



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

September 17, 2026

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452

Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on July 27, 2026. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for July and August 2026. (Receive & File and Approve)
11. FY2026-2027 Fund Balance through August 2026; the Schedule of Anticipated Property Tax Revenues for FY2026-2027 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for July and August 2026 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for July and August 2026. (Receive & File)
14. Acquisitions Report for July and August 2026. (Receive & File)
15. Entrepreneurial Activities Report for July and August 2026. (Receive & File)
16. Library Impact Fee Report for July and August 2026. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for July and August 2026. (Receive, File, and Ratify Appointments)
18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
19. Administration Report for July and August 2026.
20. Circulation Report for July and August 2026.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, September 17, 2026

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for July and August 2026.
- 22. Adult and Teen Services Report for July and August 2026.
- 23. Technology and Website Report for July and August 2026.
- 24. Customer Service Report for July and August 2026.

NEW BUSINESS (Items 25-32)

- 25. Adopt Resolution 2026-04: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Approving the Memorandum of Understanding Entered into by and Between the Special District Risk Management Authority and the Participating Public Entity.
- 26. Authorize Amendments to Policy 2306 – Job Description Technology Manager, as presented inclusive of feedback received from the Library Board of Trustees.
- 27. Authorize an Amendment to Policy 2010 – Hours of Work and Overtime, as presented inclusive of feedback received from the Library Board of Trustees.
- 28. Review and Approve the Request for Proposal for General Contractors for Construction of HVAC Screens.
- 29. Authorize a Closure on November 20, 2026 for a Staff Development Day for Budget Discussions with Staff.
- 30. Roundtable Women's Club Updates from Secretary Dahl.
- 31. ISDOC / Legislative Updates from Trustee Nelson.
- 32. LAFCO Updates from Trustee Beverage.

AGENDA DEVELOPMENT (Item 33)

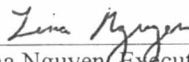
- 33. Agenda Preparation for the October Regular Date Meeting which will be held on October 26, 2026 unless rescheduled by the Library Board of Trustees.

ADJOURNMENT (Item 34)

- 34. The Library Board of Trustees will adjourn the Unusual Date September 17, 2026 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for September 17, 2026 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 14, 2026.



Lina Nguyen, Executive Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
JULY 27, 2026

CALL TO ORDER	President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 27, 2026, at 6:33 p.m.
	Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Nithin Jilla.
	Members Absent: Trustee Scott Nelson.
	Staff Present: Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
	Staff Absent: Jeanette Contreras, Library Director.
	Guests: Tim Balen, Librarian.
ADOPTION OF AGENDA	It was motioned by Trustee Beverage to adopt the agenda as presented. It was
	seconded by Secretary Dahl (Item 3). All in favor:
	AYES: Carline, Dahl, Beverage, Jilla
	NOES: None
	ABSENT: Nelson
ORAL COMMUNICATION	None (Item 4).
BOARD PRESIDENT REPORT	President Carline reported she attended the American Library Association (ALA)
	Conference in Chicago, met with Library Director Contreras for their monthly
	meeting, and has an upcoming appointment to file to run for office.
TRUSTEE &	Secretary Dahl reported she attended the ALA Conference in Chicago.
ORGANIZATIONAL	
REPORTS	Trustee Beverage reported she attended the ALA Conference in Chicago and the
	District's backpack event. She also viewed two Niche Academy webinars, one on
	return on investment (ROI) and one on succession planning.
	Trustee Jilla reported he attended the ALA Conference in Chicago and the District's
	backpack event. He is currently working on notes from a tech vendor and is helping
	connect Library Director Jeanette Contreras with LeVar Burton's company. He
	reported he will be attending a Placentia Rotary meeting next week as Ward Smith's
	guest next week.
	Trustee Nelson had an excused absence.
LIBRARY DIRECTOR	Assistant Library Director Baltierra reported that Director Contreras met with
REPORT	President Carline for their monthly meeting and attended the ALA Conference in
	Chicago. She also noted that Tim Balen was present to provide a report on his
	attendance at the ALA Conference. Mr. Balen shared his experience and highlighted
	his main takeaways from the event.

Assistant Library Director Baltierra continued with an update on the PLFF Board Meeting on behalf of President Gaeten Wood. She reported that the PLFF is actively working on updates to their website and preparing for the Authors Luncheon, which is scheduled for March 6, 2027, featuring author Paddy Hirsch.

CONSENT CALENDAR

After staff answered several questions regarding the Acquisitions Report and the Entrepreneurial Activities Report by the Board, it was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR REGULAR
DATE MEETING ON JUNE
22, 2026.**

The minutes for the Regular Date Meeting on June 22, 2026, were received, reviewed and filed (Item 9).

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

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

Check Registers for June 2026 (Item 10)
Fund 707 Balance Report for June 2026 (Item 11)
Financial Reports through June 2026 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 June 2026 (Item 13)
Acquisitions Report for June 2026 (Item 14)
Entrepreneurial Activities Report for June 2026 (Item 15)
Library Impact Fee Report for June 2026 (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for June 2026 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for June 2026 (Item 19)
Circulation Report for June 2026 (Item 20)

STAFF REPORTS

Children's Services Report June 2026 (Item 21)
Adult Services Report for June 2026 (Item 22)
Placentia Library Website Technology Report for June 2026 (Item 23)
Customer Service Report (Items 24)

**CONSIDERATION OF AN
ALTERNATIVE DATE FOR
THE SEPTEMBER BOARD
MEETING.**

Assistant Library Director Baltierra reported that the September Board Meeting would need to be rescheduled due to a scheduling conflict. Trustee Beverage made a motion to move the September meeting date from September 28, 2026 to September 17, 2026. It was seconded by Secretary Dahl. All-in-favor:

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

**AUTHORIZATION TO
ENGAGE A PROJECT**

Assistant Library Director Baltierra reported that staff is recommending the Board approve hiring a project manager to oversee the HVAC screening project. After a brief discussion, Trustee Beverage made a motion to authorize staff to engage and

MANAGER FOR THE HVAC SCREENING PROJECT.

work with a qualified project manager for the HVAC Screening Project and authorize the Library Director, or designee, to execute agreements and related documents necessary to implement the project, consistent with the approved project budget. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZATION FOR LIBRARY STAFF TO ATTEND THE CALIFORNIA LIBRARY ASSOCIATION CONFERENCE IN RIVERSIDE, OCTOBER 22-24, 2026.

