



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

September 22, 2025

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452

Password: 046086

ZOOM Link: [meetings.placentialibrary.org](https://meetings.placentialibrary.org)

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 22, 2025

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the Library Board of Trustees Unusual Date Meeting on August 20, 2025. (Receive & File and Approve)

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

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

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

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

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

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

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

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

17. Personnel Report for August 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 August 2025.

20. Circulation Report for August 2025.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 22, 2025

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS (Items 25-32)**

- 25. Summer Reading Program and Lunch at the Library Presentation by Children’s Librarian, Daisy Badge.
- 26. Review and Approve Amendments to Policy 3090 – Records Retention, as presented, inclusive of input received from the Library Board of Trustees.
- 27. Review and Approve an Amendment to Policy 2022 – Employee of the Year Benefits, as presented, inclusive of input received from the Library Board of Trustees.
- 28. Travel Authorization for the Library Board of Trustees and Staff to Attend the Biennial Public Library Association Conference in Minneapolis, Minnesota, April 1-3, 2026.
- 29. Travel Authorization for the Library Director and the IT Consultant to Attend the Consumer Electronics Show in Las Vegas, Nevada, January 6-9, 2026.
- 30. Discuss and Authorize the Implementation of the Library Employment Access Program (LEAP) Employee Handbook as presented, inclusive of input received from the Library Board of Trustees.
- 31. Discuss and Authorize the Implementation of the Star of the Month Recognition Program as presented, inclusive of input received from the Library Board of Trustees.
- 32. Roundtable Women’s Club Updates from Trustee Dahl.

**AGENDA DEVELOPMENT**

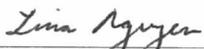
- 33. Agenda Preparation for the October Regular Date Meeting which will be held on October 27, 2025 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 34. The Library Board of Trustees will adjourn the Regular Date September 22, 2025 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for September 22, 2025 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 17, 2025.

  
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 Lina Nguyen, Executive Assistant



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MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
 AUGUST 20, 2025

**CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 20, 2025, at 6:31 p.m.

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

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

**Guests:** Jeremy Yamaguchi, IT Consultant; Alex Clark, Greater Cue Integrations President.

**ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. 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 Taste of Placentia.

**TRUSTEE & ORGANIZATIONAL REPORTS** Secretary Nelson reported he attended the Taste of Placentia and the Tlaquepaque 60th Anniversary Ribbon Cutting. He also attended Trustee Dahl’s birthday lunch with the other Trustees.

Trustee Beverage reported she attended a Niche Academy webinar on current social media trends. She advised she can share the link with Executive Assistant Nguyen to share with the rest of the trustees.

Trustee Dahl reported she attended the Placentia Library Friend’s Foundation’s (PLFF) Board Meeting in July, the Placentia Round Table Women’s Club Board Meeting, and four days of the Round Table soup workshop. She reported the PLFF will be going dark in August.

**LIBRARY DIRECTOR REPORT** Director Contreras took this time to report the last day the District will receive Board applications will be on September 5, 2025. Thus far, the District has four candidates. However, none of them are in District 1. The candidates will be presented to the Board and interviewed at a special meeting.

Director Contreras reported she had a meeting with Executive Assistant Nguyen for her annual review.

At the ISDOC Executive Committee meeting she learned there is a vacancy on the California Special District Association Board of Directors in the southern network. There has been interest for the position shown by a member on the ISDOC Executive

Committee. It will be discussed at the upcoming CSDA Conference.

She also attended the PLFF Board Meeting, the SLS Executive Council Meeting, the Mission Viejo Kiwanis meeting, and the birthday lunch for Trustee Dahl.

At the SLS Executive Council Meeting, she learned the Fullerton Library Director, Judy Booth, is retiring and they are looking for an interim library director. She also reported she heard from other libraries who are going through the same construction issues that the District has been experiencing.

**FRIENDS FOUNDATION REPORT**

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. There was nothing outstanding that had not been reported at previous meetings. They have set up a committee for the Authors Luncheon. She will give an update on that next month.

**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 UNUSAL DATE MEETING ON JULY 21, 2025.**

The minutes for the Unusual Date Meeting on July 21, 2025 were received, reviewed and filed (Item 9).

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

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

Check Registers for July 2025 (Item 10)  
Fund 707 Balance Report for July 2025 (Item 11)  
Financial Reports through July 2025 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)  
Balance Sheets for July 2025 (Item 13)  
Acquisitions Report for July 2025 (Item 14)  
Entrepreneurial Activities Report for July 2025 (Item 15)  
Library Impact Fee Report for July 2025 (Item 16)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**SUMMER READING CELEBRATION PRESENTATION FROM**

Director Contreras reported this item will be postponed to next month's meeting as the Children's Services Librarian is out sick.

**CHILDREN’S SERVICES  
LIBRARIAN.**

**BOOKMOBILE UPDATE  
FROM ASSISTANT LIBRARY  
DIRECTOR.**

Assistant Library Director Baltierra reported out on the bookmobile and the customization plans. The interior dimensions will be slightly smaller than the vehicle the District would have received from Pheonix Motorcars but it will still be able to accommodate their needs. The van is currently with American Camper Shells and Van Works for customization on the exterior and interior. She also requested if the Board would like to make suggestions for the bookmobile wrap, to please contact her by September 5th. Director Contreras reported that the team is working to finalize the artwork for the wrap in order for the vehicle to be ready to be used in the Placentia Heritage Parade in October.

**PLACENTIA LIBRARY  
DISTRICT MUNICIPAL  
SERVICE REVIEW (MSR)  
UPDATE FROM LIBRARY  
DIRECTOR.**

Director Contreras reported she received an update on the upcoming Local Agency Formation Commission (LAFCO) Municipal Service Review (MSR) for the district, which will require significant administrative staff involvement.

**DISCUSSION OF QUOTES  
FOR INSTALLATION AND  
SERVICE OF SECURITY  
CAMERAS, WI-FI, AND  
SOUND SYSTEM FOR THE  
OUTDOOR LIBRARY  
EXPERIENCE SPACE.**

IT Consultant, Jeremy Yamaguchi, presented quotes for the installation and service of security cameras, a wi-fi system, and sound system for the Outdoor Learning Experience (OLE). After comments and questions from the Board, Secretary Nelson made a motion to select Greater Cue Integrations to provide services and installation of security cameras, wi-fi, and a sound system for the OLE project. It was seconded by Trustee Beverage. A roll call vote was taken.

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

**LAFCO UPDATES FROM  
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO is working on MSR’s and will begin to live stream their meetings on YouTube. They are scheduled to go dark in August.

**ISDOC & LEGISLATIVE  
UPDATES FROM TRUSTEE  
NELSON.**

Secretary Nelson reported he will wait until next month to report out. He is planning to catch up on updates during the CSDA conference that he will be attending next week.

**AGENDA DEVELOPMENT**

As noted earlier, Agenda Item 25 – the Summer Reading Celebration Presentation, will be added to the agenda for the September Meeting. If there are any other items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

Director Contreras advised a special meeting will be held to interview the Board candidates after the application process closes on September 5th. The Board reported they are available during late afternoon on September 9th.

The next Board Meeting will be on September 22, 2025, at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of August 20, 2025, was adjourned at 7:19 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Scott Nelson, Secretary  
Library Board of Trustees

11:19 A.M.  
9/10/25  
Accrual Basis

**Placentia Library District  
Check Register  
August 2025**

| Date       | Ref No. | Payee   | Memo  | Payment    | Type         |
|------------|---------|---|---|------------|--------------|
| 08/04/2025 | 14450   | Brodart Co.   | Spanish Collection  | 869.39     | Bill Payment |
| 08/04/2025 | 14451   | Legacy Integrative Solutions<br>Pitney Bowes Purchase     | Service from 06/28/25-07/28/25  | 1,063.77   | Bill Payment |
| 08/04/2025 | 14452   | Power   | July 2025 Statement   | 1,073.99   | Bill Payment |
| 08/04/2025 | 14453   | Arcelia Janitorial Service                                | Janitorial services from 07/01/25-07/31/25  | 4,984.00   | Bill Payment |
| 08/04/2025 | 14454   | City of Placentia<br>Public Agency Retirement<br>Services | AT&T Service May and June 2025 Service,<br>Mariposa Landscapes May and June 2025<br>Service, Commercial Aquatic Services May 2025 | 3,357.10   | Bill Payment |
| 08/04/2025 | 14455   | Baker & Taylor  | Contributions for payroll on 07/30/25   | 2,531.88   | Bill Payment |
| 08/04/2025 | 14456   | US Builders & Consultants                                 | Books   | 2,779.74   | Bill Payment |
| 08/04/2025 | 14457   | Placentia Library District                                | Construction Services for Outdoor Library   | 418,768.92 | Bill Payment |
| 08/04/2025 | 14458   | Cintas  | For payroll on 08/13/25   | 80,000.00  | Bill Payment |
| 08/04/2025 | 14459   | Kiwanis Club of Placentia                                 | Janitorial Supplies   | 425.06     | Bill Payment |
| 08/04/2025 | 14460   | Golden State Water<br>Company                             | Membership dues for 2025  | 175.00     | Bill Payment |
| 08/04/2025 | 14461   | SDRMA   | Service from 06/18/25-07/21/25  | 1,147.23   | Bill Payment |
| 08/04/2025 | 14462   | UMPQUA BANK   | Medical & Ancillary Benefits September 2025   | 26,360.02  | Bill Payment |
| 08/04/2025 | 14463   | Cintas  | CC Transactions from 06/27/25-07/30/25  | 9,342.54   | Bill Payment |
| 08/04/2025 | 14464   | Southern California Edison                                | Janitorial Supplies   | 413.80     | Bill Payment |
| 08/04/2025 | 14465   | Envisionware, Inc.  | Service from 06/30/25-07/30/25  | 7,746.56   | Bill Payment |
| 08/19/2025 | 14466   | Imperial County Office of<br>Education                    | Renewal invoice 11/01/25-10/31/26   | 603.75     | Bill Payment |
| 08/19/2025 | 14467   | Valsoft Ireland Limited DBS<br>collectionHQ               | MRC Q2 Billing October through December 2024<br>CTF 24-25 7 Q4 MRC Billing April-June 2025  | 4,303.95   | Bill Payment |
| 08/19/2025 | 14468   | Take Cover Patios   | Evidence-based Selection Planning (ESP)<br>subscription renewal 06/27/2025-06/26/2026   | 1,875.00   | Bill Payment |
| 08/19/2025 | 14469   | JV Plumbing   | Paint posts for outdoor project - deposit   | 4,500.00   | Bill Payment |
| 08/19/2025 | 14470   | Dewey Pest Control  | Fixed toilet in men's public restroom   | 160.00     | Bill Payment |
| 08/19/2025 | 14471   | Flor Campos   | August 2025 Service   | 90.00      | Bill Payment |
| 08/19/2025 | 14472   | Staples, Inc.   | Garden Painting PO 43   | 450.00     | Bill Payment |
| 08/19/2025 | 14473   | New Readers Press   | Extra toilet paper until next shipment & Toilet<br>paper and hand towels for restrooms  | 816.99     | Bill Payment |
| 08/19/2025 | 14474   | Eagle Multi Media<br>Productions                          | 25/26 CLLS S&M Budget   | 395.05     | Bill Payment |
| 08/19/2025 | 14475   | Charter Communications                                    | July 2025 IT Support Services   | 11,765.42  | Bill Payment |
| 08/19/2025 | 14476   | Public Agency Retirement<br>Services                      | Services from 08/12/25-09/11/25   | 95.75      | Bill Payment |
| 08/19/2025 | 14477   | Anser Advisory  | Contributions for payroll on 08/13/25   | 2,545.53   | Bill Payment |
| 08/19/2025 | 14478   | OverDrive   | Professional Services from 07/01/25-07/31/25 for<br>Outdoor Library Project   | 24,757.50  | Bill Payment |
| 08/19/2025 | 14479   | Midwest Tape-Hoopla                                       | Ebooks and Audiobooks   | 1,798.14   | Bill Payment |
| 08/19/2025 | 14480   | Placentia Library District                                | Digital subscriptions for July 2025   | 8,749.68   | Bill Payment |
| 08/19/2025 | 14481   | Jeanette Contreras  | For payroll on 08/27/25   | 80,000.00  | Bill Payment |
| 08/19/2025 | 14482   | Woodruff & Smart, APC                                     | Reimbursement for Flight Change & Staff<br>Appreciation Night Prize   | 652.99     | Bill Payment |
| 08/19/2025 | 14483   | Mobile Beacon   | For Services Rendered Through 07/31/25  | 3,348.00   | Bill Payment |
| 08/19/2025 | 14484   | Republic Services   | BYOD Sim Activation Fee and Service Fee   | 750.00     | Bill Payment |
| 08/19/2025 | 14485   | Cintas  | Recycling Service 07/01/25-07/31/25   | 369.14     | Bill Payment |
| 08/19/2025 | 14486   |   | Pickup Service 07/01/25-07/31/25  | 269.90     | Bill Payment |
|            |         |   | Janitorial supplies   |            |              |

