avenida Del Sol	1,320	\$ 1,584.00	11/21/2024
Landsea Homes	Single Family Attached	1959 Avenida Del Sol	1,365	\$ 1,638.00	11/21/2024
Toll Brothers	Single Family Detached	582 McFadden St	1,859	\$ 1,487.20	12/12/2024
Toll Brothers	Single Family Detached	584 McFadden St	2,123	\$ 1,698.40	12/12/2024
Toll Brothers	Single Family Detached	586 McFadden St	1,756	\$ 1,756.00	12/12/2024
Toll Brothers	Single Family Detached	588 McFadden St	2,255	\$ 1,804.00	12/12/2024
Toll Brothers	Single Family Detached	589 McFadden St	2,255	\$ 1,804.00	12/12/2024
Toll Brothers	Single Family Detached	590 McFadden St	2,123	\$ 1,698.40	12/12/2024
Toll Brothers	Single Family Detached	591 McFadden St	2,195	\$ 1,756.00	12/12/2024
Toll Brothers	Single Family Detached	592 McFadden St	2,195	\$ 1,756.00	12/12/2024
Toll Brothers	Single Family Detached	593 McFadden St	2,123	\$ 1,698.40	12/12/2024
Toll Brothers	Single Family Detached	594 McFadden St	2,255	\$ 1,804.00	12/12/2024
Toll Brothers	Single Family Detached	595 McFadden St	1,859	\$ 1,487.20	12/12/2024
Toll Brothers	Single Family Detached	596 McFadden St	2,195	\$ 1,756.00	12/12/2024
Toll Brothers	Single Family Detached	597 McFadden St	2,255	\$ 1,804.00	12/12/2024
Toll Brothers	Single Family Detached	598 McFadden St	2,123	\$ 1,698.40	12/12/2024
Toll Brothers	Single Family Detached	599 McFadden St	2,195	\$ 1,756.00	12/12/2024
Toll Brothers	Single Family Detached	624 McFadden St	1,859	\$ 1,487.20	12/12/2024
Toll Brothers	Single Family Detached	626 McFadden St	2,255	\$ 1,804.00	12/12/2024
Toll Brothers	Single Family Detached	627 McFadden St	2,123	\$ 1,698.40	12/12/2024
Toll Brothers	Single Family Detached	629 McFadden St	1,859	\$ 1,487.20	12/12/2024

Landsea Homes	Single Family Attached	1948 Avenida Del Sol	1,340	\$ 1,608.00	12/19/2024
Landsea Homes	Single Family Attached	1950 Avenida Del Sol	1,312	\$ 1,574.40	12/19/2024
Landsea Homes	Single Family Attached	1952 Avenida Del Sol	775	\$ 930.00	12/19/2024
Landsea Homes	Single Family Attached	1954 Avenida Del Sol	775	\$ 930.00	12/19/2024
Landsea Homes	Single Family Attached	1956 Avenida Del Sol	1,312	\$ 1,574.40	12/19/2024
Landsea Homes	Single Family Attached	1958 Avenida Del Sol	1,340	\$ 1,608.00	12/19/2024
Landsea Homes	Single Family Attached	1960 Via De Luna	1,340	\$ 1,608.00	12/19/2024
Landsea Homes	Single Family Attached	1962 Via De La Luna	1,312	\$ 1,574.40	12/19/2024
Landsea Homes	Single Family Attached	1964 Via De La Luna	775	\$ 930.00	12/19/2024
Landsea Homes	Single Family Attached	1966 Via De La Luna	775	\$ 930.00	12/19/2024
Landsea Homes	Single Family Attached	1968 Via De La Luna	1,968	\$ 1,574.40	12/19/2024
Landsea Homes	Single Family Attached	1970 Via De La Luna	1,340	\$ 1,608.00	12/19/2024
2024/2025 YTD Total				\$86,494.70	
Beginning Balance (7/01/2024)				\$ 874,140.68	
Ending Balance (12/31/2024)				\$960,635.38	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for December 2024

DATE: January 27, 2025

			YTD	YTD
	Dec-24	Dec-23	2024-2025	2023-2024
Separation	1	0	1	2
Retirement	0	1	0	1
Appointments	0	2	4	8
Open Positions	0	2	2	16
Workers' Compensation Leave	0	0	0	0
TOTAL	1	5	7	27

SEPARATION:
Caitlyn Sandfer – FT Teens Library Assistant

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None

WORKERS COMPENSATION LEAVE:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through December 2024
DATE: January 27, 2025

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2024-2025	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
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						
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 FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24	*	*	*	*	*	*
Mar-24	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 December 2024**

DATE: January 27, 2025

Meetings:

- December 3rd
Administration Team Meeting

- December 5th
Staff Development Day

- December 9th
Friends Foundation Board Meeting: Library Director & Assistant Library Director

- December 10th
Meeting regarding Page Volunteer: Library Director, Assistant Library Director, Adult Services Supervisor, and Circulation Supervisor

Literacy Holiday Celebration: Library Director, Assistant Library Director, and Adult Services Supervisor

- December 11th
LMT Meeting: Library Director, Assistant Library Director, and Business Manager met with library supervisors.