Assistant Library Director Baltierra reported that two staff members submitted a program proposal for the California Library Association (CLA) Conference on the evolution of the Hangar Makerspace. Their proposal was selected for presentation, and staff is requesting authorization to send them to the CLA Conference. Trustee Beverage made a motion to authorize District staff to attend the California Library Association Annual Conference in Riverside, California, and approve the associated travel and conference expenses in accordance with District policy. It was seconded by Secretary Dahl. A roll call vote was taken:

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

LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson had an excused absence. Legislative reports were provided in the board packet.

President Carline requested information on what topics CSDA would like the District to address in communications to legislators.

Trustee Beverage mentioned two pending federal bills, Senate Bill 4925 and House Bill 7661, that could result in federal book bans. She recommended referring to EveryLibrary for additional information on the bills and for template letters.

ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported that the Roundtable Women's Club is in the middle of their soup workshops and is finalizing their annual budget. They are also having work completed by Home Depot under a grant.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported LAFCO did not meet in July.

AGENDA DEVELOPMENT

The Board will not be meeting in August. If there are any items the Trustees would like to see on the agenda for next month, they can email President Carline, Director Contreras, or Assistant Library Director Baltierra.

The next Board Meeting will be on September 17, 2026, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of July 27, 2026 was adjourned at 7:18 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees



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5:41 P.M.
09/09/26
Accrual Basis

**Placentia Library District
Check Register
July 2026**

Date	Ref No.	Payee	Memo	Payment	Type
07/06/2026	14989	Brodart Co.	Books	484.86	Bill Payment
07/06/2026	14990	Legacy Integrative Solutions	Service from 05/28/26-06/28/26	1,179.92	Bill Payment
07/06/2026	14991	Occupational Health Centers of California, A Medical Corp	Physical for new staff: JY	334.00	Bill Payment
07/06/2026	14992	Pitney Bowes Purchase Power	June 2026 Statement	818.99	Bill Payment
07/06/2026	14993	Howard Technology Solutions	Printers for Technology Manager and Assistant Library Director PO 475	1,127.74	Bill Payment
07/06/2026	14994	Arcelia Janitorial Service	Janitorial Services from 06/01/26-06/30/26	4,928.00	Bill Payment
07/06/2026	14995	City of Placentia	AT&T 02/01/26-04/30/26 Mariposa Landscapes Nov. 2025-Apr. 2026 Commercial Aquatic Jan. 2026-Apr. 2026	10,323.45	Bill Payment
07/06/2026	14996	Placentia-Yorba Linda Unified School Dist	Bookmarks and Recruitment Flyers	175.09	Bill Payment
07/06/2026	14997	Columbia Bank	CC Transactions 05/31/26-06/29/26	8,747.44	Bill Payment
07/06/2026	14998	Eagle Multi Media Productions	May & June 2026 IT Services	11,268.17	Bill Payment
07/06/2026	14999	Public Agency Retirement Services	Contributions for payroll on 07/01/26 & 07/15/2026	4,797.96	Bill Payment
07/06/2026	15000	OverDrive	Ebooks & Audiobooks	10,060.15	Bill Payment
07/06/2026	15001	Midwest Tape-Hoopla	Hoopla Database	13,203.83	Bill Payment
07/06/2026	15002	U.S. Bank	Facility Lease #ISRF-18-120 For payroll on 07/15/26 and to ensure bank account will have enough funds for at least two pay periods	58,875.92	Bill Payment
07/06/2026	15003	Placentia Library District		100,000.00	Bill Payment
07/06/2026	15004	Glasby Maintenance Supply	Janitorial Supplies	471.29	Bill Payment
07/06/2026	15005	Cintas	Janitorial Supplies	778.50	Bill Payment
07/06/2026	15006	SDRMA	Medical & Ancillary Benefits August 2026, Workers' Compensation Program FY 26/27, & Additional Insured Certificate	41,907.67	Bill Payment
07/06/2026	15007	Emcor Services - Mesa Energy	Replace SSE board for AC 3	3,200.00	Bill Payment
07/06/2026	15008	Dewey Pest Control	July through September Service	282.00	Bill Payment
07/06/2026	15009	Orange County Treasurer- Tax Collector	FY 2026-2027 LAFCO Cost Allocation	2,861.19	Bill Payment
07/06/2026	15010	Southern California Edison	Service from 06/02/26-06/30/26	6,218.11	Bill Payment
07/07/2026	15011	Good Moodra Yoga	Yoga Class for backpack event PO 2	250.00	Bill Payment
07/13/2026	15012	Envisionware, Inc.	License/Maintenance of Computers	2,312.65	Bill Payment
07/13/2026	15013	OCLC, Inc.	FY 26/27 WorldShare ILL	610.25	Bill Payment
07/13/2026	15014	Stephanie Beverage	Reimbursement for ALA meals and travel	256.83	Bill Payment
07/13/2026	15015	Sherri Dahl	Reimbursement for ALA meals and travel	303.15	Bill Payment
07/13/2026	15016	Lina L Nguyen	Reimbursements for mileage, stamps, and staff meeting birthday treats	113.13	Bill Payment
07/13/2026	15017	Safer Choice Cleaning	Commercial Carpet Cleaning at Information Desk	925.00	Bill Payment
07/13/2026	15018	Eagle Multi Media Productions	May & June 2026 IT Services	13,989.58	Bill Payment
07/13/2026	15019	Amazon Capital Services	Books & Decorations	702.81	Bill Payment
07/13/2026	15020	Califa	FY26/27 Novelist	3,317.00	Bill Payment
07/13/2026	15021	Billy Bonkers Magic	SRP Performer for 08/08/26 PO 405	395.00	Bill Payment

