



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

MAY 19, 2025

6:30 p.m.

Community Meeting Room
411 E. Chapman Avenue, Placentia, California
and
Sheraton Grand Sacramento Hotel
1230 J St., Sacramento, California

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452

Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, May 19, 2025

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Meeting and Budget Work Session on April 28, 2025. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 16)

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

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for April 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 April 2025.

20. Circulation Report for April 2025.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, May 19, 2025

STAFF REPORTS (Items 21 – 24)

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

PUBLIC HEARINGS (Item 25)

- 25. Public Hearing for the 2025-2027 Fiscal Year Budget & Adoption of Resolution 2025-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2025-2027 Fiscal Year Budget for the Placentia Library District of Orange County.

NEW BUSINESS (Items 26-31)

- 26. Adoption of Resolution 2025-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2025-2026 Fiscal Year.
- 27. Adoption of Resolution 2025-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopting the Library Employment Access Program (LEAP) and Affirming the District's Commitment to Providing Employment Opportunities for Individuals with Special Needs.
- 28. Discuss the Recommendation to Recessing the June Board Meeting.
- 29. Joint Use Committee Updates from President Carline.
- 30. Placentia RoundTable Women's Club (PRTWC) Updates from Trustee Dahl.
- 31. Local Agency Formation Commission (LAFCO) Updates from Trustee Beverage.

AGENDA DEVELOPMENT

- 32. Agenda Preparation for the June Unusual Date Meeting which will be held on June 16, 2025 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 33. The Library Board of Trustees will adjourn the Regular Date May 19, 2025 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for May 19, 2025 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 14, 2025.



Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 BUDGET WORK SESSION OF THE LIBRARY BOARD OF TRUSTEES
 APRIL 28, 2025

CALL TO ORDER

President Carline called the Budget Work Session of the Placentia Library District (PLD) Board of Trustees to order on April 28, 2025, at 5:11 p.m.

Members Present: President Gayle Carline, Secretary Scott Nelson, Trustee Stephanie Beverage, Trustee Sherri Dahl (arrived at 5:15 p.m.).

Members Absent: None.

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

Guests: Megan Tolman, Librarian; Margaret Hatanaka, Supervising Librarian; Estella Wnek, Circulation Supervisor.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

LIBRARY DIRECTOR WILL PRESENT THE PROPOSED FISCAL YEAR 2025-2027 BUDGET, INCLUDING POLICY AMENDMENT RECOMMENDATIONS.

Library Director Contreras gave a presentation on the 2023-2025 Budget inclusive of projected revenue and expenditures, in addition to answering questions from the Trustees. She also presented policy amendments. The Board reviewed the budget line items for each fiscal year.

ADJOURNMENT

The Board of Trustees Budget Work Session of April 28, 2025, was adjourned at 6:22 p.m.

Gayle Carline, President
 Library Board of Trustees

Scott Nelson, Secretary
 Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
APRIL 28, 2025

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 28, 2025, at 6:34 p.m.

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

Members Absent: None

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

Counsel Present: David DeBerry, Woodruff & Smart; Barbara Raileanu, Woodruff & Smart.

Guests: Margaret Hatanaka, Supervising Librarian; Laura DeLeon, Library Clerk; Demitri Gonzales, Library Page; Alex Aguirre, Library Assistant; Angie Fuentes, Library Clerk; Mayli Apontti, Librarian; Megan Tolman, Librarian.

ADOPTION OF AGENDA

President Carline reported agenda item 26 will be moved to the top of the new business list. It was motioned by Trustee Beverage to adopt agenda as modified. It was seconded by Trustee Dahl (Item 3). All in favor:

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the Joint Use Meeting. She also attended the Placentia Round Table Women’s Club Board Meeting, where she gave a presentation on the Outdoor Learning Experience and a potential donation opportunity for the club.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Nelson reported he attended an ISDOC Meeting, which he will report out on later.

Trustee Beverage reported she attended the Joint Use Meeting. She also attended a virtual webinar, sponsored by the American Library Association Office of Policy and Advocacy, about how to support libraries and getting federal funding for libraries moving forward. She advised the webinar will be available for a month if the other Trustees were interested in viewing it.

Trustee Dahl reported she was a tour guide for two Third Grade Visits this month. She attended the PLFF Board Meeting and the Placentia Round Table Women’s Club regular meeting and Board of Directors meeting. She reported she has been attending numerous meetings for the Scholarship Committee she is on.

LIBRARY DIRECTOR REPORT

Director Contreras reported she had been focused on working with the PLFF to amend their bylaws, which were presented to their Board and approved at their last meeting. She attended the Joint Use Meeting, the Placentia Round Table Women’s Club Board Meeting with President Carline, the online Public Directors Forum Planning Committee, and a couple luncheon meetings with special district directors and other directors in Los Angeles. She also attended Mary Castner’s celebration of life.

FRIENDS FOUNDATION REPORT

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$2,272 last month. They have made \$19,648 out of their \$20,000 goal for the year, which ends on June 30th. She reported Melissa Teeling resigned as the bookstore manager to pursue other opportunities. Other members of the PLFF have stepped in to take over the position. A new member joined the PLFF, Carol Downey. The PLFF adopted the amended bylaws that were presented at the last meeting. She also reported they are having a discussion on adding a teen board position. They will first offer it to a teen who raised money on her own and presented it to the PLFF Board. She reported they need to work on the donor wall project.

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 MARCH 24, 2025 REGULAR DATE MEETING.

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

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

ADOPT RESOLUTION 2025-02 ACKNOWLEDGING THE RESIGNATION OF DISTRICT COUNSEL, MR. DAVID DEBERRY AND AUTHORIZING THE APPOINTMENT OF MS. BARBARA RAILEANU.

Director Contreras reported she received notice that District Counsel David DeBerry will be retiring. She is requesting the Board to adopt Resolution 2025-02 to accept his resignation and authorize the appointment of Barbara Raileanu as his replacement. Mr. DeBerry took this time to thank the Board and the District and to express his appreciation for his time as counsel for the District. The Board thanked Mr. DeBerry for all that he has done for the District and presented him with engraved bookends. A short break was taken for appetizers and cake.

Trustee Beverage made a motion to adopt Resolution 2025-02: a Resolution of the Board of Trustees of the Placentia Library District Appointing Barbara Raileanu as its General Counsel. It was seconded by Trustee Dahl. A roll call vote was taken.

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

COMPUTERS IN LIBRARIES CONFERENCE REPORTS FROM THE ASSISTANT LIBRARY DIRECTOR AND LIBRARY ASSISTANT.

Director Contreras reported the Board had approved to send the Assistant Library Director and IT Consultant to the Computer in Libraries Conference. Due to scheduling issues, the Bookmobile Library Assistant attended the conference in place of the IT Consultant. Assistant Library Director Baltierra thanked the Board for authorizing her attendance at the conference and reported out on her key takeaways and suggested a new policy regarding AI that the District should adopt. The Board thanked Assistant Library Director Baltierra on her report. The Bookmobile Library Assistant has been out sick and was unable to attend this meeting to report out on his experience. Their reports have been received and filed.

ADOPT RESOLUTION 2025-03 APPROVING A LIFETIME BAN OF MR. BRENDEN SOLIZ DUE TO SERIOUS AND REPEATED VIOLATIONS OF LIBRARY POLICIES.

Director Contreras is recommending the Board to adopt Resolution 2025-03, which will approve a lifetime ban of Brenden Soliz due to repeated violations of library policies. After a brief discussion on the safety of staff and patrons, Trustee Beverage made a motion to adopt Resolution 2025-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing a Lifetime Ban for Mr. Brenden Soliz Due to Serious and Repeated Violations of the District’s Public Behavior Policy. It was seconded by Trustee Dahl. A roll call vote was taken.

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

FIRST READING AND DISCUSSION OF THE NEW PROPOSED POLICY 2271 – GENERATIVE ARTIFICIAL INTELLIGENCE POLICY.

Director Contreras reported this policy was created after Assistant Library Director Baltierra’s attendance at the Computers in Libraries Conference. In order to be proactive in light of the growing use of generative artificial intelligence, a new policy to help guide staff on how to use artificial intelligence technologies responsibly is being proposed. After a brief discussion, Trustee Beverage made a motion to approve Policy 2271 – Generative Artificial Intelligence Policy, as a first reading as presented, inclusive of feedback received from the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken.

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

FIRST READING AND DISCUSSION OF THE 2025-2027 PROPOSED BUDGET.

Director Contreras reported out on the proposed budget as presented during the work session. After a brief discussion, Director Contreras reported she will send the Board different options to address the shortfall for 26-27. Trustee Beverage made a motion to approve the 2025-2027 Budget as a first reading as presented, inclusive of feedback received from the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken.

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

FIRST READING AND DISCUSSION OF THE NEW PROPOSED POLICY 6036 – CREDIT CARD PROCESSING FEE POLICY.

Director Contreras reported this proposed policy is part of the budget that was presented during the work session. She reported if the Board moves to authorize this change, it will be implemented on July 1, 2025, which will give the District time to let patrons know of the change. After a brief discussion, Trustee Beverage made a motion to approve the implementation of a credit card processing fee for applicable patron transactions at the Placentia Library District, as presented inclusive of feedback received from the Library Board of Trustees. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to adopt the attached Credit Card Fee Policy establishing guidelines for the assessment of processing fees when patrons use credit cards to make payments. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to authorize staff to update the Policy 6035 – Fee Schedule to reflect the new processing fee. It was seconded by Trustee Dahl. A roll call vote was taken.

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

TERMINATION OF CONTRACT WITH PHOENIX MOTORCARS, LLC.

Director Contreras reminded the Board that in 2022 they had approved staff to enter into a contract with Phoenix MotorCars, LLC to build a bookmobile for the District. As of today, a bookmobile has still not been provided to the District after two deadline extensions. In order to recoup costs and move forward with a new vendor to build the bookmobile, staff is recommending the Board to terminate the agreement with Phoenix MotorCars, LLC. Trustee Beverage made a motion to terminate contract with Phoenix Motorcars, LLC, effective May 13, 2025. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to authorize staff to work with District Counsel to formalize the termination, including seeking the return of the deposit of \$53,160. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to authorize staff to explore other options to present to the Library Board of Trustees at a future meeting. It was seconded by Trustee Dahl. A roll call vote was taken.

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

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

President Carline reported out on the April 17, 2025, Joint Use Meeting with the City. Minutes provided in the Board Book was for the February 27, 2025 meeting. The main topics covered during the meeting included issues with inspections being required by the City for the outdoor library project, Third Grade Visits, and library funding cuts on the federal level. She reported the City has been working on street improvements and appointed a new Deputy City Administrator, who is currently also their Director of Finance, Jennifer Lampman. The City is still looking for a permanent City Administrator. The next meeting will be in July.

**INDEPENDENT SPECIAL
DISTRICTS OF ORANGE
COUNTY (ISDOC) &
LEGISLATIVE UPDATES
FROM TRUSTEE NELSON.**

Secretary Nelson reported there were three items on the CSDA’s Take Action Brief that he’d like to mention. One items was the loss of federal funding for libraries, which directly impacts several of the District’s programs. The District has reached out to the City and ISDOC for support and CSDA has also shown support for library funding. The other item was AB 259, regarding remote meetings. The sunset on that bill has been extended to 2030. The last item was AB 677, regarding development impact fees. This bill would mean the District would only be able to collect impact fees on developments in the City at the end of the project. The bill was not passed.

**PLACENTIA ROUND TABLE
WOMEN’S CLUB (PRTWC)
UPDATES FROM TRUSTEE
DAHL.**

Trustee Dahl reported May 7, 2025, will be the last meeting of the club year. Meetings will start again in September. Joanne Sowards will be the new club president for the 2025-2026 year. They will start selling tickets for Festival of Trees on May 7, 2025. Their end of the year party, called Fiesta Friday, will be on May 16, 2025, at 4:00 p.m. Tickets are \$25. The club is participating in Fullerton’s 87th Memorial Day Event. This month they donated \$1,500 towards transportation costs for students for a program at the Richard Nixon Library. At the Board of Directors meeting, they had a presentation by President Carline and Director Contreras. They postponed having a discussion as there was not enough time left in the meeting. They will discuss it at the next meeting. There are budget concerns due to their renovation projects. They want to support the District but are unsure of how much they can spend.

**LOCAL AGENCY
FORMATION COMMISSION
(LAFCO) UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO has a new Interim Executive Officer. Their budget for the next fiscal year is coming up but there is not a lot of changes going on at the moment.

AGENDA DEVELOPMENT

No agenda items were requested at this time. 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 May 19, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 28, 2025, was adjourned at 8:08 p.m.