CA Libraries and AI Update for Library Directors: Assistant Library Director attended an information session where they discussed the AI tools available, the challenges libraries face due to AI, and the policies needed to address related concerns. Moving forward, bi-monthly sessions will be held to continue the discussion on AI and its impact on public libraries.

- December 12th
eRate Meeting: Assistant Library Director met with the eRate consultant to discuss and review the request for proposal for hotspots and services to secure funding for the bookmobile through the eRate program. The proposal is scheduled to be posted on

January 6th, with a submission deadline of February 3rd. Submitted proposals will be reviewed and presented to the Board for discussion and approval.

Meeting with Page Volunteer: Library Director

- December 16th
Library Board Meeting: Administration Team

- December 17th
All Staff Meeting

PYLUSD Meeting: Assistant Library Director met with Elizabeth Leon, the Executive Director of Elementary Education, to discuss updates on the bookmobile service, including its progress and potential strategies for enhancing outreach to students and families. In addition, the implementation of the student success access card was discussed, as required by SB 321. The discussion focused on the steps needed to comply with the legislation, as well as ways to maximize its impact on student success.

- December 18th
Self-Checkout Meeting: Assistant Library Director met with the vendor representative to review the kiosk models and discuss the new online payment options available with the new machine. The staff is currently reviewing the online payment services to determine if any changes will be recommended in the near future.
- December 19th
Meeting with Page Volunteer: Library Director and Supervisors

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for December 2024

DATE: January 27, 2025

Children's Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children's Fiction Physical	7,887	8,462	57,628	57,369	0%
Children's Fiction Digital	1,426	682	7,879	5,144	53%
Children's Fiction TOTAL	9,313	9,144	65,507	62,513	5%
Children's Nonfiction Physical	2,150	2,179	16,104	14,299	13%
Children's Nonfiction Digital	80	85	690	640	8%
Children's Non-Fiction TOTAL	2,230	2,264	16,794	14,939	12%
Children's Magazine Digital	25	26	55	57	-4%
Children's Magazine TOTAL	25	26	55	57	-4%
Children's Audiobook Physical	729	1,667	5,672	5,950	-5%
Children's Audiobook Digital	803	645	5,317	3,634	46%
Children's Audiobook TOTAL	1,532	2,312	10,989	9,584	15%
Children's DVD/Video Physical	225	326	1,858	2,134	-13%
Children's DVD/Video Digital	103	81	434	463	-6%
Children's DVD/Video TOTAL	328	407	2,292	2,597	-12%
Children's LOTS	24	30	202	215	-6%
Music Digital	7	20	42	137	-69%
TOTAL All Children's Physical Content	11,015	12,664	81,464	79,967	2%
TOTAL All Children's Digital Content	2,444	1,539	14,554	10,163	43%
TOTAL All Children's Content	13,459	14,203	96,018	90,130	7%

Adult/Teen Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Fiction Physical	2,209	1,873	13,741	13,660	1%
Adult Fiction Digital	3,281	2,493	20,930	15,149	38%
Adult Fiction TOTAL	5,490	4,366	34,671	28,809	20%
Adult Nonfiction Physical	1,294	1,388	8,427	9,619	-12%
Adult Nonfiction Digital	905	739	5,799	4,689	24%
Adult Non-Fiction TOTAL	2,199	2,127	14,226	14,308	-1%
Adult Magazine Digital	830	945	4,519	3,353	35%
Adult Magazine TOTAL	830	945	4,519	3,353	35%
Adult Audiobook Physical	96	115	526	746	-29%
Adult Audiobook Digital	6,910	4,717	42,027	26,339	60%
Adult Audiobook TOTAL	7,006	4,832	42,553	27,085	57%
Adult DVD/Video Physical	515	485	3,340	3,109	7%
Adult DVD/Video Digital	493	736	3,437	3,823	-10%
Adult DVD/Video TOTAL	1,008	1,221	6,777	6,932	-2%
Adult LOTs	83	103	603	611	-1%
State Parks Pass	47	28	336	318	6%
Vinyl Records	65	135	613	529	16%
Video Games	331	352	2,219	2,101	6%
Music Digital	101	157	467	781	-40%
Teen Fiction Physical	319	250	1,930	1,883	2%
Teen Fiction Digital	253	299	1,848	1,676	10%
Teen Fiction Total	572	549	3,778	3,559	6%
TOTAL All Adult/Teen Physical Content	4,959	4,729	31,735	32,576	-3%
TOTAL All Adult/Teen Digital Content	12,773	10,086	79,027	55,810	42%
TOTAL All Adult/Teen Content	17,732	14,815	110,762	88,386	25%

All Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Total Circulation Physical	15,974	17,393	71,162	69,544	2%
Total Circulation Digital	15,217	11,625	93,581	65,973	42%
Total All Circulation	31,191	29,018	206,780	178,516	16%
Non-English Language Circulation	614	899	5,401	5,016	8%