11:19 A.M.  
9/10/25  
Accrual Basis

**Placentia Library District**

**Check Register**

**August 2025**

|            |       |  |   |           |              |
|------------|-------|--|---|-----------|--------------|
| 08/19/2025 | 14487 | CALNET3                                      | Service from 07/02/25-08/01/25                              | 271.08    | Bill Payment |
| 08/19/2025 | 14488 | Dell Marketing L.P.                          | Public Access Terminals & New PCs                           | 17,312.50 | Bill Payment |
| 08/19/2025 | 14489 | Placentia-Yorba Linda<br>Unified School Dist | ESL flyers PO 23 and 25/26 CLLS Services<br>bookmarks PO 22 | 64.43     | Bill Payment |
| 08/20/2025 | 14490 | Bibliotheca LLC                              | Self-Check Machines & Smartgate                             | 3,069.61  | Bill Payment |
| 08/20/2025 | 14491 | SoCalGas                                     | Service from 07/17/25-08/18/25                              | 15.78     | Bill Payment |

**TOTAL**

**\$ 730,069.19**

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

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

**DATE:** September 22, 2025

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

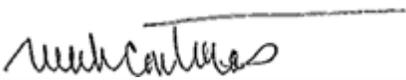
**SUBJECT:** **Financial Reports through August 2025 for the Placentia Library District's Investment and Banking Accounts**

**DATE:** September 22, 2025

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

|                                     |           |                     |
|-------------------------------------|-----------|---------------------|
| Cash with State of California LAIF  | \$        | 0.00                |
| Cash with California CLASS          | \$        | 1,235,941.31        |
| <i>(Impact Fees – Restricted)</i>   | \$        | 591,424.06          |
| General Fund Checking – BMO         | \$        | 1,729,110.43        |
| General Fund Savings – BMO          | \$        | 244,198.06          |
| Payroll Checking – Wells Fargo Bank | \$        | 173,959.63          |
| <b>Total Cash and Investments</b>   | <b>\$</b> | <b>3,383,209.43</b> |

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



Jeanette Contreras  
Library Director



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

| Acct #  | DESCRIPTION                            | BUDGET            | YTD ACTUAL | BALANCE     | PERCENT % RECEIVED |
|---|--|-------------------|------------|-------------|--------------------|
| <b>PROPERTY TAX REVENUE</b>                         |  |                   |            |             |                    |
| 4010  | Property Taxes - Current Secured       | 3,352,095         | 22,570     | (3,329,526) | 0.7%               |
| 4020  | Property Taxes - Current Unsecured     | 100,576           | 53,083     | (47,493)    | 52.8%              |
| 4050  | Property Taxes - Curr Supplemental     | 76,353            | 11,658     | (64,695)    | 15.3%              |
| 4070  | Interest on Unapport Tax               | 8,575             | 0          | (8,575)     | 0.0%               |
| 4080  | Penalties & Costs on Delinq Taxes      | 28,940            | 34,310     | 5,370       | 118.6%             |
| 4090  | Taxes Special Dist Augmentation        | 9,451             | 0          | (9,451)     | 0.0%               |
| * 4180  | Other Revenue                          | 0                 | 0          | 0           | -                  |
| 4190  | State - Homeowners Property Tax Relief | 12,491            | 0          | (12,491)    | 0.0%               |
|   | Sub Total                              | 3,588,481         | 121,620    | (3,466,861) | 3.4%               |
| <b>INTEREST REVENUE</b>                             |  |                   |            |             |                    |
| 4600  | Interest (OCIP)                        | 134,883           | 19,286     | (115,597)   | 14.3%              |
|   | Sub Total                              | 134,883           | 19,286     | (115,597)   | 14.3%              |
| <b>GRANT REVENUE</b>                                |  |                   |            |             |                    |
| 4210  | State Grants                           | 120,000           | 75,250     | (44,750)    | 62.7%              |
| 4220,4230   | Fed/Other Grants                       | 2,500             | 0          | (2,500)     | 0.0%               |
|   | Sub Total                              | 122,500           | 75,250     | (47,250)    | 61.4%              |
| <b>MISCELLANEOUS REVENUES</b>                       |  |                   |            |             |                    |
| 4410  | PLFF Grants                            | 48,000            | 0          | (48,000)    | 0.0%               |
| 4310  | Fines & Fees                           | 15,249            | 4,186      | (11,063)    | 27.5%              |
| 4320, 4330  | Passport/Photos                        | 227,775           | 45,375     | (182,400)   | 19.9%              |
| 4340  | Meeting Room Fees                      | 2,115             | 1,035      | (1,080)     | 48.9%              |
| * 4430  | Other: Miscellaneous                   | 0                 | 5          | 5           | -                  |
|   | Sub Total                              | 293,139           | 50,602     | (242,537)   | 17.3%              |
| <b>TOTAL REVENUES YTD FOR FY 25/26:</b>             |  | 4,139,003         | 266,759    | (3,872,245) | 6.4%               |
| <b>CASH, INVESTMENTS, &amp; LIBRARY IMPACT FEES</b> |  |                   |            |             |                    |
|   |  | BEGINNING BALANCE |            | END BALANCE | YTD ACTUAL         |
| 4500  | Cash/Investments                       | 4,636,253         | 3,383,209  | (1,253,044) |                    |
|   | Impact Fees - Restricted Funds         | 1,093,686         | 591,424    | (502,262)   |                    |

\* Mathematically unable to divide by zero.

**PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT**

as of August 31, 2025

17% of the year completed

| ACCOUNT                                 | DESCRIPTION                                | APPROPRIATIONS EXPENDED | CURRENT REMAINDER  |
|---|--|-------------------------|--------------------|
| <b>SALARIES &amp; EMPLOYEE BENEFITS</b> |  |                         |                    |
| 5010, 5020                              | Salaries & Wages                           | 1,884,516               | 286,160            |
| 5030                                    | Retirement & Post Employment Trust 115     | 76,751                  | 13,629             |
| 5040                                    | Unemployment Insurance                     | 0                       | 0                  |
| 5050                                    | Health Insurance                           | 342,257                 | 52,172             |
| 5060                                    | Life Insurance                             | 5,412                   | 673                |
| 5064                                    | Dental Insurance                           | 14,563                  | 1,770              |
| 5066                                    | AD & D Insurance                           | 7,088                   | 898                |
| 5068                                    | Vision Insurance                           | 2,651                   | 366                |
| 5070                                    | Workers' Compensation Insurance            | 22,845                  | 1,500              |
| 5090                                    | Education Assistance Program               | 2,500                   | 0                  |
|   | <b>TOTAL</b>                               | <b>\$2,358,583</b>      | <b>\$357,167</b>   |
| <b>SERVICES &amp; SUPPLIES</b>          |  |                         |                    |
| 5099                                    | Property & Liability Insurance             | 83,352                  | 12,164             |
| 5100-5140                               | Communications, Internet, Cable            | 41,521                  | 760                |
| 5150-5180                               | Janitorial Supplies & Services             | 87,142                  | 13,285             |
| 5160                                    | Refuse Disposal                            | 5,271                   | 923                |
| 5205                                    | Maintenance Equipment                      | 16,190                  | 2,457              |
| 5200, 5210-5280                         | Building & Maintenance                     | 317,417                 | 10,435             |
| 5290-5292                               | Memberships                                | 12,378                  | 2,727              |
| 5300-5350                               | Office Expenses & Postage                  | 168,891                 | 30,338             |
| 5400-5480                               | Prof./Specialized Services                 | 320,997                 | 40,767             |
| 5490                                    | Loan Obligation (-bank)                    | 75,645                  | 58,340             |
| 5495, 5910, 5920                        | Programs, PLFF Grant, Fed & State Grant    | 50,000                  | 2,409              |
| 5500                                    | Books/Library Materials                    | 300,000                 | 33,646             |
| 5600                                    | Travel & Meetings/Professional Development | 40,000                  | 3,226              |
| 5700                                    | Mileage/Parking                            | 1,962                   | 258                |
| 5800                                    | Utilities                                  | 105,525                 | 20,077             |
| 5900                                    | Bookmobile - Vehicle                       | 350,000                 | 0                  |
| 5901                                    | Bookmobile - Collection                    | 0                       | 0                  |
| 5902                                    | Bookmobile - Supplies & Materials          | 2,000                   | 68                 |
| 5904                                    | Bookmobile - Other                         | 2,000                   | 25                 |
| 6000                                    | Other                                      | 5,000                   | 68                 |
| 6100                                    | Taxes and Assessments                      | 10,249                  | 177                |
|   | <b>TOTAL</b>                               | <b>\$1,995,540</b>      | <b>\$232,149</b>   |
|   | <b>OPERATING EXPENSES</b>                  | <b>\$4,354,123</b>      | <b>\$589,317</b>   |
|   | Library Impact Fees                        | 1,093,686               | 591,424            |
|   | <b>TOTAL BUDGET</b>                        | <b>\$4,354,123</b>      | <b>\$589,317</b>   |
|   |  |                         | <b>0.14</b>        |
|   |  |                         | <b>\$3,764,806</b> |
|   |  |                         | <b>0.14</b>        |
|   |  |                         | <b>\$502,262</b>   |
|   |  |                         | <b>0.54</b>        |
|   |  |                         | <b>\$3,764,806</b> |
|   |  |                         | <b>0.14</b>        |

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

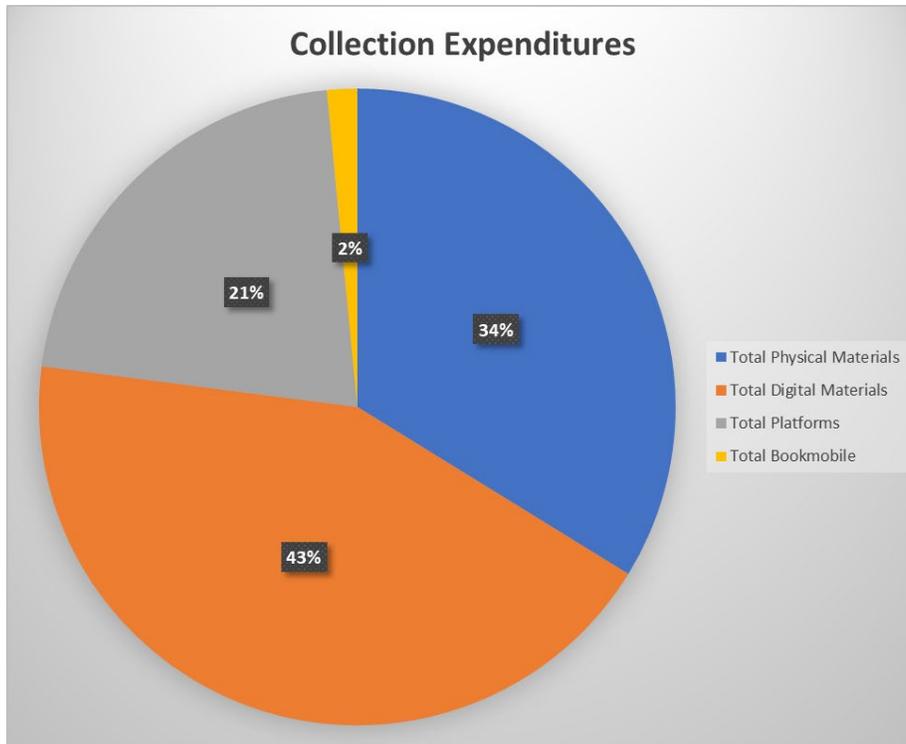
**SUBJECT:** Acquisitions Report for August 2025