5:41 P.M.
09/09/26
Accrual Basis

**Placentia Library District
Check Register
July 2026**

Date	Ref No.	Payee	Memo	Payment	Type
07/13/2026	15022	Jeanette Contreras	Reimbursements for meals and travel during ALA Conference and local lunch meetings	2,607.41	Bill Payment
07/13/2026	15023	Cintas	Janitorial supplies	1,327.09	Bill Payment
07/13/2026	15024	Republic Services	Recycling Service 06/01/26-06/30/26 Pickup Service 07/01/26-07/31/26	390.89	Bill Payment
07/13/2026	15025	Puppet Art Theater Co	Lunch at the Library Performer PO 388	450.00	Bill Payment
07/13/2026	15026	California Library Association	CLA Institutional Membership Renewal 2026-2027	750.00	Bill Payment
07/13/2026	15027	CALNET3	Service from 06/02/26-07/01/26	276.28	Bill Payment
07/13/2026	15028	TCS Design House DBA Flutterby	Butterfly Immersive Experience PO 401	700.00	Bill Payment
07/20/2026	15029	Placentia Library District	For payroll on 07/29/26	80,000.00	Bill Payment
07/20/2026	15030	State of CA - Department of Justice	Fingerprint Apps	96.00	Bill Payment
07/20/2026	15031	Johnson Controls Security Solutions	Service from 08/01/26-10/31/26	1,360.35	Bill Payment
07/20/2026	15032	Staples, Inc.	Hand towels, toilet paper, and hand soap	688.69	Bill Payment
07/20/2026	15033	Golden State Water Company	Service from 06/02/26-07/06/26	1,825.71	Bill Payment
07/20/2026	15034	Charter Communications	Service from 07/12/26-08/11/26	99.46	Bill Payment
07/27/2026	15035	Occupational Health Centers of California, A Medical Corp	Physical for new staff: IN	334.00	Bill Payment
07/27/2026	15036	Tim Balen	ALA Conference meal and travel reimbursements & Backpack Event Supplies	909.08	Bill Payment
07/27/2026	15037	SoCalGas	Services from 06/18/26-07/20/26	15.78	Bill Payment
07/27/2026	15038	Playaway Products	Wonderbook	68.50	Bill Payment
07/27/2026	15039	Amazon Capital Services	Books	645.73	Bill Payment
07/27/2026	15040	Public Agency Retirement Services	Contributions for payroll on 07/15/26	2,558.37	Bill Payment
07/27/2026	15041	Midwest Tape	Blu-rays	121.40	Bill Payment
07/27/2026	15042	Bibliotheca LLC	Annual renewal of self check and security gate PO 28	584.04	Bill Payment
07/27/2026	15043	Gayle Carline.	Reimbursement for ALA meals and travel	261.89	Bill Payment
07/27/2026	15044	OverDrive	Audiobooks & Ebooks	963.29	Bill Payment
07/27/2026	15045	Woodruff & Smart, APC	For Services Rendered Through 06/30/26	530.10	Bill Payment
07/27/2026	15046	Sirsi Corporation	Horizon bstat and borrower automation professional services, 75% deposit (PO 30)	1,050.00	Bill Payment
07/27/2026	15047	Cintas	Janitorial supplies	263.23	Bill Payment
07/27/2026	15048	Dell Marketing L.P.	Laptop for IT Manager	1,982.11	Bill Payment
TOTAL				\$ 406,079.08	

5:41 P.M.
09/09/26
Accrual Basis

**Placentia Library District
Check Register
August 2026**

Date	Ref No.	Payee	Memo	Payment	Type
08/05/2026	15049	Legacy Integrative Solutions	Service from 06/28/26-07/28/26	817.06	Bill Payment
08/05/2026	15050	Greater Cue Integrations	Replacement of 2 CCTV cameras PO 15	1,749.54	Bill Payment
08/05/2026	15051	Pitney Bowes Purchase Power	July 2026 Statement	410.99	Bill Payment
08/05/2026	15052	OverDrive	Ebooks & Audiobooks	59.99	Bill Payment
08/05/2026	15053	Jeremy Yamaguchi	Reimbursement for Technology Manager office supplies	143.50	Bill Payment
08/05/2026	15054	U.S. Bank - Amazon Prime Mastercard	CC Transactions	606.93	Bill Payment
08/05/2026	15055	Placentia Library District	For payroll on 08/12/26	100,000.00	Bill Payment
08/05/2026	15056	Arcelia Janitorial Service	Janitorial Services from 07/01/26-07/31/26	5,684.00	Bill Payment
08/05/2026	15057	Columbia Bank	CC Transactions	23,035.51	Bill Payment
08/05/2026	15058	Cintas	Janitorial supplies	662.23	Bill Payment
08/05/2026	15059	Eagle Multi Media Productions	July IT Support Services	10,030.00	Bill Payment
08/05/2026	15060	SDRMA	Medical & Ancillary Benefits September 2026	26,461.31	Bill Payment
08/05/2026	15061	Southern California Edison	Service from 07/01/26-07/30/26	9,673.75	Bill Payment
08/07/2026	15062	Dewey Pest Control	August Service	90.00	Bill Payment
08/07/2026	15063	Public Agency Retirement Services	Contributions for payroll on 07/29/26	2,664.44	Bill Payment
08/18/2026	15064	Playaway Products	Wonderbooks	1,802.07	Bill Payment
08/18/2026	15065	Staples, Inc.	Hand towels, toilet paper, hand soap	661.98	Bill Payment
08/18/2026	15066	Amazon Capital Services	Books	510.30	Bill Payment
08/18/2026	15067	Charter Communications	Service from 08/12/26-09/11/26	99.45	Bill Payment
08/18/2026	15068	Public Agency Retirement Services	Contributions for payroll on 08/12/26	2,503.89	Bill Payment
08/18/2026	15070	OverDrive	Audiobooks & Ebooks	1,084.79	Bill Payment
08/18/2026	15071	Greater Cue Integrations	Warranty replacement service for camera over PLFF vending machines	185.00	Bill Payment
08/18/2026	15073	Placentia Library District	For payroll on 08/26/26	100,000.00	Bill Payment
08/18/2026	15074	Woodruff & Smart, APC	For Services Rendered Through 07/31/26	4,528.50	Bill Payment
08/18/2026	15075	Santiago Library System	Membership dues for FY 26/27 Califa Membership Dues for FY 26/27 Recycling Service 07/01/26-07/31/26	532.74	Bill Payment
08/18/2026	15076	Republic Services	Pickup Service 08/01/26-08/31/26	395.26	Bill Payment
08/18/2026	15077	Cintas	Janitorial supplies	263.23	Bill Payment
08/18/2026	15078	Johnson Controls Security Solutions	Service to restore power to AC unit #8	1,088.64	Bill Payment
08/18/2026	15079	CALNET3	Service from 07/02/26-08/01/26	273.91	Bill Payment
08/18/2026	15080	Golden State Water Company	Service from 07/06/26-08/04/26	1,973.50	Bill Payment
08/18/2026	15081	Imperial County Office of Education	MRC Q4 April-June 2026 Professional Services from 02/01/26-02/28/26 for Outdoor Library	2,190.41	Bill Payment
08/18/2026	15082	Anser Advisory	FY26/27 Cat Express	430.00	Bill Payment
08/18/2026	15083	OCLC, Inc.		807.59	Bill Payment
08/18/2026	15084	Howard Technology Solutions	Toner for admin offices	753.20	Bill Payment
08/18/2026	15085	Midwest Tape-Hoopla	FY 26/27 Hoopla database	2,182.58	Bill Payment
08/18/2026	15086	DMV Renewal	Bookmobile Registration	1,749.00	Bill Payment
08/18/2026	15087	Cintas	Janitorial supplies	263.23	Bill Payment
08/18/2026	15088	Midwest Tape	FY 26/27 Hoopla database	87.65	Bill Payment