Gayle Carline, President
Library Board of Trustees

Scott Nelson, Secretary
Library Board of Trustees



03:58 P.M.
5/01/25
Accrual Basis

Placentia Library District
Check Register
April 2025

Date	Ref No.	Payee	Memo	Payment	Type
04/07/2025	14230	Dewey Pest Control	April through June Service	267.00	Bill Payment
04/07/2025	14231	Baker & Taylor	Books	10,811.02	Bill Payment
04/07/2025	14232	New Readers Press	24/25 ESL S&M Budget PO 220	1,714.80	Bill Payment
04/07/2025	14233	Able Card, LLC	Library Cards	4,274.02	Bill Payment
04/07/2025	14234	Arcelia Janitorial Service	Janitorial Services from 03/01/25-03/31/25	4,928.00	Bill Payment
04/07/2025	14235	Eagle Multi Media Productions	February IT Support Services	8,508.50	Bill Payment
04/07/2025	14236	Pitney Bowes Purchase Power	March 2025 Statement	1,274.94	Bill Payment
04/07/2025	14237	US Builders & Consultants Emcor Services - Mesa	Construction Services for Loading Dock & Outdoor Library	68,620.81	Bill Payment
04/07/2025	14238	Energy	Parts replacement for AC unit 6	5,675.00	Bill Payment
04/07/2025	14239	Cintas	Janitorial supplies	565.47	Bill Payment
04/07/2025	14240	IDS Group Inc.	Retention Released & Construction Support	11,620.96	Bill Payment
04/07/2025	14241	Kanopy Inc.	Video Tickets and Credits	612.00	Bill Payment
04/07/2025	14242	Lori Worden	Reimbursement for supplies for Sewing 101 and Cross Stitch Creating classes	101.14	Bill Payment
04/07/2025	14243	Midwest Tape-Hoopla	Digital subscriptions for March 2025 Recycling Service 03/01/25-03/31/25	10,290.81	Bill Payment
04/07/2025	14244	Republic Services	Pickup Service 04/01/25-04/30/25	352.73	Bill Payment
04/07/2025	14245	Southern California Edison	Service from 02/28/25-03/30/25	3,527.25	Bill Payment
04/07/2025	14246	UMPQUA BANK	CC Transactions from 03/02/25-03/31/25	16,073.82	Bill Payment
04/07/2025	14247	Yesenia Baltierra.	Computer in Libraries Conference mileage and meal reimbursement	578.46	Bill Payment
04/07/2025	14248	CALNET3	Service from 03/02/25-04/01/25	271.37	Bill Payment
04/07/2025	14249	Staples, Inc.	Hand towels for restrooms and toilet paper	452.64	Bill Payment
04/07/2025	14250	Damean F Sanz	Meals and travel reimbursement for Computers in Libraries Conference	150.79	Bill Payment
04/07/2025	14251	SDRMA	Mileage reimbursement for outreach	28,638.76	Bill Payment
04/07/2025	14252	Golden State Water Company	Medical & Ancillary Benefits May 2025	624.54	Bill Payment
04/07/2025	14253	Placentia Library District	Service from 02/22/25-03/21/25 For payroll on 04/23/25	80,000.00	Bill Payment
04/07/2025	14254	Legacy Integrative Solutions	Service from 03/04/25-03/31/25	1,213.75	Bill Payment
04/10/2025	14256	Take Cover Patios	Remaining deposit for concrete post footings	9,000.00	Bill Payment
04/10/2025	14257	OverDrive	Ebooks and Audiobooks	3,116.15	Bill Payment
04/10/2025	14258	Baker & Taylor	Bookmobile Grant Collection & OLE - Books	18,679.70	Bill Payment
04/10/2025	14259	Associated Soils Engineering, Inc.	Outdoor Library Soil Testing	1,585.00	Bill Payment
04/11/2025	14260	Public Agency Retirement Services	Contributions for payroll on 03/26/2025 & 04/09/25	5,633.60	Bill Payment
04/14/2025	14261	Placentia-Yorba Linda Unified School Dist	Wagner and Morse Elementary 3rd Grade Visits Bus Trip PO 288	208.00	Bill Payment
04/14/2025	14262	Angelina Fuentes	Mileage reimbursement	43.05	Bill Payment
04/16/2025	14263	Playaway Products	Wonderbooks	9,900.65	Bill Payment
04/16/2025	14264	Midwest Tape	Blu-rays & Audiobooks	707.56	Bill Payment
04/16/2025	14265	Charter Communications	Service from 04/12/25-05/11/25	99.13	Bill Payment
04/16/2025	14266	The Placentia Police Department	Fire Alarm Permit 2025 21-590091	162.00	Bill Payment
04/16/2025	14267	Cintas	Janitorial supplies	151.68	Bill Payment
04/16/2025	14268	American Library Association	ALA 2025 Membership Renewal for GC	215.00	Bill Payment

03:58 P.M.
5/01/25
Accrual Basis

**Placentia Library District
Check Register
April 2025**

04/16/2025	14269	New Readers Press	News for You print subscription	418.45	Bill Payment
04/16/2025	14270	Brea Trophy and Engraving	Name plates for DeBerry lion bookends	24.49	Bill Payment
04/16/2025	14271	Twining Consulting	Asphalt Field & Plant Inspector/Tech	1,040.00	Bill Payment
04/16/2025	14272	Brodart Co.	Spanish Collection	93.18	Bill Payment
04/16/2025	14273	Baker & Taylor	Books	501.22	Bill Payment
04/28/2025	14274	South Coast SolarClean	Roof, rain gutter, and commercial solar panel cleaning	894.00	Bill Payment
04/28/2025	14275	Brodart Co.	Spanish Collection	13.52	Bill Payment
04/28/2025	14276	Placentia Library Foundation	PLF Pass-Through July-September 2024 Credit Card Transactions	1,339.45	Bill Payment
04/28/2025	14278	City of Placentia	AT&T Service 02/01/25-02/28/25 Mariposa Service for March 2025 Commercial Aquatic Service for February 2025 Seco Electric and Lighting Invoice 9019 and 9145 Amazon Order #114-8235378-3522632	2,162.08	Bill Payment
04/28/2025	14279	Staples, Inc.	Toilet paper	73.61	Bill Payment
04/28/2025	14280	Eagle Multi Media Productions	March IT Support Services	9,029.83	Bill Payment
04/28/2025	14281	Public Agency Retirement Services	Contributions for payroll on 04/22/25	2,792.67	Bill Payment
04/28/2025	14282	Anser Advisory	Professional Services from 03/01/25-03/31/25 for Loading Dock and Outdoor Library Project	29,810.00	Bill Payment
04/28/2025	14283	Jeanette Contreras	Hotel accommodation reimbursement	300.10	Bill Payment
04/28/2025	14284	Placentia Library District	For payroll on 05/07/25	80,000.00	Bill Payment
04/28/2025	14285	Woodruff & Smart, APC	For Services Rendered Through 03/31/25	229.50	Bill Payment
04/28/2025	14286	Cintas	Janitorial supplies	443.77	Bill Payment
04/28/2025	14287	Johnson Controls Security Solutions	Recurring Service 05/01/25-07/31/25	1,265.44	Bill Payment
04/29/2025	14288	Brea Trophy and Engraving	Plates for OLE groundbreaking - 13 total	265.44	Bill Payment
04/29/2025	14289	Placentia-Yorba Linda Unified School Dist	Literacy memo pads	75.04	Bill Payment

TOTAL

\$ 441,421.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: May 19, 2025

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: May 19, 2025

Summary of Cash and Investments as of April 30, 2025

Cash with Orange County Treasurer Fund 9LX	\$	0.00
Cash with California CLASS	\$	2,068,394.00
<i>(Impact Fees – Restricted)</i>	\$	1,065,968.51
General Fund Checking – BMO	\$	1,245,469.12
General Fund Savings – BMO	\$	1,507,214.72
Payroll Checking – Wells Fargo Bank	\$	232,436.66
Total Cash and Investments	\$	5,053,514.50

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 APRIL 30, 2025

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,322,916	3,122,524	(200,392)	94.0%
4020	Property Taxes - Current Unsecured	94,378	87,724	(6,654)	92.9%
4050	Property Taxes - Curr Supplemental	87,057	55,523	(31,534)	63.8%
4070	Interest on Unapport Tax	670	3,622	2,952	540.6%
4080	Penalties & Costs on Delinq Taxes	22,445	28,373	5,928	126.4%
4090	Taxes Special Dist Augmentation	10,065	4,640	(5,425)	46.1%
* 4180	Other Revenue	0	34,945	34,945	-
4190	State - Homeowners Property Tax Relief	12,760	6,111	(6,649)	47.9%
	Sub Total	3,550,291	3,343,462	(206,829)	94.2%
INTEREST REVENUE					
4600	Interest	33,966	110,899	76,933	326.5%
	Sub Total	33,966	110,899	76,933	326.5%
GRANT REVENUE					
4210	State Grants	140,000	128,620	(11,380)	91.9%
4220,4230	Fed/Other Grants	5,000	1,000	(4,000)	20.0%
	Sub Total	145,000	129,620	(15,380)	89.4%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	38,000	34,801	(3,199)	91.6%
4310	Fines & Fees	15,357	14,653	(704)	95.4%
4320, 4330	Passport/Photos	244,170	240,610	(3,560)	98.5%
4340	Meeting Room Fees	1,260	2,350	1,090	186.5%
* 4430	Other: Miscellaneous	3,500	5	(3,495)	-
	Sub Total	302,287	292,420	(9,867)	96.7%
TOTAL REVENUES YTD FOR FY 24/25:		4,031,544	3,876,400	(155,144)	96.2%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE		4,521,641	5,053,515	354,933	
4500	Cash/Investments	960,635	1,065,969	191,828	
	Impact Fees - Restricted Funds				

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of April 30, 2025

83% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS			
5010, 5020	Salaries & Wages	1,960,000	1,658,073
5030	Retirement & Post Employment Trust 115	72,801	60,383
5040	Unemployment Insurance	5,000	0
5050	Health Insurance	332,574	283,361
5060	Life Insurance	4,720	3,858
5064	Dental Insurance	10,960	7,743
5066	AD & D Insurance	6,083	4,814
5068	Vision Insurance	2,529	1,893
5070	Workers' Compensation Insurance	34,332	17,307
5090	Education Assistance Program	0	0
TOTAL		\$2,428,999	\$2,037,433
SERVICES & SUPPLIES			
5099	Property & Liability Insurance	78,454	65,852
5100-5140	Communications, Internet, Cable	60,000	23,098
5150-5180	Janitorial Supplies & Services	95,800	63,579
5160	Refuse Disposal	3,500	4,086
5205	Maintenance Equipment	19,384	11,098
5200, 5210-5280	Building & Maintenance	235,500	244,849
5290-5292	Memberships	13,000	9,893
5300-5350	Office Expenses & Postage	95,000	103,901
5400-5480	Prof./Specialized Services	278,300	228,150
5490	Loan Obligation (i-bank)	147,744	73,584
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	61,248
5500	Books/Library Materials	320,000	271,318
5600	Travel & Meetings/Professional Development	55,000	41,525
5700	Mileage/Parking	1,000	1,159
5800	Utilities	83,177	74,670
5900	Bookmobile - Vehicle	200,000	0
5901	Bookmobile - Collection	90,000	13,809
5902	Bookmobile - Supplies & Materials	10,000	0
5904	Bookmobile - Other	5,000	0
6000	Other	1,200,000	463,710
6100	Taxes and Assessments	13,034	9,793
TOTAL		\$3,055,178	\$1,765,322
OPERATING EXPENSES		\$5,484,177	\$3,802,755
TOTAL BUDGET		\$5,484,177	\$3,802,755
		0.69	\$1,681,422

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Acquisitions Report for April 2025
DATE: May 19, 2025

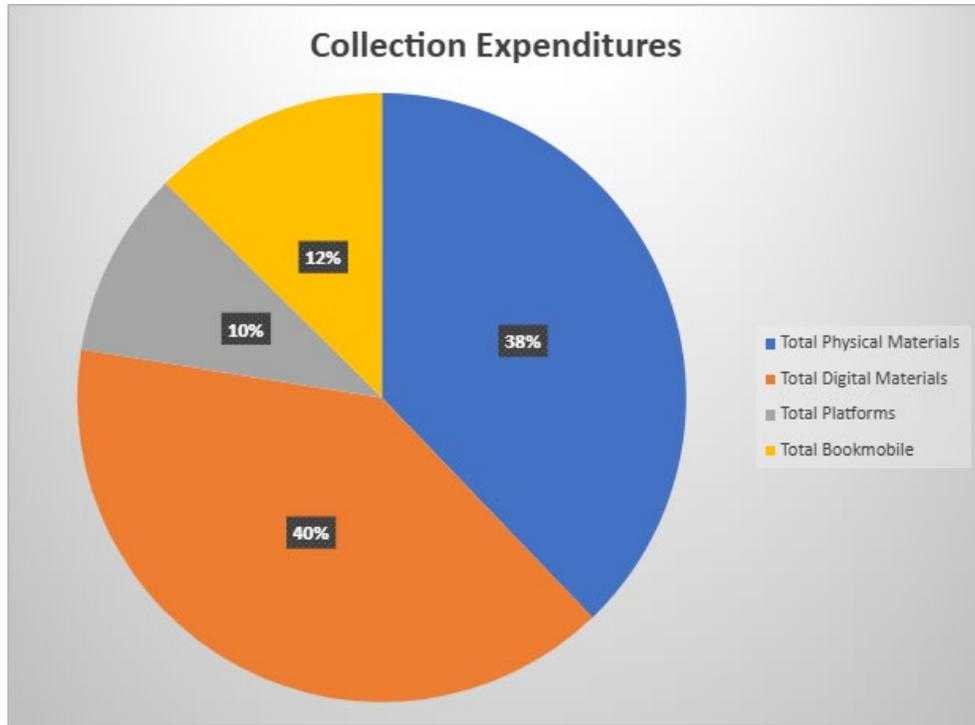
MONTHLY STATISTICS

Total Budget	FY 2024-25	% Spent	FY 2023-24	% Spent
Library	\$342,328.00	94%	\$345,620.00	76%
Bookmobile	\$90,000	45%	\$70,000.00	0%

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

Collection Expenditures	April 2025	April 2024	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	\$5,778	\$14,426	\$92,357	\$106,808	-14%
Serial Subscription	\$0	\$0	\$3,409	\$2,856	19%
~Audio Materials	\$6,715		\$14,468		
~Video Materials	\$478		\$6,273		
LOTS	\$66	\$2,699	\$4,748	\$18,863	-75%
Total Physical Materials	\$13,036	\$17,125	\$121,254	\$128,527	-6%
Digital eBooks	\$2,607	\$8,680	\$28,963	\$99,754	-71%
~Digital eAudiobooks	\$7,308		\$65,697		
~Digital Videos	\$1,590		\$14,450		
~Digital Magazines	\$5,051		\$10,892		
~Digital Music	\$127		\$7,200		
Total Digital Materials	\$16,684	\$8,680	\$127,201	\$99,754	28%
Online Learning Platforms	\$5,000	\$0	\$31,740	\$34,967	-9%
Total Platforms	\$5,000	\$0	\$31,740	\$34,967	-9%
~Bookmobile Print Materials	\$13,614		\$40,286		
~Bookmobile Digital	\$0		\$0		
~Bookmobile LOTS	\$0		\$0		
Total Bookmobile	\$13,614		\$40,286		
Total Collection Expenditures	\$48,334	\$25,805	\$320,481	\$263,248	22%

*Overdrive Platform fee and Magazine fee accounted here.