**DATE:** September 22, 2025

**MONTHLY STATISTICS**

| Collection Budget   | FY 2025-26       | % Spent    | FY 2024-25       | % Spent    |
|---------------------|------------------|------------|------------------|------------|
| <b>Library</b>      | <b>\$290,000</b> | <b>17%</b> | <b>\$342,328</b> | <b>17%</b> |
| <b>Bookmobile</b>   | <b>\$10,000</b>  | <b>7%</b>  | <b>\$90,000</b>  | <b>0%</b>  |
| <b>Total Budget</b> | <b>\$300,000</b> | <b>16%</b> | <b>\$432,328</b> | <b>14%</b> |

| Collection Expenditures              | August 2025     | August 2024     | FY-T-D 2025-26  | FY-T-D FY 2024-25 | FY-T-D % changed |
|--------------------------------------|-----------------|-----------------|-----------------|-------------------|------------------|
| Print Materials                      | \$4,943         | \$3,065         | \$10,102        | \$9,375           | 8%               |
| Serial Subscription                  | \$988           | \$0             | \$2,965         | \$1,468           | 102%             |
| Audio Materials                      | \$0             | \$1,605         | \$0             | \$2,145           | -100%            |
| Video Materials                      | \$706           | \$352           | \$706           | \$915             | -23%             |
| LOTs                                 | \$750           | \$1,593         | \$2,760         | \$2,793           | -1%              |
| <b>Total Physical Materials</b>      | <b>\$7,387</b>  | <b>\$6,616</b>  | <b>\$16,532</b> | <b>\$16,696</b>   | <b>-1%</b>       |
| Digital eBooks                       | \$2,827         | \$2,792         | \$5,702         | \$6,137           | -7%              |
| Digital eAudiobooks                  | \$6,975         | \$5,974         | \$13,806        | \$11,349          | 22%              |
| Digital Videos                       | \$656           | \$1,757         | \$1,382         | \$3,475           | -60%             |
| Digital Magazines                    | \$24            |                 | \$46            |                   |                  |
| Digital Music                        | \$134           |                 | \$226           |                   |                  |
| <b>Total Digital Materials</b>       | <b>\$10,614</b> | <b>\$10,523</b> | <b>\$21,162</b> | <b>\$20,961</b>   | <b>1%</b>        |
| Online Learning Platforms            | \$1,236         | \$1,575         | \$10,486        | \$21,539          | -51%             |
| <b>Total Platforms</b>               | <b>\$1,236</b>  | <b>\$1,575</b>  | <b>\$10,486</b> | <b>\$21,539</b>   | <b>-51%</b>      |
| Bookmobile Print Materials           | \$0             | \$74            | \$746           | \$74              | 908%             |
| Bookmobile Audio Materials           | \$0             | \$0             | \$0             | \$0               | *                |
| Bookmobile Digital                   | \$0             | \$0             | \$0             | \$0               | *                |
| Bookmobile LOTs                      | \$0             | \$0             | \$0             | \$0               | *                |
| <b>Total Bookmobile</b>              | <b>\$0</b>      | <b>\$74</b>     | <b>\$746</b>    | <b>\$74</b>       | <b>908%</b>      |
| <b>Total Collection Expenditures</b> | <b>\$19,238</b> | <b>\$18,789</b> | <b>\$48,927</b> | <b>\$59,270</b>   | <b>-17%</b>      |



| Titles Added                    | August 2025  | August 2024  | FY-T-D 2025-26 | FY-T-D FY 2024-25 | FY-T-D % changed |
|---------------------------------|--------------|--------------|----------------|-------------------|------------------|
| Print Materials                 | 282          | 333          | 339            | 451               | -25%             |
| Serial Subscription             | 2            | 0            | 2              | 2                 | 0%               |
| Audio Materials                 | 0            | 23           | 0              | 23                | -100%            |
| Video Materials                 | 27           | 6            | 27             | 6                 | 350%             |
| LOTs                            | 0            | 0            | 0              | 0                 | *                |
| <b>Total Physical Materials</b> | <b>311</b>   | <b>362</b>   | <b>368</b>     | <b>482</b>        | <b>-24%</b>      |
| Digital eBooks                  | 1,082        | 1,059        | 2,209          | 2,289             | -3%              |
| Digital eAudiobooks             | 2,352        | 1,991        | 4,645          | 3,938             | 18%              |
| Digital Videos                  | 348          | 796          | 679            | 1,523             | -55%             |
| Digital Magazines               | 9            |              | 17             |                   |                  |
| Digital Music                   | 88           |              | 148            |                   |                  |
| <b>Total Digital Materials</b>  | <b>3,879</b> | <b>3,846</b> | <b>7,698</b>   | <b>7,750</b>      | <b>-1%</b>       |
| Online Learning Platforms       | 4            | 1            | 4              | 5                 | -20%             |
| <b>Total Platforms</b>          | <b>4</b>     | <b>1</b>     | <b>4</b>       | <b>5</b>          | <b>-20%</b>      |
| Bookmobile Print Materials      | 0            | 0            | 4              | 0                 | *                |
| Bookmobile Audio Materials      | 0            | 0            | 0              | 0                 | *                |
| Bookmobile Digital              | 0            | 0            | 0              | 0                 | *                |
| Bookmobile LOTs                 | 0            | 0            | 0              | 0                 | *                |
| <b>Total Bookmobile</b>         | <b>0</b>     | <b>0</b>     | <b>4</b>       | <b>0</b>          | <b>*</b>         |
| <b>Total Titles Added</b>       | <b>4,194</b> | <b>4,209</b> | <b>8,074</b>   | <b>8,237</b>      | <b>-2%</b>       |

| <b>All Materials Held</b>        | <b>August</b>    | <b>July</b>      | <b>Month to Month</b> |
|----------------------------------|------------------|------------------|-----------------------|
|                                  | <b>2025</b>      | <b>2025</b>      | <b>% changed</b>      |
| <b>Total Library Physical</b>    | 82,282           | 84,051           | <b>-2%</b>            |
| <b>Total Digital</b>             | 2,086,541        | 2,061,045        | <b>1%</b>             |
| <b>Total Bookmobile Physical</b> | 2,521            | 2,551            | <b>-1%</b>            |
| <b>Total All Materials</b>       | <b>2,171,344</b> | <b>2,147,647</b> | <b>1%</b>             |

| <b>Library Children's Physical Materials Held</b> | <b>August</b> | <b>July</b>   | <b>Month to Month</b> |
|---|---------------|---------------|-----------------------|
|   | <b>2025</b>   | <b>2025</b>   | <b>% changed</b>      |
| Children's Fiction                                | 25,000        | 24,905        | <b>0%</b>             |
| Children's Nonfiction                             | 13,564        | 14,439        | <b>-6%</b>            |
| Children's Spanish                                | 3,133         | 3,102         | <b>1%</b>             |
| Children's Audiobook                              | 1,169         | 1,175         | <b>-1%</b>            |
| Children's DVD/Video                              | 1,463         | 1,463         | <b>0%</b>             |
| Children's LOTs                                   | 71            | 70            | <b>1%</b>             |
| <b>TOTAL Library Children's Physical Material</b> | <b>44,400</b> | <b>45,154</b> | <b>-2%</b>            |

| <b>Library Adult/Teen Physical Materials Held</b> | <b>August</b> | <b>July</b>   | <b>Month to Month</b> |
|---|---------------|---------------|-----------------------|
|   | <b>2025</b>   | <b>2025</b>   | <b>% changed</b>      |
| Adult Fiction                                     | 15,894        | 16,716        | <b>-5%</b>            |
| Adult Nonfiction                                  | 13,327        | 13,497        | <b>-1%</b>            |
| Adult Foreign Language                            | 1,352         | 1,385         | <b>-2%</b>            |
| Adult Audiobook                                   | 851           | 851           | <b>0%</b>             |
| Adult DVD/Video                                   | 2,929         | 2,930         | <b>0%</b>             |
| Adult LOTs  | 160           | 149           | <b>7%</b>             |
| Vinyl Records                                     | 195           | 201           | <b>-3%</b>            |
| Video Games                                       | 405           | 414           | <b>-2%</b>            |
| Teen Fiction                                      | 2,769         | 2,754         | <b>1%</b>             |
| Teen Nonfiction                                   | 0             | 0             | <b>*</b>              |
| <b>TOTAL Library Adult/Teen Physical Material</b> | <b>37,882</b> | <b>38,897</b> | <b>-3%</b>            |

| <b>Digital Material Held</b>          | <b>August</b>    | <b>July</b>      | <b>Month to Month</b> |
|---------------------------------------|------------------|------------------|-----------------------|
|                                       | <b>2025</b>      | <b>2025</b>      | <b>% changed</b>      |
| eBooks                                | 1,110,657        | 1,100,044        | 1%                    |
| Digital Audiobooks                    | 364,422          | 356,294          | 2%                    |
| Digital Videos                        | 91,115           | 89,757           | 2%                    |
| Digital Magazines                     | 6,331            | 6,128            | 3%                    |
| Digital Music                         | 514,010          | 508,816          | 1%                    |
| Online Learning Platforms             | 6                | 6                | 0%                    |
| <b>TOTAL Library Digital Material</b> | <b>2,086,541</b> | <b>2,061,045</b> | <b>1%</b>             |

| <b>Library of Things Held</b> | <b>August</b> | <b>July</b> | <b>Month to Month</b> |
|-------------------------------|---------------|-------------|-----------------------|
|                               | <b>2025</b>   | <b>2025</b> | <b>% changed</b>      |
| Children's LOTs Items         | 73            | 60          | 11%                   |
| Adult LOTs Items              | 98            | 100         | -2%                   |
| Total LOTs Items              | 168           | 163         | 3%                    |

| <b>Library of Things Updates</b> | <b>June</b> | <b>June</b> | <b>FY-T-D</b>     | <b>FY-T-D</b>     | <b>FY-T-D</b>    |
|----------------------------------|-------------|-------------|-------------------|-------------------|------------------|
|                                  | <b>2025</b> | <b>2024</b> | <b>FY 2024-25</b> | <b>FY 2023-24</b> | <b>% changed</b> |
| New LOTs Items Added             | 0           |             | 12                |                   |                  |
| LOTs Items Replaced              | 6           |             | 6                 |                   |                  |
| LOTs Items Removed               | 4           |             | 4                 |                   |                  |

| <b>Bookmobile Children's Physical Materials Held</b> | <b>August</b> | <b>July</b>  | <b>Month to Month</b> |
|--|---------------|--------------|-----------------------|
|  | <b>2025</b>   | <b>2025</b>  | <b>% changed</b>      |
| Children's Fiction                                   | 1,402         | 1,420        | -1%                   |
| Children's Nonfiction                                | 681           | 693          | -2%                   |
| Children's Spanish                                   | 308           | 308          | 0%                    |
| Children's Audiobook                                 | 0             | 0            | *                     |
| Children's DVD/Video                                 | 0             | 0            | *                     |
| Children's LOTs                                      | 0             | 0            | *                     |
| <b>TOTAL All Children's Physical Material</b>        | <b>2,391</b>  | <b>2,421</b> | <b>-1%</b>            |

| <b>Bookmobile Adult/Teen Physical<br/>Materials Held</b> | <b>August</b> | <b>July</b> | <b>Month to Month</b> |
|--|---------------|-------------|-----------------------|
|  | <b>2025</b>   | <b>2025</b> | <b>% changed</b>      |
| Adult Fiction  | 44            | 44          | <b>0%</b>             |
| Adult Nonfiction   | 0             | 0           | *                     |
| Adult Spanish  | 0             | 0           | *                     |
| Teen Fiction   | 75            | 75          | <b>0%</b>             |
| Teen Nonfiction  | 11            | 11          | <b>0%</b>             |
| <b>TOTAL All Adult/Teen Physical Material</b>            | <b>130</b>    | <b>130</b>  | <b>0%</b>             |

\*Cannot Divide by 0.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

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

**DATE:** September 22, 2025

**Net Revenue Summary for August 2025**

|                 |                  |                  | YTD              | YTD              |
|-----------------|------------------|------------------|------------------|------------------|
|                 | Aug-25           | Aug-24           | 2025-2026        | 2024-2025        |
| Passport        | 12,641           | 14,840           | 31,717           | 29,500           |
| Passport Photos | 5,422            | 5,940            | 13,659           | 11,540           |
| Fines & Fees    | 2,087            | 1,427            | 4,186            | 3,129            |
| Meeting Room    | 665              | 805              | 1,035            | 805              |
| <b>TOTAL</b>    | <b>\$ 20,815</b> | <b>\$ 23,012</b> | <b>\$ 50,597</b> | <b>\$ 44,974</b> |







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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Personnel Report for August 2025

**DATE:** September 22, 2025

|                             |        |        | YTD       | YTD       |
|-----------------------------|--------|--------|-----------|-----------|
|                             | Aug-25 | Aug-24 | 2025-2026 | 2024-2025 |
| Separation                  | 0      | 0      | 0         | 0         |
| Retirement                  | 0      | 0      | 0         | 0         |
| Appointments                | 0      | 0      | 1         | 0         |
| Open Positions              | 0      | 1      | 0         | 2         |
| Workers' Compensation Leave | 0      | 0      | 0         | 0         |
| <b>TOTAL</b>                | 0      | 1      | 1         | 2         |

SEPARATION:  
None

RETIREMENT:  
None

APPOINTMENTS:  
None

OPEN POSITIONS:  
None

WORKERS COMPENSATION LEAVE:  
None



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Carlo Maskarino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through August 2025  
**DATE:** September 22, 2025

**CITY OF PLACENTIA INVOICES**

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

\* City Billing Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Administration Report for August 2025**

**DATE:** September 22, 2025

**Meetings:**August 5<sup>th</sup>

- Administration Team Meeting

August 6<sup>th</sup>

- OLE Meeting: Assistant Library Director and Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates.
- Public Library Directors Forum Planning Committee (PLDFPC): Library Director

August 11<sup>th</sup>

- PLFF Board Meeting: Library Director

August 12<sup>th</sup>

- Santiago Library System Executive Council Meeting: Library Director

August 13<sup>th</sup>

- 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.
- PLDFPC: Library Director
- WCAG2.1 Compliance: Library Director and IT Consultant

August 20<sup>th</sup>

- eRate Meeting: Assistant Library Director met with E-Rate Consultant Ingrid Goodman to review current projects and provide update on the District five-year budget cycle timeline. The discussion covered the necessary steps and procedures for navigating the E-Rate funding process, along with a detailed overview of the budget currently available to the District.