5:41 P.M.
09/09/26
Accrual Basis

**Placentia Library District
Check Register
August 2026**

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Date	Ref No.	Payee	Memo	Payment	Type
08/18/2026	15089	Sirsi Corporation	Horizon bstat and borrower automation professional services, remaining balance (PO 30)	350.00	Bill Payment
08/19/2026	15090	Envisionware, Inc.	Mobile Print Service Renewal	633.94	Bill Payment
08/31/2026	15091	Brodart Co.	Books	507.55	Bill Payment
08/31/2026	15092	CivicPlus	PDF Accessibility Subscription	5,400.00	Bill Payment
08/31/2026	15093	Pitney Bowes Purchase Power	August 2026 Statement AT&T 05/01/26-06/30/26 Mariposa May-June 2026	787.99	Bill Payment
08/31/2026	15094	City of Placentia Prevent Backflow & Plumbing	Commercial Aquatic May-June 2026 Backflow replacement and testing 2 backflows	3,648.94	Bill Payment
08/31/2026	15095	SoCalGas	Services from 07/20/26-08/20/26	2,702.00	Bill Payment
08/31/2026	15096		Commercial carpet cleaning: Library and Community Meeting Room	17.42	Bill Payment
08/31/2026	15097	Safer Choice Cleaning		4,455.00	Bill Payment
08/31/2026	15098	CliftonLarsonAllenLLP	Interim billing on FY26 financial standard audit Mileage reimbursement for coming back from	695.50	Bill Payment
08/31/2026	15099	Damean F Sanz	bookmobile wrap vendor	30.69	Bill Payment
08/31/2026	15100	Placentia Library District	For payroll on 09/09/26	100,000.00	Bill Payment
08/31/2026	15101	Printing Museum	Printing Museum Event	500.00	Bill Payment
08/31/2026	15102	Sirsi Corporation	Sirsi Dynix Renewal 09/01/26-08/31/27	27,674.14	Bill Payment
08/31/2026	15103	Cintas	Janitorial supplies 6x staff PCs to replaced expired/out of warranty PCs	575.23	Bill Payment
08/31/2026	15104	Dell Marketing L.P. Business Management Systems, Inc.		9,210.73	Bill Payment
08/31/2026	15105		Scheduling software PO 52	2,790.00	Bill Payment
TOTAL				\$ 466,435.30	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Reserve Balance Report through July 2026 for Placentia Library District

DATE: September 17, 2026

Fiscal Year 2025-2026

7/31/2025	902,475.67
8/31/2025	
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	

Fiscal Year 2025-2026

7/31/2025	882,646.20
8/31/2025	884,571.10
9/30/2025	886,500.21
10/31/2025	888,433.52
11/30/2025	890,371.04
12/31/2025	892,312.79
1/31/2026	893,757.59
2/28/2026	895,204.74
3/31/2026	896,654.22
4/30/2026	898,106.06
5/31/2026	899,560.24
6/30/2026	901,016.78

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Reserve Balance Report through August 2026 for Placentia Library District

DATE: September 17, 2026

Fiscal Year 2025-2026

7/31/2025	902,475.67
8/31/2025	903,936.93
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	

Fiscal Year 2025-2026

7/31/2025	882,646.20
8/31/2025	884,571.10
9/30/2025	886,500.21
10/31/2025	888,433.52
11/30/2025	890,371.04
12/31/2025	892,312.79
1/31/2026	893,757.59
2/28/2026	895,204.74
3/31/2026	896,654.22
4/30/2026	898,106.06
5/31/2026	899,560.24
6/30/2026	901,016.78

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

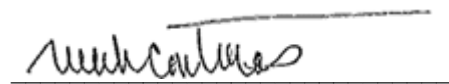
SUBJECT: **Financial Reports through July 2026 for the Placentia Library District's Investment and Banking Accounts**

DATE: September 17, 2026

Summary of Cash and Investments as of July 31, 2026

Cash with California CLASS	\$ 757,707.99
<i>(Impact Fees – Restricted)</i>	\$ 122,932.10
General Fund Checking – BMO	\$ 1,595,768.61
General Fund Savings – BMO	\$ 1,197,268.64
Payroll Checking – Wells Fargo Bank	\$ 34,458.62
Total Cash and Investments	\$ 3,585,203.86

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



Jeanette Contreras

Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

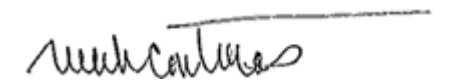
SUBJECT: **Financial Reports through August 2026 for the Placentia Library District's Investment and Banking Accounts**

DATE: September 17, 2026

Summary of Cash and Investments as of August 31, 2026

Cash with California CLASS	\$ 760,119.72
<i>(Impact Fees – Restricted)</i>	\$ 124,439.88
General Fund Checking – BMO	\$ 1,290,541.89
General Fund Savings – BMO	\$ 1,218,142.72
Payroll Checking – Wells Fargo Bank	\$ 71,377.16
Total Cash and Investments	\$ 3,340,181.49

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



Jeanette Contreras

Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
AS OF JULY 31, 2026

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,697,276	37,148	(3,660,128)	1.0%
4020	Property Taxes - Current Unsecured	107,152	0	(107,152)	0.0%
4050	Property Taxes - Curr Supplemental	79,342	6,940	(72,402)	8.7%
4070	Interest on Unapport Tax	8,912	0	(8,912)	0.0%
4080	Penalties & Costs on Delinq Taxes	35,682	35,915	233	100.7%
4090	Taxes Special Dist Augmentation	9,640	0	(9,640)	0.0%
* 4180	Other Revenue	45,000	0	(45,000)	-
4190	State - Homeowners Property Tax Relief	12,741	0	(12,741)	0.0%
	Sub Total	3,995,745	80,004	(3,915,741)	2.0%
INTEREST REVENUE					
4600	Interest	112,899	4,349	(108,550)	3.9%
	Sub Total	112,899	4,349	(108,550)	3.9%
GRANT REVENUE					
4210	State Grants	75,000	0	(75,000)	0.0%
4220,4230	Fed/Other Grants	2,500	0	(2,500)	0.0%
	Sub Total	77,500	0	(77,500)	0.0%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	67,969	0	(67,969)	0.0%
4310	Fines & Fees	15,326	2,006	(13,320)	13.1%
4320, 4330	Passport/Photos	185,099	13,780	(171,319)	7.4%
4340	Meeting Room Fees	7,000	0	(7,000)	0.0%
* 4430	Other: Miscellaneous	0	5	5	-
	Sub Total	275,394	15,791	(259,603)	5.7%
TOTAL REVENUES YTD FOR FY 26/27:					
		4,461,538	100,143	(4,361,395)	2.2%