* New collection for FY 24-25

Online Database Usage	December	December	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2024	2023	2024-25	2023-24	% change
ABC Mouse	2,109	1,429	8,330	11,831	-30%
Freegal	1,399	1,057	7,409	6,407	16%
Novelist Plus	154	22	678	107	534%
Novelist Select	2,045		12,244		
BookFlix	19	52	452	339	33%
Scholastic Teachables	124	70	550	735	-25%
TOTAL PLD DATABASE USAGE	5,850	2,713	29,663	20,058	48%

Online Database Usage	December	December	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2024	2023	2024-25	2023-24	% change
Britannica	23	45	259	230	13%
ProQuest	14	42	30	50	-40%
ProQuest Culture Grams	0	6	5	53	-91%
Teaching Books for Libraries	306	151	2,677	1,502	78%
National Geographic Kids (Gale)	0	2	51	59	-14%
Gale in Context: Environmental Studies	0	0	9	3	200%
Gale Interactive: Science	0	1	50	21	138%
Alexander Street*	0	9	6	31	-81%
PebbleGo Science K-2^	0		9		
TOTAL CSL DATABASE USAGE	343	326	3,657	2,490	47%
TOTAL ALL DATABASE USAGE	6,193	3,039	33,32	22,548	48%

*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 December 2024

DATE: January 27, 2025

Number of Programs by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	9	11	51	55	-7%
Children's Programs	5	4	59	43	37%
Hangar	1	0	4	2	150%
Teen Programs	4	2	17	14	21%
Self Directed	2	2	14	10	40%
Outreach	0	1	12	2	500%
TOTAL Children/Teen	21	20	158	126	25%

Program Attendance by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	305	308	2,285	2,571	-11%
Children's Programs	192	251	3,631	3,275	11%
Hangar	19	0	66	548	-88%
Teen Programs	24	22	116	177	-34%
Self Directed	239	233	1,192	638	87%
Outreach	0	5	593	370	60%
TOTAL Children/Teen	779	819	7,883	7,579	4%

The Hangar Makerspace	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Hangar Activity Hour Visits	203	117	1,175	1,089	8%
Hangar Equipment In-House Use	4		28		

ACHIEVEMENTS

- Daisy Badge planned and conducted Family Storytime on December 7 and 21.
- Jullie Bence planned and conducted a Holiday Snowflake Ornament program in the Hangar on December 7.
- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on December 13.
- Daisy Badge completed the Lunch at the Library supplies/materials expense proposal for the 2025 program.
- Mayli Apontti facilitated Read to the Dogs on December 2.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles Storytime on December 6 and 20.
- Mayli Apontti planned and conducted Family Storytime on December 14.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on December 4, 11, and 18
- Alex Aguirre set up and conducted the Teen Study Cafe on December 16.
- Alex Aguirre planned and set up Hangar Makerspace activities on December 2, 4, 7, 9, 11, 14, 16, 18, 21, 23, 28, and 30.
- Damean Sanz set up and conducted the Teen Study Cafe on December 14 and 18.
- Joy Ellis led Morning Meetups on December 3, 13, and 20.

MEETINGS

- December 12, Margaret Hatanaka attended the Kiwanis meeting where they discussed upcoming activities – December 19 His House blanket distribution, 12/29 Rose float volunteer meal distribution in Irwindale and the City of Placentia’s Centennial Committee.
- December 16, Margaret Hatanaka attended the SLS Children’s Services Committee meeting at Mission Viejo Public Library. The Committee discussed the OC Showcase logistics, schedule, and Winter 2024 and Spring 2025 programs at their libraries.

PROFESSIONAL DEVELOPMENT

- N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

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

DATE: January 27, 2025

MONTHLY STATISTICS

Number of Programs by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Programs	1	1	10	8	25%
History Room	0	0	0	1	-100%
Literacy	23	18	195	192	2%
General Interest	0	0	2	8	-75%
Self Directed	1	1	5	2	150%
TOTAL Adult	25	20	212	211	0%

Program Attendance by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Programs	9	8	139	91	53%
Hangar	19	0	66	548	-88%
History Room	0	0	0	3	-100%
Literacy	221	173	1,701	1,323	29%
General Interest	0	0	55	2,461	-98%
Self Directed	153	172	401	226	77%
TOTAL Adult	383	353	2,296	4,104	-44%

History Room Activity	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room Visitors	1	0	23	22	5%
Memory Lab Appointments	14	14	48	37	37

Volunteer Hours	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room	0	0	0	455	-100%
PLFF	223.75	268.38	1,575	988	59%
General Library	51.58	33.48	593	553	7%
Adult Literacy	283	158	2,058	774	166%
PTAC	5	27.73	74	378	-80%
Teen Volunteers	39.75	69.25	921	1,065	-14%
Total Volunteer Hours	563.33	487.59	4300.06	3148.28	37%
FTE Equivalent	3.25	2.81	24.81	18.16	37%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2024-25	2023-24	% change
Adult Literacy Students	28	33	-15%
Adult ESL Students	56	28	100%
Adult Literacy Tutors	33	33	0%
Adult ESL Tutors	54	25	116%