- OLE Meeting: Assistant Library Director and Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates.
- Library Board Meeting: Administration Team

August 21st

- All Staff Meeting

August 26<sup>th</sup>

- Student Success Cards Network Session: Assistant Library Director attended a session hosted by the California State Library, where it was noted that the CSL website now provides tools and guidance for program implementation. Library presentations addressed program start dates, agreement establishment, and data management practices, tailored to each community and its agreements with local school districts. Participants also engaged in breakout sessions to address specific questions and concerns.

August 27<sup>th</sup>

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

### **Professional Development:**

August 24<sup>th</sup> – 28<sup>th</sup>

- California Special District Association (CSDA) Annual Conference: President Carline, Secretary Nelson, Trustee Beverage, and Library Director Contreras.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** September 22, 2025

| <b>Children's Circulation - Subtotals</b>        | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--|---------------|---------------|----------------|----------------|-----------------|
|  | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Children's Fiction Physical: PLD                 | 10,966        | 10,336        | 21,432         | 21,067         | 2%              |
| Children's Fiction Digital                       | 1,288         | 1,246         | 2,510          | 2,630          | -5%             |
| <b>Children's Fiction Physical Subtotal</b>      | <b>10,966</b> | <b>10,336</b> | <b>21,432</b>  | <b>22,451</b>  | <b>-5%</b>      |
| <b>Children's Fiction Digital Subtotal</b>       | <b>1,288</b>  | <b>1,246</b>  | <b>2,510</b>   | <b>2,630</b>   | <b>-5%</b>      |
| <b>Children's Fiction TOTAL</b>                  | <b>12,254</b> | <b>11,582</b> | <b>23,942</b>  | <b>25,081</b>  | <b>-5%</b>      |
| Children's Nonfiction Physical: PLD              | 2,756         | 2,887         | 5,658          | 6,071          | -7%             |
| Children's Nonfiction Digital                    | 118           | 150           | 217            | 266            | -18%            |
| <b>Children's Nonfiction Physical Subtotal</b>   | <b>2,756</b>  | <b>2,887</b>  | <b>5,658</b>   | <b>6,071</b>   | <b>-7%</b>      |
| <b>Children's Nonfiction Digital Subtotal</b>    | <b>118</b>    | <b>150</b>    | <b>217</b>     | <b>266</b>     | <b>-18%</b>     |
| <b>Children's Nonfiction TOTAL</b>               | <b>2,874</b>  | <b>3,037</b>  | <b>5,875</b>   | <b>6,337</b>   | <b>-7%</b>      |
| Children's Magazine Digital                      | 31            | 34            | 49             | 69             | -29%            |
| <b>Children's Magazine TOTAL</b>                 | <b>31</b>     | <b>34</b>     | <b>49</b>      | <b>69</b>      | <b>-29%</b>     |
| Children's Audiobook Physical: PLD               | 1,271         | 1,076         | 2,581          | 2,144          | 20%             |
| Children's Audiobook Digital                     | 790           | 809           | 1,553          | 1,635          | -5%             |
| Children's Music Digital                         | 1             | 13            | 7              | 23             | -70%            |
| <b>Children's Audio Media Physical Subtotal</b>  | <b>1,271</b>  | <b>1,076</b>  | <b>2,581</b>   | <b>2,144</b>   | <b>20%</b>      |
| <b>Children's Audio Media Digital Subtotal</b>   | <b>791</b>    | <b>822</b>    | <b>1,560</b>   | <b>1,658</b>   | <b>-6%</b>      |
| <b>Children's Audio Media TOTAL</b>              | <b>2,062</b>  | <b>1,898</b>  | <b>4,141</b>   | <b>3,802</b>   | <b>9%</b>       |
| Children's Visual Media Physical: PLD            | 293           | 414           | 563            | 787            | -28%            |
| Children's Visual Media Digital                  | 49            | 81            | 99             | 157            | -37%            |
| <b>Children's Visual Media Physical Subtotal</b> | <b>293</b>    | <b>414</b>    | <b>563</b>     | <b>787</b>     | <b>-28%</b>     |
| <b>Children's Visual Media Digital Subtotal</b>  | <b>49</b>     | <b>81</b>     | <b>99</b>      | <b>157</b>     | <b>-37%</b>     |
| <b>Children's Visual Media TOTAL</b>             | <b>342</b>    | <b>495</b>    | <b>662</b>     | <b>944</b>     | <b>-30%</b>     |
| <b>Children's Library of Things (LOTS) TOTAL</b> | <b>39</b>     | <b>37</b>     | <b>86</b>      | <b>78</b>      | <b>10%</b>      |

| <b>Children's Circulation - TOTAL</b>        | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--|---------------|---------------|----------------|----------------|-----------------|
|  | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| <b>TOTAL All Children's Physical Content</b> | <b>15,325</b> | <b>14,750</b> | <b>30,320</b>  | <b>30,147</b>  | <b>1%</b>       |
| <b>TOTAL All Children's Digital Content</b>  | <b>2,277</b>  | <b>2,333</b>  | <b>4,435</b>   | <b>4,780</b>   | <b>-7%</b>      |
| <b>TOTAL All Children's Content</b>          | <b>17,602</b> | <b>17,083</b> | <b>34,755</b>  | <b>34,927</b>  | <b>0%</b>       |

| <b>Children's Circulation: Non-English Materials</b>   | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--|---------------|---------------|----------------|----------------|-----------------|
| <i>*These stats are accounted for in the sections above, and are additionally highlighted as special collections</i> | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| <b>Children's Non-English Language Materials*</b>  | <b>2,895</b>  | <b>825</b>    | <b>3,740</b>   | <b>1,778</b>   | <b>110%</b>     |

| <b>Teen Circulation - Subtotals</b> | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|-------------------------------------|---------------|---------------|----------------|----------------|-----------------|
|                                     | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Teen Fiction Physical: PLD          | 337           | 391           | 698            | 789            | -12%            |
| Teen Fiction Digital                | 434           | 536           | 885            | 1,125          | -21%            |
| <b>Teen Fiction Subtotal</b>        | <b>771</b>    | <b>927</b>    | <b>1,583</b>   | <b>1,914</b>   | <b>-17%</b>     |
| Teen Nonfiction Physical: PLD       | 35            | 0             | 35             | 0              | #DIV/0!         |
| Teen Nonfiction Digital             | 24            | 21            | 37             | 26             | 42%             |
| <b>Teen Nonfiction Subtotal</b>     | <b>59</b>     | <b>21</b>     | <b>72</b>      | <b>26</b>      | <b>177%</b>     |
| Teen Audiobook Digital              | 545           | 628           | 1,075          | 1,249          | -14%            |
| <b>Teen Audio Media Subtotal</b>    | <b>545</b>    | <b>628</b>    | <b>1,075</b>   | <b>1,249</b>   | <b>-14%</b>     |

| <b>Teen Circulation - TOTAL</b>        | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--|---------------|---------------|----------------|----------------|-----------------|
|  | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| <b>TOTAL All Teen Physical Content</b> | <b>372</b>    | <b>391</b>    | <b>733</b>     | <b>789</b>     | <b>-7%</b>      |
| <b>Teen Digital Content</b>            | <b>1,003</b>  | <b>1,185</b>  | <b>1,997</b>   | <b>2,423</b>   | <b>-18%</b>     |
| <b>TOTAL All Teen Content</b>          | <b>1,375</b>  | <b>1,576</b>  | <b>2,730</b>   | <b>3,212</b>   | <b>-15%</b>     |

| <b>Adult Circulation - Subtotals</b>        | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|---|---------------|---------------|----------------|----------------|-----------------|
|   | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Adult Fiction Physical: PLD                 | 3,075         | 2,540         | 6,190          | 5,176          | 20%             |
| Adult Fiction Digital                       | 3,228         | 3,708         | 6,514          | 7,586          | -14%            |
| <b>Adult Fiction Subtotal</b>               | <b>6,303</b>  | <b>6,248</b>  | <b>12,704</b>  | <b>12,762</b>  | <b>0%</b>       |
| Adult Nonfiction Physical: PLD              | 1,480         | 1,572         | 2,937          | 3,161          | -7%             |
| Adult Nonfiction Digital                    | 849           | 1,038         | 1,673          | 2,070          | -19%            |
| <b>Adult Non-Fiction Subtotal</b>           | <b>2,329</b>  | <b>2,610</b>  | <b>4,610</b>   | <b>5,231</b>   | <b>-12%</b>     |
| Adult Magazine Digital                      | 1,086         | 625           | 2,031          | 1,322          | 54%             |
| <b>Adult Magazine Subtotal</b>              | <b>1,086</b>  | <b>625</b>    | <b>2,031</b>   | <b>1,322</b>   | <b>54%</b>      |
| Adult Audiobook Physical: PLD               | 50            | 90            | 144            | 164            | -12%            |
| Adult Audiobook Digital                     | 6,785         | 6,523         | 13,442         | 13,570         | -1%             |
| Adult Music Physical                        | 60            | 111           | 132            | 197            | -33%            |
| Adult Music Digital                         | 87            | 64            | 141            | 133            | 6%              |
| <b>Adult Audio Media Subtotal</b>           | <b>6,982</b>  | <b>6,788</b>  | <b>13,859</b>  | <b>14,064</b>  | <b>-1%</b>      |
| Adult Movies and BluRays Physical: PLD      | 449           | 630           | 907            | 1,260          | -28%            |
| Adult Video Games Physical                  | 415           | 357           | 747            | 772            | -3%             |
| <b>Adult Visual Media Physical TOTAL</b>    | <b>864</b>    | <b>987</b>    | <b>864</b>     | <b>987</b>     | <b>-12%</b>     |
| Adult Visual Media Digital                  | 300           | 599           | 300            | 599            | -50%            |
| <b>Adult Visual Media Subtotal</b>          | <b>1,164</b>  | <b>1,586</b>  | <b>1,164</b>   | <b>1,586</b>   | <b>-27%</b>     |
| Adult Library of Things (LOTs): PLD         | 102           | 116           | 181            | 229            | -21%            |
| State Parks Pass: PLD                       | 93            | 71            | 178            | 142            | 25%             |
| <b>Total Adult Library of Things (LOTs)</b> | <b>195</b>    | <b>187</b>    | <b>359</b>     | <b>371</b>     | <b>-3%</b>      |

| <b>Adult Circulation - TOTAL</b>        | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|---|---------------|---------------|----------------|----------------|-----------------|
|   | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| <b>TOTAL ALL Adult Physical Content</b> | <b>5,724</b>  | <b>5,487</b>  | <b>11,416</b>  | <b>11,101</b>  | <b>3%</b>       |
| <b>Adult Digital Content</b>            | <b>12,335</b> | <b>12,557</b> | <b>24,383</b>  | <b>25,243</b>  | <b>-3%</b>      |
| <b>TOTAL All Adult Content</b>          | <b>18,059</b> | <b>18,044</b> | <b>35,799</b>  | <b>36,344</b>  | <b>-1%</b>      |

| <b>Online Database Usage</b>                | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|---|---------------|---------------|----------------|----------------|-----------------|
| <i>Funded by Placentia Library District</i> | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| ABC Mouse                                   | 2,715         | 712           | 5,449          | 1,672          | 226%            |
| Novelist Plus                               | 91            | 90            | 155            | 215            | -28%            |
| Novelist Select                             | 2,023         | 2,276         | 4,046          | 4,702          | -14%            |
| Scholastic Teachables                       | 115           | 13            | 176            | 73             | 141%            |
| <b>TOTAL PLD DATABASE USAGE</b>             | <b>4,944</b>  | <b>4,172</b>  | <b>9,826</b>   | <b>9,119</b>   | <b>8%</b>       |

| <b>Online Database Usage</b>              | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|---|---------------|---------------|----------------|----------------|-----------------|
| <i>Funded by California State Library</i> | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Britannica                                | 7             | 53            | 19             | 67             | -72%            |
| ProQuest                                  | 0             | 9             | 2              | 9              | -78%            |
| ProQuest Culture Grams^                   | 3             | 0             | 8              | 0              | -               |
| Teaching Books for Libraries              | 321           | 439           | 769            | 729            | 5%              |
| National Geographic Kids (Gale)^          | 0             | 0             | 0              | 0              | -               |
| Gale in Context: Environmental Studies^   | 1             | 0             | 5              | 0              | -               |
| Gale Interactive: Science^                | 0             | 0             | 0              | 0              | -               |
| Alexander Street                          | 0             | 2             | 0              | 2              | -100%           |
| PebbleGo Science K-2                      | 7             | 0             | 14             | 2              | 600%            |
| <b>TOTAL CSL DATABASE USAGE</b>           | <b>339</b>    | <b>770</b>    | <b>817</b>     | <b>1,201</b>   | <b>-32%</b>     |
| <b>TOTAL ALL DATABASE USAGE</b>           | <b>5,283</b>  | <b>4,942</b>  | <b>10,643</b>  | <b>10,320</b>  | <b>3%</b>       |