BEGINNING BALANCE END BALANCE

CASH, INVESTMENTS, & LIBRARY IMPACT FEES

Cash/Investments	3,868,883	3,585,204
Impact Fees - Restricted Funds	122,281	122,932

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of July 31, 2026
8% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS				
5010, 5020	Salaries & Wages	2,212,538	254,362	1,958,176
5030	Retirement & Post Employment Trust 115	80,772	10,803	69,969
5040	Unemployment Insurance	0	0	0
5050	Health Insurance	378,463	31,818	346,645
5060	Life Insurance	6,102	359	5,743
5064	Dental Insurance	24,059	892	23,167
5066	AD & D Insurance	7,442	465	6,977
5068	Vision Insurance	3,062	201	2,861
5070	Workers' Compensation Insurance	18,000	667	17,333
5090	Education Assistance Program	5,000	0	5,000
TOTAL		\$2,735,438	\$299,567	\$2,435,871
SERVICES & SUPPLIES:				
5099	Property & Liability Insurance	87,520	7,377	80,143
5100-5140	Communications, Internet, Cable	7,000	376	6,624
5150-5180	Janitorial Supplies & Services	90,907	12,753	78,154
5160	Refuse Disposal	6,325	395	5,930
5205	Maintenance Equipment	17,808	3,075	14,733
5200, 5210-5280	Building & Maintenance	223,928	4,407	219,521
5290-5292	Memberships	14,116	2,002	12,114
5300-5350	Office Expenses & Postage	130,000	28,897	101,103
5400-5480	Prof./Specialized Services	275,000	31,148	243,852
5490	Loan Obligation (i-bank)	77,233	58,876	18,357
5499	Technology	146,750	9,016	137,734
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	55,000	1,724	53,276
5500	Books/Library Materials	317,948	11,779	306,169
5600	Travel & Meetings/Professional Development	25,000	4,310	20,690
5700	Mileage/Parking	2,500	15	2,485
5800	Utilities	107,405	17,733	89,672
5900	Bookmobile - Vehicle	10,000	0	10,000
5901	Bookmobile - Collection	5,000	0	5,000
5902	Bookmobile - Supplies & Materials	3,000	0	3,000
5904	Bookmobile - Other	0	0	0
6000	Other	0	1	(1)
6100	Taxes and Assessments	10,761	0	10,761
TOTAL		\$1,613,201	\$193,884	\$1,419,317
RESTRICTED FUNDS				
OPERATING EXPENSES		\$4,348,639	\$493,451	\$3,855,188
Library Impact Fees		122,932	0	\$122,932
TOTAL BUDGET		\$4,348,639	\$493,451	\$3,855,188

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
AS OF AUGUST 31, 2026

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,697,276	37,148	(3,660,128)	1.0%
4020	Property Taxes - Current Unsecured	107,152	0	(107,152)	0.0%
4050	Property Taxes - Curr Supplemental	79,342	10,611	(68,731)	13.4%
4070	Interest on Unapport Tax	8,912	0	(8,912)	0.0%
4080	Penalties & Costs on Delinq Taxes	35,682	35,915	233	100.7%
4090	Taxes Special Dist Augmentation	9,640	0	(9,640)	0.0%
* 4180	Other Revenue	45,000	0	(45,000)	-
4190	State - Homeowners Property Tax Relief	12,741	0	(12,741)	0.0%
	Sub Total	3,995,745	83,674	(3,912,071)	2.1%
INTEREST REVENUE					
4600	Interest	112,899	8,753	(104,146)	7.8%
	Sub Total	112,899	8,753	(104,146)	7.8%
GRANT REVENUE					
4210	State Grants	75,000	0	(75,000)	0.0%
4220,4230	Fed/Other Grants	2,500	0	(2,500)	0.0%
	Sub Total	77,500	0	(77,500)	0.0%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	67,969	0	(67,969)	0.0%
4310	Fines & Fees	15,326	3,876	(11,450)	25.3%
4320, 4330	Passport/Photos	185,099	30,171	(154,928)	16.3%
4340	Meeting Room Fees	7,000	538	(6,463)	7.7%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	275,394	34,585	(240,809)	12.6%
TOTAL REVENUES YTD FOR FY 26/27:		4,461,538	127,012	(4,334,526)	2.8%

BEGINNING BALANCE END BALANCE

CASH, INVESTMENTS, & LIBRARY IMPACT FEES

Cash/Investments	3,585,204	3,340,181
Impact Fees - Restricted Funds	122,932	124,440

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

as of August 31, 2026

17% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED		CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS				
5010, 5020	Salaries & Wages	2,212,538	414,268	0.19
5030	Retirement & Post Employment Trust 115	80,772	13,307	0.16
5040	Unemployment Insurance	0	0	0.00
5050	Health Insurance	378,463	56,654	0.15
5060	Life Insurance	6,102	648	0.11
5064	Dental Insurance	24,059	1,665	0.07
5066	AD & D Insurance	7,442	833	0.11
5068	Vision Insurance	3,062	354	0.12
5070	Workers' Compensation Insurance	18,000	1,334	0.07
5090	Education Assistance Program	5,000	0	0.00
TOTAL		\$2,735,438	\$489,064	0.18
SERVICES & SUPPLIES				
5099	Property & Liability Insurance	87,520	14,754	0.17
5100-5140	Communications, Internet, Cable	7,000	776	0.11
5150-5180	Janitorial Supplies & Services	90,907	14,516	0.16
5160	Refuse Disposal	6,325	395	0.06
5205	Maintenance Equipment	17,808	3,701	0.21
5200, 5210-5280	Building & Maintenance	223,928	15,276	0.07
5290-5292	Memberships	14,116	2,722	0.19
5300-5350	Office Expenses & Postage	130,000	42,613	0.33
5400-5480	Prof./Specialized Services	275,000	34,501	0.13
5490	Loan Obligation (i-bank)	77,233	58,876	0.76
5499	Technology	146,750	21,367	0.15
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	55,000	2,224	0.04
5500	Books/Library Materials	317,948	23,577	0.07
5600	Travel & Meetings/Professional Development	25,000	4,310	0.17
5700	Mileage/Parking	2,500	46	0.02
5800	Utilities	107,405	31,865	0.30
5900	Bookmobile - Vehicle	10,000	1,909	0.19
5901	Bookmobile - Collection	5,000	0	0.00
5902	Bookmobile - Supplies & Materials	3,000	0	0.00
5904	Bookmobile - Other	0	0	0.00
6000	Other	0	1	(1)
6100	Taxes and Assessments	10,761	0	0.00
TOTAL		\$1,613,201	\$273,427	0.17
RESTRICTED FUNDS				
OPERATING EXPENSES		\$4,348,639	\$762,492	0.18
Library Impact Fees		124,440	0	0.00
TOTAL BUDGET		\$4,348,639	\$762,492	0.18