Titles Added	April 2025	April 2024	FY-T-D FY 2024-25	FY-T-D FY 2023-24	FY-T-D % changed
Print Materials	584	315	4,007	4,433	-10%
Serial Subscription	0	0	4	2	100%
~Audio Materials	62		241		
~Video Materials	7		130		
LOTs	0	39	0	212	-100%
Total Physical Materials	653	354	4,382	4,647	-6%
Digital eBooks	1,210	4,029	11,361	49,025	-77%
~Digital eAudiobooks	2,660		22,892		
~Digital Videos	684		6,541		
~Digital Magazines	19		5,841		
~Digital Music	84		809		
Total Digital Materials	4,657	4,029	47,444	49,025	-3%
Online Learning Platforms	0	0	6	7	-14%
Total Platforms	0	0	6	7	-14%
~Bookmobile Print Materials	865		1,492		
~Bookmobile Digital	0		0		
~Bookmobile LOTs	0		0		
Total Bookmobile	865		1,492		
Total Titles Added	6,175	4,383	53,324	53,679	-1%

All Materials Held	April	March	Month to Month
	2025	2025	% changed
Total Library Physical	83,654	83,775	0%
Total Digital	1,991,257	1,905,017	5%
Total Bookmobile Physical	2,497	2,110	18%
Total All Materials	2,077,408	1,990,902	4%

Library Children's Physical Materials Held	April	March	Month to Month
	2025	2025	% changed
Children's Fiction	24,466	24,694	-1%
Children's Nonfiction	14,477	14,526	0%
Children's Spanish	3,199	3,174	1%
Children's Audiobook	1,193	1,040	15%
Children's DVD/Video	1,665	1,657	0%
Children's LOTs	68	69	-1%
TOTAL Library Children's Physical Material	45,068	45,160	0%

Library Adult/Teen Physical Materials Held	April	March	Month to Month
	2025	2025	% changed
Adult Fiction	17,003	16,688	2%
Adult Nonfiction	12,872	12,868	0%
Adult Foreign Language	1,384	1,384	0%
Adult Audiobook	887	1,121	-21%
Adult DVD/Video	2,933	3,091	-5%
Adult LOTs	115	117	-2%
Vinyl Records	201	193	4%
Video Games	414	396	5%
Teen Fiction	2,777	2,757	1%
TOTAL Library Adult/Teen Physical Material	38,586	38,615	0%

Digital Material Held	April	March	Month to Month
	2025	2025	% changed
eBooks	1,068,302	990,531	8%
Digital Audiobooks	309,463	307,045	1%
Digital Videos	120,853	119,410	1%
Digital Magazines	5,860	5,883	0%
Digital Music	486,771	482,140	1%
Online Learning Platforms	8	8	0%
TOTAL Library Digital Material	1,991,257	1,905,017	5%

Library of Things Held	April	April	FY-T-D
	2025	2024	% changed
Children's LOTs Items	69	63	10%
Adult LOTs Items	91	97	-6%
Total LOTs Items	160	160	0%

Library of Things Updates	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	FY 2024-25	FY 2023-24	% changed
New LOTs Items Added	2		4		
LOTs Items Replaced	0		1		
LOTs Items Removed	0		4		

Bookmobile Children's Physical Materials Held	April	March	Month to Month
	2025	2025	% changed
Children's Fiction	1,380	1,242	11%
Children's Nonfiction	693	490	41%
Children's Spanish	313	313	0%
Children's Audiobook*	0	0	N/A
Children's DVD/Video*	0	0	N/A
Children's LOTs *	0	0	N/A
TOTAL All Children's Physical Material	2,386	2,045	17%

Bookmobile Adult/Teen Physical Materials Held	April	March	Month to Month
	2025	2025	% changed
Adult Fiction	45	27	67%
Adult Spanish*	0	0	N/A
Teen Fiction	60	38	58%
Teen Nonfiction*	6	0	N/A
TOTAL All Adult/Teen Physical Material	111	65	71%

*Cannot Divide by 0.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for April 2025

DATE: May 19, 2025

Net Revenue Summary for April 2025

			YTD	YTD
	Apr-25	Apr-24	2024-2025	2023-2024
Passport	22,890	23,205	169,990	130,870
Passport Photos	9,560	9,560	70,620	52,188
Fines & Fees	1,641	1,504	14,653	11,959
Meeting Room	0	0	2,350	1,249
TOTAL	\$ 34,091	\$ 34,269	\$ 257,613	\$ 196,266





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for April 2025

DATE: May 19, 2025

			YTD	YTD
	Apr-25	Apr-24	2024-2025	2023-2024
Separation	0	0	3	3
Retirement	0	0	0	1
Appointments	0	0	4	13
Open Positions	0	0	2	18
Workers' Compensation Leave	0	0	0	0
TOTAL	0	0	9	35

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 April 2025
DATE: May 19, 2025

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2024-2025						
Jul-24	7/22/2024	1,519.81	582.40	0.00	0.00	2,102.21
Aug-24	*	*	*	*	*	*
Sep-24	9/12/2024	1,519.81	582.40	48.86	0.00	2,151.07
Oct-24	10/17/2024	3,039.62	291.20	13.09	0.00	3,343.91
Nov-24	*	*	*	*	*	*
Dec-24	*	*	*	*	*	*
Jan-25	1/23/2025	3,039.62	837.33	0.00	125.99	4,002.94
Feb-25	*	*	*	*	*	*
Mar-25	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						
Jun-25						
	TOTAL	\$13,678.29	\$3,166.93	\$101.98	\$463.82	\$17,411.02

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for April 2025**

DATE: May 19, 2025

Meetings:

April 1st

- Broadband Project Meeting: Assistant Library Director met with Angela Jones, Program Specialist from the California Library Connect program, to review and discuss the program's requirements and expectations for the upcoming fiscal year.

April 9th

- Loading Dock & Outdoor Library Project Meeting: Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, and US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates regarding Loading Dock and Outdoor Library projects.
- LMT Meeting: Library Director, Assistant Library Director, and Business Manager met with library supervisors.

April 10th

- Emergency Disaster Meeting: Assistant Library Director met with Patrick Powers, Emergency and Health Services Manager, and Maddie Villapando, Management Analyst for the City of Placentia, to review the current disaster preparedness plan. The discussion focused on evaluating the library's designated role and responsibilities during emergency situations, ensuring alignment with library protocols.
- Administration Team Meeting

April 16th

- Loading Dock & Outdoor Library Project Meeting: Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, and US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates regarding Loading Dock and Outdoor Library projects.

April 17th

- Joint Use Meeting

April 24th

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

April 28th

- Budget Work Session: Administration Team
- Library Board Meeting: Administration Team

April 29th

- All Staff Meeting

April 22nd

- Bookmobile Meeting: Assistant Library Director met with Bryce Lovell, the Director of Library Services for El Dorado County, to discuss their ongoing project and overall experience working with Phoenix Motorcars. The conversation focused particularly on the quality of communication and support provided by the company, including any challenges encountered.
- Bookmobile Meeting: Assistant Library Director met with Caitlyn Braunns, an Account Executive from Matthews Specialty Vehicles, to revisit the proposal originally submitted in 2022 for the bookmobile. During the meeting, the specifications outlined in the original proposal were discussed, as well as the updated pricing for the same scope of work. Caitlyn will be reviewing the current costs and will follow up with a revised quote and options for next steps.
- Point-of-Sales Review Meeting: Business Manager attended meeting with Assistant Library Director and IT Consultant to discuss and review options on point-of-sales systems.

April 24th

- Library Impact Fee Meeting: Business Manager attended meeting with the City of Placentia Director Development Services to discuss library impact fees.

April 29th

- CSDA Live Webinar: “GASB 68, 75, 87, 96, 101 – What’s All the Fuss About?”: Business Manager attended webinar training hosted by CSDA that covers new and recent GASB implementations.

April 30th

- Loading Dock & Outdoor Library Project Meeting: Assistant Library Director attended a meeting with Accenture Construction Project Manager, IDS Consultants, US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for April 2025

DATE: **May 19, 2025**

Children's Circulation	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Children's Fiction Physical	8,012	9,600	91,751	93,248	-2%
Children's Fiction Digital	1,273	1,168	12,931	10,166	27%
Children's Fiction TOTAL	9,285	10,768	104,682	103,414	1%
Children's Nonfiction Physical	2,382	3,079	26,016	25,096	4%
Children's Nonfiction Digital	101	144	1,203	1,311	-8%
Children's Non-Fiction TOTAL	2,483	3,223	27,219	26,407	3%
Children's Magazine Digital	1,040	604	1,299	869	49%
Children's Magazine TOTAL	1,040	604	1,299	869	49%
Children's Audiobook Physical	976	836	9,449	9,051	4%
Children's Audiobook Digital	809	773	8,468	6,845	24%
Children's Audiobook TOTAL	1,785	1,609	17,917	15,896	13%
Children's DVD/Video Physical	318	289	3,162	3,470	-9%
Children's DVD/Video Digital	61	74	711	740	-4%
Children's DVD/Video TOTAL	379	363	3,873	4,210	-8%
Children's LOTS	39	38	334	346	-3%
Music Digital	4	0	68	190	-64%
TOTAL All Children's Physical Content	11,727	13,842	130,712	131,214	0%
TOTAL All Children's Digital Content	3,288	2,763	24,680	20,121	23%
TOTAL All Children's Content	15,015	16,605	155,392	151,335	3%

Adult/Teen Circulation	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Adult Fiction Physical	2,084	2,301	22,575	22,343	1%
Adult Fiction Digital	3,601	3,083	35,198	28,262	25%
Adult Fiction TOTAL	5,685	5,384	57,773	50,605	14%
Adult Nonfiction Physical	1,264	1,464	13,881	15,584	-11%
Adult Nonfiction Digital	980	1,044	9,809	8,907	10%
Adult Non-Fiction TOTAL	2,244	2,508	23,690	24,491	-3%
Adult Magazine Digital	1,023	598	8,541	6,761	26%
Adult Magazine TOTAL	1,023	598	8,541	6,761	26%
Adult Audiobook Physical	91	113	935	1,146	-18%
Adult Audiobook Digital	7,473	6,898	72,102	53,776	34%
Adult Audiobook TOTAL	7,564	7,011	73,037	54,922	33%
Adult DVD/Video Physical	398	674	5,292	5,497	-4%
Adult DVD/Video Digital	594	516	5,738	6,329	-9%
Adult DVD/Video TOTAL	992	1,190	11,030	11,826	-7%
Adult LOTs	56	73	828	973	-15%
Adult Hotspot~	21		65		
Adult Laptop~	8		22		
State Parks Pass	60	69	549	500	10%
Vinyl Records	116	147	1,127	1,156	-3%
Video Games	305	337	3,640	3,371	8%
Music Digital	80	76	741	1,269	-42%
Teen Fiction Physical	243	302	2,891	3,188	-9%
Teen Fiction Digital	335	293	3,102	2,987	4%
Teen Fiction Total	578	595	5,993	6,175	-3%
TOTAL All Adult/Teen Physical Content	4,646	5,480	51,779	53,765	-4%
TOTAL All Adult/Teen Digital Content	14,086	12,508	135,231	108,291	25%
TOTAL All Adult/Teen Content	18,732	17,988	187,010	162,056	15%