*^Mathematically impossible to divide by 0*

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** September 22, 2025

| <b>Number of Programs by Type</b> | <b>August<br/>2025</b> | <b>August<br/>2024</b> | <b>FY-T-D<br/>2025-26</b> | <b>FY-T-D<br/>2024-25</b> | <b>FY-T-D<br/>% change</b> |
|-----------------------------------|------------------------|------------------------|---------------------------|---------------------------|----------------------------|
| Storytime                         | 9                      | 8                      | 20                        | 17                        | 18%                        |
| Children's Programs               | 9                      | 11                     | 24                        | 27                        | -11%                       |
| Hangar                            | 5                      | 1                      | 9                         | 1                         | 800%                       |
| Teen Programs                     | 2                      | 3                      | 4                         | 6                         | -33%                       |
| Self Directed                     | 5                      | 3                      | 10                        | 6                         | 67%                        |
| Outreach                          | 3                      | 2                      | 3                         | 4                         | -25%                       |
| <b>TOTAL Children/Teen</b>        | <b>33</b>              | <b>28</b>              | <b>61</b>                 | <b>60</b>                 | <b>2%</b>                  |

| <b>Program Attendance by Type</b> | <b>August<br/>2025</b> | <b>August<br/>2024</b> | <b>FY-T-D<br/>2025-26</b> | <b>FY-T-D<br/>2024-25</b> | <b>FY-T-D<br/>% change</b> |
|-----------------------------------|------------------------|------------------------|---------------------------|---------------------------|----------------------------|
| Storytime                         | 445                    | 392                    | 909                       | 816                       | 11%                        |
| Children's Programs               | 920                    | 866                    | 3,524                     | 2,615                     | 35%                        |
| Hangar                            | 44                     | 14                     | 99                        | 14                        | 607%                       |
| Teen Programs                     | 21                     | 24                     | 42                        | 44                        | -5%                        |
| Self Directed                     | 37                     | 40                     | 275                       | 275                       | 0%                         |
| Outreach                          | 397                    | 75                     | 397                       | 175                       | 127%                       |
| <b>TOTAL Children/Teen</b>        | <b>1,864</b>           | <b>1,411</b>           | <b>5,147</b>              | <b>3,925</b>              | <b>31%</b>                 |

| <b>The Hangar Makerspace</b> | <b>August<br/>2025</b> | <b>August<br/>2024</b> | <b>FY-T-D<br/>2025-26</b> | <b>FY-T-D<br/>2024-25</b> | <b>FY-T-D<br/>% change</b> |
|------------------------------|------------------------|------------------------|---------------------------|---------------------------|----------------------------|
| Hangar Activity Hour Visits  | 226                    | 138                    | 510                       | 295                       | 73%                        |

**ACHIEVEMENTS**

- Daisy Badge planned and conducted Lunch at the Library on August 6.
- Daisy Badge facilitated Morning Meetups on August 8.
- Daisy Badge planned and conducted Family Storytime on August 16 and 23.
- Mayli Apontti facilitated Read to the Dogs on Monday, August 4.

- Mayli Apontti set up and facilitated Wild Wednesdays on August 6.
- Mayli Apontti and Jullie Bence set up and facilitated the SRP Finale on Saturday, August 9.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on August 29.
- Mayli Apontti continued to facilitate the children's Dino passive activity for the Summer Reading Program until the last day, August 9.
- Alex Aguirre planned and conducted PTAC on August 7 and 21.
- Alex Aguirre facilitated STEAM Labs! On August 14.
- Alex Aguirre planned and conducted Creating with Cricut on August 10.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on August 13 and 27.
- Alex Aguirre planned and set up crafts for the Hangar for the month of August.
- Damean Sanz conducted Storytime at Mr. Ds restaurant on August 2.
- Damean Sanz took photos for Wild Wednesdays and Lunch at the library on August 6.
- Damean Sanz and Joy Ellis participated in the City of Placentia's National Night Out on August 5.
- Damean Sanz planned and conducted Luna Luna Bilingual Storytime on August 20.
- Damean Sanz and Jullie Bence attended the Wagner Elementary's Back to School BBQ on August 22.

### **MEETINGS**

- August 7, Daisy Badge attended the Lunch at the Library Community of Practice #5 meeting where CLA's Lunch at the Library Partner Project presentation was given. This included information on which public libraries can apply and how funds can be spent.
- August 14, Margaret Hatanaka attended the Kiwanis meeting where they reported on upcoming event calendar including Back to School partnership with the Fullerton Kiwanis group and Kohls. They will provide funding for up to 35 children to participate in the shopping spree or donate a lump sum to this project.
- August 20, Alex Aguirre attended the Teen SLS Meeting at Yorba Linda Public Library. On the meeting agenda was discussing Spring and Summer programming and Summer Reading Program outcomes and stats, as well as upcoming fall programming. The final topic of discussion was changing the meeting times from meeting at locations that open at or before 9:30, or starting at 11am or the afternoon, which will be voted on at the next meeting. The next Teen SLS Meeting is scheduled for Wednesday November 19.
- August 20, Margaret Hatanaka served on the Children's Librarian interview panel for Yorba Linda Public Library where 8 candidates were interviewed.

### **PROFESSIONAL DEVELOPMENT**

- August 14, Margaret Hatanaka attended the "Telling Our Own Stories" webinar presented by California Libraries Learn (CALL) where presenter, Katie Quesada talked about the science of storytelling, and how to craft compelling narratives to promote library services and motivate staff.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** September 22, 2025

**MONTHLY STATISTICS**

| Number of Programs by Type | August    | August    | FY-T-D    | FY-T-D    | FY-T-D     |
|----------------------------|-----------|-----------|-----------|-----------|------------|
|                            | 2025      | 2024      | 2025-26   | 2024-25   | % change   |
| Adult Programs             | 2         | 1         | 5         | 2         | 150%       |
| History Room               | 0         | 0         | 0         | 0         | -          |
| Literacy                   | 26        | 32        | 52        | 58        | -10%       |
| General Interest           | 0         | 0         | 0         | 0         | -          |
| Self-Directed              | 1         | 1         | 4         | 2         | 100%       |
| <b>TOTAL Adult</b>         | <b>29</b> | <b>34</b> | <b>61</b> | <b>62</b> | <b>-2%</b> |

| Program Attendance by Type | August     | August     | FY-T-D     | FY-T-D     | FY-T-D    |
|----------------------------|------------|------------|------------|------------|-----------|
|                            | 2025       | 2024       | 2025-26    | 2024-25    | % change  |
| Adult Programs             | 15         | 12         | 37         | 22         | 68%       |
| History Room               | 0          | 0          | 0          | 0          | -         |
| Literacy                   | 311        | 375        | 491        | 587        | -16%      |
| General Interest           | 0          | 0          | 0          | 0          | -         |
| Self-Directed              | 16         | 16         | 157        | 27         | 481%      |
| <b>TOTAL Adult</b>         | <b>342</b> | <b>403</b> | <b>685</b> | <b>636</b> | <b>8%</b> |

| <b>History Room Activity</b> | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|------------------------------|---------------|---------------|----------------|----------------|-----------------|
|                              | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| History Room Visitors        | 4             | 0             | 7              | 0              | -               |
| Memory Lab Appointments      | 39            | 0             | 64             | 0              | -               |

\*Cannot divide by 0.

| <b>Volunteer Hours</b>       | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|------------------------------|---------------|---------------|----------------|----------------|-----------------|
|                              | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| History Room                 | 0             | 0             | 0              | 0              | -               |
| PLFF                         | 172.5         | 285.5         | 444            | 542            | -18%            |
| General Library              | 73.25         | 182.5         | 266            | 382            | -30%            |
| Adult Literacy               | 349           | 350           | 749            | 616            | 22%             |
| PTAC                         | 34.5          | 19.3          | 71             | 29             | 143%            |
| Teen Volunteers              | 167.3         | 166           | 474            | 650            | -27%            |
| <b>Total Volunteer Hours</b> | <b>630</b>    | <b>837</b>    | <b>1530</b>    | <b>1569</b>    | <b>-2%</b>      |
| <b>FTE Equivalent</b>        | <b>3.63</b>   | <b>4.83</b>   | <b>8.83</b>    | <b>9.05</b>    | <b>-2%</b>      |

| <b>Literacy</b>         | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|-------------------------|----------------|----------------|-----------------|
|                         | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Adult Literacy Students | 20             | 23             | -13%            |
| Adult ESL Students      | 77             | 38             | 103%            |
| Adult Literacy Tutors   | 20             | 25             | -20%            |
| Adult ESL Tutors        | 71             | 36             | 97%             |

**ACHIEVEMENTS**

- Sally Federman coordinated Literacy Reads – Beg. Book Club on August 6, 13, 20.
- Sally Federman facilitated Literacy Reads – Int. Book Club on August 5, 12, 19, 26.
- Sally Federman coordinated Read, Write, Speak Club on August 1, 8, 15, 22.
- Esther Canedo facilitated ESL Conversation Class at the Whitten Center on August 7, 21, 28.
- Esther Canedo facilitated the ESL Conversation Class online on August 5, 12, 26.
- Laurel Dennis facilitated ESL Conversation Class at PLD Tuesday on August 5, 12, 19, 26.
- Laurel Dennis facilitated ESL Conversation Class at PLD Thursday class on August 7, 14, 21, 28.
- Sally Federman and Esther Canedo coordinated the outreach to Backpacks for Success on August 19.

- Natalie McCard held Book Club on August 12<sup>th</sup>.
- Natalie McCard held Get Hooked! Crochet and Knitting Circle on August 31<sup>st</sup>. (Hangar)
- Natalie McCard held Adult Craft Night on August 26<sup>th</sup> (Hangar)
- Tim Balen coordinated the Science Fiction, Fantasy & Graphic Novel Book Club on August 14.
- Tim Balen coordinated staff picks and lobby displays in August.
- Tim Balen coordinated Tech Help appointments on August 15 and August 22.
- Tim Balen oversaw setup and training for the Fall 2025 Adult Services Intern in August.
- Tim Balen assisted with special projects including the Fall 2025 eXPLORE Newsletter and the Fall 2025 Library Bookmarks in August.

### **MEETINGS**

- On August 6, Michelle Meades attended the Rotary meeting at Dennys in Placentia. The success of Cowabunga was discussed.
- On August 7, Michelle Meades attended the City Library meeting where upcoming events for the city and library were discussed.
- On August 18, Michelle Meades met with Sean, a member of the community, who would like the library to become a Geocache location.

