



**AGENDA**  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING

January 26, 2026  
6:30 p.m.  
Community Meeting Room  
411 E. Chapman Avenue

867 Glen Miller Drive  
Windsor, CA 95492

Call-in Number: (669) 900-6833  
Meeting ID: 850 1206 7452  
Password: 046086

ZOOM Link: [meetings.placentialibrary.org](https://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 26, 2026

- 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, 2025. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

- 10. Check Register for December 2025. (Receive & File and Approve)
- 11. FY2025-2026 Fund Balance through December 2025; the Schedule of Anticipated Property Tax Revenues for FY2025-2026 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 16)**

- 12. Financial Reports for December 2025 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 13. Revenue and Expenditure Reports for December 2025. (Receive & File)
- 14. Acquisitions Report for December 2025. (Receive & File)
- 15. Entrepreneurial Activities Report and December 2025. (Receive & File)
- 16. Library Impact Fee Report for December 2025. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 20)**

- 17. Personnel Report for December 2025. (Receive, File, and Ratify Appointments)
- 18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 19. Administration Report for December 2025.
- 20. Circulation Report for December 2025.

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS (Items 25-30)**

- 25. Award GigaKOM contract to provide network and wireless equipment, licensing, and associate installation and configuration services.
- 26. Johnson Controls Presentation of the Year 5 Measurement and Verification Report.
- 27. Adopt Resolution 2026-01: A Resolution of the Board of Trustees of the Placentia Library District Approving and Adopting an Exception to the Sick Leave Cash-Out Policy for a Long-Tenured Employee.
- 28. Roundtable Women’s Club Updates from Secretary Dahl.
- 29. LAFCO Updates from Trustee Beverage.
- 30. ISDOC/Legislative Updates from Trustee Nelson.

**AGENDA DEVELOPMENT**

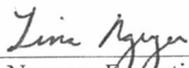
- 31. Agenda Preparation for the February Regular Date Meeting which will be held on February 23, 2026 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 32. The Library Board of Trustees will adjourn the Regular Date January 26, 2026 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for January 26, 2026 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 22, 2026.

  
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 Lina Nguyen, Executive Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
DECEMBER 16, 2025

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 16, 2025, at 6:30 p.m.
- Members Present:** President Gayle Carline, Secretary Scott Nelson (arrived at 6:50 p.m.), Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Nithin Jilla.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Mark Vilorio; Michael Nguyen.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as modified. It was seconded by Trustee Dahl (Item 3). All in favor:
- |         |                         |
|---------|-------------------------|
| AYES:   | Carline, Beverage, Dahl |
| NOES:   | None                    |
| ABSENT: | Nelson                  |
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported that she attended the Joint Use Meeting and the City's Tree Lighting Ceremony at the Tamale Festival, where she met Michele Severson from the Placentia Chamber who expressed interest in promoting the District's new bookmobile.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Nelson did not have anything to report out on.
- Trustee Beverage reported she attended a webinar called "Faith for Libraries", which focused on resisting book banning and preventing censorship.
- Trustee Dahl reported she attended the PLFF holiday party, the Joint Use Meeting, and the Placentia Round Table Women's Club general monthly meeting and Board of Directors meeting.
- LIBRARY DIRECTOR REPORT**
- Director Contreras reported that she has continued to attend the CLA Conference Committee meetings. She and the business manager met with Johnson Controls, Inc. (JCI) to discuss the solar panels. She and President Carline met with Trustee Jilla for his trustee orientation. She also reported the District held a Staff Development Day where staff were trained on how to use AI and then decorated the library for the holidays. She reported serving on the California State Library's "Every Story Counts" committee. A survey will be conducted from January 25–31, 2026, to collect data. She also attended the PLFF holiday meeting and the SLS Special Meeting.
- FRIENDS FOUNDATION REPORT**
- Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. She reported there is a Valentine's program that the District is offering on Saturday, February 14th, and PLFF members will be given priority registration. As mentioned in the previous meeting, the PLFF memberships are not up to date. To

review PLFF memberships, a membership committee was formed. The bookstore made \$2900.19 for November.

**CONSENT CALENDAR**

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

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

**MINUTES FOR REGULAR DATE MEETING ON NOVEMBER 24, 2025.**

The minutes for the Regular Date Meeting on November 24, 2025, were received, reviewed and filed (Item 9).

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

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

Check Registers for November 2025 (Item 10)  
Fund 707 Balance Report for November 2025 (Item 11)  
Financial Reports through November 2025 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 2025 (Item 13)  
Acquisitions Report for November 2025 (Item 14)  
Entrepreneurial Activities Report for November 2025 (Item 15)  
Library Impact Fee Report for November 2025 (Item 16)

**GENERAL CONSENT REPORTS**

Personnel Report for November 2025 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for November 2025 (Item 19)  
Circulation Report for November 2025 (Item 20)

**STAFF REPORTS**

Children’s Services Report November 2025 (Item 21)  
Adult Services Report for November 2025 (Item 22)  
Placentia Library Website Technology Report for November 2025 (Item 23)  
Customer Service Report (Items 24)

**ADOPTION OF RESOLUTION 2025-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENT OF NITHIN JILLA IN LIEU OF ELECTION FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT FOR TERM ENDING DECEMBER 4, 2028; ADMINISTRATION OF THE OATH OF OFFICE.**

Director Contreras reported the Orange County Clerk of the Board issued a certificate of appointment to Nithin Jilla at their November 18th meeting. Trustee Beverage made a motion adopt Resolution 2025-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointment of Nithin Jilla In Lieu Of Election for the Office of Trustee of the Placentia Library District for Term Ending December 4, 2028. It was seconded by Trustee Dahl. A roll call vote was taken.

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

President Carline administered the Oath of Office for Nithin Jilla.

**ELECTION OF OFFICERS.**

Director Contreras reported a Board President and Board Secretary needed to be elected for 2026. Secretary Nelson nominated Gayle Carline as Board President and it was seconded by Trustee Beverage. A roll call vote was taken.

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

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

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

**APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2026 BY THE BOARD PRESIDENT.**

The Board discussed appointments to various organizations, with approval to discontinue the Friends Foundation representation since staff already attend those meetings and report back to the board.

The 2026 Library Board Representatives are as follows:

Representative to Special District Local Area Formation Commission (LAFCO)  
Trustee Beverage and Trustee Jilla as alternate

Representative to the Independent Special District of Orange County (ISDOC)  
Trustee Nelson and President Carline as alternate

Placentia Roundtable Women’s Club  
Secretary Dahl and no alternate

Personnel Committee  
Secretary Dahl and Trustee Jilla

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

**ADOPTION OF RESOLUTION 2025-08: A RESOLUTION OF 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.**

Director Contreras advised the Board needs to establish the Board Meeting dates for calendar year 2026. After confirming the dates work for the trustees, President Carline read Resolution 2025-08 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 2026. Trustee Beverage made a motion to Adopt Resolution 2025-08. It was seconded by Trustee Jilla. A roll call vote was taken.

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

**ADOPTION OF RESOLUTION 2025-09: A RESOLUTION OF**

Director Contreras reported Policy 2288: Electric Vehicle (EV) Charging Stations Policy was first introduced at the November Meeting. After the first reading, the

**THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING AND ADOPTING POLICY 2285: ELECTRIC VEHICLE (EV) CHARGING STATIONS POLICY.**

policy was reviewed by legal counsel, who saw no issues with the policy. Trustee Beverage made a motion to adopt Resolution 2025-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving and Adopting Policy 2285: Electric Vehicle (EV) Charging Stations Policy and direct the Library Director to implement the policy with updates to the Policy Manual accordingly. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**ADOPTION OF RESOLUTION 2025-10: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING AND ADOPTING POLICY 6100: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY.**

Director Contreras reported Policy 6100: Automated External Defibrillator (AED) Policy was also introduced at the November Meeting. After the first reading, the policy was reviewed by legal counsel, who saw no issues with the policy. The Board reaffirmed the importance of maintaining an AED to support the safety of both staff and the public. Trustee Beverage made a motion to adopt Resolution 2025-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving and Adopting Policy 6100: Automated External Defibrillator (AED) Policy. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**APPROVAL OF SOLAR PHOTOVOLTAIC (PV) SYSTEM MEASUREMENT AND VERIFICATION (M&V) AND MAINTENANCE AGREEMENT.**

Director Contreras reported that the District will need to extend its contract with Johnson Controls, Inc. (JCI) to ensure the solar panels are maintained in accordance with industry standards. After a brief discussion regarding the availability of competitive pricing from other vendors, Trustee Beverage made a motion to extend JCI's current contract through March while staff researches competitive quotes from other vendors for partial or full service coverage, with a report back to the Board anticipated in January or February. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**AUTHORIZE AN AMENDMENT TO THE 2025-2027 SALARY SCHEDULE FOR THE LIBRARY PAGE CLASSIFICATION TO COMPLY WITH THE 2026 CALIFORNIA MINIMUM WAGE.**

Director Contreras reported the state of California has increased the state minimum wage. To ensure compliance with the new minimum wage, the District will need to adjust the salary schedule for the Library Page. The Board noted that while this keeps the page classification competitive with the library clerk position, a comprehensive compensation study should be conducted to address any further alignment between classifications. Director Contreras reported Buena Park is looking to do a compensation study and that she can present the findings to the Board after it has been completed. Trustee Beverage made a motion to authorize an amendment to the 2025-2027 Salary Schedule for the Library Page Classification to comply with the 2026 California Minimum Wage, as presented, inclusive of input from the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken.

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

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

President Carline provided a report on the December 1, 2025, Joint Use Committee Meeting, inclusive of updates from the City regarding landscaping responsibilities for the Civic Center and potential issues with the bookmobile maintenance agreement. Director Contreras reported she will meet with the City Administrator to clarify the bookmobile maintenance agreement previously approved and to address concerns related to the dead hedgerow along All America Way.

**LAFCO UPDATES FROM  
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO had cancelled their meeting in December. She reported for the November meeting, they reviewed results of their satisfaction survey for the new MSR process. There have been no updates for the District's region.

Director Contreras reported she has not had any contact from the consultant since her last meeting with them. Trustee Beverage noted the District should receive a draft before the report is presented.

**ISDOC UPDATES FROM  
SECRETARY NELSON.**

Trustee Nelson reported there is not a lot going on in terms of legislative updates. He did investigate AB1185 and reported out on the concerns with the bill but the bill itself is still in committee and not an immediate issue.

**PLACENTIA ROUNDTABLE  
WOMEN'S CLUB UPDATES  
FROM TRUSTEE DAHL.**

Secretary Dahl reported on the Women's Club successful activities, including \$21,000 in soup sales, distribution of Thanksgiving dinner bags, and scholarship programs, while also supporting various community initiatives.

**AGENDA DEVELOPMENT**

If there are any items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

The next Board Meeting will be on January 26, 2025, at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of December 16, 2025, was adjourned at 8:04 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Sherri Dahl, Secretary  
Library Board of Trustees



8:28 A.M.  
01/06/25  
Accrual Basis

**Placentia Library District  
Check Register  
December 2025**

Date	Ref No.	Payee	Memo	Payment	Type
12/01/2025	14653	Pitney Bowes Purchase Power	November 2025 Statement	410.99	Bill Payment
12/01/2025	14654	Jullie Bence	Reimbursement for supplies purchased for Literacy potluck/learner discussion	32.40	Bill Payment
12/01/2025	14655	Amazon Capital Services	Books, Security Camera Storage, IT, iPad Case, & Indoor Sound System Supplies	3,085.34	Bill Payment
12/16/2025	14656	Carlo Maskarino	Breakfast sandwiches for SDD	315.30	Bill Payment
12/16/2025	14657	Postal Annex	Supplies for admin decor	1,359.38	Bill Payment
12/16/2025	14658	Placentia-Yorba Linda Unified School Dist	eXPLORE Winter 25-26	44.43	Bill Payment
12/16/2025	14659	Staples, Inc.	Business Cards for N. Jilla & Holiday Cards	1,324.11	Bill Payment
12/16/2025	14660	Amazon Capital Services	Hand Soap, Paper Towels, and Toilet Paper	2,770.52	Bill Payment
12/16/2025	14661	Midwest Tape	Books & Bookmobile Books	167.33	Bill Payment
12/16/2025	14662	Brea Roofing	Blu-Rays	2,925.00	Bill Payment
12/16/2025	14663	Public Agency Retirement Services	Modified roof drain and patched roof membrane	5,293.48	Bill Payment
12/16/2025	14664	Bibliotheca LLC	Contributions for payroll on 12/03/25 & 12/17/25	602.48	Bill Payment
12/16/2025	14665	OverDrive	Bookmobile cloudCheck tablet	825.96	Bill Payment
12/16/2025	14666	The Placentia Police Department	Ebooks and Audiobooks	162.00	Bill Payment
12/16/2025	14667	Midwest Tape-Hoopla	Fire Alarm Permit 2025	8,724.68	Bill Payment
12/16/2025	14668	Woodruff & Smart, APC	19-513765	11,805.31	Bill Payment
12/16/2025	14669	Brea Trophy and Engraving	Digital Subscriptions for November 2025	43.61	Bill Payment
12/16/2025	14670	Mobile Beacon	For Services Rendered Through 11/30/25	9,815.00	Bill Payment
12/16/2025	14671	Cintas	Name plates for new trustee NJ	809.71	Bill Payment
12/16/2025	14672	Republic Services	Hotspots for LOTs collection & Bookmobile hotspots	363.88	Bill Payment
12/16/2025	14673	CALNET3	Janitorial supplies	279.28	Bill Payment
12/16/2025	14674	Brodart Co.	Recycling Service 11/01/25-11/30/25	121.06	Bill Payment
12/16/2025	14675	Legacy Integrative Solutions	Pickup Service 12/01/25-12/31/25	1,182.65	Bill Payment
12/16/2025	14676	Dewey Pest Control	Service from 11/02/25-12/01/25	90.00	Bill Payment
12/16/2025	14677	Arcelia Janitorial Service	Spanish Collection	4,833.82	Bill Payment
12/16/2025	14678	UMPQUA BANK	Service from 10/28/25-11/28/25	12,002.82	Bill Payment
12/16/2025	14679	Playaway Products	December 2025 Service	6,048.07	Bill Payment
12/16/2025	14680	Emcor Services - Mesa Energy	Janitorial Services from 11/01/25-11/30/25	2,542.00	Bill Payment
12/16/2025	14681	Jeanette Contreras	CC Transactions	132.48	Bill Payment
12/16/2025	14682	Sirsi Corporation	Wonderbooks	480.00	Bill Payment
12/16/2025	14683	Southern California Edison	Maintenance Agreement	4,510.84	Bill Payment
12/16/2025	14684	Golden State Water Company	Period 12/01/25-02/28/26	1,220.96	Bill Payment
12/16/2025	14685	Dell Marketing L.P.	Reimbursement for admin holiday décor	16,297.28	Bill Payment
12/16/2025	14686	Dick's Lock & Safe	Horizon Cataloging Intermediate Training	5,346.86	Bill Payment
12/16/2025	14687	SDRMA	Service from 10/29/25-11/30/25	33,835.98	Bill Payment
12/16/2025	14688	Placentia Library District	Medical & Ancillary Benefits January 2026	80,000.00	Bill Payment
12/17/2025	14689	Verizon Wireless	For payroll on 12/17/25	1,289.99	Bill Payment
			Bookmobile phone PO 216		

**TOTAL**

**\$ 221,095.00**



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Fund Balance Report through December 2025 for Placentia Library District Investment Fund with State of California Local Agency Investment Fund (LAIF)

**DATE:** January 26, 2026

<b>Fiscal Year 2025-2026</b>	
7/31/2025	0.00
8/31/2025	0.00
9/30/2025	0.00
10/31/2025	0.00
11/30/2025	0.00
12/31/2025	0.00
1/31/2026	
2/28/2026	
3/31/2026	
4/30/2026	
5/31/2026	
6/30/2026	

<b>Fiscal Year 2024-2025</b>	
7/31/2024	852,276.28
8/31/2024	855,407.23
9/30/2024	858,520.48
10/31/2024	861,666.97
11/30/2024	864,837.12
12/31/2024	867,971.89
1/31/2025	871,184.42
2/28/2025	0.00
3/31/2025	0.00
4/30/2025	0.00
5/31/2025	0.00
6/30/2025	0.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

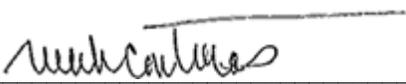
**SUBJECT:** **Financial Reports through December 2025 for the Placentia Library District's Investment and Banking Accounts**

**DATE:** January 26, 2026

**Summary of Cash and Investments as of December 31, 2025**

Cash with State of California LAIF	\$	-
Cash with California CLASS	\$	1,294,621.56
<i>(Impact Fees – Restricted)</i>	\$	67,826.39
General Fund Checking – BMO	\$	1,913,810.24
General Fund Savings – BMO	\$	384,132.86
Payroll Checking – Wells Fargo Bank	\$	109,018.43
<b>Total Cash and Investments</b>	<b>\$</b>	<b>3,701,583.09</b>

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras  
Library Director



PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
AS OF DECEMBER 31, 2025

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	3,352,095	2,159,104	(1,192,991)	64.4%
4020	Property Taxes - Current Unsecured	100,576	53,083	(47,493)	52.8%
4050	Property Taxes - Curr Supplemental	76,353	23,027	(53,326)	30.2%
4070	Interest on Unapporp Tax	8,575	0	(8,575)	0.0%
4080	Penalties & Costs on Delinq Taxes	28,940	34,310	5,370	118.6%
4090	Taxes Special Dist Augmentation	9,451	0	(9,451)	0.0%
* 4180	Other Revenue	0	41,942	41,942	-
4190	State - Homeowners Property Tax Relief	12,491	1,785	(10,706)	14.3%
	Sub Total	3,588,481	2,313,251	(1,275,230)	64.5%
<b>INTEREST REVENUE</b>					
4600	Interest (OC/IP)	134,883	39,096	(95,787)	29.0%
	Sub Total	134,883	39,096	(95,787)	29.0%
<b>GRANT REVENUE</b>					
4210	State Grants	120,000	117,825	(2,175)	98.2%
4220,4230	Fed/Other Grants	2,500	0	(2,500)	0.0%
	Sub Total	122,500	117,825	(4,675)	96.2%
<b>MISCELLANEOUS REVENUES</b>					
4410	PLFF Grants	48,000	47,919	(81)	99.8%
4310	Fines & Fees	15,249	11,179	(4,070)	73.3%
4320, 4330	Passport/Photos	227,775	93,134	(134,641)	40.9%
4340	Meeting Room Fees	2,115	2,565	450	121.3%
* 4430	Other: Miscellaneous	0	11,518	11,518	-
	Sub Total	293,139	166,315	(126,824)	56.7%
<b>TOTAL REVENUES YTD FOR FY 25/26:</b>		4,139,003	2,636,488	(1,502,515)	63.7%
<b>CASH, INVESTMENTS, &amp; LIBRARY IMPACT FEES</b>					
		BEGINNING BALANCE	END BALANCE		
4500	Cash/Investments	4,636,253	3,701,583		
	Impact Fees - Restricted Funds	1,093,686	67,826		

\* Mathematically unable to divide by zero.

**PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT**  
as of December 31, 2025

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
50% of the year completed.					
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,884,516	1,063,984	0.56	820,532
5030	Retirement & Post Employment Trust 115	76,751	36,614	0.48	40,137
5040	Unemployment Insurance	0	0	0.00	0
5050	Health Insurance	342,257	170,489	0.50	171,768
5060	Life Insurance	5,412	2,112	0.39	3,300
5064	Dental Insurance	14,563	5,124	0.35	9,439
5066	AD & D Insurance	7,088	2,751	0.39	4,337
5068	Vision Insurance	2,651	1,157	0.44	1,494
5070	Workers' Compensation Insurance	22,845	4,500	0.20	18,345
5090	Education Assistance Program	2,500	0	0.00	2,500
	<b>TOTAL</b>	<b>\$2,358,583</b>	<b>\$1,286,730</b>	<b>0.55</b>	<b>\$1,071,853</b>
<b>SERVICES &amp; SUPPLIES</b>					
5099	Property & Liability Insurance	83,352	36,492	0.44	46,860
5100-5140	Communications, Internet, Cable	41,521	2,259	0.05	39,262
5150-5180	Janitorial Supplies & Services	87,142	45,231	0.52	41,911
5160	Refuse Disposal	5,271	2,015	0.38	3,256
5205	Maintenance Equipment	16,190	7,745	0.48	8,445
5200, 5210-5280	Building & Maintenance	317,417	76,615	0.24	240,802
5290-5292	Memberships	12,378	7,216	0.58	5,162
5300-5350	Office Expenses & Postage	168,891	67,562	0.40	101,329
5400-5480	Prof./Specialized Services	320,997	175,374	0.55	145,623
5490	Loan Obligation (i-bank)	75,645	58,340	0.77	17,305
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	50,000	27,222	0.54	22,778
5500	Books/Library Materials	300,000	103,094	0.34	196,906
5600	Travel & Meetings/Professional Development	40,000	20,046	0.50	19,954
5700	Mileage/Parking	1,962	618	0.32	1,344
5800	Utilities	105,525	47,107	0.45	58,418
5900	Bookmobile - Vehicle	350,000	3,456	0.01	346,544
5901	Bookmobile - Collection	0	8,259	0.00	(8,259)
5902	Bookmobile - Supplies & Materials	2,000	43	0.02	1,957
5904	Bookmobile - Other	2,000	1,290	0.64	710
6000	Other	5,000	1,526	0.31	3,474
6100	Taxes and Assessments	10,249	9,915	0.97	334
	<b>TOTAL</b>	<b>\$1,995,540</b>	<b>\$701,426</b>	<b>0.35</b>	<b>\$1,294,115</b>
<b>OPERATING EXPENSES</b>					
	<b>OPERATING EXPENSES</b>	<b>\$4,354,123</b>	<b>\$1,988,155</b>	<b>0.46</b>	<b>\$2,365,968</b>
<b>RESTRICTED FUNDS</b>					
	Library Impact Fees	1,134,322	1,066,496	0.94	\$67,826
	<b>TOTAL BUDGET</b>	<b>\$4,354,123</b>	<b>\$1,988,155</b>	<b>0.46</b>	<b>\$2,365,968</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

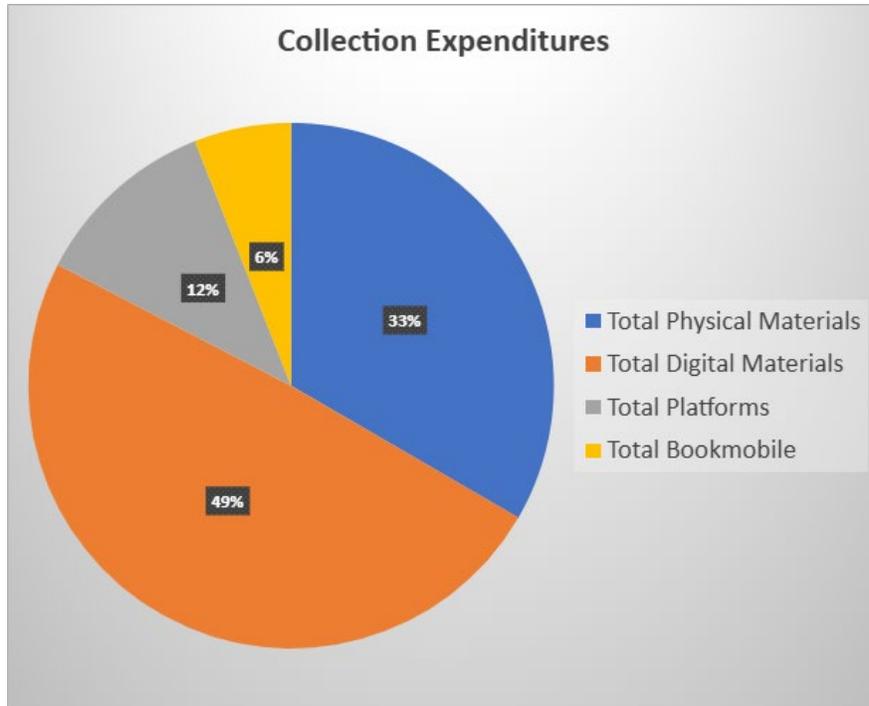
**SUBJECT:** Acquisitions Report for December 2025

**DATE:** January 26, 2026

**MONTHLY STATISTICS**

Total Budget	FY 2025-26	% Spent	FY 2024-25	% Spent
<b>Library</b>	<b>\$290,000</b>	<b>46%</b>	<b>\$342,328</b>	<b>49%</b>
<b>Bookmobile</b>	<b>\$10,000</b>	<b>84%</b>	<b>\$90,000</b>	<b>1%</b>
<b>Total Budget</b>	<b>\$300,000</b>	<b>47%</b>	<b>\$432,328</b>	<b>39%</b>

Collection Expenditures	December 2025	December 2024	FY-T-D FY 2025-26	FY-T-D FY 2024-25	FY-T-D % changed
Print Materials	\$440.36	\$5,296.97	\$31,822.15	\$52,014.79	-39%
Serial Subscription	\$0.00	\$994.16	\$2,964.74	\$2,461.82	20%
Audio Materials	\$1,054.19	\$104.35	\$4,458.85	\$5,583.88	-20%
Video Materials	\$384.00	\$0.00	\$2,737.99	\$2,687.78	2%
LOTs	\$1,375.00	\$516.14	\$5,058.16	\$4,619.37	9%
<b>Total Physical Materials</b>	<b>\$3,253.55</b>	<b>\$6,911.62</b>	<b>\$47,041.89</b>	<b>\$67,367.64</b>	<b>-30%</b>
Digital eBooks	\$3,342.30	\$2,934.53	\$16,961.50	\$16,756.10	1%
Digital eAudiobooks	\$7,423.59	\$6,751.27	\$42,305.91	\$36,930.85	15%
Digital Videos	\$743.98	\$1,277.17	\$4,339.00	\$8,563.56	-49%
Digital Magazines	\$17.44	\$82.78	\$5,152.45	\$5,643.00	-9%
Digital Music	\$87.91	\$161.92	\$643.23	\$6,745.91	-90%
<b>Total Digital Materials</b>	<b>\$11,615.22</b>	<b>\$11,207.67</b>	<b>\$69,402.09</b>	<b>\$74,639.42</b>	<b>-7%</b>
Online Learning Platforms	\$0.00	\$0.00	\$16,099.16	\$25,348.62	-36%
<b>Total Platforms</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,099.16</b>	<b>\$25,348.62</b>	<b>-36%</b>
Bookmobile Print Materials	\$2,694.64	\$270.91	\$3,496.34	\$640.34	446%
Bookmobile Audio Materials	\$4,896.91	\$0.00	\$4,896.91	\$0.00	-*
Bookmobile Digital	\$0.00	\$0.00	\$0.00	\$0.00	0%
Bookmobile LOTs	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Total Bookmobile</b>	<b>\$7,591.55</b>	<b>\$270.91</b>	<b>\$8,393.25</b>	<b>\$640.34</b>	<b>1211%</b>
<b>Total Collection Expenditures</b>	<b>\$22,460.32</b>	<b>\$18,390.20</b>	<b>\$140,936.39</b>	<b>\$167,996.02</b>	<b>-16%</b>



<b>Titles Added</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>FY 2025-26</b>	<b>FY 2024-25</b>	<b>% changed</b>
Print Materials	57	292	967	1,937	-50%
Serial Subscription	0	0	2	2	0%
Audio Materials	4	0	47	81	-42%
Video Materials	7	5	58	76	-24%
LOTs	0	0	0	0	0%
<b>Total Physical Materials</b>	<b>68</b>	<b>297</b>	<b>1,074</b>	<b>2,096</b>	<b>-49%</b>
Digital eBooks	1,012	1,145	6,339	6,152	3%
Digital eAudiobooks	2,340	2,312	14,052	12,782	10%
Digital Videos	348	655	2,020	3,916	-48%
Digital Magazines	6	24	6,385	5,757	11%
Digital Music	59	108	427	509	-16%
<b>Total Digital Materials</b>	<b>3,765</b>	<b>4,244</b>	<b>29,223</b>	<b>29,116</b>	<b>0%</b>
Online Learning Platforms	0	0	4	5	-20%
<b>Total Platforms</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>-20%</b>
Bookmobile Print Materials	87	10	121	19	537%
Bookmobile Audio Materials	0	0	0	0	N/A
Bookmobile Digital	0	0	0	0	N/A
Bookmobile LOTs	0	0	0	0	N/A
<b>Total Bookmobile</b>	<b>87</b>	<b>10</b>	<b>121</b>	<b>19</b>	<b>537%</b>
<b>Total Titles Added</b>	<b>3,920</b>	<b>4,551</b>	<b>30,422</b>	<b>31,236</b>	<b>-3%</b>

<b>All Materials Held</b>	<b>December</b>	<b>November</b>	<b>Month to Month</b>
	<b>2025</b>	<b>2025</b>	<b>% changed</b>
<b>Total Library Physical</b>	73,610	74,207	<b>-1%</b>
<b>Total Digital</b>	2,211,218	2,184,377	<b>1%</b>
<b>Total Bookmobile Physical</b>	2,575	2,579	<b>0%</b>
<b>Total All Materials</b>	<b>2,287,403</b>	<b>2,261,163</b>	<b>1%</b>

<b>Library Children's Physical Materials Held</b>	<b>December</b>	<b>November</b>	<b>Month to Month</b>
	<b>2025</b>	<b>2025</b>	<b>% changed</b>
Children's Fiction	23,560	23,722	<b>-1%</b>
Children's Nonfiction	11,363	11,453	<b>-1%</b>
Children's Spanish	3,003	3,160	<b>-5%</b>
Children's Audiobook	1,209	1,216	<b>-1%</b>
Children's DVD/Video	1,338	1,358	<b>-1%</b>
Children's LOTs	68	70	<b>-3%</b>
<b>TOTAL Library Children's Physical Material</b>	<b>40,541</b>	<b>40,979</b>	<b>-1%</b>

<b>Library Adult/Teen Physical Materials Held</b>	<b>December</b>	<b>November</b>	<b>Month to Month</b>
	<b>2025</b>	<b>2025</b>	<b>% changed</b>
Adult Fiction	13,975	14,146	<b>-1%</b>
Adult Nonfiction	11,167	11,223	<b>0%</b>
Adult Foreign Language	1,132	1,163	<b>-3%</b>
Adult Audiobook	812	812	<b>0%</b>
Adult DVD/Video	2,822	2,723	<b>4%</b>
Adult LOTs	156	155	<b>1%</b>
Vinyl Records	195	194	<b>1%</b>
Video Games	392	384	<b>2%</b>
Teen Fiction	2,183	2,193	<b>0%</b>
Teen Nonfiction	235	235	<b>0%</b>
<b>TOTAL Library Adult/Teen Physical Material</b>	<b>33,069</b>	<b>33,228</b>	<b>0%</b>

<b>Digital Material Held</b>	<b>December</b>	<b>November</b>	<b>Month to Month</b>
	<b>2025</b>	<b>2025</b>	<b>% changed</b>
eBooks	1,172,955	1,153,928	2%
Digital Audiobooks	391,009	387,886	1%
Digital Videos	95,124	94,657	0%
Digital Magazines	6,680	6,572	2%
Digital Music	545,444	541,328	1%
Online Learning Platforms	6	6	0%
<b>TOTAL Library Digital Material</b>	<b>2,211,218</b>	<b>2,184,377</b>	<b>1%</b>

<b>Library of Things Held</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>% changed</b>
Children's LOTs Items	68	67	1%
Adult LOTs Items	96	116	-17%
<b>Total LOTs Items</b>	<b>164</b>	<b>183</b>	<b>-10%</b>

<b>Library of Things Updates</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>FY 2025-26</b>	<b>FY 2024-25</b>	<b>% changed</b>
New LOTs Items Added	0		13		
LOTs Items Replaced	0		14		
LOTs Items Removed	0		13		

<b>Bookmobile Children's Physical Materials Held</b>	<b>December</b>	<b>November</b>	<b>Month to Month</b>
	<b>2025</b>	<b>2025</b>	<b>% changed</b>
Children's Fiction	1,433	1,433	<b>0%</b>
Children's Nonfiction	683	687	<b>-1%</b>
Children's Spanish	297	297	<b>0%</b>
Children's Audiobook	0	0	<b>0%</b>
Children's DVD/Video	0	0	<b>0%</b>
Children's LOTs	0	0	<b>0%</b>
<b>TOTAL All Children's Physical Material</b>	<b>2,413</b>	<b>2,417</b>	<b>0%</b>

<b>Bookmobile Adult/Teen Physical Materials Held</b>	<b>December</b>	<b>November</b>	<b>Month to Month</b>
	<b>2025</b>	<b>2025</b>	<b>% changed</b>
Adult Fiction	44	44	<b>0%</b>
Adult Nonfiction	0	0	<b>0%</b>
Adult Spanish	0	0	<b>0%</b>
Teen Fiction	77	77	<b>0%</b>
Teen Nonfiction	41	41	<b>0%</b>
<b>TOTAL All Adult/Teen Physical Material</b>	<b>162</b>	<b>162</b>	<b>0%</b>

\* Mathematically, division by zero is invalid.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Service Revenue Activities Report for December 2025

**DATE:** January 26, 2026

**Net Revenue Summary for December 2025**

			YTD	YTD
	Dec-25	Dec-24	2025-2026	2024-2025
Passport	5,495	10,990	65,576	73,915
Passport Photos	2,520	4,580	27,559	30,200
Fines & Fees	1,529	1,010	11,180	7,945
Meeting Room	270	210	2,565	1,720
<b>TOTAL</b>	<b>\$ 9,814</b>	<b>\$ 16,790</b>	<b>\$ 106,879</b>	<b>\$ 113,780</b>







**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Personnel Report for December 2025

**DATE:** January 26, 2026

			YTD	YTD
	Dec-25	Dec-24	2025-2026	2024-2025
Separation	0	1	3	1
Retirement	0	0	0	0
Appointments	0	0	2	4
Open Positions	0	0	0	2
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	0	1	5	7

**SEPARATION:**

None

**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 2025  
**DATE:** January 26, 2026

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2025-2026						
Jul-25	7/28/2025	3,039.62	291.20	26.28	0.00	3,357.10
Aug-25	*	*	*	*	*	*
Sep-25	*	*	*	*	*	*
Oct-25	10/14/2025	3,039.62	873.60	26.10	0.00	3,939.32
Nov-25	*	*	*	*	*	*
Dec-25	*	*	*	*	*	*
Jan-26						
Feb-26						
Mar-26						
Apr-26						
May-26						
Jun-26						
	<b>TOTAL</b>	<b>\$6,079.24</b>	<b>\$1,164.80</b>	<b>\$52.38</b>	<b>\$0.00</b>	<b>\$7,296.42</b>

\* City Billing Not Received

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2024-2025						
Jul-24	7/22/2024	1,519.81	582.40	0.00	0.00	2,102.21
Aug-24	*	*	*	*	*	*
Sep-24	9/12/2024	1,519.81	582.40	48.86	0.00	2,151.07
Oct-24	10/17/2024	3,039.62	291.20	13.09	0.00	2/24/1909
Nov-24	*	*	*	*	*	*
Dec-24	*	*	*	*	*	*
Jan-25	1/23/2025	3,039.62	837.33	0.00	125.99	4,002.94
Feb-25	*	*	*	*	*	*
Mar-25	3/20/2025	3,039.62	582.40	26.79	0.00	3,648.81
Apr-25	4/17/2025	1,519.81	291.20	13.24	337.83	2,162.08
May-25	5/28/2025	3,039.62	582.40	26.43	97.05	3,745.50
Jun-25	*	*	*	*	*	*
	<b>TOTAL</b>	<b>\$16,717.91</b>	<b>\$3,749.33</b>	<b>\$128.41</b>	<b>\$560.87</b>	<b>\$21,156.52</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Administration Report for December 2025**

**DATE:** January 26, 2026

**December Meetings:**December 1<sup>st</sup>

- Joint Use Meeting
- CLA Conference Planning Committee: Library Director
- Meeting with Johnson Control: Library Director and Business Manager

December 2<sup>nd</sup>

- Passport Site Inspection: Assistant Library Director met with a Department of State Facility Inspector to review the District's passport services. Additionally, Library Clerk, Angie Fuentes, participated in an interview to discuss and clarify document handling procedures by agents. The site inspection was conducted to assess compliance with the current Passport Agent Reference Guide, and the District was found to be meeting all required standards.

December 3<sup>rd</sup> and 11<sup>th</sup>

- PLFF Meeting: Assistant Library Director met with PLFF President Gaeten Wood to discuss the PLFF website, membership, and volunteers.
- Board Orientation: Trustee Jilla, President Carline, Library Director and Assistant Library Director

December 3<sup>rd</sup>

- Trustee Orientation: President Carline, Library Director, and Assistant Library Director met with Mr. Nithin Jilla, a newly appointed member of the Board of Trustees, to provide an overview of library operations, review current library business, and discuss the roles, responsibilities, and expectations associated with trustee service.