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beginner Book Club on December 4, 11.
- Sally Federman facilitated Literacy Reads – Int. Book Club on December 10, 17.
- Esther Canedo coordinated Read, Write, Speak Club on December 6, 20.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on Club on December 3, 10, 17.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on December 5, 12, 19.
- Laurel Dennis facilitated ESL Conver. Class at PLD Tuesday afternoon on December 3, 10, 17.
- Laurel Dennis coordinated ESL Conver. Class at PLD Thursday morning class at the Library on December 12, 19.
- Sally Federman facilitated the Casual Conversation group on December 19.
- Ruchika Sharda facilitated Financial Literacy on December 18.
- Esther Canedo facilitated a Leamos Class at the Whitten Center on December 3, 10, 17.
- Esther Canedo facilitated the Citizenship Class on December 12, 19.
- Sally Federman, Esther Canedo, Laurel Dennis, Ruchika Sharda and Michelle Meades coordinated the literacy potluck.
- Tim Balen coordinated PTAC on December 19.
- Tim Balen coordinated the Winter Reading Program in December.
- Tim Balen coordinated and set up the 2025 Reading Program: Read around the World in December.
- Tim Balen provided staff training on Beanstack in December.
- Tim Balen designed and created library marketing materials and event graphics in December, including the library 2025 bookmark.

- 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 and Natalie McCard collaborated with the children's department to coordinate winter decorating on December 5.
- Megan Tolman coordinated the set-up of Wonderbook processing with our vendor.

MEETINGS

- On December 11, Sally Federman attended the CLLS network meeting which was a follow-up on the Roles and Goals meeting from last month. Two coordinators shared how they initiate the conversation with learners, how they track the goals for the grant, and how they train their tutors on goal reporting.
- On December 12, Sally Federman and Esther Canedo attended the ESL Community of Practice meeting. A literacy coordinator shared how she reached out to community organization to partner with.
- On December 16 Sally Federman, Esther Canedo, and Laurel Dennis met with the Read, Write, Speak Facilitators to plan the schedule for the next four months and to discuss updates to the RWS Report.
- On December 3, Michelle Meades met with Jacob, a PhD. Candidate from UCI who is studying library policies and book challenges. Michelle Meades gave him information on her library career and PLD's policies and procedures for book challenges.
- On December 4, Michelle Meades attended a meeting with Ripling Scheduling to determine if their scheduling software would be useful for PLD.
- On December 5 all Adult Services and Literacy staff attended SDD.
- On December 21, Michelle Meades and Tim Balen met with an SJSU student regarding an internship with the AS department. The student discussed their goals for an internship and Tim presented what PLD could offer the student.

PROFESSIONAL DEVELOPMENT

- On December 10, Tim Balen attended the CALL Academy webinar "Cultivating AI Literacy in Your Patrons" presented by Terezita Reyes Overduin. The webinar outlined ethical concerns for using AI including privacy, plagiarism, incorrect results and bias, and how to responsibly use AI including sharing about its limitations and referencing your use.
- On December 10 and 21, Tim Balen attended the OverDrive webinar "10 Tips to Maximize Your Digital Library" by OverDrive. The webinar focused on how public libraries can showcase the library's identity on Libby, support our users, consolidate our digital offerings, and provide more relevant data.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

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

DATE: January 27, 2025

MONTHLY STATISTICS

Computer and Wi-Fi Usage	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children Computer Usage	272	250	2,183	1,878	16%
Children AWE Learning Usage	319	261	2,468	1,927	28%
Teen Computer Usage	53	123	696	728	-4%
Adult Computer Usage	714	996	5,275	6,194	-15%
Total Computer Usage	1,358	1,630	10,622	10,727	-1%
Wi-Fi Usage	1,361	912	8,930	9,095	-2%
Guest Passes	61	91	435	538	-19%
Total Print Jobs	1,201	662	6,395	5,162	24%
Total Pages Printed	3,397	1,992	20,763	16,983	22%

Website Traffic	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Website visits	13,829	13,105	103,229	86,198	20%
Page Hits	22,230	18,775	168,089	136,591	23%
Users	10,050	8,859	75,335	58,315	29%
Pages/Session	1.61	1.43			
Avg. Session Duration	00:02:08	00:02:00			
% New Sessions	92	96			
Placentia Library Online Catalog Usage	2,315	2,839	14,248	22,969	-38%

App Usage	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
App Downloads	43		347		
App Launches	1,302		6,624		
Searches	10,041		49,736		
Requests Placed	241		1,009		
Renewals Done	419		2,079		
Patron Updates	32		420		
App Catalog Usage	10,733		52,099		

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.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

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

DATE: January 27, 2025

Attendance	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Number of Days Open	27	28	176	175	1%
Number of Hours Open	238	257	1,591	1,597	0%
Attendance	15,867	13,980	120,838	105,408	15%