All Circulation	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Total Circulation Physical	16,373	19,322	140,454	141,980	-1%
Total Circulation Digital	17,374	15,271	159,911	128,412	25%
Total All Circulation	33,747	34,593	342,402	313,391	9%
Non-English Language Circulation	839	955	8,757	8,625	2%

Online Database Usage	April	April	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2025	2024	2024-25	2023-24	% change
ABC Mouse	2,210	295	17,367	14,555	19%
Freegal	1,560	1,050	14,981	10,372	44%
Novelist Plus	100	70	1,563	231	577%
Novelist Select	2,382		23,108		
Scholastic Teachables	97	217	916	1,411	-35%
TOTAL PLD DATABASE USAGE	6,349	1,859	58,457	28,523	105%

Online Database Usage	April	April	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2025	2024	2024-25	2023-24	% change
Britannica	34	53	428	473	-10%
ProQuest	9	0	62	118	-47%
ProQuest Culture Grams	3	0	33	61	-46%
Teaching Books for Libraries	376	436	4,158	2,809	48%
National Geographic Kids (Gale)	13	4	101	66	53%
Gale in Context: Environmental Studies	0	0	11	3	267%
Gale Interactive: Science	0	0	58	23	152%
Alexander Street	0	0	7	31	-77%
PebbleGo Science K-2^	6		20		
TOTAL CSL DATABASE USAGE	526	*734	4,998	*5,445	7%
TOTAL ALL DATABASE USAGE	8,082	2,593	57,106	33,808	82%

~New collection for FY 25-26

^New collection for FY 24-25



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for April 2025

DATE: May 19, 2025

Number of Programs by Type	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Storytime	7	4	86	82	5%
Children's Programs	5	9	85	77	10%
Hangar	5	0	23	2	1050%
Teen Programs	2	2	24	22	9%
Self Directed	5	1	31	14	121%
Outreach	8	5	30	20	50%
TOTAL Children/Teen	32	21	279	217	29%

Program Attendance by Type	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Storytime	306	259	3,831	3,813	0%
Children's Programs	305	220	5,505	4,107	34%
Hangar	60	0	300	548	-45%
Teen Programs	11	14	157	236	-33%
Self Directed	55	10	1,651	754	119%
Outreach	637	381	1,680	1,360	24%
TOTAL Children/Teen	1,392	884	13,124	10,818	21%

The Hangar Makerspace	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Hangar Activity Hour Visits	191	85	2,133	1,614	32%

ACHIEVEMENTS

- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on April 4
- Daisy Badge planned and conducted Family Storytime on April 12.
- Mayli Apontti and Daisy Badge planned and conducted a presentation and activity during Third Grade Visits and assisted as presenters and guides on April 1 and April 24.
- Mayli Apontti facilitated Read to the Dogs on Monday, April 7.
- Mayli Apontti planned and conducted Family Storytime on April 5.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on April 11.
- Alex Aguirre planned and conducted Maker Labs! Cosplay Corner on April 19.
- Alex Aguirre prepped and coordinated STEAM Labs! On April 10.
- Alex Aguirre planned and conducted PTAC on April 3 and 17.
- Alex Aguirre planned and conducted Hangar Makerspace Activities on April 2, 5, 7, 9, 12, 14, 16, 19, 21, 23, 26, 28, and 30.
- Damean Sanz conducted Luna Luna Bilingual Storytime on April 2, 9, and 30.
- Damean Sanz and Joy Ellis conducted outreach and storytime for the City of Placentia's annual Easter Eggcitement event on April 12 at Kraemer Memorial Park.
- Joy Ellis conducted outreach at the LOT 318 Homework Club on April 1 at Cypress Street.
- Joy Ellis led Morning Meetups on April 4 and April 11.
- Joy Ellis conducted outreach at the Sierra Vista Elementary Literacy Night on April 9.
- Joy Ellis received, processed, and organized 779 books for the bookmobile in April.

MEETINGS

- April 3, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where they presented updates about the OLE space, Third Grade visits, Summer Reading Celebration city needs document due early May and upcoming Movie in the Park dates
- April 3, Daisy Badge attended the Lunch at the Library (LATL) Community of Practice #3 meeting where the LATL Research Report was presented which included interview and survey insights. Presentations were also given by two libraries on LATL grant reporting and a "Raising Awareness Campaign" as part of an Innovation Grant.
- April 10, Margaret Hatanaka served on the Yorba Linda Public Library's interview panel for a full-time Children's Librarian position.

PROFESSIONAL DEVELOPMENT

- n/a

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for April 2025

DATE: May 19, 2025

MONTHLY STATISTICS

Number of Programs by Type	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Adult Programs	7	6	24	17	41%
History Room	2	1	4	4	0%
Literacy	37	43	337	355	-5%
General Interest	0	4	2	19	-89%
Self-Directed	2	0	11	3	267%
TOTAL Adult	48	54	378	398	-5%

Program Attendance by Type	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Adult Programs	65	143	278	261	7%
History Room	171	63	302	233	30%
Literacy	314	275	2,916	2,275	28%
General Interest	0	2,249	58	5,752	-99%
Self-Directed	73	0	558	434	29%
TOTAL Adult	623	2,730	4,112	8,955	-54%

History Room Activity	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
History Room Visitors	2	6	34	39	-13%
Memory Lab Appointments	11	7	53	63	-0.16%

Volunteer Hours	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
History Room	0	0	0	0	0%
PLFF	225.25	311.78	2,709	2,616	4%
General Library	57.25	124.25	937	579	62%
Adult Literacy	369.5	286.5	3,483	2,067	69%
PTAC	13	42.5	120	850	-86%
Teen Volunteers	171.59	119.5	1,358	1,445	-6%
Total Volunteer Hours	836.59	884.53	8,608	6,112	41%
FTE Equivalent	4.83	5.10	49.66	35.26	41%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2024-25	2023-24	% change
Adult Literacy Students	30	34	-12%
Adult ESL Students	81	43	88%
Adult Literacy Tutors	36	39	-8%
Adult ESL Tutors	73	37	97%

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beginner Book Club on April 2, 9, 16
- Sally Federman facilitated Literacy Reads – Int. Book Club on April 1, 8, 15, 22, 29.
- Esther Canedo coordinated Read, Write, Speak Club on April 4, 11, 25.
- Sally Federman facilitated Casual Conversation group on April 3 and 17.
- Laurel Dennis facilitated ESL Conversation Class at the Whitten Center on April 1, 8, 15, 22, 29.
- Laurel Dennis coordinated ESL Conversation Class at the Whitten Center on April 3, 10, 17.
- Esther Canedo facilitated ESL Conversation Class at PLD Tuesday afternoon on April 1, 8, 15, 22, 29.
- Esther Canedo coordinated ESL Conversation Class at PLD Thursday morning class at the Library on April 3, 10, 17.
- Ruchika Sharda facilitated Financial Literacy on April 23.
- Sally Federman coordinated the Citizenship Class on April 3, 10, 17, 24.

- Esther Canedo and Laurel Dennis coordinated Painting with Mehrdad on April 24.
- Sally Federman coordinated a Tutor In-service on April 22.
- Sally Federman coordinated Kitchen Talk with Erin on April 30.
- Natalie McCard held Book Club on April 8th.
- Natalie McCard held Wire Wonders on April 12th on Jullie Bence's behalf.
- Natalie McCard held the Get Hooked! Crochet and Knitting Circle on April 27th.
- Natalie McCard held Adult Craft Night on April 29th.
- Natalie McCard facilitated Third Grade Civic Center Tours on April 1st and 24th.
- Tim Balen coordinated Yoga at the Library on April 5, 12, 19 and 26.
- Tim Balen coordinated Tech Help Fridays on April 4.
- Tim Balen coordinated the Sci-Fi, Fantasy & Graphic Nove Book Club on April 10.
- Tim Balen coordinated an outreach at the Tynes Elementary Literacy Night on April 3.

MEETINGS

- Megan Tolman and Michelle Meades met with Marsha Yarborough from Baker & Taylor on March 27 to discuss vendor updates and services.
- On April 25, Tim Balen met with the library's spring Santa Ana College intern and instructor for a 2nd internship check in and to provide an overview of aspects of librarianship for the intern, including programming, collections, budget, stats and more.
- On April 2, Michelle Meades attended the Rotary meeting at Denny's where Rotary discussed Cowabunga.
- On April 3, Michelle Meades attended the City/Library monthly meeting to discuss upcoming programs within the various agencies attending.
- On April 17, Michelle Meades and Sally Federman attended the CLLS grant informational meeting. How to login into Amplifund, the new platform that will be used for all grant information, was discussed. Also discussed were how to write the application and terminology used.

PROFESSIONAL DEVELOPMENT

- On April 16, Tim Balen and Michelle Meades attended the California eBook Summit. The conference, presented by the California State Library, Califa and the IMLS, discussed issues, challenges and updates for eBooks, digital collections and the Palace Project in California.
- On April 10, Tim Balen attended the Digital Resources Community of Practice meeting, in collaboration with California librarians, library staff, and California State Library staff and vendors. Librarians across the state discussed challenges and opportunities for emerging technologies, online resources, eBooks and more in libraries, focusing on topics such as digital collection development and budgets for OverDrive and Hoopla and state-funded K-12 educational resources.

- On April 17th Natalie McCard attended a joint Calisphere and OAC (Online Archive of California) meeting regarding an update on the OAC system upgrade and what it entails for organizations that have partnered with Calisphere and OAC. The system upgrade would include real-time updates of subject tags and other metadata added to records existing within systems that OAC and Calisphere pull from.
- On April 15, Sally Federman attended a webinar by ProLiteracy. It was called, "Teaching Conversation Skills to Adult English language Learners." This webinar discussed how to explicitly teach conversation/dialogs skills and what is missing if you only use textbooks to teach conversation skills. This was an excellent webinar, and we will be using it as part of our tutor training. We have also sent it out to all our current tutors for their benefit, too.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for April 2025

DATE: May 19, 2025

MONTHLY STATISTICS

Computer and Wi-Fi Usage	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Children Computer Usage	284	306	3,341	2,941	14%
Children AWE Learning Usage*	917	387	4,322	3,406	27%
Teen Computer Usage	53	140	879	1,249	-30%
Adult Computer Usage	879	1,009	8,885	10,659	-17%
Total Computer Usage	2,133	1,842	17,427	18,255	-5%
Wi-Fi Usage	1,796	1,371	15,862	14,177	12%
Guest Passes	97	111	751	983	-24%

**Data Not Available March 2025*

Website Traffic	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Website visits	19,920	14,359	191,272	142,419	34%
Page Hits	30,980	23,448	309,135	230,467	34%
Users	14,306	9,308	140,011	92,480	51%
Placentia Library Online Catalog Usage	2,942	3,492	25,904	37,288	-31%

App Usage	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
App Downloads	49	63	645		
App Launches	1,560	887	14,395		
Searches	2,884	9,338	96,453		
Requests Placed	95	180	2,046		
Renewals Done	448	255	4,371		
App Catalog Usage	3,027	9,527	100,031		

Technology Updates

Completed Projects:

- 25-27 Budget IT proposal
- Self-Check Machine replacement
- Workstation Windows 11 upgrade/replacement
- Website Updates/ Maintenance

Ongoing Projects:

- Mobile App- Self Checkout
- Mobile App- Online Payments
- POS upgrade
- Online library card auto-processing
- Security Camera Server Upgrade

Upcoming Projects:

- Implement asset tracking software
- History Room Online Archive Portal
- Domain migration to ca.gov
- SirsiDynix contract extension/renewal
- ILS RFP preparation
- Phone system SIP conversion

Over the past month, IT staff have focused on moving major projects forward towards implementation and completion. These projects included the proposed IT budget, new self check machine, new windows 11 workstation deployment, mobile app updates for new self-check out features and mobile payments, new Point of Sale proposals, and new security camera server setup. IT staff assisted with the development of the AI policy and continues to research the best way to implement AI for staff moving forward.

Significant time has been dedicated to the design and planning for the OLE. No low voltage plans were included by the original architects or engineering team. The IT team has created a list of internal and external projects that need to be completed in order to complete the technology requirements for the OLE. This includes but is not limited to security cameras, wifi, and smart EV chargers.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for April 2025

DATE: **May 19, 2025**

Attendance	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Number of Days Open	29	30	292	264	11%
Number of Hours Open	274	270	2,656	2,405	10%
Attendance	21,221	17,820	205,378	156,674	31%

Card Holders	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Child Card Holders	16,333	15,449	160,359	135,311	6%
Teen Card Holders	4,781	4,659	47,436	41,516	3%
Adult Card Holders	51,723	47,969	451,162	419,743	8%
Total Card Holders	72,837	68,077	658,957	596,570	7%
New Patron Registration	472	521	4,047	3,703	9%
New Virtual Library Cards	160	113	1,169	918	27%

Information Desk Activity	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Reference Questions -- in person	2,314	2,527	19,742	19,463	1%
Reference Questions -- telephone	546	712	5,308	4,841	10%
Reference Questions -- email/chat	11	11	65	94	-31%
Total Reference Questions	2,871	3,250	25,115	24,398	3%
Study Room Usage	221	223	2,230	1,947	15%
PODs	132	████████	761	████████	████████

Passport Activity	April	April	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Passports Processed	656	663	4,878	3,729	31%
Total Photos walk in/application	481	482	3,539	1,048	238%

ACTIVITIES

- Angie processed 510 new books.
- Yomara mailed 77 billing notices.
- Meeting room was used by 2 library partners: PLFF and Kiwanis
- Meeting room was used by 2 outside renter: Broadmoor HOA, Corte Vista HOA
- Meeting Room was used 36 times for library related activities/programs.
- Staff filled 398 requests from the pull list.
- Staff pulled 143 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Public Hearing for the 2025-2027 Fiscal Year Budget & Adoption of Resolution 2025-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2025-2027 Fiscal Year Budget for the Placentia Library District of Orange County.