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

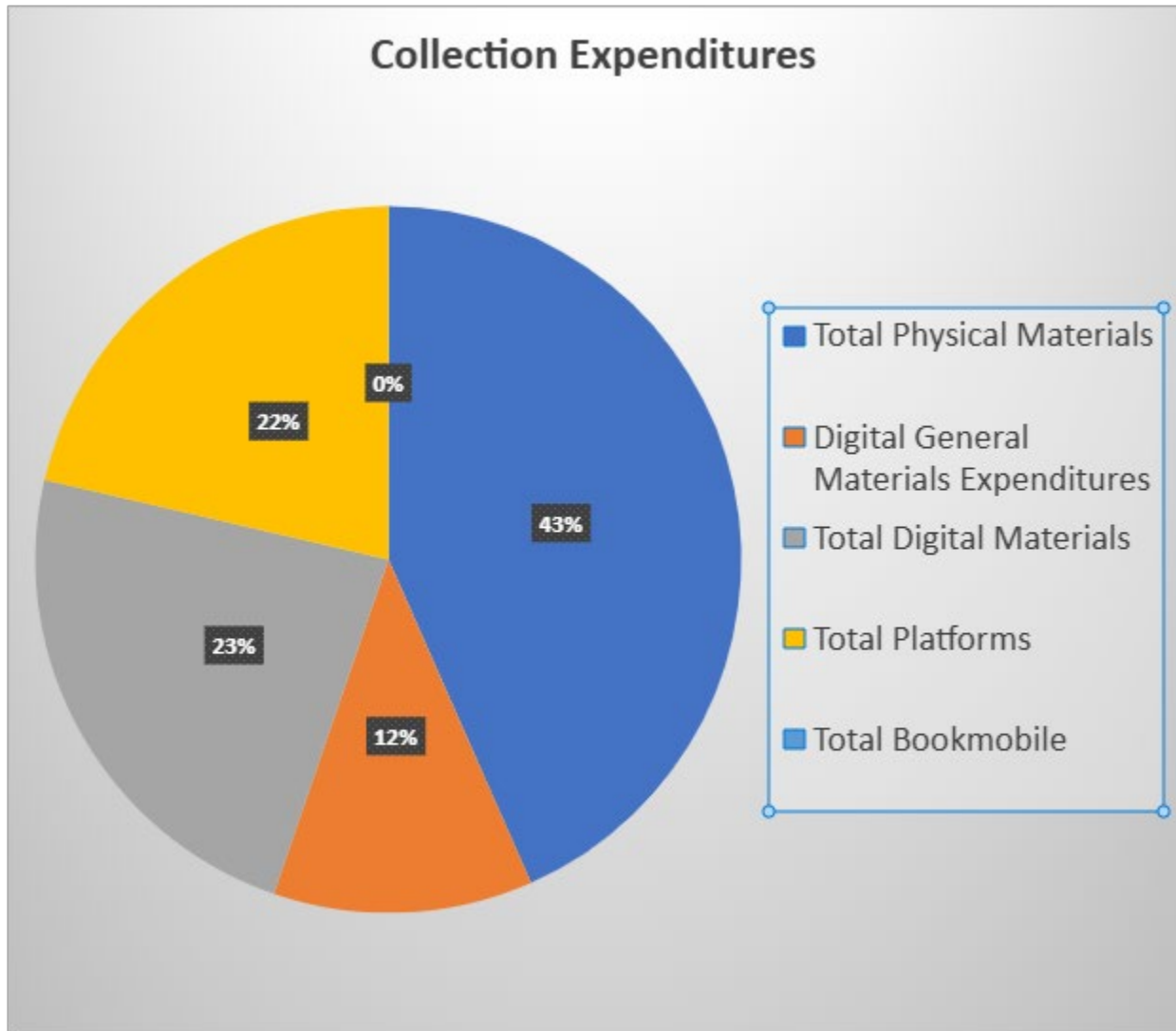
SUBJECT: Acquisitions Report for July 2026

DATE: September 17, 2026

Expenditures

Total Budget	FY2026-27	% Spent	FY2025-26	% Spent
Library	\$270,000	6%	\$264,500	11%
Bookmobile	\$5,000	0%	\$9,500	8%
Total Budget	\$275,000	6%	\$274,000	11%

Collection Expenditures	July	July	FYTD	FYTD	FYTD
	2026	2025	FY 2026-27	FY 2025-26	% changed
Print Materials	\$821	\$5,159	\$821	\$5,158.56	-84%
Serial Subscription	\$3,422	\$1,976	\$3,422	\$1,976.42	73%
Audio Materials	\$1,947	\$0	\$1,947	\$0.00	*
Video Materials	\$458	\$0	\$458	\$0.00	*
LOTs	\$1,320	\$2,010	\$1,320	\$2,009.78	-34%
Total Physical Materials	\$7,968	\$9,144.76	\$7,968	\$9,144.76	-13%
Digital eBooks	\$949	\$2,875	\$949	\$2,875.07	-20%
Digital eAudiobooks	\$1,159	\$6,831	\$1,159	\$6,831.24	6%
Digital Videos	\$0	\$727	\$0	\$726.69	-31%
Digital Magazines	\$0	\$22	\$0	\$22.42	-4%
Digital Music	\$0	\$92	\$0	\$92.40	-38%
Digital General Materials**	\$2,183		\$2,183		
Total Digital Materials	\$4,291	\$10,547.82	\$4,291	\$10,547.82	-4%
Online Learning Platforms	\$3,927	\$9,250.00	\$3,927	\$9,250.00	-58%
Total Platforms	\$3,927	\$9,250.00	\$3,927	\$9,250.00	-58%
Bookmobile Print	\$0	\$746	\$0	\$746.07	*
Bookmobile Audio	\$0	\$0	\$0	\$0.00	*
Bookmobile Digital	\$0	\$0	\$0	\$0.00	*
Bookmobile LOTs	\$0	\$0	\$0	\$0.00	*
Total Bookmobile	\$0	\$746.07	\$0	\$746.07	*
Total Collection	\$16,186	\$29,688.65	\$16,186	\$29,688.65	-26%