December 5<sup>th</sup>

- Staff Development Day
- Meeting with California State Library – Every Story Counts: Library Director

December 8<sup>th</sup>

- Centennial Steering Committee Meeting: Assistant Library Director attended the meeting to get updates on event dates. Assistant Library Director provided committee update on the 12 bookmarks that will be distributed at the library each month in celebration of the centennial.
- PLFF Board Holiday Dinner and Board Meeting
- CLA Conference Planning Committee: Library Director

December 9<sup>th</sup>

- PLFF Website Meeting: Assistant Library Director attended a meeting with members of the PLFF Website Committee to review the newly developed PLFF website. During the meeting, IT Consultant Yamaguchi provided a detailed overview of the platform's capabilities, emphasizing its flexibility and capacity for customization. The committee indicated that it will provide the desired customization requests in the near future to guide further development and refinement of the website.

December 10<sup>th</sup>

- AI in Libraries: Getting Prepared for 2026 Webinar: Assistant Library Director attended a webinar presented by CALL Academy, during which the presenters discussed in-depth insights into the responsible adoption of artificial intelligence and other emerging technologies within library settings. The session emphasized the importance of fostering AI literacy among staff and patrons, while carefully considering ethical implications, data privacy, and other related concerns to ensure technology is implemented thoughtfully and responsibly.

December 12<sup>th</sup>

- Literacy Holiday Potluck

December 15<sup>th</sup>

- SLS Executive Council: Library Director

December 16<sup>th</sup>

- Wi-Fly Digital Inclusion Grant Interview: Assistant Library Director, together with Librarian, Tim Balen, participated in an interview as part of the library's grant application for the Mobile Beacon Connectivity: Wi-Fly Digital Inclusion Pilot Program. This initiative aims to expand digital access by providing 25 Internet-enabled laptops to be added to the library's LOTS Collection, enhancing resources for community members who may have limited access to technology. The District anticipates receiving notification regarding the outcome of the grant application in early 2026.
- Board of Trustees Holiday Dinner: Administration Team
- Library Board Meeting: Administration Team

December 17<sup>th</sup>

- All Staff Meeting

December 18<sup>th</sup>

- CLA Conference Planning Meeting @ San Jose State University: Library Director

December 30<sup>th</sup>

- CLA Conference Planning Committee: Library Director



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Circulation Activity Report for December 2025

**DATE:** January 26, 2026

<b>Children's Circulation - Subtotals</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Children's Fiction Physical: PLD	10,268	7,887	63,460	57,628	10%
Children's Fiction Digital	1,169	1,426	7,185	7,879	-9%
<b>Children's Fiction Physical Subtotal</b>	<b>10,268</b>	<b>7,887</b>	<b>63,460</b>	<b>59,012</b>	<b>8%</b>
<b>Children's Fiction Digital Subtotal</b>	<b>1,169</b>	<b>1,426</b>	<b>7,185</b>	<b>7,879</b>	<b>-9%</b>
<b>Children's Fiction TOTAL</b>	<b>11,437</b>	<b>9,313</b>	<b>70,645</b>	<b>66,891</b>	<b>6%</b>
Children's Nonfiction Physical: PLD	2,360	2,150	15,427	16,104	-4%
Children's Nonfiction Digital	83	80	623	690	-10%
<b>Children's Nonfiction Physical Subtotal</b>	<b>2,360</b>	<b>2,150</b>	<b>15,427</b>	<b>16,104</b>	<b>-4%</b>
<b>Children's Nonfiction Digital Subtotal</b>	<b>83</b>	<b>80</b>	<b>623</b>	<b>690</b>	<b>-10%</b>
<b>Children's Nonfiction TOTAL</b>	<b>2,443</b>	<b>2,230</b>	<b>16,050</b>	<b>16,794</b>	<b>-4%</b>
Children's Magazine Digital	21	25	125	192	-35%
<b>Children's Magazine TOTAL</b>	<b>21</b>	<b>25</b>	<b>125</b>	<b>192</b>	<b>-35%</b>
Children's Audiobook Physical: PLD	665	729	6,331	5,672	12%
Children's Audiobook Digital	748	803	4,469	5,317	-16%
Children's Music Digital	3	7	18	42	-57%
<b>Children's Audio Media Physical Subtotal</b>	<b>665</b>	<b>729</b>	<b>6,331</b>	<b>5,672</b>	<b>12%</b>
<b>Children's Audio Media Digital Subtotal</b>	<b>751</b>	<b>810</b>	<b>4,487</b>	<b>5,359</b>	<b>-16%</b>
<b>Children's Audio Media TOTAL</b>	<b>1,416</b>	<b>1,539</b>	<b>10,818</b>	<b>11,031</b>	<b>-2%</b>
Children's Visual Media Physical: PLD	260	225	1,721	1,858	-7%
Children's Visual Media Digital	50	103	272	434	-37%
<b>Children's Visual Media Physical Subtotal</b>	<b>260</b>	<b>225</b>	<b>1,721</b>	<b>1,858</b>	<b>-7%</b>
<b>Children's Visual Media Digital Subtotal</b>	<b>50</b>	<b>103</b>	<b>272</b>	<b>434</b>	<b>-37%</b>
<b>Children's Visual Media TOTAL</b>	<b>310</b>	<b>328</b>	<b>1,993</b>	<b>2,292</b>	<b>-13%</b>
Children's Library of Things (LOTs): PLD	19	24	213	202	5%
<b>Children's Library of Things (LOTs) TOTAL</b>	<b>19</b>	<b>24</b>	<b>213</b>	<b>202</b>	<b>5%</b>

<b>Children's Circulation - TOTAL</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
<b>TOTAL All Children's Physical Content</b>	<b>13,572</b>	<b>11,015</b>	<b>87,152</b>	<b>81,464</b>	<b>7%</b>
<b>TOTAL All Children's Digital Content</b>	<b>2,074</b>	<b>2,444</b>	<b>12,692</b>	<b>14,554</b>	<b>-13%</b>
<b>TOTAL All Children's Content</b>	<b>15,646</b>	<b>13,459</b>	<b>99,844</b>	<b>96,018</b>	<b>4%</b>

<b>Children's Circulation: Non-English Materials</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>*These stats are accounted for in the sections above, and are additionally highlighted as special collections</i>	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Children's Non-English Language Materials*	808	537	8,924	4,719	89%
<b>Teen Circulation - Subtotals</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Teen Fiction Physical: PLD	186	319	1,637	1,930	-15%
Teen Fiction Digital	440	459	2,563	2,959	-13%
<b>Teen Fiction Subtotal</b>	<b>626</b>	<b>778</b>	<b>4,200</b>	<b>4,889</b>	<b>-14%</b>
Teen Nonfiction Physical: PLD**	13		116		
Teen Nonfiction Digital	18	14	118	120	-2%
<b>Teen Nonfiction Subtotal</b>	<b>31</b>	<b>14</b>	<b>234</b>	<b>120</b>	<b>95%</b>
Teen Audiobook Digital	541	520	3,312	3,372	-2%
<b>Teen Audio Media Subtotal</b>	<b>541</b>	<b>520</b>	<b>3,312</b>	<b>3,372</b>	<b>-2%</b>

<b>Teen Circulation - TOTAL</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
<b>TOTAL All Teen Physical Content</b>	<b>199</b>	<b>319</b>	<b>1,753</b>	<b>1,930</b>	<b>-9%</b>
<b>Teen Digital Content</b>	<b>999</b>	<b>993</b>	<b>5,993</b>	<b>6,474</b>	<b>-7%</b>
<b>TOTAL All Teen Content</b>	<b>1,198</b>	<b>1,312</b>	<b>7,746</b>	<b>8,404</b>	<b>-8%</b>

<b>Adult Circulation - Subtotals</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Adult Fiction Physical: PLD	1,938	2,209	15,954	13,741	16%
Adult Fiction Digital	3,075	3,281	18,639	20,930	-11%
<b>Adult Fiction Subtotal</b>	<b>5,013</b>	<b>5,490</b>	<b>34,593</b>	<b>34,671</b>	<b>0%</b>
Adult Nonfiction Physical: PLD	949	1,294	7,818	8,427	-7%
Adult Nonfiction Digital	767	900	4,914	5,765	-15%
<b>Adult Non-Fiction Subtotal</b>	<b>1,716</b>	<b>2,194</b>	<b>12,732</b>	<b>14,192</b>	<b>-10%</b>
Adult Magazine Digital	1,096	830	5,950	4,519	32%
<b>Adult Magazine Subtotal</b>	<b>1,096</b>	<b>830</b>	<b>5,950</b>	<b>4,519</b>	<b>32%</b>
Adult Audiobook Physical: PLD	40	96	408	526	-22%
Adult Audiobook Digital	6,730	6,391	40,092	39,279	2%
Adult Music Physical	41	65	354	613	-42%
Adult Music Digital	56	101	409	467	-12%
<b>Adult Audio Media Subtotal</b>	<b>6,867</b>	<b>6,653</b>	<b>41,263</b>	<b>40,885</b>	<b>1%</b>
Adult Movies and BluRays Physical: PLD	299	515	2,341	3,340	-30%
Adult Video Games Physical	331	331	2,122	2,219	-4%
<b>Adult Visual Media Physical TOTAL</b>	<b>630</b>	<b>846</b>	<b>630</b>	<b>846</b>	<b>-26%</b>
Adult Visual Media Digital	308	493	308	493	-38%
<b>Adult Visual Media Subtotal</b>	<b>938</b>	<b>1,339</b>	<b>938</b>	<b>1,339</b>	<b>-30%</b>
Adult Library of Things (LOTs): PLD	62	83	517	601	-14%
State Parks Pass: PLD	49	47	418	336	24%
<b>Total Adult Library of Things (LOTs)</b>	<b>111</b>	<b>130</b>	<b>935</b>	<b>937</b>	<b>0%</b>
<b>Adult Circulation - TOTAL</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
<b>Adult Physical Content: PLD</b>	<b>3,709</b>	<b>4,640</b>	<b>29,932</b>	<b>29,803</b>	<b>0%</b>
<b>TOTAL ALL Adult Physical Content</b>	<b>3,709</b>	<b>4,640</b>	<b>29,932</b>	<b>29,803</b>	<b>0%</b>
<b>Adult Digital Content</b>	<b>12,032</b>	<b>11,996</b>	<b>71,759</b>	<b>73,782</b>	<b>-3%</b>
<b>TOTAL All Adult Content</b>	<b>15,741</b>	<b>16,636</b>	<b>101,691</b>	<b>103,585</b>	<b>-2%</b>
<b>Adult Circulation: Non-English Materials</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Adult Non-English Language Materials	104	77	900	682	32%

<b>All Circulation - TOTAL</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
<b>Total Circulation Physical: PLD</b>	17,480	15,974	118,837	113,197	5%
<b>Total Circulation Digital</b>	15,105	15,433	90,444	94,810	-5%
<b>Total All Circulation</b>	<b>32,585</b>	<b>31,407</b>	<b>209,281</b>	<b>208,007</b>	<b>1%</b>

<b>Online Database Usage</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by Placentia Library District</i>	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
ABC Mouse	1,041	2,109	11,322	8,330	36%
Novelist Plus	48	154	340	678	-50%
Novelist Select	1,452	2,045	10,260	12,244	-16%
Scholastic Teachables	11	124	589	550	7%
<b>TOTAL PLD DATABASE USAGE</b>	<b>2,552</b>	<b>5,850</b>	<b>22,511</b>	<b>29,663</b>	<b>-24%</b>

<b>Online Database Usage</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by California State Library</i>	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Britannica	1	23	88	259	-66%
ProQuest	6	14	28	30	-7%
ProQuest Culture Grams	3	0	24	5	380%
Teaching Books for Libraries	150	306	2,288	2,677	-15%
National Geographic Kids (Gale)	0	0	48	52	-8%
Gale in Context: Environmental Studies	0	0	5	9	-44%
Gale Interactive: Science	37	0	38	50	-24%
Alexander Street^	0	0	0	6	-
PebbleGo Science K-2	1	0	18	9	89%
<b>TOTAL CSL DATABASE USAGE</b>	<b>198</b>	<b>343</b>	<b>2,537</b>	<b>3,658</b>	<b>-31%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>2,278</b>	<b>6,193</b>	<b>24,576</b>	<b>33,321</b>	<b>-26%</b>

\*\*New statistic for FY 25-26

^Mathematically, division by zero is invalid

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Children’s Services Report for December 2025

**DATE:** January 26, 2026

<b>Number of Programs by Type</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Storytime	3	9	40	51	-22%
Children's Programs	4	5	44	62	-29%
Hangar	3	1	29	5	480%
Teen Programs	2	4	12	17	-29%
Self-Directed	5	2	27	14	93%
Outreach	0	0	12	12	0%
<b>TOTAL Children/Teen</b>	<b>17</b>	<b>21</b>	<b>164</b>	<b>161</b>	<b>2%</b>

<b>Program Attendance by Type</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Storytime	111	308	2,015	2,301	-12%
Children's Programs	158	195	4,514	4,035	12%
Hangar	16	19	269	66	308%
Teen Programs	14	24	123	116	6%
Self-Directed	355	239	1,252	1,192	5%
Outreach	0	0	1,743	593	194%
<b>TOTAL Children/Teen</b>	<b>654</b>	<b>785</b>	<b>9,916</b>	<b>8,303</b>	<b>19%</b>

<b>The Hangar Makerspace</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Hangar Activity Hour Visits	267	203	1,760	1,175	50%

**ACHIEVEMENTS**

- Daisy Badge planned and conducted Family Storytime on December 13.
- Daisy Badge, Mayli Apontti, Alex Aguirre, Damean Sanz, and Margaret Hatanaka worked on the SharePoint cleanup special project.
- Mayli Apontti facilitated Read to the Dogs on December 1.
- Mayli Apontti planned and conducted Family Storytime on December 6.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on December 12.
- Mayli Apontti facilitated Morning Meetups on December 12.
- Alex Aguirre Planned and conducted PTAC on December 4 and 18.
- Alex Aguirre facilitated STEAM Labs! On December 11.
- Alex Aguirre planned and conducted Creating with Cricut on December 21.
- Alex Aguirre planned and set up crafts for the Hangar for the month of December.
- Alex Aguirre planned and assisted with Sewing 101 set up with Lori Worden on December 6.

**MEETINGS**

- On December 9, Mayli Apontti, Daisy Badge, Damean Sanz and Margaret Hatanaka attended a virtual Brodart Bibz training and tutorial to use Brodart's collection ordering website.

**PROFESSIONAL DEVELOPMENT**

- On December 5, Children's Services staff attended Staff Development Day where they received AI training by Rino Landa, Escondido Public Library Director and ICE training by the Placentia Police Department.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Adult Services Report for December 2025

**DATE:** January 26, 2026

**MONTHLY STATISTICS**

<b>Number of Programs by Type</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Adult Programs	2	1	16	10	60%
History Room	0	0	0	0	0%
Literacy	24	23	178	195	-9%
General Interest	0	0	2	2	0%
Self-Directed	3	1	14	4	250%
<b>TOTAL Adult</b>	<b>29</b>	<b>25</b>	<b>210</b>	<b>211</b>	<b>0%</b>

<b>Program Attendance by Type</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Adult Programs	20	9	130	139	-6%
History Room	0	0	0	0	0%
Literacy	244	222	1,655	1,702	-3%
General Interest	0	0	206	58	255%
Self-Directed	266	153	609	268	127%
<b>TOTAL Adult</b>	<b>530</b>	<b>384</b>	<b>2,600</b>	<b>2,167</b>	<b>20%</b>

<b>History Room Activity</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
History Room Visitors	1	1	2	23	-91%
Memory Lab Appointments	15	14	145	48	202%

<b>Volunteer Hours</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
History Room	0	0	0	0	0%
PLFF	114	223.75	1,188	1,575	-25%
General Library	57.88	51.58	591	593	0%
Adult Literacy	245.5	283	2,312	2,057	12%
PTAC	27	5	214	74	188%
Teen Volunteers	107.25	39.75	1,019	921	11%
<b>Total Volunteer Hours</b>	<b>444.38</b>	<b>563.33</b>	<b>4305.57</b>	<b>4299.81</b>	<b>0%</b>
<b>FTE Equivalent</b>	<b>2.56</b>	<b>3.25</b>	<b>24.84</b>	<b>24.81</b>	<b>0%</b>

<b>Literacy</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Adult Literacy Students	22	28	-21%
Adult ESL Students	100	56	79%
Adult Literacy Tutors	23	33	-30%
Adult ESL Tutors	89	54	65%

**ACHIEVEMENTS**

- Ruchika Sharda facilitated Literacy Reads – Beg. Book Club on December 3, 10, 17.
- Sally Federman facilitated Literacy Reads – Int. Book Club on December 2, 9, 16.
- Ruchika Sharda coordinated Read, Write, Speak Club on December 12, 19.
- Laurel Dennis facilitated ESL Conversation Class at the Whitten Center Tuesdays and Thursdays on December 2, 4, 9, 11, 16, 18.
- Laurel Dennis facilitated ESL Conversation Class at PLD Tuesday afternoons on December 2, 9, 16.
- Ruchika Sharda facilitated ESL Conversation Class at PLD Thursday mornings on December 4, 11, 18.
- Sally Federman facilitated Citizenship class on December 4, 11, 18.
- Sally Federman, Laurel Dennis, Ruchika Sharda, and Jullie Bence facilitated a Holiday Potluck at the Library on December 12.
- Tim Balen coordinated the Science Fiction, Fantasy & Graphic Novel Book Club on November 13.
- Tim Balen coordinated a Tech Help appointment on December 6 and 12.
- Tim Balen coordinated the Winter Reading Program and the Read around the World 2025 reading program on Beanstack in December.
- Tim Balen, Michelle Meades and Natalie McCard joined other staff to coordinate the SharePoint file organization and cleanup during the Holiday Closure in December.
- Natalie McCard facilitated Adult Book Club on December 9.

**MEETINGS**

- On December 16, Tim Balen participated in a Wi-Fly Digital Inclusion Grant Interview with Yesenia Baltierra, as part of the library's grant application for Mobile Beacon connectivity and Internet-enabled devices.