DATE: May 19, 2025

BACKGROUND

The 2025-2027 Fiscal Year Budget was discussed and presented to the Library Board of Trustees at the April 28, 2025 Budget Work Session. The Notice of Public Hearing for the Library Board's May 19, 2025 Regular Date Meeting was posted on the District's website and at District building on May 14, 2025.

- Attachment A are the guidelines for conducting a Public Hearing.
- Attachment B is the Notice of Public Hearing.
- Attachment C is Resolution 2025-04.
- Attachment D is the proposed Revenue for the 2025-2027 Fiscal Year.
- Attachment E is the proposed Expenditures for the 2025-2027 Fiscal Year.
- Attachment F is the proposed Salary Schedule for the 2025-2027 Fiscal Year.
- Attachment G is the proposed Organizational Chart for the 2025-2027 Fiscal Year.

RECOMMENDATIONS

1. Conduct Public Hearing on the 2025-2027 Fiscal Year Budget as published.
2. Finalize the 2025-2027 Fiscal Year Budget, inclusive of input from the Library Board of Trustees.
3. Motion to read Resolution 2025-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2025-2027 Fiscal Year Budget for the Placentia Library District of Orange County.
4. Motion to Adopt Resolution 2025-04 and authorize amendments to policies presented.
5. Roll Call Vote.

**Public Hearing Procedures
May 19, 2025**

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Executive Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Executive Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.



NOTICE OF PUBLIC HEARING
REGARDING PROPOSED ADOPTION OF RESOLUTION 2025-04,
THE BUDGET FOR ALL FUNDS FOR FISCAL YEARS 2025-2027

NOTICE IS HEREBY GIVEN that on May 19, 2025, the Board of Trustees of the Placentia Library District will hold a Public Hearing in the Community Meeting Room of the Placentia Library District at 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Date Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the Public Hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution 2025-04. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of Resolution 2025-04, which would establish the Budget for all funds for Fiscal Years 2025-2027.

A copy of the full Resolution 2025-04 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1906, extension 200.

DATED: May 14, 2025

POSTED: May 14 through May 19, 2025

PUBLISHED: June 15 through May 19, 2025

Lina Nguyen
Executive Assistant

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE
2025-2027 FISCAL YEAR BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for the 2025-2027 Fiscal Year Budget were reviewed at the Regular Date Meeting of the Board of Trustees on May 19, 2025; and,

WHEREAS, all sources of income have been identified to support said budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for the 2025-2027 Fiscal Year, and implements such on July 1, 2025 as \$4,354,121 for the 2025-2026 Fiscal Year and \$4,094,144 for the 2026-2027 Fiscal Year.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Scott Nelson, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Nineteenth day of May 2025.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Nineteenth day of May 2025.

Scott Nelson, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT

Proposed Revenue Budget for Fund 707 for Fiscal Year 2025-2027

OBJECT		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027
CODE	DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
4010	Current Secured	3,195,112	3,322,916	3,286,368	3,352,095	3,419,137
4030	Prior Secured					
	SUB-TOTAL CURRENT SECURED	3,195,112	3,322,916	3,286,368	3,352,095	3,419,137
4020	Current Unsecured	90,748	94,378	98,604	100,576	102,588
4040	Prior Unsecured	0	0	0	0	0
	SUB-TOTAL UNSECURED	90,748	94,378	98,604	100,576	102,588
4050	SUPPLEMENTAL -- CURRENT	83,709	87,057	74,856	76,353	77,880
4060	SUPPLEMENTAL -- PRIOR	0	0	0	0	0
4070	INTEREST ON UNNAPORT. TAX	8,094	670	8,407	8,575	8,747
4080	PENALTIES & COST ON DELIQ. TAX	21,582	22,445	28,373	28,940	29,519
4090	TAXES SPECIAL DIST. AUGMENTATION	9,150	10,065	9,266	9,451	9,640
4180	OTHER REVENUE	63,346	0	98,291	0	60,000
4190	STATE - HOMEOWNERS PR TAX RELIEF	12,269	12,760	12,246	12,491	12,741
TOTAL PROPERTY TAX REVENUE		3,484,010	3,550,291	3,616,411	3,588,482	3,720,252
4210	State Grants	142,916	140,000	124,405	120,000	75,000
4220	Federal Grants	0	0	0	0	0
4230	Other Grants	1,500	5,000	1,500	2,500	2,500
TOTAL GRANTS REVENUE		144,416	145,000	125,905	122,500	77,500
4310	Fines & Fees	15,056	15,357	15,326	15,249	15,326
4320	Passports/Passport Photos	237,058	244,170	253,083	227,775	239,163
4340	Meeting Room	1,364	1,260	2,350	2,115	1,904
4350	Test Proctor	0	0	0	0	0
TOTAL SERVICE REVENUE		253,478	260,787	270,759	245,139	256,393
4410	PLFF Grants	109,801	38,000	38,000	48,000	40,000
4430	Misc. Revenue	6187	3,500	0	0	0
4500	IMPACT FEES	874,141	960,635	347,588	131,044	270,746
4600	INTEREST	33,838	33,966	132,238	134,883	138,255
TOTAL REVENUE (impact fees are restricted)		4,905,870	4,992,179	4,530,901	4,354,121	4,094,144

FY 25-26 Revenue includes impact fees for bookmobile



PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2025-2027

FY 25-26: 2% COLA FY 26-27: 0% COLA

OBJECT		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027
CODE	DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
	5010 Salaries & Wages	1,770,573	1,813,500	1,757,670	1,746,881	1,889,084
	5020 Payroll Taxes (SS & MEDICARE)	132,076	146,500	131,309	137,635	141,739
	5030 Retirement (PARS)	66,182	72,801	70,497	76,751	80,746
	5040 Unemployment Insurance	6,159	5,000	0	0	0
	5050 Health Insurance	316,737	332,574	339,289	342,257	0
	5060 Life Insurance	4,495	4,720	4,629	5,412	5,547
	5064 Dental Insurance	10,437	10,960	11,467	14,563	15,437
	5066 Long Term Disability Insurance	5,793	6,083	5,775	7,088	7,442
	5068 Vision Insurance	2,408	2,529	2,294	2,651	2,784
	5070 Workers Compensation	32,697	34,332	20,768	22,845	25,129
	5090 Education Assistance	0	0	0	2,500	2,500
TOTAL SALARIES & EMPLOYEE BENEFITS		2,347,556	2,428,999	2,343,697	2,358,583	2,170,408
	5099 Liability Insurance	71,322	78,454	79,383	83,352	87,520
	5100 Communications	40,360	60,000	39,544	41,521	43,597
5150, 5170, 5180	Household Expense & Cleaning Supplies	70,662	95,800	77,402	87,142	95,856
	5160 Refuse Disposal	3,160	3,500	4,791	5,271	6,325
	5205 Maintenance - Equipment	17,622	19,384	14,718	16,190	17,808
5220-5280	Maintenance - Building & Grounds	102,563	235,500	254,683	317,417	279,895
	5290 Memberships	11,096	13,000	11,252	12,378	13,615
5300-5350	Office Supply & Postage	87,359	95,000	136,905	168,891	164,882
5400-5480	Professional / Specialized Services	228,625	278,300	291,816	320,997	337,047
	5490 Loan Obligation (ibank)	73,716	147,744	73,584	75,645	77,233
5495, 5910, 5920	Programs	61,000	51,285	70,740	50,000	45,000
	5500 Book/Library Materials	348,298	320,000	349,800	300,000	300,000
	5600 Travel & Meetings	49,801	55,000	67,915	40,000	45,000
	5700 Mileage/Parking	1,237	1,000	1,635	1,962	2,003
	5800 Utilities	69,314	83,177	87,938	105,525	116,078
	5900 Bookmobile - Vehicle	0	200,000	0	350,000	0
	5901 Bookmobile - Collection	31	90,000	10,923		0
	5902 Bookmobile - Supplies & Materials	0	10,000	0	2,000	0
	5903 Bookmobile - Other	50	5,000	0	2,000	0
	6000 Other (OLE)	55,624	1,200,000	1,131,991	5,000	0
	6100 Taxes & Assessments	9,210	13,034	9,761	10,249	10,761
TOTAL SUPPLIES & SERVICES		1,301,051	3,055,178	2,714,780	1,995,538	1,642,621
TOTAL EXPENSES		3,648,607	5,484,177	5,058,476	4,354,121	3,813,029

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2025-2026
NON-EXEMPT



	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	16.61	17.03	17.45	17.89	18.33	18.79	19.26	19.74	20.24	21.25
AN	34,548.80	35,412.52	36,297.83	37,205.28	38,135.41	39,088.80	40,066.02	41,067.67	42,094.36	44,199.08
MO	2,879.07	2,951.04	3,024.82	3,100.44	3,177.95	3,257.40	3,338.83	3,422.31	3,507.86	3,683.26
LIBRARY CLERK										
HR	21.05	21.58	22.12	22.67	23.24	23.82	24.41	25.02	25.65	26.93
AN	43,784.00	44,878.60	46,000.57	47,150.58	48,329.34	49,537.58	50,776.02	52,045.42	53,346.55	56,013.88
MO	3,648.67	1,875.47	1,922.27	1,970.80	2,019.33	4,128.13	4,231.33	4,337.12	4,445.55	4,667.82
CIRCULATION SUPERVISOR										
HR	25.07	25.70	26.34	27.00	27.67	28.36	29.07	29.80	30.55	32.07
AN	52,145.60	53,449.24	54,785.47	56,155.11	57,558.99	58,997.96	60,472.91	61,984.73	63,534.35	66,711.07
MO	4,345.47	4,454.10	4,565.46	4,679.59	4,796.58	4,916.50	5,039.41	5,165.39	5,294.53	5,559.26
EXECUTIVE ASSISTANT										
(CONFIDENTIAL)										
HR	28.88	29.60	30.34	31.10	31.88	32.68	33.49	34.33	35.19	36.95
AN	60,070.40	61,572.16	63,111.46	64,689.25	66,306.48	67,964.14	69,663.25	71,404.83	73,189.95	76,849.45
MO	5,005.87	5,131.01	5,259.29	5,390.77	5,525.54	5,663.68	5,805.27	5,950.40	6,099.16	6,404.12
LIBRARY ASSISTANT										
HR	29.30	30.03	30.78	31.55	32.34	33.15	33.98	34.83	35.70	37.48
AN	60,944.00	62,467.60	64,029.29	65,630.02	67,270.77	68,952.54	70,676.36	72,443.26	74,254.35	77,967.06
MO	5,078.67	5,205.63	5,335.77	5,469.17	5,605.90	5,746.05	5,889.70	6,036.94	6,187.86	6,497.26
MARKETING/COMMUNICATIONS										
SPECIALIST										
HR	30.03	30.78	31.55	32.34	33.15	33.98	34.83	35.70	36.59	38.42
AN	62,462.40	64,023.96	65,624.56	67,265.17	68,946.80	70,670.47	72,437.23	74,248.17	76,104.37	79,909.59
MO	5,205.20	5,335.33	5,468.71	5,605.43	5,745.57	5,889.21	6,036.44	6,187.35	6,342.03	6,659.13
LIBRARIAN I										
HR	35.19	36.07	36.97	37.90	38.84	39.81	40.81	41.83	42.88	45.02
AN	73,195.20	75,025.08	76,900.71	78,823.22	80,793.81	82,813.65	84,883.99	87,006.09	89,181.24	93,640.31
MO	6,099.60	6,252.09	6,408.39	6,568.60	6,732.82	6,901.14	7,073.67	7,250.51	7,431.77	7,803.36
SUPERVISING LIBRARIAN										
HR	40.81	41.83	42.88	43.95	45.05	46.17	47.33	48.51	49.72	52.21
AN	84,884.80	87,006.92	89,182.09	91,411.65	93,696.94	96,039.36	98,440.34	100,901.35	103,423.89	108,595.08
MO	7,073.73	7,250.58	7,431.84	7,617.64	7,808.08	8,003.28	8,203.36	8,408.45	8,618.66	9,049.59

Signature _____ : Approved _____ Effective: July 1, 2025

Gayle Carline, Board President



**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2025-2026
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	100.76									
AN	209,581									
MO	17,465.07									
ASSISTANT LIBRARY DIRECTOR										
HR	71.89	73.69	75.53	77.42	79.35	81.34	83.37	85.45	87.59	89.78
AN	149,531.20	153,269.48	157,101.22	161,028.75	165,054.47	169,180.83	173,410.35	177,745.61	182,189.25	186,743.98
MO	12,460.93	12,772.46	13,091.77	13,419.06	13,754.54	14,098.40	14,450.86	14,812.13	15,182.44	15,562.00
BUSINESS MANAGER										
HR	42.87	43.94	45.04	46.17	47.32	48.50	49.72	50.96	52.23	54.84
AN	89,169.60	91,398.84	93,683.81	96,025.91	98,426.55	100,887.22	103,409.40	105,994.63	108,644.50	114,076.72
MO	7,430.80	7,616.57	7,806.98	8,002.16	8,202.21	8,407.27	8,617.45	8,832.89	9,053.71	9,506.39