Titles Added

Titles Added	July	July	FYTD	FYTD	FYTD
	2026	2025	FY 2026-27	FY 2025-26	% changed
Print Materials	60	57	60	57	5%
Serial Subscription	0	0	0	0	*
Audio Materials	27	0	27	0	*
Video Materials	9	0	9	0	*
LOTs	0	0	0	0	*
Total Physical Materials	96	57	96	57	68%
Digital eBooks	775	1,127	775	1,127	-31%
Digital eAudiobooks	2,264	2,293	2,264	2,293	-1%
Digital Videos	225	331	225	331	-32%
Digital Magazines	7	8	7	8	-13%
Digital Music	38	60	38	60	-37%
Total Digital Materials	3,309	3,819	3,309	3,819	-13%
Online Learning Platforms	0	0	0	0	*
Total Platforms	0	0	0	0	*
Bookmobile Print Materials	0	4	0	4	*
Bookmobile Audio Materials	0	0	0	0	*
Bookmobile Digital	0	0	0	0	*
Bookmobile LOTs	0	0	0	0	*
Total Bookmobile	0	4	0	4	*
Total Titles Added	3,405	3,880	3,405	3,880	-12%

Circulation Inventory

All Materials Held	July	June	Month to Month
	2026	2026	% changed
Total Library Physical	78,355	75,755	3%
Total Digital	2,380,744	2,365,752	1%
Total Bookmobile Physical	3,096	3,125	-1%
Total All Materials	2,462,195	2,444,632	1%

Library Children's Physical Materials	July	June	Month to Month
	2026	2026	% changed
Children's Fiction	25,113	24,317	3%
Children's Nonfiction	12,194	11,674	4%
Children's Spanish	3,047	3,018	1%
Children's Audiobook	1,243	1,206	3%
Children's DVD/Video	1,391	1,367	2%
Children's LOTs	67	69	-3%
TOTAL Library Children's Physical	43,055	41,651	3%

Library Adult/Teen Physical Materials	July	June	Month to Month
	2026	2026	% changed
Adult Fiction	15,494	14,523	7%
Adult Nonfiction	11,875	11,578	3%
Adult Foreign Language	1,152	1,151	0%
Adult Audiobook	759	759	0%
Adult DVD/Video	2,745	2,736	0%
Adult LOTs	190	190	0%
Vinyl Records	173	199	-13%
Video Games	415	403	3%
Teen Fiction	2,310	2,308	0%
Teen Nonfiction	256	257	0%
TOTAL Library Adult/Teen Physical	35,369	34,104	4%

Digital Material Held	July	June	Month to Month
	2026	2026	% changed
eBooks	1,242,528	1,235,206	1%
Digital Audiobooks	441,328	443,203	0%
Digital Videos	102,849	101,291	2%
Digital Magazines	6,881	6,845	1%
Digital Music	587,152	579,201	1%
Online Learning Platforms	6	6	0%
TOTAL Library Digital Material	2,380,744	2,365,752	1%

Library of Things

Library of Things Held	July	July	FY-T-D
	2026	2025	% changed
Library Children's LOTs Items	68	70	-3%
Library Adult LOTs Items	121	101	20%
Total Placentia LOTs Items	189	171	11%

Library of Things Updates	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-27	FY2025-26	% changed
New LOTs Items Added	0	12	0	12	-100%
LOTs Items Replaced	2	0	2	0	*
LOTs Items Removed	4	0	4	0	*

Bookmobile LOTs Held	July	July	FY-T-D
	2026	2025	% changed
Total Bookmobile LOTs Items	42		

Bookmobile LOTs	July	July	FY-T-D	FY-T-D	FY-T-D
Updates	2026	2025	FY 2026-27	FY2025-26	% changed
New LOTs Items Added	0		0		
LOTs Items Replaced	0		0		
LOTs Items Removed	0		0		

Bookmobile Children's Physical Materials Held	July	June	Month to Month
	2026	2026	% changed
Children's Fiction	1,756	1,787	-2%
Children's Nonfiction	766	766	0%
Children's Spanish	297	297	0%
Children's Audiobook	70	70	0%
Children's DVD/Video	0	0	*
Children's LOTs	12	42	-71%
TOTAL All Children's Physical	2,901	2,962	-2%

Bookmobile Adult/Teen Physical Materials Held	July	June	Month to Month
	2026	2026	% changed
Adult Fiction	44	44	0%
Adult Nonfiction	0	0	*
Adult Spanish	0	0	*
Teen Fiction	77	77	0%
Teen Nonfiction	42	42	0%
TOTAL All Adult/Teen Physical	163	163	0%

*Mathematically unable to divide by zero.