**PROFESSIONAL DEVELOPMENT**

- On December 9, Tim Balen joined Public Services staff to attend a Brodart Bibz training and tutorial to use Brodart's collection ordering website.
- On December 10, Tim Balen attended the webinar "AI in Libraries: Getting Prepared for 2026," presented by CALL Academy. The webinar shared how libraries can responsibly adopt AI and related emerging technologies with AI literacy and ethical and related concerns in mind, noting that 700+ million people use ChatGPT each week and studies have found that many libraries are exploring or implementing AI tools as of 2025.
- On December 3, Sally Federman attended a webinar hosted by Idealist and taught by Jennifer Bennett. VolunteerMatch is now Idealist. The intention of this webinar was to introduce us to the new website and how it differs from VolunteerMatch.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Technology and Website Report for December 2025

**DATE:** January 26, 2026

**MONTHLY STATISTICS**

<b>Computer and Wi-Fi Usage</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Children Computer Usage	146	272	1,741	2,183	-20%
Children AWE Learning Usage	251	319	3,534	2,468	43%
Teen Computer Usage	12	53	374	696	-46%
Adult Computer Usage	712	714	5,927	5,275	12%
<b>Total Computer Usage</b>	<b>1,121</b>	<b>1,358</b>	<b>11,576</b>	<b>10,622</b>	<b>9%</b>
Wi-Fi Usage	1,590	1,361	10,569	8,930	18%
Guest Passes	39	61	452	435	4%

<b>Website Traffic</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
Website visits	23,565	13,829	139,597	103,229	35%
Page Hits	30,573	22,230	202,047	168,089	20%
Users	20,033	10,050	110,444	75,335	47%
Placentia Library Online Catalog Usage	4,913	2,315	25,946	17,106	52%

<b>App Usage</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2025-26</b>	<b>2024-25</b>	<b>% change</b>
App Downloads	66	43	482	409	18%
App Launches	2,017	1,302	13,042	7,906	65%
Searches	2,086	10,041	16,042	59,433	-73%
Requests Placed	299	241	2,157	1,179	83%
Renewals Done	860	419	4,562	2,573	77%
<b>App Catalog Usage</b>	<b>2,385</b>	<b>10,701</b>	<b>18,199</b>	<b>62,040</b>	<b>-71%</b>

**Technology Updates**

**Completed Projects:**

- POS Automated reports project
- Windows 11 print release and catalog search replacements
- Workstation Windows 11 upgrade/replacement

- RFID Access control
- PLFF Website migration

**Ongoing Projects:**

- E-Rate Grant application
- New Supervisor Printers
- Public PC Software Updates
- Domain migration to ca.gov
- Hoopla Webservices Upgrade
- Admin Network Cabling Project
- Internal Announcement automation
- OLE announcement automation
- OLE Lighting automation

**Upcoming Projects:**

- History Room Online Archive Portal
- LUCi Discovery trial
- PLFF CRM and email marketing migration

Over the past month, the technology department continued to advance several key initiatives while ensuring stable day-to-day operations across the library's technology environment. Core infrastructure improvements were completed, including the successful rollout of automated POS reporting, deployment of Windows 11 print-release and catalog-search replacements, systemwide workstation upgrades, RFID access control implementation, and the Placentia Library Friends Foundation (PLFF) website migration. These completed projects strengthen reliability, streamline internal workflows, and support a more modern and secure user experience for both staff and patrons.

Progress also continued on a number of ongoing projects focused on strategic modernization and operational efficiency. Active work includes development of the E-Rate grant application, deployment of new supervisor printers, and installation of critical public PC software updates. The domain migration to the .ca.gov platform remains underway alongside upgrades to Hoopla web services. Infrastructure enhancements, such as the administrative network cabling project, are moving forward, as are several automation initiatives including internal announcements, OLE announcements, and OLE lighting controls that will reduce manual workload and support more consistent communication and facility operations.

Looking ahead, the technology department is preparing for the next phase of improvements, most notably the History Room Online Archive Portal, which will expand access to local historical resources and support long-term preservation efforts. Additional priorities include finalizing SOPs for bookmobile technology and OLE systems, and continuing Windows 11 updates for public computers. Together, these initiatives reflect a sustained commitment to improving service delivery, strengthening technology infrastructure, and ensuring the library remains well-positioned to meet evolving community and operational needs.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Customer Service Report for December 2025

**DATE:** January 26, 2026

<b>Attendance</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Number of Days Open	22	27	171	176	-3%
Number of Hours Open	206	238	1,562	1,591	-2%
Attendance	12,913	15,867	122,649	120,838	1%

<b>Card Holders</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Child Card Holders	16,866	16,055	100,671	95,550	5%
Teen Card Holders	4,871	4,747	29,058	28,365	3%
Adult Card Holders	55,244	50,257	325,275	297,388	10%
<b>Total Card Holders</b>	<b>76,981</b>	<b>71,059</b>	<b>455,004</b>	<b>421,303</b>	<b>8%</b>
New Patron Registration	334	323	3,169	2,244	41%
New Virtual Library Cards	207	140	1,570	592	165%

<b>Information Desk Activity</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Reference Questions -- in person	1,542	1,375	14,062	10,697	31%
Reference Questions -- telephone	351	399	2,974	2,927	2%
Reference Questions -- email/chat	4	4	31	32	-3%
<b>Total Reference Questions</b>	<b>1,897</b>	<b>1,778</b>	<b>17,067</b>	<b>13,656</b>	<b>25%</b>
Assistance in Spanish	80	88	638	325	96%
Assistance with Passports	203	300	2,051	2,307	-11%
Curbside Usage	0	4	0	30	-100%
Study Room Usage	175	186	1,397	1,300	7%
POD's	148	103	1,091	203	437%
OLE count*	478		478		

<b>Passport Activity</b>	<b>December</b>	<b>December</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2025</b>	<b>2024</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Passports processed	151	314	1,869	2,109	-11%
Photos processed	127	229	1,347	1,511	-11%

*\*New statistic for FY 25-26*

**ACTIVITIES**

- Angie processed 127 new books.
- Yomara mailed 72 billing notices.
- Meeting room was used by 5 outside renters: Greentree HOA, Broadmoor HOA, Pure Financial, Claire Yeh Chen, Kelsey Calhoun workshop
- Meeting Room was used 20 times for library related activities/programs.
- Meeting Room was used by 1 library partner: Kiwanis
- Staff filled 276 requests from the pull list.
- Staff pulled 118 expired holds from the request shelf.

**MEETINGS**

- None

**PROFESSIONAL DEVELOPMENT**

- None

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director  
Jeremy Yamaguchi, IT consultant

**SUBJECT:** Award GigaKom Contract for network and wireless equipment, licensing, and associated installation/configuration services

**DATE:** **January 26, 2026**

**BACKGROUND**

Staff, in coordination with the District's IT Consultant and E-Rate consultant (EdTechnologyFunds), conducted an E-Rate Category 2 procurement to refresh and expand network infrastructure and wireless services to support secure service delivery for patrons and staff. The procurement includes a mix of security licensing, switching capacity expansion, UPS power protection, and wireless access point hardware/software licensing with required installation and configuration.

As part of this combined procurement, the original outdoor access point line item (SonicWave 231o) was updated because the 231o is end-of-sale; the functional replacement selected is SonicWave 432o with a three-year software/license term, consistent with the requested outcomes and vendor supportability.

**PROJECT SCOPE**

The recommended award provides the equipment, licensing, and services needed to maintain secure network operations and improve network resilience and patron connectivity. Work is structured as replacing existing equipment and does not include new structured cabling or new drops. Supporting documents (RFPs and vendor quotes) provide detailed part numbers, licensing terms, and scope language.

**Key components include:****Security Gateway License**

- 1× SonicWall Advanced Protection Security Suite for NSa 4700 — 3-year term (SKU 02-SSC-9227)

**MDF Capacity Expansion**

- 1× SonicWall SWS14-48FPOE — 48-port Gigabit Full PoE switch with Wireless Network Management Essential + 3-year support (SKU 02-SSC-8382)

**OLE IDF Equipment**

- 1× SonicWall SWS14-24FPOE — 24-port Gigabit Full PoE switch with Wireless Network Management Essential + 3-year support (SKU 02-SSC-8376)
- 1× APC Smart-UPS SMT1500RM1UC — rackmount UPS for the network rack

**Building-Wide Wi-Fi (Management/Licensing + AP Hardware)**

- 7× SonicWall Essential Secure Cloud WiFi Management & Support (3-year) licenses (delivered across the following license line items):
  - 4× SonicWave 641 Series Mgmt/Support — 3-year (SKU 03-SSC-0445)
  - 2× SonicWave 621 Series Mgmt/Support — 3-year (SKU 03-SSC-0686)
  - 1× SonicWave 400 Series Mgmt/Support — 3-year (SKU 01-SSC-2472)
- 2× SonicWall SonicWave 641 access points with 3-year Essential Secure Wireless Network Management & Support (SKU 03-SSC-0303)
- Installation & Configuration (Interior APs): 1× labor line item covering 2 interior access points (mounting/removal as applicable, configuration to existing wireless management system)

**Outdoor Access Point Replacement (231o → 432o)**

- 1× SonicWall SonicWave 432o outdoor access point with 3-year Essential Secure Wireless Network Management & Support (SKU 01-SSC-2542)
- Installation & Configuration (Exterior AP): 1× labor line item for 1 exterior access point

**PROCUREMENT**

EdTechnologyFunds solicited proposals under the District’s E-Rate Category 2 procurement process for the combined scope described above. Staff reviewed the submitted materials for responsiveness to the RFP requirements and overall value to the District. Based on that evaluation, staff recommends awarding GigaKOM for the equipment, licensing, and associated installation/configuration services identified in the attached quotes.

**IMPLEMENTATION**

The project is planned for implementation as soon as practical after July 1, 2026, with the goal of improving network stability and patron wireless service with minimal disruption. At project completion, the vendor will provide a project scope/overview deliverable and confirm that all awarded hardware is installed, managed within the applicable online dashboard/management portal, and functioning prior to demobilization.

**FISCAL IMPACT**

The total District portion (local match and all applicable costs) is not to exceed \$10,622. This “not-to-exceed” amount represents the District’s total out-of-pocket cost for the combined E-Rate project scope reflected in the attachments.

(For reference, the attached quotes reflect a combined pre-discount project total of **\$26,555.37** across the recommended network upgrade quote and the outdoor access point quote.)

**Total District Impact: Not to exceed \$10,622**

Attachment A: RFP Network Upgrade  
Attachment B: GigaKom Primary Quote  
Attachment C: GigaKom Alternative Quote  
Attachment D: Evaluation Worksheet  
Attachment E: RFP Access Point  
Attachment F: GigaKom Custom Quote  
Attachment G: Evaluation Worksheet

**RECOMMENDATIONS**

1. Motion to award GigaKOM the contract for the E-Rate Category 2 network and wireless equipment, licensing, and associated installation/configuration services as reflected in the attached procurement documents, with the District portion not to exceed \$10,622; and,
2. Roll call vote.

**E-RATE YEAR 2026-2027 RFP  
Internal Connections – Network Infrastructure Upgrade**

**Placentia Library District (BEN #143799)  
E-rate Form 470 Application**

**Submission Deadline – Monday, November 10, 2025, 10:00 a.m.**

The Offeror must submit a completed original proposal in accordance with the format provided in this solicitation to Placentia Library District through e-mail [pld.erate@edtechnologyfunds.com](mailto:pld.erate@edtechnologyfunds.com) prior to 10:00 a.m. local time on the allowable contract date noted on the Form 470 application.

Questions and requests for clarification related to definition or interpretation of this RFP shall be submitted in writing via e-mail to [pld.erate@edtechnologyfunds.com](mailto:pld.erate@edtechnologyfunds.com). No questions will be accepted via telephone and oral explanations or instructions shall not be considered binding on behalf of the Entity. If you have any other concerns or comments regarding this solicitation, please send an e-mail to the address listed above.

The **Placentia Library District** is seeking proposals to upgrade the network infrastructure at **1** site for its E-rate FY2026 application. The contract term is **July 1, 2026 through June 30, 2027**. Depending on when the funding is awarded, a contract extension may be necessary to complete the full scope of work at each site.

**Key Dates:**

The proposed project schedule for this RFP is as follows:

<b>RFP Published/Form 470 Posted:</b> .....	<b>October 6, 2025</b>
<b>Service Provider Questions Due:</b> .....	<b>October 27, 2025</b>
<b>Addendum with Replies to Service Provider Questions:</b> .....	<b>October 31, 2025</b>
<b>Service Provider Submissions Due:</b> .....	<b>November 10, 2025</b>
<b>Service Start Date:</b> .....	<b>July 1, 2026</b>

**Service Provider Requirements:**

1. Service Provider must provide a valid SPIN at the time the bid is submitted and the SPIN must be included in the response documentation.
2. Service Providers must have a current FCC Red Light Display System Status of Green.
3. Service Providers must demonstrate a minimum of 10 years of experience in K-12 education or city/county government markets.

4. Service Providers must demonstrate a minimum of 5 years of E-Rate Category 2 Internal Connections experience.
5. Service Providers must reference a minimum of (3) similar sized projects where E-Rate Category 2 Internal Connections funds must have been used on at least (2) of these projects. Please include contact name, contact email, contact phone number, total project dollar amount, project completion time, and a brief description of the project.
6. Service Providers must hold a valid and current manufacturers certification or equivalent for other manufacturers proposed. A copy of the certificate must be included in the proposal.
7. Service Providers must have Certified Network Resources. Service Providers may be required by the **Library** to provide proof certification.
8. The **Placentia Library District** may elect either the Billed Entity Reimbursement or Service Provider method of invoicing.

### **Project and Contract Requirements**

**This project is dependent on partial funding from the E-rate program. All contracts entered into as a result of the posting of the Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and the Placentia Library District acceptance of the funding award. No part of this contract will be valid or executed outside of E-Rate timelines and approvals unless authorized by the Placentia Library District.**

- a. **Appendix A Details the equipment required at each site.** Manufacturers with equivalent functionality can be quoted however all options must be compatible with existing infrastructure.
- b. All equipment and supporting components must be new. Used or refurbished items will not be accepted by the **Library**.
- c. All components and associated labor not eligible for E-rate funding must be provided in a separate quote.
- d. Estimated Discount is **60%** for the **Placentia Library District**.
- e. All proposals submitted must include a validated bulk upload template (formerly known as Item21 attachment) USAC's latest template.
- f. ALL bulk upload templates (formerly known as Item21 attachment) must be submitted individually for each site.
- g. All ineligible allocations on eligible must be clearly included in your proposal and in the bulk upload templates (formerly known as Item21 attachments).
- h. Ineligible items and features must be clearly included in your proposal and in the bulk upload templates (formerly known as Item21 attachments).
- i. All pricing must include taxes, shipping/handling, and all other eligible fees.
- j. Manufacturer's multi-year warranty for a period up to three years may be included in the cost of the component
- k. Manufacturer's warranty must be valid and verifiable.
- l. Prices must be held firm for the duration of the contract or until all work associated with the project(s)

- are complete (including any Universal Services Administrative Company (USAC) approved extensions).
- m. Any implementation that is done prior to the funding award must be requested and approved in writing by the **Placentia Library District**.
  - n. Services covered by this contract cannot take place before the contract start date of July 1, 2026 unless requested by the **Placentia Library District**.
  - o. All vendors must comply with **Placentia Library District** Local, State, and Federal contracting requirements including but not limited to:
    - Prevailing Wage
    - Insurance
  - p. Notice To Proceed:
    - This project is contingent on funding from the E-rate program. As such, the **Placentia Library District** will not issue a Notice to Proceed until a copy of the approved Funding Commitment Decision Letter (FCDL) has been received from USAC and a Form 486 "Receipt of Service Conformation" has been filed. Contractor will not be permitted to commence work, unless otherwise directed by the **Placentia Library District**, until a Notice to Proceed has been issued. The **Placentia Library District** will not be responsible for costs incurred by the Service Provider prior to receiving a Notice to Proceed.
  - q. Reservation of Rights:
    - a. **Placentia Library District** reserves the right to award all, none, or select portions of this bid to one or multiple Service Providers. **Placentia Library District** reserves the right to negotiate terms and conditions of the RFP as necessary, to reject any or all proposals, to increase quantities, and to waive any irregularities or informalities in the RFP or in this process.

**Bids Disqualification Criteria and Placentia Library District Needs:**

1. All "SPAM" and/or "Robotic" responses will not be considered valid bids and will be disqualified.
2. Only bids that supply a complete solution will be evaluated, and partial bids will be disqualified.
3. All bids that don't include the requested services, term of services, ineligible, and bulk upload templates (formerly known as Item21 attachments) will be disqualified.
4. Only one bid will be awarded for the Project.

**Proposal Evaluation:**

It is anticipated that a contract will be made with the provider whose proposal is determined to be the most cost effective and in the overall best interest of **Placentia Library District**. The main

evaluation considerations are: 1) Price, 2) Compatibly with Existing Infrastructure 3) Understanding of Needs, 4) Experience and Qualifications, and 5) Completeness of Response.