Signature _____ : Approved

Gayle Carline, Board President

Effective: July 1, 2025

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2026-2027
NON-EXEMPT**



	1	2	3	4	5	6	7	8	9	10	
LIBRARY PAGE	HR	16.61	17.03	17.45	17.89	18.33	18.79	19.26	19.74	20.24	21.25
	AN	34,548.80	35,412.52	36,297.83	37,205.28	38,135.41	39,088.80	40,066.02	41,067.67	42,094.36	44,199.08
	MO	2,879.07	2,951.04	3,024.82	3,100.44	3,177.95	3,257.40	3,338.83	3,422.31	3,507.86	3,683.26
LIBRARY CLERK PASSPORT AGENT	HR	21.05	21.58	22.12	22.67	23.24	23.82	24.41	25.02	25.65	26.93
	AN	43,784.00	44,878.60	46,000.57	47,150.58	48,329.34	49,537.58	50,776.02	52,045.42	53,346.55	56,013.88
	MO	3,648.67	1,875.47	1,922.27	1,970.80	2,019.33	4,128.13	4,231.33	4,337.12	4,445.55	4,667.82
CIRCULATION SUPERVISOR	HR	25.07	25.70	26.34	27.00	27.67	28.36	29.07	29.80	30.55	32.07
	AN	52,145.60	53,449.24	54,785.47	56,155.11	57,558.99	58,997.96	60,472.91	61,984.73	63,534.35	66,711.07
	MO	4,345.47	4,454.10	4,565.46	4,679.59	4,796.58	4,916.50	5,039.41	5,165.39	5,294.53	5,559.26
EXECUTIVE ASSISTANT (CONFIDENTIAL)	HR	28.88	29.60	30.34	31.10	31.88	32.68	33.49	34.33	35.19	36.95
	AN	60,070.40	61,572.16	63,111.46	64,689.25	66,306.48	67,964.14	69,663.25	71,404.83	73,189.95	76,849.45
	MO	5,005.87	5,131.01	5,259.29	5,390.77	5,525.54	5,663.68	5,805.27	5,950.40	6,099.16	6,404.12
LIBRARY ASSISTANT	HR	29.30	30.03	30.78	31.55	32.34	33.15	33.98	34.83	35.70	37.48
	AN	60,944.00	62,467.60	64,029.29	65,630.02	67,270.77	68,952.54	70,676.36	72,443.26	74,254.35	77,967.06
	MO	5,078.67	5,205.63	5,335.77	5,469.17	5,605.90	5,746.05	5,889.70	6,036.94	6,187.86	6,497.26
MARKETING/COMMUNICATIONS SPECIALIST	HR	30.03	30.78	31.55	32.34	33.15	33.98	34.83	35.70	36.59	38.42
	AN	62,462.40	64,023.96	65,624.56	67,265.17	68,946.80	70,670.47	72,437.23	74,248.17	76,104.37	79,909.59
	MO	5,205.20	5,335.33	5,468.71	5,605.43	5,745.57	5,889.21	6,036.44	6,187.35	6,342.03	6,659.13
LIBRARIAN I	HR	35.19	36.07	36.97	37.90	38.84	39.81	40.81	41.83	42.88	45.02
	AN	73,195.20	75,025.08	76,900.71	78,823.22	80,793.81	82,813.65	84,883.99	87,006.09	89,181.24	93,640.31
	MO	6,099.60	6,252.09	6,408.39	6,568.60	6,732.82	6,901.14	7,073.67	7,250.51	7,431.77	7,803.36
SUPERVISING LIBRARIAN	HR	40.81	41.83	42.88	43.95	45.05	46.17	47.33	48.51	49.72	52.21
	AN	84,884.80	87,006.92	89,182.09	91,411.65	93,696.94	96,039.36	98,440.34	100,901.35	103,423.89	108,595.08
	MO	7,073.73	7,250.58	7,431.84	7,617.64	7,808.08	8,003.28	8,203.36	8,408.45	8,618.66	9,049.59
TECHNOLOGY MANAGER	HR	50.48	51.74	53.04	54.36	55.72	57.11	58.54	60.00	61.50	64.58
	AN	104,998.40	107,623.36	110,313.94	113,071.79	115,898.59	118,796.05	121,765.95	124,810.10	127,930.35	134,326.87
	MO	8,749.87	8,968.61	9,192.83	9,422.65	9,658.22	9,899.67	10,147.16	10,400.84	10,660.86	11,193.91

Signature _____ : Approved _____ Effective: July 1, 2026

Gayle Carline, Board President



**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2026-2027
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	100.76									
AN	194,043									
MO	16,170.27									
ASSISTANT LIBRARY DIRECTOR										
HR	71.89	73.69	75.53	77.42	79.35	81.34	83.37	85.45	87.59	91.97
AN	149,531.20	153,269.48	157,101.22	161,028.75	165,054.47	169,180.83	173,410.35	177,745.61	182,189.25	191,298.71
MO	12,460.93	12,772.46	13,091.77	13,419.06	13,754.54	14,098.40	14,450.86	14,812.13	15,182.44	15,941.56
BUSINESS MANAGER										
HR	42.87	43.94	45.04	46.17	47.32	48.50	49.72	50.96	52.23	54.84
AN	89,169.60	91,398.84	93,683.81	96,025.91	98,426.55	100,887.22	103,409.40	105,994.63	108,644.50	114,076.72
MO	7,430.80	7,616.57	7,806.98	8,002.16	8,202.21	8,407.27	8,617.45	8,832.89	9,053.71	9,506.39

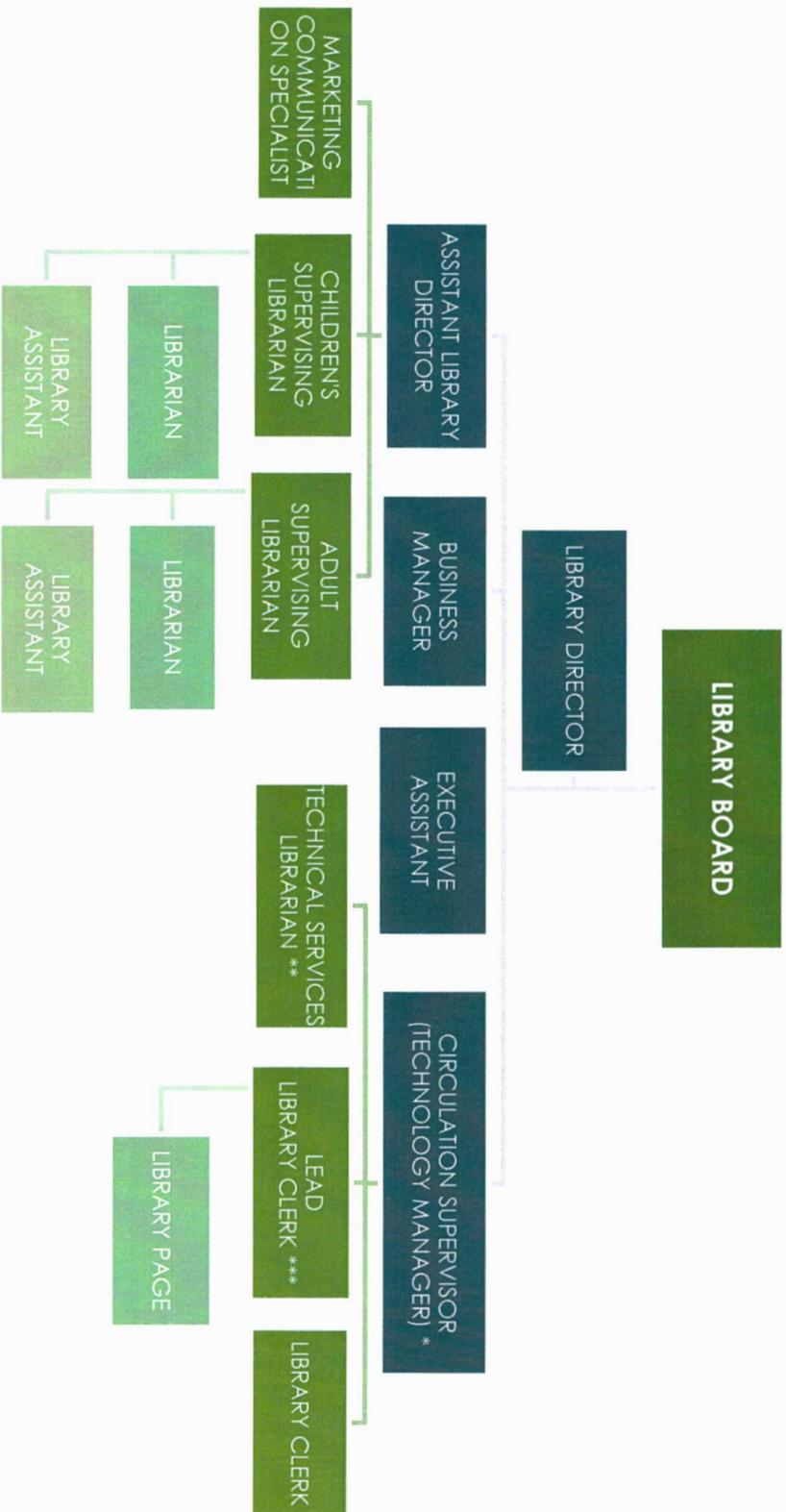
Signature _____ : Approved _____
Gayle Carline, Board President

Effective: July 1, 2026



PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART
FISCAL YEARS 2025-2027



* Position established in lieu of a Circulation Supervisor with greater responsibilities.
 ** Position reassigned concurrent with the establishment of the Technology Manager position.
 *** Position established to handle scheduling and page supervision responsibilities concurrent with



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Adoption of Resolution 2025-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation (Gann Limit) at \$6,853,964 for the 2025-2026 Fiscal Year.**

DATE: May 19, 2025

BACKGROUND

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the Price Factor and Population Information from the California Department of Finance for Fiscal Year 2025-2026.

Attachment C is the Annual Percent Change in Population

Attachment D is Resolution 2025-05 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2025-2026 in the amount of \$6,853,964.

RECOMMENDATIONS

1. Read Resolution 2025-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2025-2026.
2. Adopt Resolution 2025-05 by Roll Call Vote.

A. LAST YEAR'S LIMIT	\$ 6,280,993.54			
B. ADJUSTMENT FACTORS				
1. Per Capita Cost of Living Change %	6.44	$\frac{106.44}{100}$	1.0644	
2. Population %	2.52	$\frac{102.52}{100}$	1.0252	$\frac{1.091223}{0.091223}$
Total Adjustment %	9.12%			
C. ANNUAL ADJUSTMENTS	\$ 572,970.32			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 572,970.32			
F. CURRENT YEAR LIMIT	\$ 6,853,963.86			

FY 25/26



Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ www.dof.ca.gov

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information**Appropriations Limit**

California Revenue and Taxation Code Section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

May 2025

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
 Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio: $\frac{6.44 + 100}{100} = 1.0644$

Population converted to a ratio: $\frac{0.28 + 100}{100} = 1.0028$

Calculation of factor for FY 2025-26: $1.0644 \times 1.0028 = 1.0674$

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FISCAL YEAR 2025-26 Annual Percent Change in Population Minus Exclusions* January 1, 2024 to January 1, 2025 and Total Population January 1, 2025

City	County	Percent Change 24-25	Population Minus Exclusions 1-1-24	Population Minus Exclusions 1-1-25	Total Population 1-1-25
Aliso Viejo City	Orange	-0.45	50,442	50,213	50,213
Anaheim City	Orange	-0.08	341,967	341,686	341,773
Brea City	Orange	-0.42	48,101	47,900	47,900
Buena Park City	Orange	-0.13	82,772	82,667	82,667
Costa Mesa City	Orange	0.25	110,048	110,321	110,321
Cypress City	Orange	-0.13	49,563	49,499	49,499
Dana Point City	Orange	-0.37	32,850	32,730	32,730
Fountain Valley City	Orange	-0.09	56,612	56,560	56,560
Fullerton City	Orange	-0.31	141,909	141,469	141,469
Garden Grove City	Orange	0.12	171,260	171,470	171,492
Huntington Beach City	Orange	-0.19	193,510	193,134	193,134
Irvine City	Orange	0.79	316,119	318,629	318,629
Laguna Beach City	Orange	0.02	22,759	22,763	22,763
Laguna Hills City	Orange	-0.41	30,435	30,309	30,309
Laguna Niguel City	Orange	0.65	64,834	65,257	65,257
Laguna Woods City	Orange	-0.46	17,262	17,183	17,183
La Habra City	Orange	-0.06	61,236	61,202	61,202
Lake Forest City	Orange	0.10	87,553	87,639	87,639
La Palma City	Orange	-0.44	15,177	15,110	15,110
Los Alamitos City	Orange	-0.32	12,044	12,006	12,006
Mission Viejo City	Orange	-0.28	91,993	91,740	91,740
Newport Beach City	Orange	-0.41	82,995	82,654	82,654
Orange City	Orange	0.95	138,403	139,724	139,724
Placentia City	Orange	2.52	52,653	53,982	53,982
Rancho Santa Margarita City	Orange	-0.46	46,553	46,341	46,341
San Clemente City	Orange	-0.35	63,085	62,865	62,865
San Juan Capistrano City	Orange	0.23	35,247	35,329	35,329
Santa Ana City	Orange	0.68	313,210	315,325	315,325
Seal Beach City	Orange	-0.47	24,439	24,325	24,400
Stanton City	Orange	-0.06	40,576	40,552	40,552
Tustin City	Orange	-0.15	79,449	79,326	79,326
Villa Park City	Orange	-0.21	5,750	5,738	5,738
Westminster City	Orange	0.13	90,181	90,295	90,295
Yorba Linda City	Orange	-0.46	66,573	66,267	66,267
Balance of County	Orange	0.54	132,313	133,023	133,033
Incorporated	Orange	0.15	3,037,560	3,042,210	3,042,394
County Total	Orange	0.17	3,169,873	3,175,233	3,175,427

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2025-2026

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2025-2026; and

WHEREAS, the Placentia Library District of Orange County has calculated appropriations limit by using the California Department of Finance price and population information; and

WHEREAS, such information indicates population percentage to be 2.52 for Placentia, CA and inflation percentage change to be 6.44 for Fiscal Year 2025-2026.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 2025-05, dated May 19, 2025;

and that the appropriations limit be \$6,853,964 for Fiscal Year 2025-2026.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Scott Nelson, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of May 2025.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of May 2025.