### **PROFESSIONAL DEVELOPMENT**

- On August 14, Michelle Meades attended a workshop hosted by Katie Quesada, entitled Storytelling 1.0. This workshop was tied into this year's CLA theme "Telling Your Own Stories for Advocacy". Quesada is a storytelling consultant who advised us that storytelling needs to be human centered, concise and compelling.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** September 22, 2025

**MONTHLY STATISTICS**

| <b>Computer and Wi-Fi Usage</b> | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|---------------------------------|---------------|---------------|----------------|----------------|-----------------|
|                                 | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Children Computer Usage         | 404           | 394           | 792            | 740            | 7%              |
| Children AWE Learning Usage     | 801           | 467           | 1,579          | 975            | 62%             |
| Teen Computer Usage             | 127           | 161           | 165            | 295            | -44%            |
| Adult Computer Usage            | 1,138         | 990           | 2,064          | 2,037          | 1%              |
| <b>Total Computer Usage</b>     | <b>2,470</b>  | <b>2,012</b>  | <b>4,600</b>   | <b>4,047</b>   | <b>14%</b>      |
| Wi-Fi Usage                     | 1,853         | 1,535         | 3,610          | 2,802          | 29%             |
| Guest Passes                    | 107           | 75            | 202            | 168            | 20%             |

| <b>Website Traffic</b>                 | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--|---------------|---------------|----------------|----------------|-----------------|
|  | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Website visits                         | 36,307        | 23,399        | 62,959         | 38,193         | 65%             |
| Page Hits                              | 48,129        | 35,632        | 88,408         | 63,668         | 39%             |
| Users                                  | 30,758        | 18,497        | 51,227         | 27,835         | 84%             |
| Placentia Library Online Catalog Usage | 2,920         | 3,187         | 6,110          | 6,375          | -4%             |

| <b>App Usage</b>         | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--------------------------|---------------|---------------|----------------|----------------|-----------------|
|                          | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| App Downloads            | 80            | 68            | 187            | 169            | 11%             |
| App Launches             | 2,240         | 1,340         | 4,556          | 2,859          | 59%             |
| Searches                 | 2,771         | 9,914         | 6,081          | 19,949         | -70%            |
| Requests Placed          | 379           | 148           | 701            | 329            | 113%            |
| Renewals Done            | 628           | 363           | 1,255          | 818            | 53%             |
| <b>App Catalog Usage</b> | <b>3,150</b>  | <b>10,062</b> | <b>6,782</b>   | <b>20,278</b>  | <b>-67%</b>     |

**Technology Updates****Completed Projects:**

- CA high speed network grant approved
- New Staff Printers
- PLFF Gsuite setup
- Info desk Windows 11 Upgrades
- Automate Zip Book Requests

**Ongoing Projects:**

- SirsiDynix contract extension/renewal
- E-Rate Grant proposals
- Bookmobile Technology Equipment
- Workstation Windows 11 upgrade/replacement
- Windows 11 print release and catalog search replacements
- New Supervisor Printers
- Hoopla Webservices Upgrade
- OLE Security camera system project
- OLE Audio system project
- POS Automated reports project

**Upcoming Projects:**

- History Room Online Archive Portal
- Domain migration to ca.gov
- Website Accessibility upgrades “Doc Access”

During the past month, the IT consultant engaged in a comprehensive, hands-on approach to supporting and enhancing the library’s technological ecosystem. This work involved systematically addressing and resolving a diverse range of service tickets, ensuring continuity of operations and minimizing disruptions to patron services. Beyond technical troubleshooting, the consultant collaborated closely with numerous staff members across departments, providing targeted guidance and training designed to strengthen digital literacy and elevate overall technical proficiency. These interactions created opportunities for knowledge transfer and capacity building, enabling staff to adopt emerging tools with confidence. Simultaneously, the consultant contributed to the strategic advancement of the library’s mission by implementing innovative technological initiatives, aligning them with the institution’s long-term operational goals. Collectively, these efforts not only streamlined internal workflows but also positioned the library to deliver more efficient, accessible, and future-ready services to its community.

In addition to day-to-day support, the consultant’s work over the past month was dominated by high-impact special projects and strategic project management initiatives critical to the library’s long-term infrastructure and service delivery. A substantial portion of time was devoted to collaborating with library leadership on the development of a comprehensive five-year E-Rate funding plan and multiple California state grant proposals, ensuring alignment with both fiscal priorities and future growth objectives. The consultant also oversaw key modernization efforts, including the reconfiguration of the library’s point-of-sale system, preparation and

execution of presentations for outdoor audio-visual and security camera upgrades, and coordination of vendor teams for seamless implementation. Strategic negotiations were conducted with SirsiDynix in hopes of securing an optimized ILS contract, reflecting both cost efficiencies and enhanced service provisions. Parallel efforts focused on gathering competitive quotes for next-generation access control systems, technology solutions for the bookmobile, and upgraded circulation and ILS technologies. Collectively, these initiatives focused on advancing the library's operational resilience, technological sophistication, and capacity to meet the evolving needs of the community.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** September 22, 2025

| <b>Attendance</b>    | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|----------------------|---------------|---------------|----------------|----------------|-----------------|
|                      | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Number of Days Open  | 31            | 31            | 61             | 61             | 0%              |
| Number of Hours Open | 276           | 283           | 557            | 554            | 1%              |
| Attendance           | 22,987        | 24,138        | 48,208         | 46,694         | 3%              |

| <b>Card Holders</b>       | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|---------------------------|---------------|---------------|----------------|----------------|-----------------|
|                           | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Child Card Holders        | 16,718        | 15,838        | 33,366         | 31,575         | 6%              |
| Teen Card Holders         | 4,823         | 4,717         | 9,632          | 9,419          | 2%              |
| Adult Card Holders        | 53,483        | 49,105        | 106,473        | 97,922         | 9%              |
| <b>Total Card Holders</b> | <b>75,024</b> | <b>69,660</b> | 149,471        | 138,916        | 8%              |
| New Patron Registration   | 608           | 401           | 1,174          | 797            | 47%             |
| New Virtual Library Cards | 269           | 77            | 504            | 162            | 211%            |

| <b>Information Desk Activity</b>  | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|-----------------------------------|---------------|---------------|----------------|----------------|-----------------|
|                                   | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Reference Questions -- in person  | 2,356         | 1,884         | 5,148          | 3,987          | 29%             |
| Reference Questions -- telephone  | 569           | 501           | 1,136          | 1,099          | 3%              |
| Reference Questions -- email/chat | 3             | 7             | 5              | 8              | -38%            |
| <b>Total Reference Questions</b>  | <b>2,928</b>  | <b>2,392</b>  | 6,289          | 5,094          | 23%             |
| Study Room Usage                  | 224           | 213           | 478            | 384            | 24%             |
| PODs                              | 167           |               | 344            |                |                 |

| <b>Passport Activity</b> | <b>August</b> | <b>August</b> | <b>FY-T-D</b>  | <b>FY-T-D</b>  | <b>FY-T-D</b>   |
|--------------------------|---------------|---------------|----------------|----------------|-----------------|
|                          | <b>2025</b>   | <b>2024</b>   | <b>2025-26</b> | <b>2024-25</b> | <b>% change</b> |
| Passports Processed      | 348           | 422           | 915            | 841            | 9%              |
| Photos Processed         | 242           | 299           | 658            | 581            | 13%             |

**ACTIVITIES**

- Angie processed 260 new books.
- Yomara mailed 67 billing notices.
- Meeting room was used by 2 outside renters: Corte Vista HOA and Broadmoor HOA
- Meeting Room was used 27 times for library related activities/programs.
- Staff filled 530 requests from the pull list.
- Staff pulled 196 expired holds from the request shelf.

**MEETINGS**

- None

**PROFESSIONAL DEVELOPMENT**

- On August 14, Estella Wnek attended a webinar workshop hosted by Katie Quesada, titled Storytelling 1.0. Mastering the Basics of Storytelling. Katie highlighted the importance of making stories human centered, clear, and engaging.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Summer Reading Program and Lunch at the Library Presentation by Children’s Librarian, Daisy Badge.**

**DATE:** September 22, 2025

**BACKGROUND**

Each year, the Placentia Library District offers enriching summer reading programs designed to encourage reading throughout the summer months, while fostering lifelong reading habits, and providing equitable access to learning and nutrition. The Summer Reading Program engages readers of all ages in themed activities, followed by a nutritious lunch, in partnership with the Placentia Yorba Linda Unified School District.

Tonight, Children’s Librarian, Daisy Badge, will provide a report to the Library Board.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Amendment to Policy 3090 – Records Retention

**DATE:** September 22, 2025

### **BACKGROUND**

The Placentia Library District maintains a Records Retention Policy (Policy 3090) to provide staff with guidance on the retention, safeguarding, and authorized disposal of District records. The policy is rooted in California Government Code §§ 60200–60203 and aligns with guidance from the State Controller’s Office and the Controller’s Advisory Committee for Special Districts.

Since the original adoption of Policy 3090, the District has expanded the use of its website as a primary communication and publication tool. Board agendas, minutes, policies, and other official records are regularly posted online, making the website an important vehicle for public access and transparency. However, the current policy does not explicitly address retention, archival, and disposal practices for website content.

The proposed amendment to Policy 3090 creates a new section (3090.6) addressing website records. Key provisions include:

- **Definition and Scope:** Website records are defined broadly to include official content published on the District’s website such as Board agendas, minutes, policies, reports, notices, and other documents.
- **Retention Alignment:** Website content will follow the same retention periods as the underlying record series. For example, Board minutes posted online will be archived indefinitely, consistent with current policy.
- **Archival Practices:** The District will maintain reasonable version control or archival measures (e.g., CMS versioning, periodic snapshots, or archival exports) to ensure preservation of key web content.
- **Transitory Content:** Short-term or non-substantive website content (e.g., banners, temporary announcements) may be scheduled for limited retention and disposal once superseded or no longer needed.
- **Official Record Copy:** The website serves as a publication platform only; the authoritative copy of each record remains in its designated system of record (e.g., Board Clerk’s minutes).
- **Compliance:** Website records are explicitly subject to the California Public Records Act, legal holds, and other applicable laws governing public records.

This amendment brings the District into alignment with best practices for government transparency, digital records management, and compliance with evolving state requirements.

There is no direct fiscal impact associated with this policy amendment. Archiving and retention activities will be managed within existing resources and technology systems.

Attachment A is a copy of Policy 3090 – Records Retention

**RECOMMENDATION**

1. Motion to authorize amendments to Policy 3090 – Records Retention as presented, inclusive of input received from the Library Board of Trustees; and,
2. A roll call vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Records Retention

**POLICY NUMBER:** 3090

**3090.1** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Placentia Library District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**3090.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3090.3** The Library Director is the designated custodian of all records of Placentia Library District. The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3090.4** Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Placentia Library District.

**3090.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3090.4.2** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3090.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3090.4.4** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**3090.4.4.1** The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent

photographic records by the National Bureau of Standard, or copied to an approved electronic media;

**3090.4.4.2** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

**3090.4.4.3** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

**3090.4.5** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3090.4.5.1** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3090.4.5.2** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3090.4.5.3** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3090.4.5.4** Said audit or audits contain the expression of an unqualified opinion.

**3090.4.6** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3090.4.6.1** Duplicated (original-subject to aforementioned requirements).

**3090.4.6.2** Rough drafts, notes or working papers (except audit).

**3090.4.6.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3090.4.7** All payroll and personnel records will be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been digitized and qualify for destruction section 4, above. Payroll and personnel records include the following:

**3090.4.7.1** Accident reports, injury claims and settlements.

**3090.4.7.2** Medical histories.

**3090.4.7.3** Injury frequency charts.

**3090.4.7.4** Applications, changes and terminations of employees.

**3090.4.7.5** Insurance records of employees.

**3090.4.7.6** Time cards.

**3090.4.7.7** Classification specifications (job descriptions).

**3090.4.7.8** Performance evaluation forms.

**3090.4.7.9** Earning records and summaries.

**3090.4.7.10** Retirements.

**3090.4.8** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if digitized as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3090.5** Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of thirty days from the date of the recorded meeting, after which they will be destroyed.

**3090.5.1** Construction records, such as bids, correspondence, change orders, etc., will not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they will be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works will be retained as long as said facility is in existence.

**3090.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**3090.5.3** Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District.

**3090.6 Any content posted on the District’s official website, and any data related thereto, may be removed from the website at the discretion and approval of the Library Director five years after first being publicly accessible on the District’s website. Any information, documents or data so removed may either be purged or retained by the District consistent with the requirements set forth in this Policy.**

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) General Ledger
    - (5) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES

- g. Payroll and personnel records include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries
    - (4) Fidelity Bonds
    - (5) Garnishments
    - (6) Insurance records of employees
    - (7) Job Descriptions
    - (8) Medical Histories
    - (9) Retirements
    - (10) Time Cards
  
  - h. OTHER
    - (1) Inventory Records (Purchasing)
    - (2) Capital Asset Records (Purchasing)
    - (3) Depreciation Schedule
3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, electronic media or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The official District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive records.
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
- a. The resumption and/or continuation of operations;
  - b. The recreation of legal and financial status of the District, in case of a disaster;
  - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Disposal of surplus & excess property
- (8) District insurance records
- (9) Employee accident reports, injury claims & settlements
- (10) Employee earning records
- (11) Employee fidelity bonds
- (12) Employee insurance records
- (13) Facility improvement plans
- (14) Individual claims/settlements
- (15) Inventory
- (16) Journal vouchers
- (17) Ledgers
- (18) Licenses & permits (to operate)
- (19) Loans & grants
- (20) Maps
- (21) Minutes of Board meetings
- (22) Payroll register
- (23) Policies, Rules & Regulations
- (24) Statements of Economic Interest
- (25) Warrant/Voucher register
- (26) Warrants (with backup)

**Appendix B**

Records Retention Schedule for Placentia Library District

|   |              |
|---|--------------|
| Board of Trustees Minutes.....                                    | Indefinitely |
| Board of Trustees Agendas & Agenda Documents (Books).....         | Indefinitely |
| Audits.....   | Indefinitely |
| Annual Reports to the State Library.....                          | Indefinitely |
| Annual Report of Financial Transactions to the State Auditor..... | Indefinitely |
| Personnel Records.....  | Indefinitely |
| Payroll Records.....  | Indefinitely |
| Monthly Financial Reports from the Orange County Auditor.....     | Indefinitely |
| Bond Payment Records.....   | Indefinitely |
| Pension Fund Annual Census and Report.....                        | Indefinitely |
| Library-published reports, studies, publications.....             | Indefinitely |
| <br>  |              |
| Insurance Policies.....   | 10 Years     |
| Grant Reports.....  | 10 Years     |
| Grant Applications – funded.....                                  | 10 Years     |
| <br>  |              |
| FPPC Conflict of Interest Statements for Staff.....               | 7 Years      |
| <br>  |              |
| Grant Applications – unfunded.....                                | 5 Years      |
| Library System Printouts.....                                     | 5 Years      |
| Budget forms for Orange County Auditor.....                       | 5 Years      |
| Checks.....   | 5 Years      |
| Bank Statements.....  | 5 Years      |
| <br>  |              |
| Board Meeting Recordings.....                                     | 30 Days      |

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Review and Approve an Amendment to Policy 2022 – Employee of the Year Benefits, as presented, inclusive of input received from the Library Board of Trustees.**

**DATE:** September 22, 2025

### **BACKGROUND**

The Placentia Library District established the Employee of the Year Program to recognize outstanding staff contributions and dedication to library service. As part of this recognition, the District has historically provided non-monetary benefits, while the Placentia Library Friends Foundation (PLFF) generously contributed a \$500 cash award to the honoree.