## **APPENDIX A**

### **List of Equipment and scope of work required**

**Placentia Library District is seeking proposals from qualified vendors for the purpose of obtaining equipment and services for various infrastructure upgrades through the E-rate program for its site. For all items detailed below alternative manufactures and solutions can be proposed, but any alternatives must be compatible with the existing infrastructure and must be cost effective. Additional items and quantities may be quoted as needed to complete the solution. All ineligible allocations on eligible components must be clearly included in your proposal and in the bulk upload templates (formerly known as Item21 attachments). Components not eligible for E-rate funding must be provided on a separate quote.**

#### **1. Security Gateway License**

1. 1x NSA4700 Advanced Protection Security Suite- 3 year

#### **2. MDF Capacity expansion**

1. 1x 48 port PoE Switch SonicWALL switch SWS14-48FPOE with wireless network management essential and support 3yr (02-SSC-8382)

#### **3. OLE IDF**

1. SonicWALL 24 port PoE Switch w/ 2x SFP Modules
2. UPS for network Rack: APC Smart UPS SMT1500RM1UC
3. 1x SonicWALL 231O 3-year license

#### **4. Building wide Wi-Fi**

1. 7x SonicWALL AP Licenses with 3yr Essential secure wireless network management and support
2. 2x New Sonicwave 641 with 3yr Essential secure wireless network management and support (03-SSC-0303)
3. 2x AP install labor- mount new AP's, configuration and deployment



9245 Activity Road, Ste 105  
San Diego, CA 92126

**Customer** Placentia Library District

Primary Quote with All Requested Items. **Can not get Pricing on SonicWALL 2310 3-year license as SonicWALL 2310 is End of Sale and Sonic Wall can not offer pricing on licensing. They do not have an alternate option yet**

# QUOTE

**Date**  
11/4/2025  
**Quote #**  
R16455A

School Site	Product SKU #	Mfr	Product Description	E Rate Eligible	E Rate Ineligible	Qty	Price	Extended	Tax Amount	Total
Security Gateway License	02-SSC-9227	SonicWall	SonicWall Advanced Protection Security Suite for NSA 4700, 3 Years	TBD	TBD	1	\$14,776.18	\$ 14,776.18	\$0.00	\$ 14,776.18
MDF Capacity expansion	02-SSC-8382	SonicWall	SonicWall SWS14-48FPOE - 48-Port Gigabit Full-PoE Switch with Wireless Network Management Essential and Support, 3 Years	100	0	1	\$1,836.86	\$ 1,836.86	\$160.73	\$ 1,997.59
OLE IDF	02-SSC-8376	SonicWall	SonicWall SWS14-24FPOE - 24-Port Gigabit Full-PoE Switch with Wireless Network Management Essential and Support, 3 Years	100	0	1	\$1,078.47	\$ 1,078.47	\$94.37	\$ 1,172.84
OLE IDF	SMT1500RM1UC	APC	APC Smart-UPS, Line Interactive, 1500VA, Rackmount 1U, 120V, 4x NEMA 5-15R outlets, SmartConnect Port+SmartSlot, AVR, LCD	100	0	1	\$1,075.77	\$ 1,075.77	\$94.13	\$ 1,169.90
OLE IDF	02-SSC-1990	SonicWall	SonicWave 2310 Wireless Access Point with Secure Cloud WiFi Management and Support 3 Year	100	0	1				
Building wide Wi-Fi	03-SSC-0445	SonicWall	SonicWave 641 Series Essential Secure Cloud WiFi Management and Support, 1 AP / 3 Years	100	0	4	\$358.23	\$ 1,432.92	\$0.00	\$ 1,432.92
Building wide Wi-Fi	03-SSC-0686	SonicWall	SonicWave 621 Series Essential Secure Cloud WiFi Management and Support, 1 AP / 3 Years	100	0	2	\$358.23	\$ 716.46	\$0.00	\$ 716.46
Building wide Wi-Fi	01-SSC-2472	SonicWall	SonicWave 400 Series Essential Secure Cloud WiFi Management and Support, 1 AP / 3 Years	100	0	1	\$228.66	\$ 228.66	\$0.00	\$ 228.66
Building wide Wi-Fi	03-SSC-0303	SonicWall	SonicWave 641 Wireless Access Point With Essential Secure Wireless Network Management And Support 3yr	100	0	2	\$872.34	\$ 1,744.68	\$0.00	\$ 1,744.68
Building wide Wi-Fi	Installation & Configuration	GigakOM	2 Interior Access Point Both (Install & Config) Installation Includes: Mounting access point, removal of existing (if applicable). Excludes: New cabling, ceiling tile modification, electrical work, or mounting in non-standard locations. Configuration Includes: Assigning IP address, adding to existing wireless control system. Excludes: New wireless controller setup, RF planning, SSID/security design, or firmware updates.	100	100	1	\$1,003.60	\$ 1,003.60	\$0.00	\$ 1,003.60

<b>Line Items Total</b> \$24,242.82									
<b>Shipping (as applicable)</b> \$45.00									
<b>Grand Total</b> \$24,287.82									

THANK YOU FOR YOUR BUSINESS



9245 Activity Road, Ste 105  
San Diego, CA 92126

**Customer** Placentia Library District

Primary Quote with All Requested Items. **Can not get Pricing on SonicWALL 2310 3-year license as SonicWALL 2310 is End of Sale and Sonic Wall can not offer pricing on licensing. They do not have an alternate option yet**

# QUOTE

**Date**  
**Quote #**

11/4/2025  
R16455A

### Gigakom Job Site Terms & Conditions

1. All areas of hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work.
2. Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour/holiday work might apply
3. Parking on site shall be provided by the client at no cost to Gigakom.
4. Client will provide free and clear access to all working areas.
5. An onsite contact and access must be provided to Gigakom prior to job site arrival.
6. Any down time resulting from the lack of access or client-required information, equipment is not the responsibility of Gigakom and is billable.
7. A \$250 fee will be billed to client for missed appointments, or site not ready for installation. Also, \$150 will be billed for additional dispatch.
8. Project performance and payment bond might not be included in the price; if requested, they will be added as a line item on the total awarded amount.
9. Shipping is dock-to-dock to a single location.

**All sales are final. Exceptions may be considered if a return request is submitted to Gigakom within 20 days of the order confirmation. Any changes to the order as described above may result in a price change. Additionally, removing any labor will incur a 15% penalty on the total labor cost.**

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

--ANY WORK NOT INCLUDED IN THIS ESTIMATE WILL BE BILLED AS TIME AND MATERIAL, INCLUDING ANY ADDITIONAL LABOR OUTSIDE OF SERVICES SPECIFIED ABOVE, CONSULTING, ETC. Please refer to Gigakom Terms AND Conditions, Billing, AND SLA for rates: Please WORK WITH YOU ACCOUNT MANAGER ON CHANGES.

The price set forth above is a good faith estimate based on the information received through the date of this Estimate and may change based on updated information. Any price changes shall be communicated to the customer through a revised Estimate.

This Estimate is valid for 30 days from the day of issue ( except for erate deals). Any changes to quantities and equipment specified may result in an increase in pricing.  
Payment Terms: NET 15

Gigakom WILL BILL IN PROGRESS INVOICES: HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL ON THE CUSTOMER SITE OR AT GIGAKOM, WHICHEVER OCCURS FIRST. Services/labor will be billed in milestones, the initial milestone will be billed at project commencement totaling up to 50% of the service/ labor price. Additional training or Professional Services can be provided at our standard rates.

**Shipping charges may apply to all orders. Shipping Charges are estimates and will be billed at the actual amount if higher.**  
Payment Details Past due amounts subject to finance charges\* Customer shall reimburse all costs incurred in collecting past due amounts\* \*See Gigakom Standard Terms and Conditions.

For Clients that utilize USAC SLD funding, Gigakom will, based on the agreement, invoice SLD for discounted portion. In case SLD denies payment or SLD does not pay within 90 days, the Client will be responsible for the full amount.  
Thank you for your business



9245 Activity Road, Ste 105  
San Diego, CA 92126

Customer Placentia Library District

Alternate Quote with Vertiv UPS

# QUOTE

Date 11/4/2025  
Quote # R16455A

School Site	Product SKU #	Mfr	Product Description	E Rate Eligible	E Rate Ineligible	Qty	Price	Extended	Tax Amount	Total
Security Gateway License	02-SSC-9227	SonicWall	SonicWall Advanced Protection Security Suite for NSA 4700, 3 Years	TBD	TBD	1	\$14,776.18	\$ 14,776.18	\$0.00	\$ 14,776.18
MDF Capacity expansion	02-SSC-8382	SonicWall	SonicWall SWS14-48FPOE - 48-Port Gigabit Full-PoE Switch with Wireless Network Management Essential and Support, 3 Years	100	0	1	\$1,836.86	\$ 1,836.86	\$160.73	\$ 1,997.59
OLE IDF	02-SSC-8376	SonicWall	SonicWall SWS14-24FPOE - 24-Port Gigabit Full-PoE Switch with Wireless Network Management Essential and Support, 3 Years	100	0	1	\$1,078.47	\$ 1,078.47	\$94.37	\$ 1,172.84
OLE IDF	02-SSC-1990	SonicWall	SonicWave 2310 Wireless Access Point with Secure Cloud WiFi Management and Support 3 Year Vertiv Liebert PSIS 1500 1350W, 120VAC, 1U Rack Mount	100	0	1	CAN NOT GET PRICING, ITEM IS END OF SALE	CAN NOT GET PRICING, ITEM IS END OF SALE	CAN NOT GET PRICING, ITEM IS END OF SALE	CAN NOT GET PRICING, ITEM IS END OF SALE
OLE IDF	PSIS-1500RM1201U	VERTIV		100	100	1	\$753.00	\$ 753.00	\$65.89	\$ 818.89
Building wide Wi-Fi	03-SSC-0445	SonicWall	SonicWave 641 Series Essential Secure Cloud WiFi Management and Support, 1 AP / 3 Years	100	0	4	\$358.23	\$ 1,432.92	\$0.00	\$ 1,432.92
Building wide Wi-Fi	03-SSC-0686	SonicWall	SonicWave 621 Series Essential Secure Cloud WiFi Management and Support, 1 AP / 3 Years	100	0	2	\$358.23	\$ 716.46	\$0.00	\$ 716.46
Building wide Wi-Fi	01-SSC-2472	SonicWall	SonicWave 400 Series Essential Secure Cloud WiFi Management and Support, 1 AP / 3 Years	100	0	1	\$228.66	\$ 228.66	\$0.00	\$ 228.66
Building wide Wi-Fi	03-SSC-0303	SonicWall	SonicWave 641 Wireless Access Point With Essential Secure Wireless Network Management And Support 3yr	100	0	2	\$872.34	\$ 1,744.68	\$0.00	\$ 1,744.68
Building wide Wi-Fi	Installation & Configuration	Gigakom	2 Interior Access Point Both (Install & Config) Installation Includes: Mounting access point, removal of existing (if applicable).  Excludes: New cabling, ceiling tile modification, electrical work, or mounting in non-standard locations. Configuration includes: Assigning IP address, adding to existing wireless control system.  Excludes: New wireless controller setup, RF planning, SSID/security design, or firmware updates.	100	100	1	\$1,003.60	\$ 1,003.60	\$0.00	\$ 1,003.60

Line Items Total	\$23,570.83	\$320.98	\$23,891.81
Shipping (as applicable)			\$45.00
<b>Grand Total</b>			<b>\$23,936.81</b>

THANK YOU FOR YOUR BUSINESS

Gigakom Business Information  
SPIN: 143027209, FCC # 0011991395, Certified Small Business - Micro # 40936.DIR Registration: 1000003984  
Gigakom Lab Site Terms & Conditions

- All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work.
- Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour/holiday work might apply
- Parking on site shall be provided by the client at no cost to Gigakom.
- Client will provide free and clear access to all working areas.



# QUOTE

**Customer** Placentia Library District

**Date**  
**Quote #**

11/4/2025  
R16455A

**Alternate Quote with Vertiv UPS**

- 5. An onsite contact and access must be provided to Gigakom prior to job site arrival.
- 6. Any down time resulting from the lack of access or client-required information, equipment is not the responsibility of Gigakom and is billable.
- 7. A \$250 fee will be billed to client for missed appointments, or site not ready for installation. Also, \$150 will be billed for additional dispatch.
- 8. Project performance and payment bond might not be included in the price; if requested, they will be added as a line item on the total awarded amount.
- 9. Shipping is dock-to-dock to a single location.

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This Estimate is valid for 30 days from the day of issue (except for erate deals). Any changes to quantities and equipment specified may result in an increase in pricing. Payment: Terms: NET 15

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**E-RATE SERVICE A RFP WORKSHEET**

This quote is valid until Jun 60%

**Notes**

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

Placentia Library District is seeking proposals for Network Infrastructure Upgrade

**VENDOR SCORING (Use additional sheets if necessary)**

Selection Criteria	Weight*
Price:	40%
Compatibility with Existing Infrastructure	25%
Understanding of Needs:	10%
Experience and Qualifications	20%
Completeness of Response	5%

**Overall Ranking**  
100%

Gigakom	
Raw Score**	Weighted Score***
4	32%
5	25%
5	10%
5	20%
5	5%

92%

Gigakom (Alternate Quote w. Verity UPS)	
Raw Score**	Weighted Score***
5	40%
3	15%
5	10%
5	20%
5	5%

90%

Internal Connections Total Cost	
Total Ineligible	0.00
Total Budget	\$275,165.25
Total Overbudget	\$0.00
Total Eligible	\$24,287.82
USAC Portion (60%)	\$14,572.69
Placentia Library District Portion (40%) + Ineligibles+Overbudget	\$9,715.13
Contract Term	1 year

Internal Connections Total Cost	
Total Ineligible	0.00
Total Budget	\$275,165.25
Total Overbudget	\$0.00
Total Eligible	\$23,936.81
USAC Portion (60%)	\$14,362.09
Placentia Library District Portion (40%) + Ineligibles+Overbudget	\$9,574.72
Contract Term	1 year

Service Provider Selection: Gigakom  
Reason Vendor selected: Lowest Responsive Bidder  
Signature: Jeanette Contreras  
Approved By (Print): Library Director  
Title: Library Director  
Date: January 26, 2026

Bid Assessment Comments, If needed  
Gigakom: Pricing on 02-SSC-1950 was not listed due to the end of sale



**EDTECHNOLOGYFUNDS**  
E-RATE PROGRAM SPECIALISTS

**FY2025 RFP Summary**

The E-rate Entity, Placentia Library District, released RFP on USAC’s EPC portal and invited experienced vendors to submit responsive proposals in compliance with the specifications contained in a Request for Proposal (RFP) for the following Services: Wireless Access Points and Necessary Software and Licenses

**Form 470 Important Dates:**

- RFP Certified:** November 21, 2025
- Vendor Questions Due:** December 5, 2025
- Answers Posted:** December 11, 2025
- Addenda Issued:** December 9, 2025
- Allowable Contract Date:** December 19, 2025
- Submission Deadline Date:** December 19, 2025
- Date Vendor is Selected (Matrix):** TBD
- Board Approval Date:** TBD
- Date contract or intent to award letter sent to the vendor:** TBD

**Publication:**

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

**Evaluation Criteria:** Used to evaluate responses.

Price:	40%
Compatibility with Existing Infrastructure:	25%
Understanding of Needs:	10%
Experience and Qualifications:	20%
Completeness of Response:	5%
<hr/>	
TOTAL:	100%

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



**APPENDIX A**

RFP Response Log and Scoring Sheets

See below for RFP Response Log

See attached for Scoring Sheets



**EDTECHNOLOGYFUNDS**  
E-RATE PROGRAM SPECIALISTS

E-rate RFP Response Log

Funding Year: 2026

**E-Rate Details**

**E-rate Entity # and Name: Placentia Library District (BEN #143799)**

**Form 470 #: 260007277**

**Service Description: Wireless Access Points and Necessary Software and Licenses**

All email traffic (see Table 1 below) in response to this 470 was reviewed from the Posted Date through the Proposal Due date. A bid is considered responsive if the service provider submitted a proposal that responded to the services listed in the RFP. **1 bids were received. 1 responsive bids were received and 0 were disqualified.** (see Tables 1 and 2 below).

**All Bids Received**

Vendor	Date Submitted	Vendor Correspondence Dates	Proposal Responsive	Proposal Disqualified	Reason for Disqualification
Gigakom	12/18/2025	12/18	yes	N/A	N/A

Table 1

1. All “SPAM” and/or “Robotic” responses will not be considered valid bids and will be disqualified.
2. Only bids that supply a complete solution will be evaluated, and partial bids will be disqualified.
3. All bids that don’t include the requested services, term of services, ineligible, and bulk upload templates (formerly known as Item21 attachments) will be disqualified.
4. Only one bid will be awarded for the Project.

**Responsive Bids Summary**

RFP Evaluation Criteria	Gigakom
SPIN	143027209
Green Light Status	Green
*SPAC	2025
Certifications	Current team certification, partial list: Cisco: 4 CCIE, 5 CCNP, 5 CCNA, 1 CCDA: HPE/ARUBA: 4 ACMP, 3 ACSP, 1ACCP: Extreme: 7 ESS, EDS Wireless, Management, Fabric: Microsoft: 2MCP, 1 MCSA and more
Location	San Diego, CA



**EDTECHNOLOGYFUNDS**

E-RATE PROGRAM SPECIALISTS

Table 2

\*Link  
SPAC

<b>Price</b>	Grand total: \$2,267.55 includes installation and configuration
<b>Compatibility with Existing Infrastructure</b>	To be determined by client
<b>Understanding of Needs</b>	Provide a quote for the requested equipment.
<b>Experience and Qualifications</b>	GigaKOM is a trusted partner in delivering cutting-edge Information Technology solutions. We are steadfast in our mission to enhance the stability and efficiency of the networks we manage. Our collaborations with top-tier network and system manufacturers enable us to offer highquality, cost-effective products and services that bring tangible benefits to your business.
<b>Completeness of Response</b>	Provided a quote for the access point with the 3-year license
<b>Contract Term</b>	1 Year Term
<b>Notes</b>	N/A
<b>Follow-up Actions</b>	Follow up on the contract.

for

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



9245 Activity Road, Ste 105  
San Diego, CA 92126

Customer Placentia Library District

# QUOTE

Date  
Quote #

12/18/2025  
R1693SB

School Site	Product SKU #	Mfr	Product Description	E Rate Eligible	E Rate Ineligible	Qty	Price	Extended	Tax Amount	Total
Placentia Library District	01-SSC-2542	SONICWALL	SONICWAVE 4320 WIRELESS ACCESS POINT WITH ESSENTIAL SECURE WIRELESS NETWORK MANAGEMENT AND SUPPORT 3YR (NO POE) INTL	100	0	1	\$1,563.69	\$ 1,563.69	\$136.82	\$ 1,700.51
Placentia Library District	Installation & Configuration	Gigakom	1 Exterior Access Point	100	0	1	\$567.04	\$ 567.04	\$0.00	\$ 567.04
<b>Line Items Total</b>										<b>\$2,130.73</b>
<b>Shipping (as applicable)</b>										<b>\$136.82</b>
<b>Grand Total</b>										<b>\$2,267.55</b>

THANK YOU FOR YOUR BUSINESS

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

- All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work.
- Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour/holiday work might apply
- Parking on site shall be provided by the client at no cost to Gigakom.
- Client will provide free and clear access to all working areas.
- An onsite contact and access must be provided to Gigakom prior to job site arrival.
- Any down time resulting from the lack of access or client-required information, equipment is not the responsibility of Gigakom and is billable.
- A \$250 fee will be billed to client for missed appointments, or site not ready for installation. Also, \$150 will be billed for additional dispatch.
- Project performance and payment bond might not be included in the price; if requested, they will be added as a line item on the total awarded amount.
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Any changes to the order as described above may result in a price change. Additionally, removing any labor will incur a 15% penalty on the total labor cost.  
Gigakom Terms and Conditions, Billing and SLA: <http://bit.ly/Gigakom-TCandSLA>

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Payment Terms: NET 15

Gigakom WILL BILL IN PROGRESS INVOICES. HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL on the customer site or at Gigakom, whichever occurs first. Services/labor will be billed in milestones, the initial milestone will be billed at project commencement totaling up to 50% of the Service/Labor price. Additional training or Professional Services can be provided at our standard rates.