Card Holders	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Active Borrowers	3,669	3,940	30,909	29,275	-7%
Child Card Holders	16,055	15,022	95,550	89,460	7%
Teen Card Holders	4,747	4,613	28,365	27,592	3%
Adult Card Holders	50,257	46,781	297,388	277,073	7%
Total Card Holders	71,059	66,416	421,303	394,125	7%
New Patron Registration	323	252	2,244	2,001	12%
New Virtual Library Cards	140	85	592	501	18%

Information Desk Activity	December	December	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Reference Questions -- in person	1,375	1,350	10,697	10,576	1%
Reference Questions -- telephone	399	376	2,927	2,623	12%
Reference Questions -- email/chat	4	16	32	47	-32%
Total Reference Questions	1,778	1,742	13,656	13,246	3%
Assistance in Spanish	88	48	325	325	0%
Assistance with Passports	300	253	2,307	1,675	38%
Curbside Usage	4	9	30	90	-67%
Study Room Usage	186	181	1,355	1,078	26%
POD's*	103		203		

Passport Activity	December	December	FY-T-D	FY-T-D	FY-T-D
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	2024	2023	2024-25	2023-24	% change
Passports Processed	314	278	2,109	1,700	24%
Consultations Only	32	22	214	139	54%
Unfilled Appointments Sat-Sun*	188	8	959	60	1498%
No Show Appointments Sat-Sun*	10	10	148	92	61%
Total Photos walk in/application	229	11	1,511	496	205%

**New Statistic for FY 2024-25*

ACTIVITIES

- Angie processed 301 new books.
- Yomara mailed 61 billing notices.
- Meeting room was used by 4 library partners: PLFF, Boy’s and Girl’s Club, Kiwanis and Placentia Chamber
- Meeting room was used by 2 outside renter: Broadmoor HOA and Manpreet
- Meeting Room was used 23 times for library related activities/programs.
- Staff filled 481 requests from the pull list.
- Staff pulled 112 expired holds from the request shelf.

MEETINGS

- Estella attended the SLS meeting at Buena Park on December 12.
Topics discussed: Self-registration, Paperless library card application and election of officers.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Presentation of Fiscal Year 2023-2024 Financial Audit from Clifton Larson Allen LLP (CLA)**

DATE: January 27, 2025

BACKGROUND

Mr. Robert Callanan from CLA will present the final findings for the Fiscal Year 2023-2024 Audit of Financial Transactions for the Placentia Library District.

The audit report will be furnished at the meeting.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2023-2024.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Amendments to Policy 6010 – Materials Selection Policy to Incorporate AB 1825 Language.**

DATE: January 27, 2025

BACKGROUND

This report presents proposed amendments to the District’s Policy 6010—Materials Selection Policy, reflecting required language from AB 1825—California Freedom to Read Act. These amendments aim to ensure compliance with state legislation and align the District’s policies with current legal standards and best practices.

California Bill AB 1825, approved by Governor Newsom on September 29, 2024, requires public libraries that receive any state funding to establish, adopt, and maintain a written and publicly accessible collection development for its libraries by January 1, 2026. The bill would require such policy to (1) guide the selection and deselection of library materials and (2) establish a process for community members to share their concerns regarding library materials and request materials be reconsidered for inclusion in the District’s collection. Additionally, the bill requires the adopted policy to be sent to the State Librarian. It would authorize the State Librarian or their designee to provide technical assistance to public libraries in developing their collection development policy.

AB 1825 prohibits a librarian, library media specialist, other employee, or contractor at a public library from being subject to termination, demotion, discipline, or retaliation for refusing to remove library material before it has been reviewed in accordance with the District’s Policy 6010 or for making displays, acquisitions, or programming decisions that the employee or contractor believes, in good faith, are in accordance with AB 1825.

The District’s current Policy 6010 – Materials Selection Policy, last amended in June 2022, does not include language directly addressing the requirements of AB 1825. Updating the policy will demonstrate the District’s commitment to adhering to state legislation and supporting community needs.

Attachment A is the proposed amendments for Policy 6010 – Materials Selection Policy.

Attachment B is the Request for Reconsideration of Library Materials form.

RECOMMENDATIONS

1. Discuss and authorize amendments as a first reading, inclusive of input received from the Library Board of Trustees; and,
2. Forward Policy 6010 – Materials Selection Policy to District Counsel for review; and,
3. Present Policy 6010 – Materials Selection Policy to the Library Board of Trustees at the February 24, 2025 meeting for a second reading and approval; and,
4. Submit updated Policy 6010 – Materials Selection Policy to the California State Librarian for review and approval.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy

POLICY NUMBER: 6010

6010 Placentia Library District provides ideas, information, and resources to help our community discover, learn, and grow. The Placentia Library District's Collection Development 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, and does not practice censorship. The selection of District materials is predicated on the patron's right to read and similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some person. 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 the reader.

The library 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 entire Sacramento Public Library 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 their 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.**

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

The District holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

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

6010.1 Since Placentia Library 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 the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

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 to be 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 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 Placentia Library 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.**

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.

6010.6.1 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.