Scott Nelson, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adoption of Resolution 2025-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Library Employment Access Program (LEAP) and Affirm the District's Commitment to Providing Employment Opportunities for Individuals with Special Needs.

DATE: May 19, 2025

BACKGROUND

The Mission of the Placentia Library District is to inspire, open minds, innovate, and connect our community. Through programs and services that embrace equity and inclusion and align with those values, the Library Employment Access Program (LEAP) aims to provide meaningful employment opportunities to individuals with developmental, intellectual, or other disabilities. LEAP not only enhances workplace inclusion but also provides valuable life skills and experience to participants.

San Francisco Public Library offers Caminar's Jobs Plus and Hire-Ability program, which provides job placement and supported employment services for people with various disabilities. Similarly, the California Department of Rehabilitation's Supported Employment Program provides job coaching and placements for individuals with disabilities as well. Other organizations and businesses in Orange County that support employment opportunities for the special needs community include:

- Regional Center of Orange County
- Goodwill of Orange County
- Easterseals Southern California
- Orange County Workforce Solutions
- County of Orange Social Services Agency – CalWORKS program

LEAP aims to offer part-time and temporary employment for individuals with special needs under the mentorship of library staff. Duties would reflect those in the library page position.

Attachment A is Resolution 2025-06.

RECOMMENDATIONS

1. Motion to Adopt Resolution 2025-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Library Employment Access Program (LEAP) and Affirm the District's Commitment to Providing Employment Opportunities for Individuals with Special Needs.
2. Roll Call Vote.

RESOLUTION 2025-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE LIBRARY EMPLOYMENT ACCESS PROGRAM (LEAP) TO PROVIDE EMPLOYMENT OPPORTUNITIES FOR INDIVIDUALS WITH SPECIAL NEEDS

WHEREAS, the District recognizes the value of inclusivity, and equitable access to employment for all members of the community; and

WHEREAS, individuals with developmental, intellectual, or other disabilities face significant barriers to employment despite their ability and willingness to contribute meaningfully to the workforce; and

WHEREAS, libraries promote learning, growth, and civic participation, and are well-positioned to lead by example in offering supportive employment opportunities; and

WHEREAS, the Library Employment Access Program (LEAP) seeks to provide entry-level, and supported employment opportunities at the public library for individuals with special needs through community partnerships; and

WHEREAS, the Board of Trustees finds that implementing LEAP aligns with the District’s mission to inspire, open minds, innovate, and connect our community members; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Placentia Library District of Orange County hereby adopts the Library Employment Access Program (LEAP) and authorizes the Library Director to develop, and implement the program.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Scott Nelson, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 2025-06 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of May 2025.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of May 2025.

Scott Nelson, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss the Recommendation to Recess the June Board Meeting**

DATE: May 19, 2025

BACKGROUND

The Library Board of Trustees is scheduled to meet monthly, with the next regular meeting set for June 16, 2025. As of the date of this report, staff has reviewed upcoming agenda items and determined that there are no time-sensitive issues or critical matters requiring board deliberation in June.

Staff recommends recessing the June meeting. The recess is consistent with past practice when agenda items were minimal or non-urgent. In accordance with the Brown Act and District policies, the Board may call a special meeting at any time should an urgent matter require immediate attention.

RECOMMENDATION

Staff recommends the Board approve a recess of the June 16, 2025 regular meeting due to lack of business and acknowledge that a special meeting may be convened if warranted.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Joint-Use Committee Updates from President Carline**
DATE: May 19, 2025

BACKGROUND

President Carline will provide updates from the Joint-Use Committee meeting on April 17, 2025.

Attachment A is the minutes for the April 17, 2025 meeting.

MINUTES
JOINT USE COMMITTEE MEETING OF
THE CITY OF PLACENTIA AND THE PLACENTIA LIBRARY DISTRICT
APRIL 17, 2025

CALL TO ORDER

President Carline called the Joint Use Committee Meeting of the City of Placentia and the Placentia Library District to order on April 17, 2025, at 3:04 p.m.

Members Present: Councilmember Ward Smith, President Gayle Carline, Trustee Stephanie Beverage.

Members Absent: Mayor Kevin Kirwin.

Staff Present: Library Director Jeanette Contreras, Interim City Administrator Tom Hatch, Director of Finance/Interim Deputy City Administrator Jennifer Lampman, Director of Development Services Joe Lambert, Public Works Supervisor Joey Ruiz, Community Services Management Analyst Maddie Villapando, Library Executive Assistant Lina Nguyen.

Staff Absent: Director of Public Works Chris Tanio, Assistant Library Director Yesenia Baltierra.

BACKGROUND

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

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Councilmember Smith (Item 3). All in favor:

AYES: Carline, Beverage, Smith
NOES: None
ABSENT: Kirwin

ORAL COMMUNICATION

None (Item 4).

**MINUTES FOR FEBRUARY
27, 2025**

It was motioned by Trustee Beverage to receive, file, and approve the minutes of the Joint-Use Committee Meeting on February 27, 2025, as presented. It was seconded by Councilmember Smith (Item 5). All in favor:

AYES: Carline, Beverage, Smith
NOES: None
ABSENT: Kirwin

**LIBRARY LEGISLATIVE
SUPPORT**

Library Director Contreras reported the Institute of Museum and Library Services has been dismantled. This directly affects the Placentia Library District in various ways, including:

- Broadband
- Third Grade Visits
- Paid internships

Director Contreras is requesting the City write in to show support and bring attention to this issue. She presented Councilmember Smith with a copy of the support letter that the District had sent out to legislators. As it stands, the District is mostly funded by tax revenue. If support from the state falls through, projects like

providing the community with access to hot spots for internet service will have to be funded out of the District's own revenue. Councilmember Smith advised he sees no issues with getting a support letter out.

CITY OF PLACENTIA UPDATE

During this time, Director Contreras reported she is working on the District's FY 2025-2027 budget and is requesting a list of interagency capital improvement projects in order for her to budget for those projects. Director Lambert reported his team is also working on their one-year budget, which will be presented on May 20, 2025. The list of projects he could think of did not include any interagency projects. Director Contreras asked if the generator would be in the budget. Supervisor Ruiz reported the City would not be getting a new generator and only ongoing maintenance would be included. He also noted the City is still working on what the adequate amount would be for the District to pay to the City for the generator maintenance. He advised the amount would be provided to the District next week. Director Contreras requested the contract for the generator maintenance to also be provided to her.

Interim City Administrator Hatch reported the council approved to hire Emergency Ambulance Service, Inc. for the provision of Advanced Life Support services. Lynch EMS used to provide that service to the City but due to the cost, they decided to go with Emergency Ambulance Service. They have a short-term contract with Emergency Ambulance Service in order to allow the council to have time to review more options. Interim City Administrator Hatch reported they also have other capital improvement projects in the works, including a bridge replacement and ongoing street renovation. He also reported the council had approved to reclassify Director of Finance Jennifer Lampman as the Deputy City Administrator/Director of Finance. The recruitment of the permanent City Administrator is ongoing.

**PLACENTIA LIBRARY
DISTRICT UPDATE**

Director Contreras thanked the City for their help with the District's Outdoor Library project. She reported there have been ongoing issues with City inspections and is hoping to get more assistance from the City to help speed the project along. Director Lambert advised he was not aware of these issues and thought the project had been going smoothly and that any changes in the plans should only be reviewed if they are structural and not aesthetic. Director Contreras reported all changes were aesthetic, but City staff required each one to be inspected. Director Lambert noted even if it was an aesthetic change, it could affect drainage or fire concerns, etc. Director Contreras reported the deadline for the project is May 24, 2025. The biggest challenge at the moment is not the inspections themselves but the availability of the City inspectors. Director Lambert advised there are a lot of city-wide inspections stacking up at the moment and they are working on mitigating that while also trying to be cost effective. Interim City Administrator Hatch advised Director Lambert to spend the money needed to get past this issue. Director thanked Interim City Administrator Hatch and Councilmember Smith for their support.

Director Contreras reported the District may go with another vendor for the bookmobile as the current one has not provided them with a bookmobile after working with them since 2022. There are still five more schools left for the Third Grade Visits. She took this time to thank the City for their support and partnership with the program and she wanted to apologize for the lack of communication during one of the previous visits where a school was late to arrive and the City was not informed in a timely manner.

AGENDA DEVELOPMENT

Director Contreras reported she will bring back news regarding the District's budget at the next Joint Use meeting, after it has been reviewed at the District's Board Meeting.

She also asks that everyone mark their calendars for June 7, 2025, for the ribbon cutting ceremony for the Outdoor Learning Experience.

The next meeting has been scheduled for Thursday, July 17, 2025. Please email Executive Assistant Nguyen with any items you would like to add to the agenda.

ADJOURNMENT

The Joint Use Meeting of April 17, 2025, was adjourned at 3:32 p.m.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Roundtable Women's Club Updates from Trustee Dahl
DATE: May 19, 2025

BACKGROUND

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Local Agency Formation Commission (LAFCO) Updates from Trustee Beverage**

DATE: May 19, 2025

BACKGROUND

Trustee Beverage will provide a LAFCO update.

Attachment A is LAFCO's Final Fiscal Year 2025-26 Budget.



2677 North Main Street | Suite 1050
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REGULAR MEMBERS

CHAIR
Donald P. Wagner
County Member

VICE CHAIR
Wendy Bucknum
City Member

IMMEDIATE PAST CHAIR
Douglass Davert
Special District Member

James Fisler
Special District Member

Peggy Huang
City Member

Derek J. McGregor
Public Member

VACANT
County Member

ALTERNATES

Kathryn Freshley
Special District Member

Carol Moore
City Member

Lou Penrose
Public Member

VACANT
County Member

STAFF

Luis Tapia
Interim Executive Officer

Scott Smith
General Counsel

MEETING DATE: May 14, 2025

TO: Local Agency Formation Commission of Orange County

FROM: Interim Executive Officer

SUBJECT: Final OC LAFCO Fiscal Year 2025-26 Budget

7a | Public Hearing

BACKGROUND

On March 12, 2025, the Commission adopted the proposed FY 2025-26 budget. Following the meeting, the documents were distributed to each of the agencies for review and comment. State law requires the Commission to also adopt a final budget at a public hearing.

The final OC LAFCO budget for FY 2025-26 (Attachment 1) totals \$1,837,990. The final budget revenues include a total apportionment of \$1,692,010, which is equally divided amongst the County, cities, and special districts. The proposed apportionment for the County is \$564,003.34. The FY 2025-26 apportionments of each city and special district are reflected in Attachments 1a and 1b. Upon the Commission's approval of the final budget, the County Auditor-Controller will request remittance of the respective payment from each funding agency.

AGENCY COMMENTS

On March 12, the proposed FY 2025-26 OC LAFCO budget was distributed to the Board of Supervisors, County Executive Office, and each city and independent special district for review and comment. Additionally, in accordance with State law, a notice of public hearing of the final budget was published in the Orange County Register on April 22, 2025. At the time of the agenda posting on May 7, 2025, OC LAFCO staff had not received any written comments.

RECOMMENDED ACTIONS

Staff Recommends the Commission:

1. Adopt the Final Fiscal Year 2025-26 Budget.
2. Direct the Interim Executive Officer to transmit the final budget to the Board of Supervisors, cities, independent special districts, and the County Auditor-Controller.

Respectfully Submitted,



LUIS TAPIA

Attachments:

1. Final OC LAFCO FY 2025-26 Budget
 - A. OC LAFCO City Apportionment for FY 2025-26 Budget.
 - B. OC LAFCO Special District Apportionments for FY 2025-26 prepared by the Auditor-Controller.