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Thank you for your business

**E-RATE SERVICE A RFP WORKSHEET**

Placentia Library District:  
Wireless Access Points and  
Necessary Software and  
Licenses

This quote is valid until Jun 60%

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

Placentia Library District is seeking proposals for Network Infrastructure Upgrade  
**VENDOR SCORING (Use additional sheets if necessary)**

Gigakom		
Selection Criteria	Weight*	Raw Score**
Price:	40%	5
Compatibility with Existing Infrastructure	25%	5
Understanding of Needs:	10%	5
Experience and Qualifications	20%	5
Completeness of Response	5%	5

**Overall Ranking** 100%

100%

Internal Connections Total Cost	\$ 2,267.55
Total Ineligible	0.00
Total Budget	\$275,165.25
Total Overbudget	\$0.00
Total Eligible	\$2,267.55
USAC Portion (60%)	\$1,360.53
Placentia Library District Portion (40%) + Ineligibles-Overbudget	\$907.02
<b>Contract Term</b>	<b>1 year</b>

**Service Provider Selection:** Gigakom  
**Reason Vendor selected:** Lowest Responsive Bidder  
**Signature:**  
**Approved By (Print):** Jeanette Contreras  
**Title:** Library Director  
**Date:** January 26, 2026

**Bid Assessment Comments, If needed**  
 Gigakom: Bid includes equipment, licenses, and installation and configuration.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT: Johnson Controls Presentation of the Year 5 Measurement and Verification Report**

**DATE:** January 26, 2026

**BACKGROUND**

Chitranjan Rathod from Johnson Controls Inc. is presenting the Solar Measurement & Verification Report for the District's solar panels entering Year 5 of its service.

In 2025, the District's solar panels saved \$113,434 in energy costs and reduced 196 metric tons of carbon dioxide emissions.

Attachment A is the Measurement & Verification Report – Year 5

# Placentia Library District

Measurement & Verification Report – Year 5



**Submitted by:**  
Chitranjan Rathod

1/21/2026

**Presented to:**  
Carlo Maskarino

The power behind your mission





1/21/2026

Carlo Maskarino  
Business Manager  
Placentia Library District  
411 E Chapman Ave,  
Placentia, CA 92870

Dear Carlo,

We value your business. It is a privilege to work in partnership with the personnel of the Placentia Library District to provide programs, services, and support to enhance a comfortable, safe, and sustainable surrounding.

Please let us know how we may assist the Placentia Library District in keeping schedules on track in the future.

Sincerely,

Chitranjan Rathod  
Energy Performance Solutions Engineer

**Acceptance**

Following review and acceptance of this report, please return a signed copy of this letter to:

To: Johnson Controls  
Attn: Chitranjan Rathod  
3568 Ruffin Road,  
San Diego, CA, 92123

The Year 5 report for the Energy Services Performance Contract is accepted by the undersigned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Placentia Library District**

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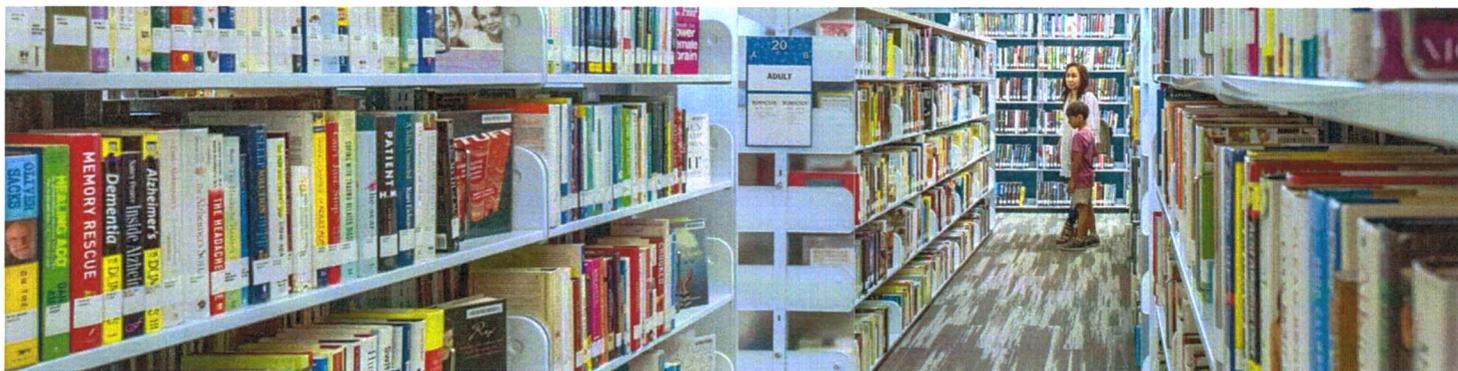
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*Savings Calculation Overview.....14*

## Placentia Library District



### 1. Executive Summary

In our partnership, Placentia Library District and Johnson Controls created a comprehensive infrastructure improvement program through a 25-year Energy Performance Contract, dated December 19, 2017. The program optimizes systems and equipment, improves building environments, saves energy, and has provided benefits totaling \$2,362,685, with a performance guarantee based on both measured and non-measured savings.

The primary goals of this project were established as:

- Reduce utility usage in the buildings
- Reduce deferred capital
- Reduce on-going maintenance costs within the buildings
- Improve environment for building occupants
- Create a positive impact on the environment

This report shows the savings the Placentia Library District achieved during Year 5 of the guaranteed performance period.

## Placentia Library District



This savings generated an excess for Year 5 of \$45,806. Combined with the construction period and performance years to date, the Placentia Library District has an excess savings of \$244,963

## Placentia Library District

### 1.1. Project Background

Placentia Library District and Johnson Controls, Inc. (JCI) came to an agreement on a Performance Contract (PC) on December 19, 2017. The Performance Contract included the implementation of three (3) Facility Improvement Measures (FIMs) at the Placentia Library District, California. Listed below are significant milestones for this project:

- Contract Award: December 19, 2017
- Construction Period End: January 31st, 2021.
- Year 5 Performance Period: February 1, 2025 through January 31st, 2026
- The Delivery Order term: Consisting of a 25-year Performance Period.
- Number of M&V Services Years: 5 Years from Substantial Completion Date

### 1.2. Brief Project and FIM Descriptions

Johnson Controls was selected by Placentia Library District in 2017 to develop a Performance Contract project for the Facilities Department. The agreement was the culmination of several months of engineering study and analysis of the infrastructure of the facility. Table 1 lists the three FIMs that were selected based on both their individual and collective merit in supporting the mission of the Placentia Library District.

The FIMs listed below collectively provide Placentia Library District with electric demand, electric energy, and gas savings.

- FIM 1 featured the upgrade of lighting fixtures in selected office and shop spaces with energy efficient lamps and ballasts, as well as the addition of occupancy sensor controls, where required by Title 24.
- FIM 2 replaced Existing Chillers with new Package Unit and abandoning of existing heating boiler and pneumatic HVAC systems.
- FIM 3 installed of 79 kWDC and new Utility Meter for the Facility

### 1.3. Summary of Project Benefits and Results

When Placentia Library District and Johnson Controls formed a strategic partnership, we developed and agreed upon specific goals and objectives by which to measure the overall success of the project. One of the initial critical objectives of this project was to improve the mechanical infrastructure. This has been achieved through the implementation of several of the Facility Improvement Measures (FIMs) in the project.

The following are highlights of Year 5 accomplishments:

- Year 5 annual benefits exceeded expected by \$45,806

## Placentia Library District

- Cumulative benefits through Year 5 equal \$566,114.
- Year 5 reduced carbon emissions by 231 metric tons of CO<sub>2</sub>

The following chart shows a comparison of the guaranteed savings vs. the actual achieved savings to date. As you can see, the savings have exceeded the guarantee by \$45,806

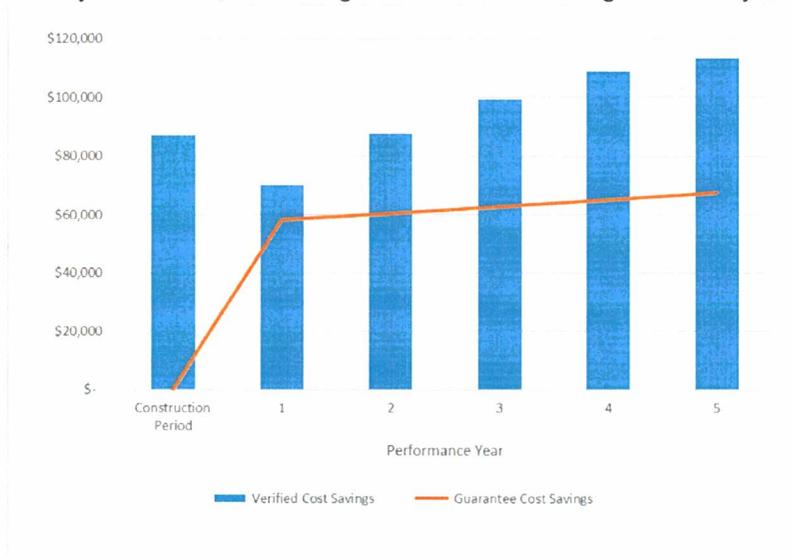


Table 1.3 presents the energy and cost savings for each year of the performance period and summarizes the contract to date savings.

**Table 1.3: Verified Avoided Cost Savings for Performance Period to Date**

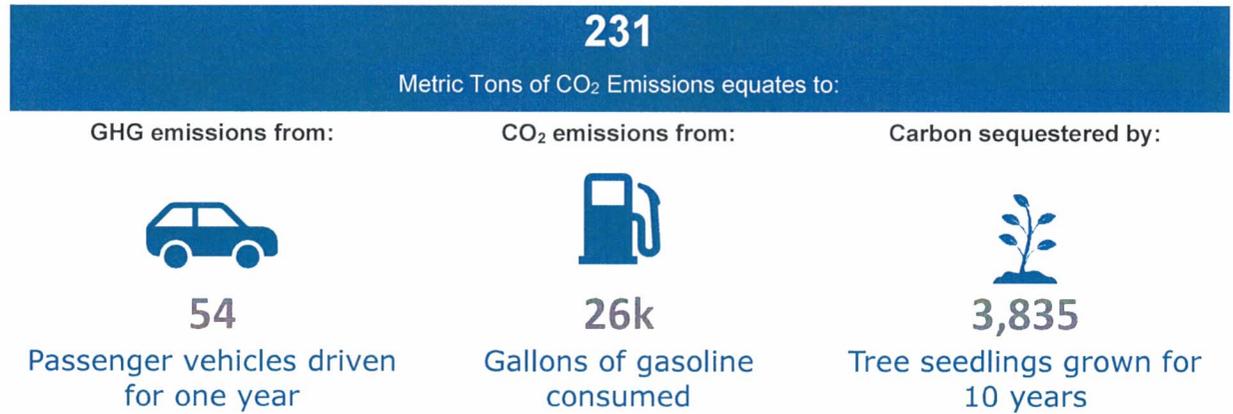
Year	Verified Avoided Cost Savings	Guarantee Cost Savings	Excess Savings
Construction	\$86,953		\$80,309
Year 1	\$70,060	\$58,347	\$11,714
Year 2	\$87,623	\$60,540	\$27,083
Year 3	\$99,203	\$62,815	\$36,388
Year 4	\$108,840	\$65,177	\$43,663
Year 5	\$113,434	\$67,628	\$45,806
<b>Total</b>	<b>\$566,114</b>	<b>\$314,507</b>	<b>\$244,963</b>

### 1.4. Decarbonization Impact

This project has benefits to the Placentia Library District outside of reducing your expenditure on utilities and maintenance. The reduction in energy consumption by the Placentia Library District also has a positive impact on your carbon dioxide (CO<sub>2</sub>), nitrogen oxide (NO<sub>x</sub>), sulfur dioxide (SO<sub>2</sub>), and other environmentally harmful emissions. During Year 5, CO<sub>2</sub> emissions were reduced by 196 metric tons.

## Placentia Library District

The following graphic depicts the emission reduction equivalence for the Placentia Library District throughout the Year 5 period of this project.



Source: <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator#results>

## Placentia Library District



### 2. Year 5 Details

The Year 5 savings of \$113,434 includes \$11,593 in operational avoidance and measured savings of \$101,841. Table 2.1 represents the differential in savings when comparing the Verified Savings versus the Guaranteed Savings by FIM of Building. The aggregate results indicate this project has exceeded guarantee expectations.

**Table 2.1: Proposed Year 5 Savings Overview**

FIM	Electricity Usage(kWh)	Electricity Demand(kW)
Lighting	72,230	373
HVAC	158,240	375
Solar PV	116,873	
subtotal	<b>347,343</b>	<b>749</b>
<b>Total Guaranteed</b>		<b>\$56,035</b>
O&M Savings (Non-Guaranteed)		<b>\$11,593</b>
<b>Grand Total Benefit</b>		<b>\$67,628</b>

**Table 2.2: Verified Year 5 Savings Overview**

FIM	Electricity Usage(kWh)	Electricity Demand(kW)	\$kWh	\$kW	Natural Gas	\$Natural Gas	\$Total
Lighting	68,394	167	\$12,580	\$2,890			<b>\$15,470</b>
HVAC	226,774	665	\$41,711	\$11,478	6,707	\$14,219	<b>\$67,407</b>
Solar PV	103,102		\$18,964				<b>\$18,963</b>
subtotal	<b>389,443</b>	<b>832</b>	<b>\$73,254</b>	<b>\$14,368</b>	<b>6,707</b>	<b>\$14,219</b>	<b>\$101,841</b>
<b>Total Guaranteed</b>							<b>\$56,035</b>
O&M Savings							<b>\$11,593</b>
<b>Grand Total</b>							<b>\$113,434</b>

## Placentia Library District

### 2.1. Utility Rates for Calculations

The unit utility costs for the Year 5 period are escalated annually by the actual utility cost escalation, at no less than the mutually agreed upon “floor” escalation rate of 4%. The baseline rates used to determine the Guarantee were described in the Contract and the Year 5 rates used in this report are presented in the table 2.1.1 below.

Based on the contract Section 4, Schedule 2 -Baseline Calculations and Utility Rates (contract page 30), annual energy cost savings are calculated using the escalated utility rates or the actual utility rates. For this Year 5 report, Contract rates for electricity is presented in table 1.4.1, below.

**Table 2.1: Baseline and Year 5 Utility Rates**

Utility	Units	Contracted Unit Cost	Year 5 Actual Unit Cost
Electricity Consumption	kWh (Weighted Average)	\$0.0758	\$0.1839
Electricity Demand (Blended)	kW	\$29.46	\$17.26
Natural Gas	Therms	\$1.025	\$2.12

## Placentia Library District



### 3. Measurement & Verification

#### 3.1. Overview

Johnson Controls uses the International Performance Measurement & Verification Protocol (IPMVP) for the transparent, reliable and consistent reporting of savings for this project.

Table 3.1.1 lists each FIM and corresponding M&V Option utilized for this program.

**Table 3.1: Summary of M&V Options**

FIM	FIM Title	M&V Option	Installation Period Activities	Performance Period Activities
1	Lighting Retrofit	Option A	Pre & Post-retrofit Wattage readings on a sample of fixtures.	None. Installation Period results are agreed upon for the duration of the Guarantee Term.
2	Replace HVAC Equipment and Controls	Option A	Verify EER/SEER of existing chillers and newly installed RTUs	None. Installation Period results are agreed upon for the duration of the Guarantee Term.
3	Solar PV System	Option B	Verify proper installation and document changes in scope	Collect PV production (kW, kWh) and insolation data to recalculate savings.

## Placentia Library District

### 3.2. FIM 1: Lighting System Upgrades

#### FIM Description

This FIM replaced many old lamps and ballasts to upgrade lighting systems by installing energy-efficient lamps, electronic ballasts, new LED exit signs, new compact fluorescent fixtures, new linear fluorescent fixtures and fixture retrofit/conversion kits. Areas that already employed 2-lamp, energy-efficient 32-Watt lighting systems were re-lamped only, using the existing electronic ballast. This FIM improved energy efficiency, lighting quality (improved color rendition index CRI of the system), maintained appropriate levels of lighting, and reduced lighting system maintenance costs. The retrofit maintained light levels at or above pre-retrofit levels in most areas.

Overall, the scope of work consisted of retrofitting or replacing all existing T12 fluorescent fixtures with T8 lighting. The improvements also included installation of compact fluorescent lamps; many of these lamps installed in exterior fixtures contain amalgam for better performance in cold temperatures. Occupancy sensors, both ceiling and wall, were installed where applicable. A detailed description and audit of the lighting was included in Appendix A of the Post-Installation report. This retrofit/replacement improved the quality of light while significantly reducing the associated lighting costs.

#### M&V Plan

No further M&V task is scheduled after the of the construction period

#### Savings Methodology

Energy savings for this FIM are determined by comparing calculated Post-Installation or performance period lighting fixture power draw (wattage) to those determined during project development and presented in the Post-Installation Report. Power reads on an appropriate sample size of light fixtures were made as defined by the Final Proposal M&V section. Sample quantities, fixture type, and building numbers were summarized in the Post-Installation Report. Savings calculations were performed and documented in the Post-Installation Report.

The formulae below are used to calculate the lighting retrofit energy savings. The estimated baseline kW and kWh are presented in the Final Proposal, Appendix 3.

$$\begin{aligned} \text{kWh Savings} &= (\text{kW Pre} - \text{kW Post}) * \text{Non-measured Operating Hours} \\ \text{kW Pre} &= \text{kW prior to retrofit} \\ \text{kW Post} &= \text{kW after the retrofit} \end{aligned}$$

During the construction period, JCI elected to use eQuest modeling software to accurately calculate the energy savings, especially since FIM 2 calculated using the eQuest model. The result shows that the energy savings calculated from the eQuest model is less than the calculated from line by line spreadsheet, due to interactive affected with the HVAC system.

## Placentia Library District

### Annual Savings

The savings for this FIM were verified through actual pre- and post-wattage measurements conducted during the installation period, and calculated, on an hourly basis using the eQuest model.

**Table 3.2: FIM 1 – Lighting System Upgrade Savings**

	Electric Energy Use (kWh)	Electric Demand (kW)
Proposed	76,032	393
Verified	68,394	167
Variance	(7,638)	(226)

## Placentia Library District

### 3.3. FIM 2: Replace HVAC Equipment and Controls

#### FIM Description

This measure includes the replacement of existing HVAC equipment located in the mechanical room with new HVAC equipment to be located outdoors. New HVAC equipment will generate electricity savings and natural gas savings through improved equipment operation and control.