6010.6.2 Books and other District resources should be provided for the interest, information, and enlightenment of all people of the community the District serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

6010.6.3 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.

6010.6.4 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

6010.6.5 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

6010.6.6 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6010.6.7 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.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

6010.7 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.

6010.7.1 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.** 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.

6010.8 Interpretation of Policy

6010.8.1 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.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS



One form per title.

Full Name :

Address :

Email Address :

Telephone:

Type of Material (check one):

- Book Film Music CD Magazine Audiobook
 Graphic Novel / Manga Newspaper Other

Title _____

Author/Producer _____

Why do you feel this material should be reviewed? Please provide specifics, including page numbers.

What do you feel might be the result of reading/viewing/listening to this material?

What do you believe is the purpose of this material?

By completing this form, I acknowledged I have read/viewed/listened to the above title in its entirety.

Signature

Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for the Assistant Library Director and IT Consultant to Attend the Computers in Libraries 2025, March 24-28, 2025 in Arlington, Virginia.**

DATE: January 27, 2025

BACKGROUND

This report seeks authorization for the Library's IT Consultant and Assistant Library Director to attend the 2025 Computers in Libraries (CIL) Conference in Arlington, Virginia. The conference, scheduled for March 24-28, 2025, is a premier event focusing on innovative technologies, best practices, and emerging trends relevant to libraries.

The annual Computers in Libraries Conference is a globally recognized event that brings together library professionals, IT specialists, and industry leaders. The conference provides invaluable opportunities for networking, professional development, and exposure to cutting-edge solutions for library operations.

The District's IT Consultant plays a critical role in ensuring our library's digital infrastructure supports both patrons and staff. Attendance at CIL will enable the consultant to:

- Explore advanced cybersecurity solutions to safeguard patron and library data.
- Identify innovative digital tools to enhance user experience.
- Learn about the latest developments in integrated library systems and technology management.

The Assistant Library Director is instrumental in assisting with the strategic planning and implementing programs that align with the library's mission. Participation in this conference will allow them to:

- Attend leadership sessions tailored to managing technology-driven initiatives.
- Evaluate best practices for digital literacy programs.
- Develop actionable strategies to incorporate emerging technologies into library services.

The IT Consultant and Assistant Library Director will bring back knowledge and skills that will enhance the library's technological capabilities and program offerings by attending the conference. This investment will:

1. Improve the library's service delivery by adopting innovative tools and practices.
2. Strengthen data security measures to protect the community and city assets.
3. Equip library leadership with strategies to meet the evolving needs of patrons in a digital age.

Conference programs include:

- Information Services for 2030: Evolving Roles, Opportunities
- AI for Web Design, Marketing, & Social Media
- Community Engagement, Service Innovation, & Transformation
- Mining Library Data for Strategic Decision Making
- Empowering Libraries With GenAI: Innovation & Engagement
- AWS & Cloud Computing: Server Management
- Using Other Mediums for Impact
- AI Ethics & Librarians

RECOMMENDATIONS

1. 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.
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for the Business Manager to Attend SDRMA Spring Education Day, March 26, 2025 in Sacramento, California.**

DATE: January 27, 2025

BACKGROUND

This report seeks authorization for the Library Business Manager to attend the Special District Risk Management Authority (SDRMA) Spring Education Day in Sacramento, California, on March 26, 2025.

The Special District Risk Management Authority (SDRMA) hosts an annual Spring Education Day to provide training and resources for public agency officials. The day is designed to help sharpen district members' risk management skills in property/liability and workers' compensation with a focus on governance, compliance, and other essential topics to enhance the effectiveness of special districts.

Topics include cyber threats, covering fraud, and IT cybercrimes. The day will include interactive breakout sessions, allowing attendees to explore specific areas of interest and connect with experts and colleagues. The event allows SDRMA members to earn Credit Incentive Points, a benefit that reduces the District's annual contributions to Property/Liability and Workers' Compensation programs.

RECOMMENDATIONS

1. Motion to authorize the Business Manager to attend the SDRMA Spring Education Day on March 26, 2025 in Sacramento, California.
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Roundtable Women's Club Updates from Trustee Dahl
DATE: January 27, 2025

BACKGROUND

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **LAFCO Updates from Trustee Beverage**
DATE: January 27, 2025

BACKGROUND

Trustee Beverage will provide an update on LAFCO activities.

Attachment A is the January 8, 2025 Meeting Agenda.

**LOCAL AGENCY FORMATION COMMISSION OF
ORANGE COUNTY**

REGULAR MEETING AGENDA

**Wednesday, January 8, 2025
8:15 a.m.**

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

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

1. CALL THE MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. COMMISSION APPOINTMENT

The Commission will receive a report on the recent appointment to the Commission, and the Oath of Office will be administered for the respective term.