On June 16, 2025, the PLFF Board of Directors voted to discontinue the \$500 cash award as part of their revised funding priorities. Considering this decision, policy 2022 requires an amendment to accurately reflect the removal of this component.

There is no fiscal impact to the District with this amendment, as the PLFF award was funded externally and is no longer being offered. Staff recommends the following changes:

### **2022.3 The Employee of the Year will be provided with the following benefits:**

- **Time Off:**  
 Full- Time Employees: Twenty-four (24) hours paid time off to be used in eight (8) hour increments and must used within one year of being selected as the Employee of the Year. For example, if employee is awarded this honor on September 25, 2023, the employee must use these 24 hours by no later than September 24, 2024. If the time is not used within a year, the time will be forfeited.  
  
 Part-Time Employees (working 20 hours per week): Twelve (12) hours paid time off to be used in four (4) hour increments and must used within on year of being selected the Employee of the Year. Same example as for full-time employees applies to part-time employees.
- Employee of the Year Parking Space for one year.
- Employee of the Year engraved plaque **to be presented at the Annual Staff Appreciation Recognition function or at a board meeting.**

Eliminate 2022.6

Attachment A is a copy of Policy 2022.

**RECOMMENDATIONS**

1. Motion to approve the amendments to Policy 2022 – Employee of the Year Benefits, as presented, inclusive of input received from the Library Board of Trustees; and,
2. A roll call vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Employee of the Year Benefits

**POLICY NUMBER:** 2022

**2022.1** At Placentia Library District, we value and appreciate the hard work, dedication, and exceptional contributions of our employees. To recognize and reward outstanding performance, the Employee of the Year program was established in 2014.

**2022.2** The Employee of the Year will be selected on the following criteria:

**Job Knowledge:** Understands present job responsibilities and related work; demonstrates skills and abilities necessary for full job performance; comprehends all phases of the job, including the use of technology, materials and tools.

**Quality of Work:** Accurately, neatly and effectively completes work; produces work that is comprehensive in scope, complete in details and accurate in content.

**Productivity:** Produces high volume of work; plans, organizes and meets deadlines.

**Teamwork:** Actions make clear that we are one team. Serves both the District and team by being committed to achieving all goals of the organization. Willingly cooperates with others to achieve department and District goals.

**Adaptability/Flexibility:** Adheres to work schedule. Alters activities to adapt with demands of new situations; listens attentively and openly to the ideas, problems and suggestions of others. Makes suggestions for change that enhance individual, unit and operations performance.

**Communication Skills:** Shares and provides relevant, timely, and accurate information; expresses ideas clearly in written and oral form; follows oral and written directions. Directs feedback to supervisor.

**Initiative:** Exercises judgment and independent actions within limits of authority and responsibility; seeks additional responsibilities; voluntarily starts projects; is self-starting and proactive. Identifies areas of process improvement.

**Quality of Service/Service Standards:** Delivers exceptional service in person, on the phone and in written correspondence including email.

**Leadership:** Creates an environment that fosters respect, integrity, fairness and professionalism. Demonstrates District values and is committed to the District's mission. Is open to suggestions from employees and supervisors.

**Inclusivity:** Provides an environment where all voices are heard respectfully and all individuals are able to participate in their full capability in performing work responsibilities in the unit.

**Positive Attitude:** Possesses a positive and professional attitude, especially during challenging time.

**2022.3** The Employee of the Year will have a choice of the following two benefits to select from: **PROPOSED CHANGE:** The Employee of the Year will be provided with the following benefits:

- **Time Off:**

Full- Time Employees: Twenty-four (24) hours paid time off to be used in eight (8) hour increments and must used within one year of being selected as the Employee of the Year. For example, if employee is awarded this honor on September 25, 2023, the employee must use these 24 hours by no later than September 24, 2024. If the time is not used within a year, the time will be forfeited.

Part-Time Employees (working 20 hours per week): Twelve (12) hours paid time off to be used in four (4) hour increments and must used within on year of being selected the Employee of the Year. Same example as for full-time employees applies to part-time employees.

- Employee of the Year Parking Space for one year.
- Employee of the Year engraved plaque to be presented at the Annual Staff Appreciation and Recognition function or at a board meeting.

**2022.4** The Employee of the Year will be announced and celebrated during the Staff Appreciation & Recognition Dinner. All employees are encouraged to attend and show their support for their colleague.

**2022.5** This policy will apply to all employees, including substitutes/on-call employees.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Travel Authorization for the Library Board of Trustees and Staff to Attend the Biennial Public Library Association Conference in Minneapolis, Minnesota, April 1-3, 2026**

**DATE:** September 22, 2025

### **BACKGROUND**

The Public Library Association (PLA), a division of the American Library Association, hosts a biennial national conference that brings together thousands of library professionals, trustees, vendors, and thought leaders. The next conference will take place in 2026 and is considered one of the premier learning and networking events focused specifically on the public library sector.

Historically, attendance at PLA has provided public libraries across the country with valuable opportunities to explore innovations in library services, leadership, technology, and community engagement.

Examples of program areas anticipated at PLA 2026 include:

- **Leadership and Governance**
  - Workshops for directors and managers on leading through disruption, advocacy, and fiscal stewardship.
- **Community Engagement and Equity**
  - Programs on building inclusive services for diverse populations.
  - Strategies for engaging underserved groups, including immigrants, seniors, and people with disabilities.
  - Partnerships between public libraries and community-based organizations.
- **Facilities, Operations, and Sustainability**
  - Library design, outdoor learning spaces, and green building strategies.
  - Trends in flexible and adaptive spaces to meet community needs.
  - Safety, security, and emergency preparedness for library facilities.
- **Networking and Exhibits**
  - National exhibit hall featuring vendors, publishers, and service providers.
  - Peer-to-peer discussions with library professionals from across the country.
  - Opportunities to meet authors, innovators, and leaders in the field.

Attendance at the conference will allow Library Board members and staff to gain professional development, support strategic goals, build partnerships and resource networks, and bring back key learnings while applying innovative practices to the District's operations.

Registration is expected to open in October with conference hotels booking at the earliest stages of registration. Early approval enables staff to register immediately and secure lodging at conference rates, avoiding premium pricing, extended commutes, and decreasing opportunities to participate in early-morning/late-evening sessions and networking events.

Fiscal Impact: \$2,300 per attendee

### **RECOMMENDATIONS**

1. Authorize designated Trustees and staff to attend the 2026 Biennial Public Library Association Conference in Minneapolis, Minnesota, April 1-3, 2026; and,
2. A roll call vote.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Travel Authorization for the Library Director and the IT Consultant to Attend the Consumer Electronics Show in Las Vegas, Nevada, January 6-9, 2026**

**DATE:** September 22, 2025

**BACKGROUND**

Public libraries are increasingly called upon to be community technology hubs—offering access to emerging tools, digital literacy instruction, and inclusive services that meet the needs of diverse patrons. The Consumer Electronics Show (CES) is the world’s largest technology showcase, featuring innovations in artificial intelligence, digital access, education technologies, energy efficiency, and smart infrastructure. CES 2026 provides a unique opportunity for public library leadership and technology staff to evaluate trends that directly impact library services and community engagement.

Attendance at CES will provide opportunities to gain knowledge and information that will enhance services for our community with the following benefits:

**Expanding Access and Equity**

Libraries bridge the digital divide by providing access to technology that many residents cannot afford at home. CES highlights new digital devices, assistive technologies, and accessibility tools that can support underserved populations, seniors, special needs adults, and multilingual communities.

**Enhancing Library Programs and Services**

Exposure to innovations at CES will inform development of:

- Makerspaces, coding, and STEM programs for youth and adults.
- Immersive technologies (VR/AR) that support learning and cultural enrichment.
- AI-driven tools that enhance library cataloging, digital reference, and personalized patron services.
- Educational media platforms to expand digital collections and literacy offerings.

**Improving Facilities and Infrastructure**

CES also showcases sustainable and smart building technologies that have direct application for library facilities, including:

- Energy-efficient systems that reduce operational costs.
- EV charging solutions for patrons and staff.
- Smart security, wayfinding, and interactive digital signage to improve visitor experience.

**Professional Growth and Strategic Planning**

Attendance allows the Library Director and IT Consultant to:

- Stay ahead of technological shifts that impact library relevancy.
- Identify cost-effective solutions for future planning and capital projects.
- Strengthen the District's ability to make evidence-based, forward-looking technological decisions.

Fiscal Impact: \$2,000 per attendee

**RECOMMENDATIONS**

1. Motion to authorize the Library Director and the IT Consultant to attend the Consumer Electronics Show (CES) in Las Vegas, Nevada, January 6-9, 2026; and,
2. A roll call vote.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss and Authorize the Implementation of the Library Employment Access Program (LEAP) Employee Handbook as presented, inclusive of input received from the Library Board of Trustees.**

**DATE:** September 22, 2025

### **BACKGROUND**

At the May 19, 2025 Library Board of Trustees meeting, the Board approved 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.

LEAP was developed by the Placentia Library District to provide meaningful employment opportunities for adults with special needs. Through LEAP, the District affirms its commitment to equity, inclusion, and workforce development while aligning with the District's mission to serve the entire community.

As part of this initiative, staff have prepared a comprehensive **LEAP Employee Handbook**. The handbook establishes clear policies, procedures, expectations, and support structures designed specifically for LEAP participants, mentors, and supervisors. It addresses workplace conduct, training, accommodations, emergency procedures, and performance evaluation tailored to the unique needs of employees within this program.

The adoption of the LEAP Employee Handbook ensures:

1. **Consistency and Clarity**
  - Provides uniform guidelines for staff and participants, reducing ambiguity and ensuring consistent treatment of all LEAP employees.
  - Serves as a centralized resource outlining expectations, responsibilities, and supports.
2. **Supportive Workplace Culture**
  - Outlines mentorship responsibilities, ensuring LEAP participants are given adequate training, supervision, and ongoing support.
  - Encourages a culture of patience, guidance, and inclusivity among all staff.
3. **Operational Efficiency**
  - Helps supervisors and staff quickly access policies when questions arise.
  - Provides guidance during onboarding, reducing the learning curve for new LEAP participants.

**4. Long-Term Program Sustainability**

- Establishes a foundation for the District’s long-term commitment to LEAP.
- Creates a resource that can be revised and updated as the program evolves and expands.

There is no direct fiscal impact from adopting the LEAP Employee Handbook. Costs associated with training and supervision will be absorbed within the existing personnel budget.

Attachment A is a copy of the proposed LEAP Employee Handbook.

**RECOMMENDATIONS**

1. Authorize the implementation of the LEAP Employee Handbook as presented, inclusive of input received from the Library Board of Trustees; and,
2. A roll call vote.



411 E. CHAPMAN AVENUE  
PLACENTIA, CA 92870  
PLACENTIALIBRARYDISTRICT.CA.GOV

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# LEAP

(LIBRARY EMPLOYMENT ACCESS PROGRAM)

## HANDBOOK

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WELCOME TO OUR LIBRARY DISTRICT



**Jeanette Contreras**

*Library Director*

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## Welcome Message

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Dear Team Member,

Welcome to the Library Employment Access Program (LEAP) at the Placentia Library District! We are so excited to have you join us.