- Removal and Demolition of two (2) air-cooled chillers, existing chilled water piping, and two (2) direct-expansion condensing units and associated refrigerant piping.
- Removal and Demolition of two (2) direct expansion evaporator coils and associated condensate drain piping, existing ductwork which will not be reused, existing furnace venting, one (1) chilled water pump, existing chilled water piping, pneumatic controls and tubing, and pneumatic air compressor.
- Construction of nine (9) heat pump HVAC units manufactured by York and ductworks

#### M&V Plan

No further M&V task is schedule after the construction period

#### Savings Calculation Overview

HVAC savings were calculated using the software program eQUEST. Specifics of the analysis can be found in Section III of Schedule 2, in the Contract.

Once the baseline model is defined and calibrated, key variables are adjusted to reflect the results of the scope of work to be implemented in Schedule 1. For each change, the model recalculates changes in HVAC performance. Parameters are varied in eQUEST for each FIM and results are re-stimulated; these are known as "Parametric Runs". These Parametric Runs are made in a specific order where each change made impacts any subsequent Parametric Run. Table 2-13, in the contract, shows the order in which the parametric runs were performed, with previous measures constituting the baseline for each subsequent measure. Due to its complex nature, eQUEST calculations cannot be distilled into a discrete formula, which can directly be related to specific measurement plans. Key variable inputs for the baseline model and each FIM are presented in Table 2-14, in the contract.

#### Annual Savings

Presented below is the verified energy savings, based on the M&V plan and on the revised eQuest energy simulation model. As stated in the contract at Schedule 2, page 26, non-measured and non-guaranteed O&M savings of \$11,593 for this ECM, due to reduction of O&M cost associated with maintaining an outdated chiller and pneumatic HVAC control system.

## Placentia Library District

**Table 3.3: FIM 2 – Replace HVAC Equipment and Controls Savings**

	Electric Energy Use (kWh)	Electric Demand (kW)	Natural Gas	O&M Savings
Proposed	166,568	395	6,733	\$11,593
Verified	226,774	665	6,707	\$11,593
Variance	60,206	270	(26)	\$0

## Placentia Library District

### 3.4. FIM 3: Solar Photovoltaic (PV) Systems

#### FIM Description

This measure is for the installation of photovoltaic (PV) systems that are connected to the existing site's electrical system and will generate useable electricity using solar energy. The PV system is installed on a roof-top with a nominal capacity of 79 kWDC.

#### M&V Plan

M&V Option B for this measure requires continuous measurement of solar insolation and electrical power output along with a comparison to the modeled energy production cited in the contract. Monitoring commenced with the successful commissioning and interconnection to the SCE grid starting September 2019.

JCI uses the Locus Monitoring system ([www.locusenergy.com](http://www.locusenergy.com)) to perform remote tracking and assess the system performance monthly. The reporting generated by Locus will be incorporated into savings recalculation methodology as described in the Contract, Schedule 2 M&V plan for this FIM.

#### Savings Calculation Overview

Industry-standard software for the solar PV industry, PVsyst, was utilized to calculate the yearly energy production. Baseline Incident Radiation used in the model was based on TMY 3 data (Typical Meteorological Year based on the last 30 years of history) for Fullerton Municipal NSRDB weather station. The primary concepts and terms involved in JCI savings calculations are as follows:

**Guaranteed Energy = Modeled Energy x [Measured Incident Radiation / Baseline Incident Radiation] less adjustment for Production Factors.**

**Table 3.4.1 - Incident Radiation and Energy for Energy Year 5**

Month	Measured Solar Irradiance (kWh/m2)	Meter - Measured AC Energy, sum (kWh)	Modeled Solar Irradiance (kWh/m2)	Solar PV - Annual Savings kWh
Feb-25	102.79	6,036.19	89.90	5,279.31
Mar-25	137.77	8,362.44	138.50	8,406.98
Apr-25	166.82	10,285.06	195.80	12,071.76
May-25	184.61	11,488.63	202.10	12,576.85
Jun-25	202.04	11,867.43	215.60	12,663.85
Jul-25	216.74	11,758.69	225.50	12,233.85
Aug-25	196.36	9,623.38	208.10	10,198.73
Sep-25	152.44	7,381.56	171.20	8,289.93
Oct-25	129.06	6,812.94	116.20	6,134.25
Nov-25	84.45	4,719.37	96.30	5,381.69
Dec-25	76.38	4,048.63	87.00	4,611.66
Jan-26	87.87	4,863.69	94.90	5,252.70
	1,737.33	97,248.01	1,841.10	103,101.55

\*Jan 2026 production is prorated.

## Placentia Library District

JCI will provide a Photovoltaic monitoring system during the Years that M&V is to be provided for the Photovoltaic System as described in Schedule 2. Modeled energy for each energy year reflects Photovoltaic array degradation of 0.5%/year starting in Year 2.

Based on the data collected above, the calculated guaranteed energy is 116,873 kWh as compared to measured energy of 103,102 kWh, which is 13,771 kWh less than the calculated guaranteed, due to tree shading impact.

As stated in the post installation report, this is a significant impact, but its impact is not significant as most of the higher value (with higher \$/kWh) electricity generation occurs during the summer months, when the shading impact is minimal. As such, in lieu of normalization per contracted M&V plan, without any shortfall for the whole, the energy generated from Solar PV system is presented without any adjustments.

### Maintenance and Optimization Strategies

- **Solar Panel Maintenance:** Regular cleaning of solar panels is essential to reduce shading and maximize energy production efficiency.
- **Preventive PV System Care:** Annual preventive maintenance, including inspection of inverters and wiring, ensures reliable photovoltaic system operation.
- **HVAC Tune-Ups:** Periodic HVAC tune-ups maintain system efficiency and extend equipment lifespan, supporting energy savings.
- **Energy Monitoring and Controls:** Reviewing lighting controls and monitoring energy consumption allows optimization and updates to building models for better performance.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Adopt Resolution 2026-01: A Resolution of the Board of Trustees of the Placentia Library District Approving and Adopting an Exception to the Sick Leave Cash-Out Policy for a Long-Tenured Employee.**

**DATE:** January 26, 2026

**BACKGROUND**

On January 21, 2026, the Placentia Library District received a formal resignation from Ms. Estella Wnek, concluding more than 46 years of continuous service to the District. In connection with her planned retirement, Ms. Wnek has requested Board consideration for a full cash-out of her accrued sick leave balance. Her official retirement date will be determined based on the Board's action on this request.

Ms. Wnek has accrued over 1,500 hours of unused sick leave as a result of her extraordinary tenure, consistent attendance, and minimal utilization of sick leave over several decades. Her length of service represents a rare and exceptional commitment to the District, one of only two employees in the District's 105 years serving the community, who have reached such a milestone. Additionally, by rarely utilizing sick leave throughout her career, Ms. Wnek reduced the District's need for substitute staffing and overtime, supported continuity of operations, and generated long-term operational efficiencies by avoiding recurring recruitment and training costs.

Current District policy limits sick leave cash-out upon retirement to a maximum of 500 hours. However, the Board retains the authority, at its discretion, to approve exceptions to personnel policies when justified by unique or extraordinary circumstances. Any such exception would require formal Board action and adoption of a Resolution to ensure transparency and clarity.

Approval of this request would not require an amendment to existing policy and may be expressly limited to this individual case. Furthermore, approval would not create a vested right or entitlement for other employees. California law permits public agencies to grant discretionary benefits or approve exceptions to policy when supported by rational and legitimate business reasons. The circumstances outlined in this report establish a reasonable, non-discriminatory basis for Board consideration.

Recognizing extraordinary service of this nature supports a culture of loyalty, professionalism, and long-term commitment, reinforcing District values and institutional trust.

The estimated fiscal impact of this request, based on Ms. Wnek's current hourly rate, is outlined below:

<b>Payout Option</b>	<b>Hours Paid</b>	<b>Estimated Cost</b>
Policy Maximum	500	\$ 16,035
50% of Accrued Balance	~750	\$ 22,523
75% of Accrued Balance	~1,125	\$ 37,538
100% of Accrued Balance	~1,500	\$ 50,050

Final sick leave balances and payout amounts will be calculated based on Ms. Wnek's official retirement date. The figures above reflect her current accrued balance. Any approved payout would be issued as a one-time retirement obligation and can be absorbed through available Reserves and the General Fund, to be adjusted as appropriate.

It is recommended the Board consider approval of this request based on the following factors:

- Exceptional longevity of service, exceeding four decades with the District
- Demonstrated fiscal benefit to the District through minimal sick leave usage over time
- One-time nature of the request tied directly to retirement
- Positive morale and goodwill implications associated with recognizing extraordinary service
- No automatic precedent, as approval would be limited by Resolution

Attachment A is Resolution No. 2026-01.

### **RECOMMENDATIONS**

1. Motion to Adopt and approve Resolution 2026-01: A Resolution of the Board of Trustees of the Placentia Library District Approving an Exception to the Sick Leave Cash Out Policy for a Long-Tenured Employee, Estella Wnek, as presented, inclusive of input received from the Library Board of Trustees; and,
2. Roll call vote.

**RESOLUTION 2026-01****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT APPROVING AN EXCEPTION TO THE SICK LEAVE CASH-OUT POLICY FOR A LONG-TENURED EMPLOYEE, ESTELLA WNEK.**

WHEREAS, the Board of Trustees has adopted personnel policies governing sick leave accrual and retirement benefits to ensure fiscal accountability, equity among employees, and consistent administrative practices; and

WHEREAS, District policy limits sick leave cash-out upon retirement to a maximum of 500 hours; and

WHEREAS, Estella Wnek, an employee with more than 46 years of continuous service with the Placentia Library District, has accrued in excess of 1,500 hours of unused sick leave due to exceptional attendance and sustained service; and

WHEREAS, the Board recognizes that such extraordinary length of service and unused accrued benefits constitute unique and exceptional circumstances not contemplated by the standard policy framework; and

WHEREAS, the Board finds that granting a limited, one-time exception is consistent with principles of fairness, recognition of extraordinary service, organizational values, and long-term fiscal stewardship; and

WHEREAS, the Board further finds that this action reflects deferred utilization of earned benefits rather than the creation of a new ongoing obligation; and

WHEREAS, the Board desires to exercise its discretionary authority in a manner that balances Ms. Wnek's recognition with fiscal responsibility while preserving the integrity of existing policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Placentia Library District hereby approves a one-time sick leave cash-out for Ms. Wnek in the amount of:

- 500 hours (policy maximum)
- 50% of accrued balance
- 75% of accrued balance
- 100% of accrued balance

BE IT FURTHER RESOLVED that this approval shall apply solely to Estella Wnek and shall not amend, or modify, the District's sick leave policy; and

BE IT FURTHER RESOLVED that the Board affirms that future requests shall be evaluated independently based on their own facts and circumstances; and

BE IT FURTHER RESOLVED that the Director is authorized to implement this action upon Estella Wnek's retirement in accordance with District procedures.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees approved and adopted Resolution 2026-01: A Resolution of the Board of Trustees of the Placentia Library District Approving an Exception to the Sick Leave Cash-Out Policy for a Long-Tenured Employee, Estella Wnek.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

State of California     )  
  )ss.  
County of Orange     )

I, Sherri Dahl, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 2026-01 was duly and regularly adopted by the Board of Trustees at an Unusual Date Meeting hereof held on the Twenty-Sixth day of January 2026.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twenty-Sixth day of January 2026.

\_\_\_\_\_  
Sherri Dahl, Board Secretary

PASSED AND ADOPTED this Twenty-Sixth day of January 2026.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Roundtable Women's Club Updates from Secretary Dahl

**DATE:** January 26, 2026

**BACKGROUND**

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

The Placentia Round Table Women's Club invites the community to its annual Bunco Bash, taking place on Wednesday, February 25, from 6:00 p.m. to 9:00 p.m. The lively evening promises a fast-paced Bunco game, light refreshments, opportunities to connect with friends and neighbors, and a variety of prizes.

Tickets are \$25 per person and are available now by calling or texting 714-225-2014. Attendees are encouraged to bring friends and enjoy a fun night out while supporting a meaningful cause.

Proceeds from the annual Bunco Bash fundraiser directly benefit local charitable organizations and college scholarships supported by the Placentia Round Table Women's Club.



Placentia Round Table Women's Club



# THE LEAF



• Why Stay We on Earth, Unless to Grow •  
Robert Browning

President: JoAnn Sowards

January 2026

Editor: Evelyn Johnson

Newsletter Assistants:

Proofreading: Carolyn Allen Email: Marilyn Pike Webmaster: Heather Barth

Website: [www.placentiawomensclub.org](http://www.placentiawomensclub.org)

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## JANUARY BIRTHDAYS

Sally Bontrager.....	1/4
Robin Edwards.....	1/8
Jan Stwertnik.....	1/12
Marie McPeak.....	1/13
Tracy Ramirez.....	1/14
Caroline Pizczek.....	1/20
Heather Barth.....	1/26
Diane Cooper.....	1/26
Linda Langford.....	1/30

## PRESIDENT *JoAnn Sowards*

### Happy New Year

It's hard to believe how quickly time passes and a New Year begins! We have definitely been busy as I reflect on all that we have accomplished as a Club. We truly are busy, hard working "givers" of our time, talent and treasures.

With our biggest fundraisers behind us we now look to our community and how we might bless them by giving back. At the recent December board meeting we did make recommendations to distribute funds from the Festival of Trees raffle ticket sales. These recommendations will be approved at the upcoming general meeting in January. As you may remember we are required by the state of California to report all earnings made from raffle ticket sales. This report must be completed and sent by this February. We are happy to announce that the sales from raffle tickets alone were the most ever, totaling \$11,225.

It was also reported that our Friendship Soup is sold out! Loree MacMurtrie and Nancy Melton, known as our "soup ladies" will be giving their final report at our upcoming general meeting as well. I look forward to hearing about their success as well.

As February quickly approaches we will have our Bunco event in no time!! Tickets are now on sale. Don't forget to invite a friend and help make this a "fun" fundraising event too!

I want to personally thank all of you who have dedicated their time, efforts and passions for helping to make all this possible.

I am reminded today of our Club's purpose as I'm typing my district report, our reason, in this season of giving, and our duty as members shared in "A Collect for Clubwomen" written in the front of our yearbooks. It's a good teacher and reminder that God loves a cheerful giver. If you have not read it do take time to read it, or perhaps read it again? And may we continue in this vein in the coming new year to put our differences aside and, O God, help us strive to touch others and be kind.

A Collect for Clubwomen  
by Mary Stewart

Keep us, O God, from pettiness, let us be large in thought, in word, in deed.

Let us be done with fault-finding and leave off self-seeking.

May we put away all pretense and meet each other face to face without self-pity and without prejudice.

May we never be hasty in judgment and always generous.

Let us take time for all things; make us to grow calm, serene, gentle.

Teach us to put into action our better impulses, straight-forward and unafraid.

Grant that we may realize it is the little things that create differences; that in the big things of life we are at one.

And may we strive to touch and to know the great common woman's heart of us all, and O Lord God, let us not forget to be kind!



RECORDING SECRETARY

*Annie Smith*

**THE FOLLOWING MOTIONS WERE APPROVED AT THE DECEMBER 3 PRT GENERAL MEETING:**

- That we accept financial reports as presented.
- That we approve the proposed verbiage changes to Article XIV Section 1,3 and 4.

**THE FOLLOWING MOTIONS WERE APPROVED AT THE DECEMBER 17 PRT BOARD MEETING:**

- That we approve the disbursement of our FOT raffle monies to the following non-profit organizations:
  - Patriots and Paws
  - Veterans Outreach Orange County
  - Lot 318 Placentia
  - Casa Theresa
  - HIS House OC
  - Meals on Wheels
  - Threads of Love
  - Miss Placentia/Yorba Linda Scholarship Organization
  - Charity on Wheels
  - REACH Foundation
  - Brothers On A Quest
  - No Limits Creative Arts
- ♦ That we approve and welcome new member Caroline Pizczek.
- That we give Arlene Hall and Juan Luna each a \$500 Christmas Bonus.



**ORANGE DISTRICT MEETINGS**

*Heather Barth*

**District Information Board:** There will be flyers for activities in the new year posted on the Dean’s Board so be sure to check out these fun events that support other local women’s clubs. Our Bunco Bash flyer was published in the Call Newsletter so will be shared at other local club meetings; it’s likely some of their members may join us. As noted last month, the more we support other women’s clubs, the more likely they are to support our fundraisers.

**January District Meeting:** For any questions regarding the information below, contact Heather Barth.

- Next district meeting is January 9 at a Mexican restaurant in San Juan Capistrano (established in 1948 and gets great reviews.
  - ⇒ Your RSVP with a \$20 check is due to me by December 28. Make check payable to PRTWC.
  - ⇒ Carpool: Due to the distance, we will leave the Clubhouse at 8:30 a.m. Please be on time.
  - ⇒ Lunch is a buffet.
  - ⇒ Program: The speaker from Home Depot will share their knowledge on soil management, growing healthy fruits, vegetables, and plants whether in a pot or a garden. They will also help us understand how to help save the bees and the butterflies.
- The OC district level Arts and Culture is having a photography contest and submissions can be made January through April 2026. Contact Laurie Arroyo if you have a beautiful photo and would like to enter it.

- And lastly: I would LOVE to hear from a member who would spearhead a Mother’s Day project which is guaranteed to put a smile in the heart of a mother living under difficult circumstances. We could donate our no longer used costume jewelry, and make arrangements with a local women’s shelter to go in and let the children pick out a “present” for their mum. While the club members wrap the presents, the children could make their mum a Mother’s Day card at a separate table. This lovely idea shouldn’t take too much effort to accomplish - we just need someone to step up and help organize this!

**VETERANS**

*Annie Smith, Evelyn Johnson, Sally Bontrager, Co-Chairs*

A New Year begins and our work to support our Orange County Veteran community continues. We will continue to support the following organizations:

- Patriots & Paws
- Veterans House OC
- Fullerton Community College Veterans Resource Center
- Placentia Veterans Village
- 11MEU

We have added Working Wardrobes to our list. They have a special team that helps veterans returning to civilian life.

We would like to help Veterans Houses OC fill their pantry. We will be collecting canned food at our February 4, 2026 meeting.

Wishing you all a wonderful 2026 and thank you for your continued support.

# MEMBERSHIP

## MEMBERSHIP

*Heather Barth*

**New Member:** At our January meeting I will be introducing Caroline Piszczek as a new member. I sent her contact information to you in a Blast so please add it to your yearbook for future reference. Caroline was impressed with all we do in the community when she visited us last month. Please make her feel welcome especially if she comes to sit at your table.