ATTACHMENT 1



Orange County Local Agency Formation Commission

Final Budget

Fiscal Year 2025/26

	FY 24/25 Adopted Budget	FY 25/26 Final Budget	\$ Budget Variance	% Budget Variance
1 Revenue & Cash Reserves Use / (Addition)				
2 Cash Reserves Use / (Addition)	\$ 240,340	\$ 110,340	\$ (130,000)	-54.1%
3 4000 LAFCO Apportionment	1,581,320	1,692,010	110,690	7.0%
4 4200 Interest	38,390	35,640	(2,750)	-7.2%
5 Total Revenue & Cash Reserves Use / (Addition)	1,860,050	1,837,990	(22,060)	-1.2%
6 Expense				
7 Salaries & Benefits				
8 5000 Salaries	657,300	671,000	13,700	2.1%
9 5010 Hourly Employees	20,800	20,800	-	0.0%
10 5106 Retirement	265,900	274,700	8,800	3.3%
11 5109 Retiree Health Benefits	22,000	6,200	(15,800)	-71.8%
12 5108 Health Insurance	88,900	78,500	(10,400)	-11.7%
13 5110 Dental Insurance	11,600	5,600	(6,000)	-51.7%
14 5112 Life Insurance	420	420	-	0.0%
15 5118 Unemployment Insurance	200	540	340	170.0%
16 5119 Health Reimbursement Arrangement	7,800	8,200	400	5.1%
17 5102 Optional Benefit Plan	18,500	18,500	-	0.0%
18 5104 Deferred Compensation	19,000	19,400	400	2.1%
19 5116 Medicare	10,200	10,300	100	1.0%
20 5120 Salary Continuance	1,650	1,750	100	6.1%
21 5122 Accidental Death Insurance	120	120	-	0.0%
22 5125 Executive Car Allowance	7,200	7,200	-	0.0%
23 Salaries & Benefits Total	1,131,590	1,123,230	(8,360)	-0.7%
24 Operations, Prof. Services & Other				
25 Office Operations				
26 5150 Information Technology	21,600	21,600	-	0.0%
27 5151 Internet & Electronic Services	20,500	21,500	1,000	4.9%
28 5200 County Charges	12,000	13,100	1,100	9.2%
29 5250 Insurance	15,760	21,860	6,100	38.7%
30 5350 Membership/Subscriptions	40,400	28,600	(11,800)	-29.2%
31 5450 Office Equipment/Supplies	26,100	28,400	2,300	8.8%
32 Professional Services				
33 5510 Legal	60,000	60,000	-	0.0%
34 5520 Audit/Accounting	57,000	60,900	3,900	6.8%
35 5530 Human Resources	35,000	30,000	(5,000)	-14.3%
36 5540 Other Professional	200,000	200,000	-	0.0%
37 Other Expense				
38 5535 Mapping	4,000	4,000	-	0.0%
39 5550 Investment Admin Fees	850	850	-	0.0%
40 5600 Public Noticing / Communications	12,000	14,400	2,400	20.0%
41 5610 Unincorporated Areas Program	11,000	11,000	-	0.0%
42 5650 Rents/Improvements/Maintenance	115,000	118,700	3,700	3.2%
43 5675 Equipment Leases & Maintenance	8,100	8,100	-	0.0%
44 5700 Commissioner/Staff Expenses	5,000	5,000	-	0.0%
45 5710 Commission Stipends & Taxes/Fees	16,450	15,750	(700)	-4.3%
46 5740 Educational & Legislative Partnerships	-	16,000	16,000	0.0%
47 5750 Professional Development	20,000	20,000	-	0.0%
48 5800 Transportation & Travel	35,300	5,000	(30,300)	-85.8%
49 5850 Commission Meeting Expenses	12,400	10,000	(2,400)	-19.4%
50 Operations, Prof. Services & Other Total	728,460	714,760	(13,700)	-1.9%
51 Total Expense	1,860,050	1,837,990	(22,060)	-1.2%
52 Net Budget	\$ -	\$ -	\$ -	0%

ATTACHMENT 1



Orange County Local Agency Formation Commission
Final Budget
Fiscal Year 2025/26

	FY 24/25 Adopted Budget	FY 25/26 Final Budget	\$ Budget Variance	% Budget Variance
Projected Cash Reserves				
Reserved Cash				
Contingency Reserve	100,000	\$ 100,000		
Litigation Reserve	75,000	75,000		
Unfunded Liability Reserve	30,000	30,000		
Operating Reserve (25% Budgeted Expenses)	465,013	459,498		
Total Reserved Cash	670,013	664,498		
Unreserved Cash				
Balance at the Beginning of FY	718,367	601,822		
Addition / (Drawdown) to Unreserved Cash	(240,340)	(110,340)		
Total Unreserved Cash	478,027	491,482		
Total Projected Cash Reserves	\$ 1,148,039	\$ 1,155,979		

ATTACHMENT 1**OC LAFCO FY 2025-26 BUDGET CATEGORIES****REVENUES**

The following summarizes the revenue categories of the OC LAFCO Budget:

4000 OC LAFCO Apportionment

These funds are provided by the County, independent special districts and cities. The County pays 1/3 of the total apportionment cost. The cost allocation formulas for the cities and special districts are in accordance with the alternative formulas adopted by the City Selection Committee and the Independent Special Districts Selection Committee respectively.

4050 Filing Fees

These funds are provided by incoming project applications, including but not limited to annexations, reorganizations, incorporations, dissolutions, and consolidations. Filing fees vary with each project received and are not budgeted as revenue due to the uncertainty of when applications will be filed. Filing fees are collected to offset OC LAFCO salaries, benefits and other expenditures associated with applications.

4150 Miscellaneous Revenue

These funds are incurred by nonoperational income including but not limited to reimbursements.

4200 Interest

These funds are the interest earned from the agency's bank and County payroll accounts and investment portfolio, including the Local Agency Investment Fund (LAIF) and Orange County Fund (OC Fund).

EXPENDITURES

The following summarizes the expenditure categories of the OC LAFCO Budget:

5000-5125 Salaries and Benefits

These categories include costs incurred for OC LAFCO employee salaries and benefits, including retirement, life, accidental and disability insurance, health and dental insurance, and Medicare. OC LAFCO contracts with the County of Orange for payroll and benefit services.

5150 Information Technology

This category includes costs incurred for the technical support for regular maintenance and upgrades to the OC LAFCO computer systems and website. OC LAFCO contracts with independent consultants for IT and website services.

5151 Internet and Electronic Services

This category includes costs for the usage, technical support, equipment, leasing and maintenance of business electronic devices and internet services.

ATTACHMENT 1 .

OC LAFCO FY 2025-26 BUDGET CATEGORIES

5200 County Charges

This category includes costs incurred for payroll processing, records archiving and storage, and billing, collection and intranet services provided by the County of Orange.

5250 Insurance

This category includes costs incurred for insurance coverage. OC LAFCO contracts with the County and a joint powers authority for the following coverages for instances that occur during the general operation of the agency.

- General Liability – Includes coverage for personal injury (including bodily injury and property damage), non-owned auto liability, public officials' errors and omissions and employment practices liability.
- Crime – Includes coverage for employee or non-employee theft, burglary, forgery or alteration, computer fraud, funds transfer fraud.
- Property – Includes per occurrence, all perils coverage for damage to property including personal property and business interruption coverage.
- Workers' Compensation – Includes coverage for employees involving work-related injuries.

5350 Memberships/Subscriptions

This category includes membership and subscription fees to CSDA, OCBC, CDR and other applicable memberships.

5450 Office Equipment and Supplies

This category includes costs incurred for the purchase of office supplies and equipment, computers, and software that support agency operations.

5500 Professional Services

This category includes costs incurred for professional services provided to OC LAFCO. The following are subcategories for professional services:

- ✓ **5510 Legal** – OC LAFCO general counsel services.
- ✓ **5520 Auditing/Accounting** – Bookkeeping, accounting and auditing services. OC LAFCO audited financial statements are prepared by an independent auditor.
- ✓ **5530 Human Resources** – Personnel services that may be provided by an independent consultant for assistance with recruitment, employment labor, professional development and other human resource areas.
- ✓ **5535 Mapping** – OC LAFCO's Geographic Information System (GIS) and other mapping programs.

ATTACHMENT 1

OC LAFCO FY 2025-26 BUDGET CATEGORIES

- ✓ **5540 Other Professional Services** – Consulting and professional services for meeting facilitation, peer reviews, and preparation of municipal service and sphere reviews, fiscal studies and other studies, reports and projects.

5550 Investment Admin Fees

This category includes costs incurred for administrative fees charged by the County of Orange for financial services related to the investment and payroll accounts.

5600 Public Noticing/Communications

This category includes costs incurred for required legal notices and other communications for Commission-initiated and other projects (e.g., spheres of influence reviews and updates, municipal service reviews, and annual budget adoption) that are not reimbursable through application fees.

5610 Unincorporated Areas Program

This category includes costs incurred for the processing of applications under the Commission's Unincorporated Areas Program.

5650 Rents/Improvements/Maintenance

This category includes costs for leasing, improvements, and maintenance of OC LAFCO office space.

5675 Equipment Leases/Maintenance

This category includes costs for leasing and maintenance of the OC LAFCO copier and printers.

5700 Commissioner/Staff Expenses

This category includes miscellaneous business expenses incurred by Commissioners and staff.

5710 Commissioner Stipends & Taxes/Fees

This category includes Commissioner meeting stipends and related employment taxes and fees.

5740 Educational and Legislative Partnerships

This category includes costs incurred for educational partnerships, legislative engagement efforts and registration expenses to attend workshops and business-related meetings and activities.

5750 Professional Development

This category includes costs related to employee professional development (e.g., college/university degree programs and courses, certificate programs, leadership seminars).

5800 Transportation and Travel

This category includes costs incurred for transportation and travel expenses for commissioners and staff to attend workshops and business-related meetings and activities.

5850 Commission Meeting Expenses

ATTACHMENT 1

OC LAFCO FY 2025-26 BUDGET CATEGORIES

This category includes costs incurred for communications, room rental, parking and miscellaneous expenses for Commission meetings.

RESERVES

Contingency Reserve

Restricted funds used to cover any unforeseen future agency loss and/or urgency (i.e., property or equipment damage, loss or theft).

Reserve for Litigation

Restricted funds used for costs related to agency litigation not covered by application fees and deposits.

Unfunded Liability Reserve

Restricted funds used to offset anticipated agency liabilities (i.e., employee compensated absences).

OC LAFCO FY 2025-26 City Allocations

City	FY 2025-26 City Allocation
Aliso Viejo	\$ 8,723.25
Anaheim	60,592.75
Brea	10,490.47
Buena Park	14,081.28
Costa Mesa	19,288.91
Cypress	8,497.65
Dana Point	6,429.63
Fountain Valley	10,283.66
Fullerton	25,530.55
Garden Grove	27,692.57
Huntington Beach	33,877.80
Irvine	62,811.17
Laguna Beach	5,978.44
Laguna Hills	6,147.63
Laguna Niguel	13,310.48
Laguna Woods	3,327.62
La Habra	10,302.46
Lake Forest	16,844.90
La Palma	2,519.22
Los Alamitos	2,970.42
Mission Viejo	17,803.71
Newport Beach	19,570.91
Orange	26,489.35
Placentia	8,911.25
Rancho Santa Margarita	10,377.66
San Clemente	14,325.69
San Juan Capistrano	9,512.86
Santa Ana	48,504.29
Seal Beach	7,294.45
Stanton	6,110.04
Tustin	13,799.28
Villa Park	1,466.40
Westminster	14,739.29
Yorba Linda	15,397.29
TOTAL	\$ 564,003.33

OC LAFCO FY 2025-26 Special District Allocations

District	ISDOC Formula Calculation FY 2025-26
Silverado-Modjeska Rec. & Park	\$ 620.40
Surfside Colony Stormwater	620.40
Surfside Colony CSD	620.40
Rossmoor/Los Alamitos Area Sewer District	3,214.82
Capistrano Bay CSD	3,214.82
Rossmoor CSD	3,214.82
Three Arch Bay CSD	3,214.82
Emerald Bay CSD	3,214.82
Buena Park Library District	3,214.82
Placentia Library District	3,214.82
Orange County Cemetery District	6,429.64
Orange County Vector Control District	6,429.64
Total Non-Enterprise Districts	\$ 37,224.22
Sunset Beach Sanitary District	6,486.04
Serrano Water District	19,288.91
East Orange Co. Water District	25,718.55
Midway City Sanitary District	25,718.55
Trabuco Canyon Water District	25,718.55
Costa Mesa Sanitary District	25,718.55
El Toro Water District	32,091.79
Mesa Water District	38,521.43
Yorba Linda Water District	38,521.43
South Coast Water District	38,521.43
Moulton Niguel Water District	44,951.07
Santa Margarita Water District	44,951.07
Municipal Water District of O.C.	51,380.70
Orange County Water District	51,380.70
Irvine Ranch Water District	57,810.34
Total Enterprise Districts	\$ 526,779.11
Total Special Districts	\$ 564,003.33