Through this program, you will gain new job skills, build confidence, and become an important part of our library team. Every task you complete, whether shelving books, helping with programs, or greeting our visitors, makes a real difference for our community.

Our library is a place where everyone belongs, and your unique talents and contributions help us serve our patrons even better. You will be supported by supervisors, coworkers, and a mentor who are here to guide you, answer your questions, and celebrate your progress.

We believe in you, and we're proud to work alongside you. Together, we will create a welcoming, and helpful environment that will inspire, open minds, innovate, and connect our community for all.

Once again, welcome to LEAP — we're glad you're here!

With gratitude,  
Placentia Library District Staff

## Introduction

LEAP provides meaningful employment opportunities for individuals with special needs within the library setting. The goal is to empower LEAP employees by fostering independence, building professional skills, and encouraging lifelong learning while supporting library services.

## Purpose

The purpose of LEAP is to empower employees with job skills, confidence, and community engagement.

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## Participants

LEAP is offered to individuals with intellectual, developmental, or physical disabilities, as well as neurodiverse individuals. Open to high school students with work permit.

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## Library Benefits

LEAP provides the Placentia Library District with the opportunity to expand workforce diversity, strengthen community partnerships, and promote inclusion.

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## Program Structure

LEAP structure consists of a combination of page and clerical tasks, mentorship, and evaluations.

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# Training Modules

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## CUSTOMER SERVICE & PATRON INTERACTION

- Greet patrons
- Direct questions to librarians when needed
- Respectful communication

## SAFETY & EMERGENCY PROTOCOLS

- Fire, earthquake, evacuation procedures
- Handling incidents  
(report to supervisor/mentor immediately)

## TECHNOLOGY & EQUIPMENT USE

- Self-check kiosks
- Computer basics
- Book scanners and printers

## SHELVING & MATERIALS HANDLING

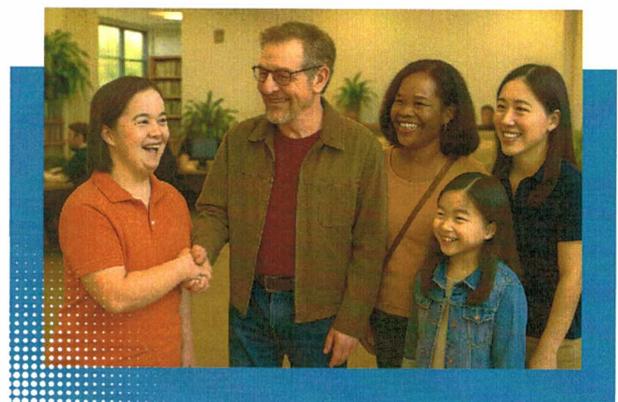
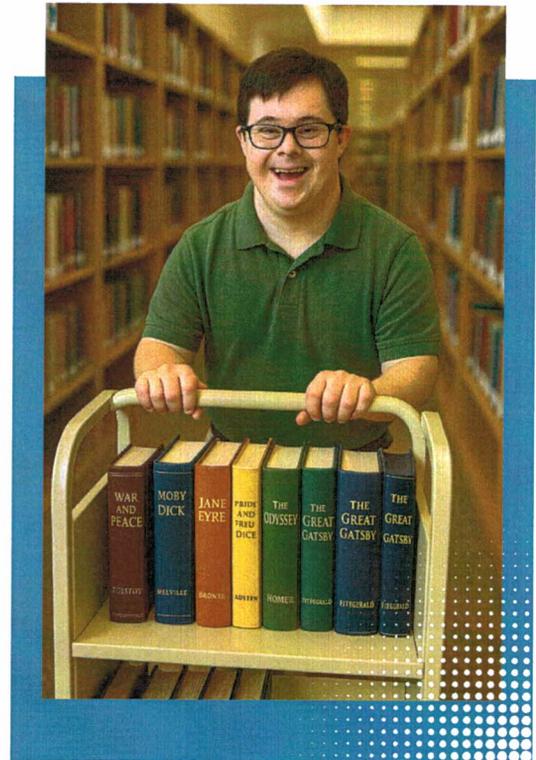
- Alphabetical & Dewey Decimal system
- Safe lifting and cart use
- Book returns

## TEAMWORK & COMMUNICATION

- Working alongside peers
- Active listening and task-sharing
- Asking for help when needed

## PROFESSIONAL SKILLS

- Punctuality and attendance
- Clean and presentable work attire
- Smile and say hello

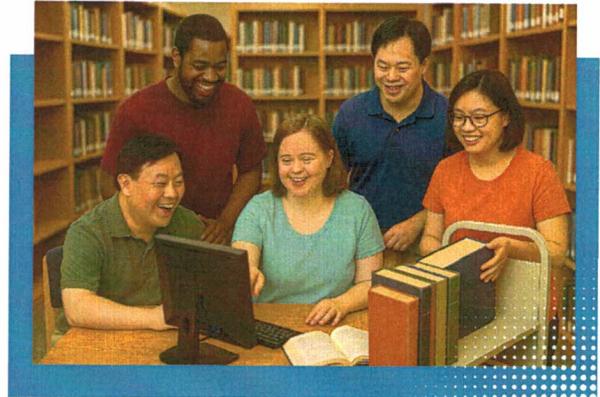


# Daily Operations

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## SCHEDULES

- Typically 2-4 hour shifts, flexible to employee's needs and based on the District's needs. Shifts may include evenings and weekends.



## BREAKS

- 15-minute break per 2-hour shift
- 30-minute meal break per 4-hour shift. LEAP employees can opt-out if they wish

## DRESS CODE

- Casual professional (District polo and t-shirts are acceptable)
- Closed-toe footwear

## DAILY CHECKLIST EXAMPLE:

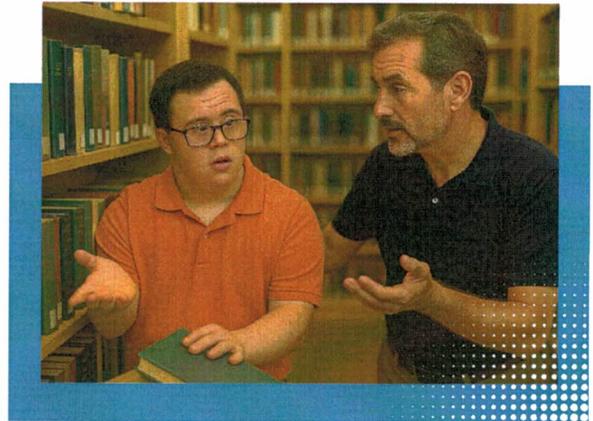
- Check in with supervisor/mentor
- Check shelving carts
- Shelf library materials
- Sort library materials
- Assist with program setup
- Take break
- Complete timecards when they are due
- Check in with supervisor/mentor before end of shift

## Supervision & Support

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### SUPERVISOR/MENTOR:

- Oversee daily performance, provide feedback, and ensure safety
- Encourage team to be empathetic and patient
- Provide consistent, constructive, and positive reinforcement



## Inclusivity & Accessibility Practices

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- Use plain language and avoid jargon
- Offer visual aids and written instructions when needed
- Allow additional time for task completion
- Encourage independence but step in when safety is at risk

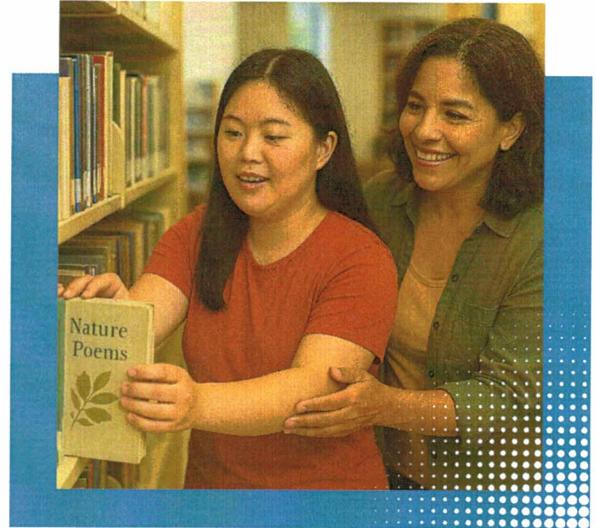
## Policies & Procedures

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- Respect LEAP employee's privacy
- Professional behavior expected by all District employees
- Report any incidents immediately to supervisor/mentor

# Supervisor/Mentor Responsibilities

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## ORIENTATION & WELCOME

- Introduce LEAP employees to staff, volunteers, and the library workplace
- Provide a tour of the library, pointing out important areas (collection, staff lounge, restrooms, Administration, emergency exits)
- Help LEAP employees feel comfortable and included from day one

## TRAINING

- Demonstrate library tasks with step-by-step instructions (shelving, sorting, program setup and assistance, library materials collection from bookdrop)
- Adapt communication style to meet LEAP employee's needs
- Encourage hands-on practice while providing patience, and constructive feedback

## SUPPORT & SUPERVISION

- Monitor tasks and assist with problem-solving when challenges arise
- Provide reminders about workplace expectations (punctuality, dress code, breaks) when needed
- Ensure safety and report concerns to Administration immediately
- Encourage independence while providing support when necessary

## COMMUNICATION & FEEDBACK

- Maintain open communication with Assistant Library Director and/or Library Director
- Document progress and note areas where LEAP employees may need additional support
- Conduct evaluations and provide input for growth

## CONFIDENTIALITY & PROFESSIONALISM

- Respect the privacy of LEAP employees and their families
- Adhere to district policies regarding conduct, safety, and confidentiality
- Uphold the mission and goals of the district while supervising/mentoring



## Emergency Contacts

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Supervisor/Mentor Name: \_\_\_\_\_

Supervisor/Mentor Phone Number: \_\_\_\_\_

Supervisor/Mentor E-mail: \_\_\_\_\_

## Important Phone Numbers & Contacts

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### LIBRARY HOURS

- Monday - Thursday 9:00 AM - 8:00 PM
- Friday & Saturday 9:00 AM - 5:00 PM
- Sunday 1:00 PM - 5:00 PM

INFORMATION DESK (714) 528-1925, x209, x210, x212

### SUPERVISORS

Adult Services (714) 528-1925 x219  
Children's Services (714) 528-1925 x226  
Circulation Services (714) 528-1925 x218

### ADMINISTRATION

Library Director (714) 528-1925 x203  
Assistant Library Director (714) 528-1925 x201  
Business Manager (714) 528-1925 x216  
Executive Assistant (714) 528-1925 x200

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Authorize the Implementation of a Star of the Month Recognition Program as presented, inclusive of input received from the Library Board of Trustees.

**DATE:** September 22, 2025

### **BACKGROUND**

The Placentia Library District recognizes that employees are valuable resources that provide continued outstanding library services and programs for our community. Demonstrating appreciation for outstanding employee contributions is essential for fostering morale, engagement, and retention.

Staff is recommending the creation of a **Star of the Month Program**. The program provides timely, frequent acknowledgement of employees who demonstrate excellence in a given month. It allows the District to recognize more employees throughout the year and reinforce positive behaviors and performance on a regular basis.

The program recognizes specific actions, projects, or short-term accomplishments that go above and beyond normal job duties, while motivating employees regularly and showing that everyday contributions are valued.

The recognition will:

- Promote a positive work environment.
- Encourage employees to go above and beyond in their duties.
- Strengthen organizational culture and community pride in District staff.
- Provide public acknowledgment of exemplary employee contributions.

The Program Guidelines and Parameters are as follows:

1. **Eligibility:**
  - All District employees who have been with the District for a minimum of six months are eligible.
  - District executives, contract staff, interns, and volunteers are not eligible.
2. **Nomination Process:**
  - Employees may be nominated by supervisors, peers, or the Library Board of Trustees.

- Nominations must be submitted on a standard form and include specific examples of the employee's contributions.
- 3. **Selection Process:**
  - A committee composed of the Library Director, Assistant Library Director, and Business Manager will review nominations and select the employee to be recognized.
  - Selection will be based on criteria including:
    - Exceptional customer service.
    - Leadership and initiative.
    - Teamwork and collaboration.
    - Creativity and innovation.
    - Commitment to the District's mission and goals.
- 4. **Recognition:**
  - Star of the Month will be honored at a District meeting.
  - A gift card (\$25 or less)
  - Featured on Employee bulletin board
  - Announcement at the annual Staff Appreciation & Recognition Award
- 5. **Program Administration:**
  - Administration will manage the program, coordinate nominations, and prepare recognition materials.

The fiscal impact is minimal and limited to the cost of gift cards.

### **RECOMMENDATIONS**

1. Motion to authorize the creation of a Star of the Month Program as presented, inclusive of input received from the Library Board of Trustees; and,
2. A roll call vote.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Roundtable Women's Club Updates from Trustee Dahl.

**DATE:** September 22, 2025

**BACKGROUND**

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



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