### Reminders:

- Since we are close to halfway through our Club year, this is a good time to remind each of us as members as to why we are here. As a philanthropic organization, we rely on our membership to volunteer in many ways to help us serve our community. So, for the remainder of the year, what will you help our Club with? If you have no idea, then feel free to check with me or another board member and we can help you find a niche that best fits your talents and capabilities.
- If you are bringing a guest to a meeting, please make sure that you notify me so I can have a reserved seat and a name tag made for her. This makes a guest feel recognized and welcomed when they attend their first meeting.

**Magnetic Name Badges:** If you are interested in getting a magnetic name badge, be sure to add the first name by which you prefer to be called on the sign-up sheet as this is what will be placed on the nametag. I hope to have actual pricing after the new year so stay tuned on that.

Happy  
**NEW YEAR**

Life changes, but my New Year wish for you remains the same - I wish you happiness, good health, and well-being from the bottom of my heart!

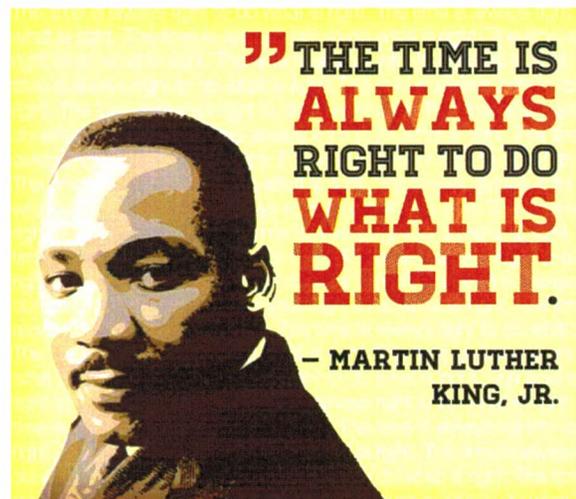


## HELPING HANDS

*Sally Bontrager, Chair*

Thanks to all for your generous contributions to our Blessing Boxes this year. We will continue to need your support in the New year! Remember our Blessing Boxes when you grocery shop.

You bless others so much when you share your blessings. Thank you from Helping Hands.



*Martin Luther King Day ~ January, 19, 2026*

SECTIONS V.P.

*Linda Emrick, Chair*

*Visit the Sections table for ongoing and special events.*

The Chairpersons listed below would be happy to answer any questions.

**BOOKWORMS**



Kim Dewese, Chair  
Meets: the 3<sup>rd</sup> Thursday  
 2 p.m. at the Clubhouse  
NEXT MEETING: Thursday, January 15  
 Book: The Briar Club by Kate Quinn

**BRIDGETTES**



Lynne Buzdar, Mary Kay McMahon, Co-Chairs  
Meets: the 2<sup>nd</sup> Wednesday  
 10 a.m. at the Clubhouse  
NEXT MEETING: Wednesday, January 14

**BUNCO**



Pam Horn, Chair  
Meets: the 2<sup>nd</sup> Wednesday  
 1 p.m. at the Clubhouse  
NEXT MEETING: Wednesday, January 14  
 Please bring \$5 to play

**GOURMET**

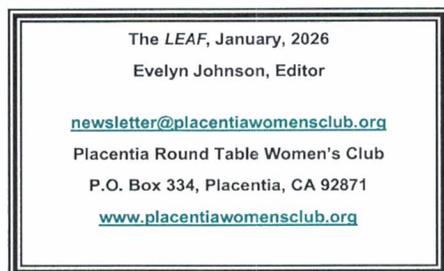


Bonnie Carren, Kim Dewese, Co-Chairs  
Meets: the 4<sup>th</sup> Wednesday, January 28  
NEXT MEETING: Check the signup sheet at the general meeting for more information. Hope to see you there!

**SCRIBES**



Stephanie Leon, Chair  
Meets: the 2<sup>nd</sup> AND 4<sup>th</sup> Wednesdays  
 10-11:30 a.m. at the Clubhouse  
NEXT MEETINGS: Wednesday, January 14 and 28  
 Come by and join us and listen to our unique, universal stories!



## GENERAL MEETING

January 7, 2026

**Social Time: 9:00 a.m.**  
**Meeting Time: 10:00 a.m.**  
**Lunch: 12:00 noon**

**Program:** BE AWARE: TIPS FOR EVERY WOMAN ~ Karolina DiMario

**Chairs:** Vicki Depsky, Kathy Paddock

**Committee:** Judith Andruss, Sally Bontrager, Michelle Goetz, Linda Langford,  
Suzanne Lovering, Joannetta Lima Nativo, Aida Ohsner, Gae Wood



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** LAFCO Updates from Trustee Beverage  
**DATE:** January 26, 2026

**BACKGROUND**

Trustee Beverage will provide an update on LAFCO activities.



**LOCAL AGENCY FORMATION COMMISSION OF  
ORANGE COUNTY**

**REGULAR MEETING AGENDA**

**Wednesday, January 14, 2026  
8:15 a.m.**

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

**Members of the public may access the audio/video live-streamed meeting at  
<https://youtube.com/live/Yu2cyOJqTtl?feature=share>**

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

- 1. CALL THE MEETING TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION  
(Communications received after agenda distribution for agenda items.)**
- 5. PUBLIC COMMENT**

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken by the Commission on off-agenda items unless authorized by law.
- 6. CONSENT CALENDAR**
  - a.) November 12 – Regular Commission Meeting Minutes**

The Commission will consider approval of the November 12, 2025 meeting minutes.
  - b.) Fiscal Year 2025-26 Quarterly Financial Report (Second Quarter)**

The Commission will receive the second quarter financial report for Fiscal Year 2025-2026.

**7. PUBLIC HEARING**

No public hearing items scheduled.

**8. COMMISSION DISCUSSION AND ACTION**

**a.) Fiscal Year 2025-26 Mid-Year Work Plan Update**

The Commission will receive a report on the status of goals, objectives, and other projects of the agency's 2025-2028 Work Plan.

**b.) OC LAFCO Professional Services Agreement Update**

The Commission will receive an update on the current professional services agreements.

**c.) Appointment Processes for OC LAFCO Expiring Terms and Vacancies**

The Commission will receive a report on the appointment processes for the member seats with an expiring term in 2026 or current vacancies.

**d.) Appointment of 2026 OC LAFCO Officers**

The Commission will conduct appointments of the Commission Chair and Vice Chair for 2026.

**9. COMMISSIONER COMMENTS**

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

**10. EXECUTIVE OFFICER'S REPORT**

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

**11. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

No informational items and announcements.

**12. ADJOURNMENT OF REGULAR COMMISSION MEETING**

The next Regular Commission Meeting will be held on Wednesday, February 11, 2026 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) **Audio/Video Live Streaming:** The public may view and listen to the meeting live on YouTube using the link provided on the website homepage ([www.oclafco.org](http://www.oclafco.org)). However, LAFCO cannot guarantee that the public's access will be uninterrupted, and technical difficulties may occur from time to time. The meeting will continue despite technical difficulties for participants using audio/video live streaming unless otherwise prohibited by State open meeting laws.
- 3) **Written** general comments or comments on specific agenda items may be submitted by email to the Commission Clerk at [ccarter-benjamin@oclafco.org](mailto: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](http://www.oclafco.org).

"Pursuant to State law, 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 may be required to disclose the contribution. If you are affected, please notify the Commission's staff before the hearing in order to determine whether disclosure is warranted."

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

All regular meeting agendas and associated reports are available at [www.oclafco.org](http://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.



# 2026 MEETING AND EVENTS CALENDAR

*Approved November 12, 2025*

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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September						
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December						
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27	28	29	30	31		

 OC LAFCO Regular Meeting (*begins at 8:15 a.m.*)  
Location: County Administrative North, First Floor  
Multipurpose Room 101, 400 W. Civic Center Dr.,  
Santa Ana, CA 92701.

 Office closure due to legal holidays and flexible work schedule.

 No scheduled regular meeting due to legal holiday.

 2026 CALAFCO Annual Conference - October 21-23



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** ISDOC Legislative Updates from Trustee Nelson.  
**DATE:** January 26, 2026

**BACKGROUND**

Trustee Nelson will provide an update on legislative activities.

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

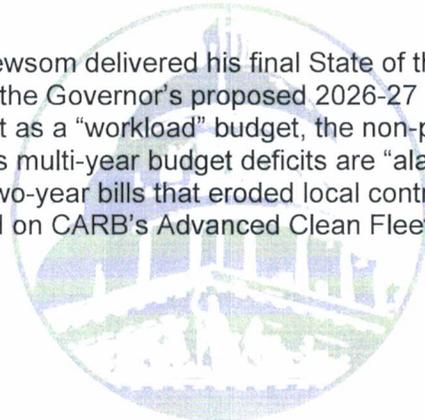


CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## January 2026

On January 8, Governor Gavin Newsom delivered his final State of the State address and the following day his Director of Finance presented the Governor’s proposed 2026-27 State Budget. While Governor Newsom’s administration framed it as a “workload” budget, the non-partisan Legislative Analyst’s Office (LAO) commented that California’s multi-year budget deficits are “alarming.” Meanwhile, CSDA was pleased to successfully oppose a couple two-year bills that eroded local control and the association is geared up for a pending 15-day comment period on CARB’s Advanced Clean Fleets ZEV mandate.



### Inside this edition of the Take Action Brief:

LAO finds CA’s multiyear budget deficits “alarming” .....2

WATCH: CSDA virtual tour on funding housing infrastructure.....3

Advocacy to protect local control pays off on two-year bills.....3

15-day comment period imminent on ZEV mandate.....4

### Contact a local CSDA representative near you!

Chris Norden  
Dane Wadlé  
Colleen Haley  
Erasmó Viveros  
Richelle Noroyan  
Chris Palmer

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

[chrisn@csda.net](mailto:chrisn@csda.net)  
[danew@csda.net](mailto:danew@csda.net)  
[colleenh@csda.net](mailto:colleenh@csda.net)  
[erasmov@csda.net](mailto:erasmov@csda.net)  
[richellen@csda.net](mailto:richellen@csda.net)  
[chrisp@csda.net](mailto:chrisp@csda.net)



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## LAO finds CA's multiyear budget deficits "alarming"

CSDA Chief Executive Officer Neil McCormick issued the following response to Governor Gavin Newsom's January 2026-27 State Budget proposal:

*"Projecting the budget months in advance is no easy task, but one thing that is clear is the fundamental cost of critical infrastructure is outpacing funding for the special districts largely responsible for California's water, sanitation, fire protection, resource conservation, mosquito abatement, and more. As we all strive to make California more affordable, our local service specialists seek the State's partnership to uphold voter-approved funding and to refrain from legislation and regulations that increase the cost of delivering the essential services our communities rely on for housing, economic development, and quality of life."*

CSDA's full overview of the Governor's Budget proposal can be found at [Advocacy News - California Special Districts Association](#).

On January 12, California's non-partisan Legislative Analyst's Office (LAO) issued its [Overview of the Governor's Budget](#). The LAO's Executive Summary is provided below:

**Governor's Budget Roughly Balanced on Higher Revenues.** The administration projects the budget faces a roughly \$3 billion deficit. This is lower than our November Fiscal Outlook estimate of an \$18 billion deficit, for two offsetting reasons. First, and most importantly, the administration's revenue estimate is considerably higher than ours because it does not incorporate the strong risk of a stock market downturn. Second, however, these higher revenues are offset by higher spending under the administration's assumptions and estimates.

**Stock Market Poses Serious Risk to Revenues.** Several historically reliable signs suggest the stock market is overheated and at high risk of reversing course into a downturn in the next year or so. Should a stock market downturn occur, income tax revenues would fall considerably. These risks are severe enough that not incorporating them into this year's budget, as the Governor proposes, would put the state on precarious footing. Further amplifying this precariousness, even under the administration's more optimistic revenues, the budget is only roughly balanced in the near term.

**Multiyear Budget Deficits Alarming.** Both our office and the administration expect the state to face multiyear deficits, with estimates ranging from \$20 billion to \$35 billion annually. These deficits are concerning for three reasons. First, after four years of projected deficits and a cumulative total of \$125 billion in budget problems solved so far, the state's negative fiscal situation is now chronic. Second, structural deficits have grown—our November outlook is the most negative forecast of the budget's position since the pandemic. Finally, deficits have persisted even as the state's economy and revenues have grown, underscoring that the problem is structural rather than cyclical. Taken together, these trends raise serious concerns about the state's fiscal sustainability.

**Administration Acknowledges These Challenges, but Governor's Budget Does Not Materially Address Them.** In the budget summary and presentation, the Governor and administration officials have acknowledged the downside risk to the state's revenue picture and the multiyear challenges facing the budget. However, the Governor's budget does not include material actions to address either challenge. In this report, we offer an alternative approach for the Legislature to take that would put the state on better fiscal footing. Ultimately, this approach includes: adopting LAO revenue estimates, tackling the resulting budget problem, and shrinking multiyear deficits.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## WATCH: CSDA virtual tour on funding housing infrastructure

For the sixth year running, CSDA hosted a virtual special districts tour for more than 50 state and federal legislative staffers. The event, held December 9, 2025, focused on funding infrastructure essential for housing and featured the Chino Valley Fire District, Eastern Municipal Water District, and Desert Recreation District.

Building more housing is not possible without critical services such as water, sewer, fire protection, parks, and more. Therefore, funding this infrastructure is foundational to addressing California's pressing housing needs.

Visit [2025 Virtual Tour: Funding Infrastructure Essential for Housing - California Special Districts Association](#) to download a tour packet, presentation slide decks, and share the informative videos with your peers:

- [Funding Infrastructure Essential for Housing](#) (4 minutes)
- [Recording of 2025 Special Districts Virtual Tour](#) (60 minutes)
- [Meeting Emergency Response Needs of a Growing Community](#) (3 minutes)
- [Park District Planning Effectively for Fast-Growing Affordable Region](#) (4 minutes)
- [Water District Maximizes Investments Needed for Rapidly-Growing Region](#) (5 minutes)

## Advocacy to protect local control pays off on two-year bills

Education on the value of local control and the concerns with shifting the cost burden of infrastructure to new developments, is already proving worthwhile. AB 874 (Ávila-Farías) and SB 430 (Cabaldon) were respectively pulled from consideration by their authors in January following advocacy from CSDA and coalition partners. Both measures would have restricted local control and strained budgets for essential services at a time where special districts are confronting affordability challenges.

**AB 874** would have amended the Mitigation Fee Act, which governs how local agencies collect development-related fees to fund essential infrastructure, such as water, sewer, fire protection, parks, flood control, and libraries. The one-size-fits-all fee deferral program would have effectively turned local agencies into banks, shifting financial risk to residents and impairing the timely construction of essential infrastructure.

**SB 430** applied limitations on automated decision systems (ADS) to a potentially wide range of technologies and broad array of services. In certain instances, the burdens required to comply with the provisions of the measure could have disincentivized the use of such tools. Local agencies have successfully utilized ADS in numerous settings, including scheduling, training, and development for example. As technologies geared to government use become more available and affordable, it is likely that more local agencies will find utility in adopting forms of ADS.

AB 874 and SB 430, which were “two-year” bills, had been set for hearing on Wednesday, January 13 in their respective first-house policy committees. This legislation is now considered “dead”. CSDA will continue to monitor these policy areas as the legislative session continues. February 20, 2026 is the bill introduction deadline for new legislative vehicles in this second year of the session.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

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## 15-day comment period imminent on ZEV mandate

CSDA is actively holding roundtable meetings between special district officials and board members of the California Air Resources Board (CARB) to share the potentially disastrous impacts of CARB's Advanced Clean Fleets (ACF) Zero Emission Vehicle (ZEV) mandate on local governments. Based on these meetings, it is anticipated CARB will initiate a 15-day comment period on draft amendments to the ACF regulation as soon as mid-January.

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### TAKE ACTION: PREPARE TO COMMENT ON PROPOSED ACF AMENDMENTS

*CSDA anticipates CARB will announce a 15-day comment period on amendments to the ACF regulation as soon as mid-January 2026. Special districts and other local agencies are encouraged to prepare to comment during this short timeframe.*

- CSDA Take-Action Page: [CARB Regulation: Flexibility for Vehicles Needed for Emergencies - California Special Districts Association](#)
- CARB Regulation Background: [Advanced Clean Fleets | California Air Resources Board](#)
- Subscribe to CSDA Advocacy News: <https://www.csdanet.org/csdanet-communities/allcommunities>
- Subscribe to CARB Distribution List: [Rulemaking | California Air Resources Board](#)

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On September 25, 2025, CARB approved [Resolution 25-6-8](#) related to [proposed amendments to ACF](#), which among other things, repealed or provided clarity to those provisions related to private fleets that may not be entirely enforceable today due to the changes in federal law and withdrawal of certain waivers. The Board approved the resolution and directed staff to pursue further amendments that will have a future 15-day comment period.

In advance of the coming 15-day comment period in which CARB will consider further amendments to its Advanced Clean Fleets regulation, CSDA and other organizations representing thousands of local agencies have called upon CARB to ensure our frontline workers have the tools they require to perform their dangerous jobs under any conditions.

### Emergency Response Vehicles Should Be Excluded from the ACF Mandate

*Vehicles reasonably anticipated to respond to emergency situations, or that support those efforts, should be excluded from the regulations in the same manner as the current regulation excludes snow removal vehicles.*

Some examples of vehicles called upon to preserve public health and safety beyond those currently exempted:

- Vehicles used for purposes of fire prevention/mitigation, public safety, search and rescue, medical response, and poacher prevention should be excluded.
- Vehicles that are essential to the delivery, repair, and maintenance of electricity, water, wastewater, stormwater, and flood protection should be excluded.
- Vehicles used to prevent and respond to the spread of disease and dangerous vector outbreaks should be excluded.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## OTHER WAYS TO TAKE ACTION

### Learn More

#### [2026 Professional Development Catalog](#)

Sharpen your skills and deepen your knowledge? Look no further than the CSDA 2026 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!.

#### **Register Now for Special Districts Legislative Days April 7-8 in Sacramento**

Don't miss your chance to come together with local leaders from all types of special districts throughout the state to engage and advocate on behalf of the communities you serve.

No matter what type of special district you represent, as local service specialists, we share one cause: **LOCAL CONTROL**. And our voice is stronger when we are united.

With affordability challenges at the forefront in 2026, this is a critical year to educate policymakers on the value of special districts and our priorities.

Learn More and Register at [LegislativeDays.csdanet.net](https://legislativedays.csdanet.net) – *Early Bird Deadline is March 16, 2026*

### Join Today

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

- Housing and Community Development
- Governance
- Human Resources & Personnel
- Local Revenue
- Public Works and Facilities

### 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](mailto:updates@csda.net) for help accessing these additional member resources.