4. ROLL CALL

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

6. PUBLIC COMMENT

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

7. CONSENT CALENDAR

a.) November 13, 2024 – Regular Commission Meeting Minutes

The Commission will consider approval of the November 13, 2024 meeting minutes.

b.) Appointment Processes for OC LAFCO Expiring Terms and Vacancies

The Commission will receive a report on the appointment processes for the member seat with an expiring term in 2025 or current vacancies.

c.) Fiscal Year 2024-25 Quarterly Financial Report (Second Quarter)

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

8. PUBLIC HEARING

No public hearing items scheduled.

9. COMMISSION DISCUSSION AND ACTION**a.) OC LAFCO Professional Services Agreement Update and One-Year Extension of Agreement with Davis Farr LLP**

The Commission will receive the annual update on the current professional services agreements and consider a one-year extension of the agreement with Davis Farr LLP for auditing services.

b.) Fiscal Year 2023-24 OC LAFCO Audited Financial Statements

The Commission will receive a presentation from the independent auditor, Davis Farr LLP, on the agency's audited financial statements for the fiscal year ending June 30, 2024.

c.) Fiscal Year 2024-25 Mid-Year Work Plan Update

The Commission will receive a report on the status of goals, objectives, and other projects of the agency's 2022-2025 Work Plan.

d.) Agreement with Kelly Associates Management Group for an Employee Classification and Compensation Assessment

The Commission will consider approval of a professional services contract with Kelly Associates Management Group LLC to perform an employee classification and compensation assessment.

e.) Appointment of 2025 OC LAFCO Officers

The Commission will conduct appointments of the Commission Chair and Vice Chair for 2025.

10. COMMISSIONER COMMENTS

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

11. EXECUTIVE OFFICER'S REPORT

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

12. INFORMATIONAL ITEMS & ANNOUNCEMENTS

There are no informational items or announcements.

13. CLOSED SESSION

No closed session items scheduled.

14. ADJOURNMENT OF REGULAR COMMISSION MEETING

The next Regular Commission Meeting will be held on Wednesday, February 14, 2025 at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Drive, Santa Ana, CA 92701.

PUBLIC PARTICIPATION:

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

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

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

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

AMERICANS WITH DISABILITIES ACT (ADA)

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

2025 MEETING AND EVENTS CALENDAR

Approved November 14, 2024

2025



January						
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- OC LAFCO Regular Meeting (*begins at 8:15 a.m.*)
Location: County Administrative North, First Floor Multipurpose Room 101, 400 W. Civic Center Dr., Santa Ana, CA 92701.
- No Scheduled Regular Meeting.
- Strategic Planning Workshop (*9:00 a.m. to 1:00 p.m.*)
Location: To be determined.
- Office closure due to legal holidays and flexible work schedule.
- 2025 CALAFCO Annual Conference - October 22 - 24, San Diego, CA.

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: January 27, 2025

BACKGROUND

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC & Legislative Updates from Secretary Nelson

DATE: January 27, 2025

BACKGROUND

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

Attachment A is the January 2025 Take Action Brief from CSDA.

Attachment B is the National Special District Association Legislative Updates.

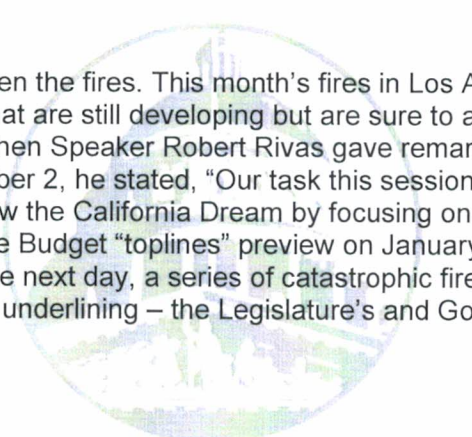


CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

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:

Overview of Governor's 2025-26 January budget proposal.....	2
Begin preparing for Prop 4 Climate Bond funding opportunities.....	4
2025 CSDA sponsored legislative proposals.....	5
NSDC is now the National Special Districts Association.....	6

Contact a local CSDA representative near you!

Chris Norden
Dane Wadlé
Dane Wadlé (Interim)
Erasmo Viveros
Richelle Noroyan
Chris Palmer

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CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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](#).



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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.csdanet.net](https://sdla.csdanet.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.



House and Senate Action

On Monday afternoon, Donald J. Trump was officially sworn into office, becoming the 47th President of the United States. Due to extreme cold, the inauguration ceremony was relocated to the Capitol Rotunda, where an audience of lawmakers, cabinet nominees, former presidents, and prominent donors gathered to witness the event. The ceremony featured the traditional swearing-in formalities, with the chief justice of the Supreme Court administering the oath of office. In his inaugural address, President Trump outlined his administration's vision, emphasizing key priorities such as economic growth and national security.

While Congress was primarily focused on inaugural festivities, the Senate briefly convened Monday evening to consider the Laken Riley Act ([S. 5](#)). The legislation passed with bipartisan support (12 Democrats joined all 52 Republicans in voting for the bill). The measure requires the secretary of Homeland Security (DHS) to detain undocumented immigrants arrested for or charged with theft, burglary and other related crimes. It also would allow individual states to bring litigation against the federal government over its implementation of immigration, detention, and deportation policies. Last week, the Senate voted in favor of adding two amendments that, taken together, expand detainment requirements to include undocumented immigrants charged with assaulting a law enforcement officer and crimes causing death or serious injury. The measure will head back to the House for a final vote.

The Senate also confirmed Trump's first cabinet pick, unanimously voting in favor of Marco Rubio's nomination for secretary of State. For the remainder of the week, the upper chamber will continue to focus on advancing President Trump's cabinet picks.

Across Capitol Hill, the House is expected to give final approval to the Laken Riley Act this week. The bill is expected to receive significant bipartisan support and President Trump's swift signature. The House is also slated to consider a comprehensive forest management package, known as the Fix Our Forests Act (FOFA; [H.R. 471](#)). *For more information on FOFA, see article "[House to Consider Reintroduced Fix Our Forests Act with NSDA Amendment.](#)"*

President Trump Issues Dozens of Executive Orders Testing Presidential Powers

Upon being sworn into office, President Trump wasted no time in beginning to implement his agenda. While he signed just one executive order (EO) on his first day in 2017, on Monday evening, he signed 200 – many of which are aimed at unraveling the policies of former President Joe Biden. Notably, many of the Orders are expected to face significant legal scrutiny and could ultimately be overturned by court action. Nevertheless, the EO's span a wide array of policy issues, including:

Immigration: The majority of Trump's executive actions target immigration, which represents his longest-running domestic priority.

Among other measures, President Trump moved to:

1. **Declare a national border emergency**, enabling the deployment of U.S. military forces to the southern border;
2. **Designate drug cartels as foreign terrorist organizations**, granting law enforcement and intelligence agencies expanded authority to combat their activities;
3. **Reinstate his "Remain in Mexico" policy**, requiring migrants seeking asylum to stay in Mexico until their U.S. immigration court date;

4. **End the “catch and release” policy**, which previously allowed certain low-risk undocumented immigrants to be released from custody while they await their court hearing; and,
5. **Abolish birthright citizenship**, aiming to end automatic citizenship for children born in the U.S. to non-citizen parents.

Energy & Climate: President Trump also signed a series of executive orders aimed at reversing many of President Biden’s clean energy initiatives and accelerating domestic oil and gas production.

The executive actions will:

1. Withdraw the U.S. from the Paris Climate Accord;
2. Declare a national energy emergency, which could unlock executive authority to streamline the energy permitting process;
3. Ease restrictions on tailpipe pollution and fuel economy standards;
4. Roll back efficiency standards on common household appliances, including dishwashers, shower heads, and gas stoves;
5. Expand oil and gas drilling on federal lands;
6. Fast-track the construction of energy pipelines; and,
7. Eliminate federal environmental justice programs.

Trade: On Monday, President Trump signed EO’s directing federal agencies to review trade practices and examine the feasibility of creating an “External Revenue Service.” While he did not take action to impose broad tariffs on imports, Trump pledged to enact a 25 percent tariff on products from Canada and Mexico, beginning February 1. Notably, he also declared the U.S. trade deficit a “national emergency,” though the implications of this declaration are unclear.

Government Reform: In addition to establishing the newly created “Department of Government Efficiency,” President Trump signed several executive orders aimed at reforming the federal government and reshaping its workforce policies.

Key measures include orders to:

1. End remote work for federal employees;
2. Freeze all federal hiring;
3. Rescind federal diversity, equity, and inclusion (DEI) policies;

4. Establish biological sex definitions that would remove gender self-identification on federal documents;
5. Remove protections for transgender individuals in federal prisons, as well as migrants in U.S. custody; and,
6. Strengthen executive control over federal workers, giving the president power to dismiss “insubordinate employees.”

Health: On Monday, Trump moved to withdraw the U.S. from the World Health Organization (WHO), which is an agency within the United Nations that seeks to promote global health and respond to health emergencies. While the EO formally initiates the withdrawal process, the U.S. is required by law to provide one year’s notice and pay all outstanding financial obligations before it can formally exit.

Technology: After years of promoting a TikTok ban, Trump signed an executive order on Monday delaying enforcement of the federally mandated prohibition, which officially took effect over the weekend. The law, enacted last year, requires TikTok’s China-based parent company (ByteDance) to divest its ownership of the app or face a nationwide ban in the U.S.

Legislation Reintroduced to Study Wildfire Insurance Coverage

Last week, House Financial Services Committee Ranking member Maxine Waters (D-CA) reintroduced the Wildfire Insurance Coverage Study Act. The legislation would require the U.S. Government Accountability Office (GAO) to conduct a comprehensive study on the availability and affordability of insurance coverage for damages caused by wildfires. Among other things, GAO would be directed to identify mitigation practices that would assist in reducing premiums for insurance policies covering wildfire damage. In addition, the study would examine the existing state of property insurance coverage, the response from State insurance regulatory agencies, and the challenges related to underwriting wildfire risk. The results of the study would help inform potential legislative or regulatory action. It should be noted that the bill previously passed the Financial Services Committee by a vote of 47-2.