**New statistic for FY 26-27

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

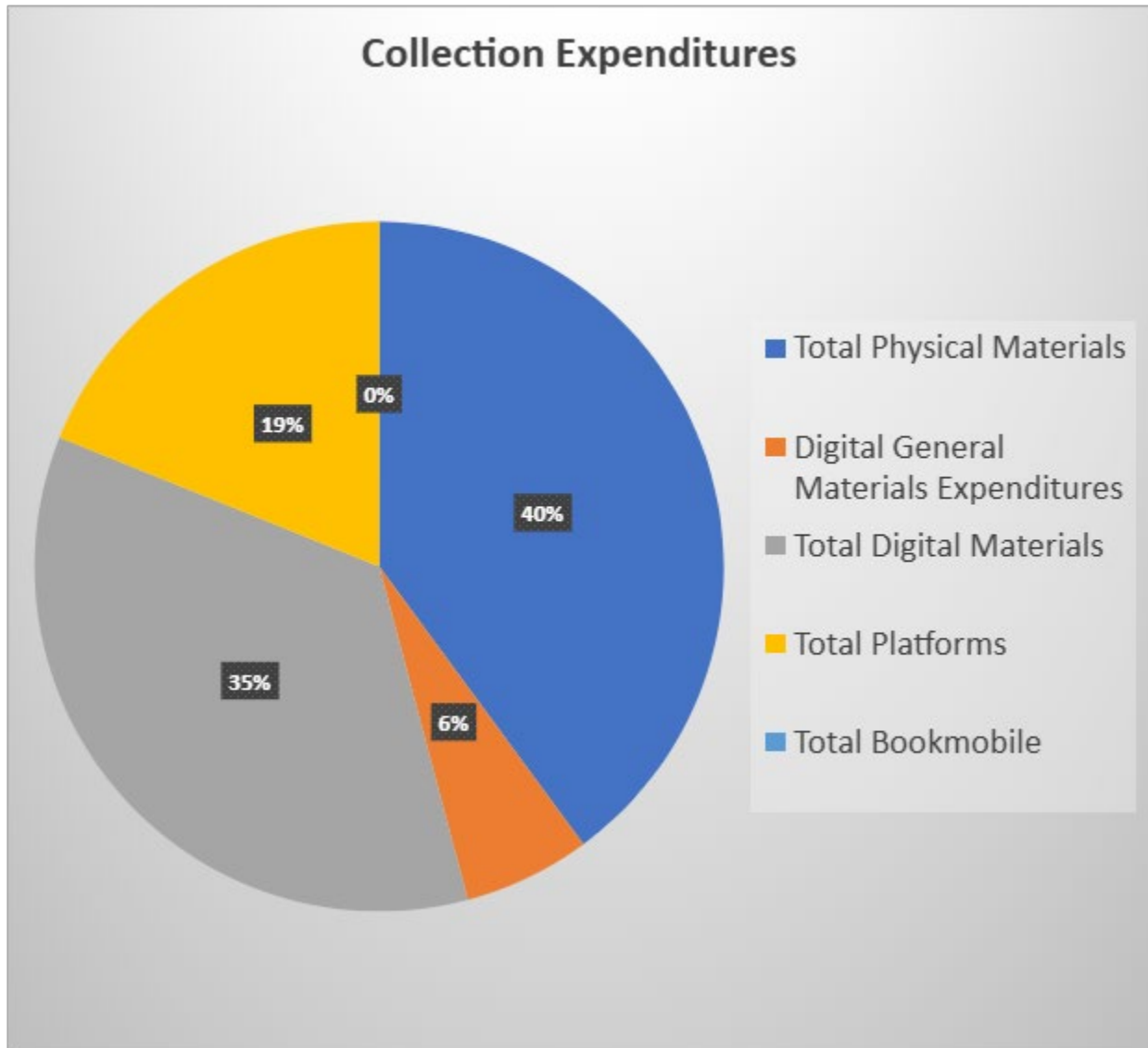
SUBJECT: Acquisitions Report for August 2026

DATE: September 17, 2026

Expenditures

Total Budget	FY2026-27	% Spent	FY2025-26	% Spent
Library	\$270,000	13%	\$264,500	19%
Bookmobile	\$5,000	0%	\$9,500	0%
Total Budget	\$275,000	13%	\$274,000	19%

Collection Expenditures	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-27	FY 2025-26	% changed
Print Materials	\$1,044	\$4,943	\$1,866	\$4,943	-62%
Serial Subscription	\$3,422	\$988	\$3,422	\$988	246%
Audio Materials	\$1,947	\$0	\$1,947	\$0	*
Video Materials	\$249	\$706	\$1,032	\$706	46%
LOTs	\$0	\$750	\$1,320	\$750	76%
Total Physical Materials	\$6,662	\$7,387	\$14,630	\$16,532	-12%
Digital eBooks	\$1,776	\$2,726	\$2,725.77	\$2,726	0%
Digital eAudiobooks	\$6,142	\$7,301	\$7,300.64	\$7,301	0%
Digital Videos	\$652	\$652	\$651.85	\$652	0%
Digital Magazines	\$0			\$0	*
Digital Music	\$60	\$60	\$59.60	\$60	0%
Digital General Materials**	\$0		\$2,182.58		
Total Digital Materials	\$8,630	\$12,920	\$12,920	\$23,468	-45%
Online Learning Platforms	\$3,003	\$1,236	\$6,930	\$1,236	461%
Total Platforms	\$3,003	\$1,236	\$6,930	\$10,486	-34%
Bookmobile Print Materials	\$0	\$0	\$0	\$0	*
Bookmobile Audio Materials	\$0	\$0	\$0	\$0	*
Bookmobile Digital	\$0	\$0	\$0	\$0	*
Bookmobile LOTs	\$0	\$0	\$0	\$0	*
Total Bookmobile	\$0	\$0	\$0	\$0	*
Total Collection	\$18,294	\$21,544	\$34,480	\$51,232	-33%



Titles Added

Titles Added	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-27	FY 2025-26	% changed
Print Materials	59	282	119	339	-65%
Serial Subscription	0	2	0	2	-100%
Audio Materials	4	0	31	0	*
Video Materials	16	27	25	27	-7%
LOTS	0	0	0	0	*
Total Physical Materials	79	311	175	368	-52%
Digital eBooks	857	1,082	1,632	2,209	-26%
Digital eAudiobooks	2,245	2,352	4,509	4,645	-3%
Digital Videos	302	348	527	679	-22%
Digital Magazines	8	9	15	17	-12%
Digital Music	40	88	78	148	-47%
Total Digital Materials	3,452	3,879	6,761	7,698	-12%
Online Learning Platforms	3	4	1	4	-75%
Total Platforms	3	4	3	4	-25%
Bookmobile Print Materials	0	0	0	4	-100%
Bookmobile Audio Materials	0	0	0	0	*
Bookmobile Digital	0	0	0	0	*
Bookmobile LOTS	0	0	0	0	*
Total Bookmobile	0	0	0	4	-100%
Total Titles Added	3,534	4,194	6,939	8,074	-14%

Circulation Inventory

All Materials Held	August	July	Month to Month
	2026	2026	% changed
Total Library Physical	75,699	78,355	-3%
Total Digital	2,390,910	2,380,744	0%
Total Bookmobile Physical	3,064	3,064	0%
Total All Materials	2,469,673	2,462,163	0%

Library Children's Physical Materials	August	July	Month to Month
	2026	2026	% changed
Children's Fiction	24,102	25,113	-4%
Children's Nonfiction	11,653	12,194	-4%
Children's Spanish	3,047	3,047	0%
Children's Audiobook	1,243	1,243	0%
Children's DVD/Video	1,367	1,391	-2%
Children's LOTs	68	67	1%
TOTAL Library Children's Physical	41,480	43,055	-4%

Library Adult/Teen Physical Materials	August	July	Month to Month
	2026	2026	% changed
Adult Fiction	14,583	15,494	-6%
Adult Nonfiction	11,631	11,875	-2%
Adult Foreign Language	1,145	1,152	-1%
Adult Audiobook	759	759	0%
Adult DVD/Video	2,738	2,745	0%
Adult LOTs	189	121	56%
Vinyl Records	201	173	16%
Video Games	409	415	-1%
Teen Fiction	2,307	2,310	0%
Teen Nonfiction	257	256	0%
TOTAL Library Adult/Teen Physical	34,219	35,300	-3%

Digital Material Held	August	July	Month to Month
	2026	2026	% changed
eBooks	1,245,375	1,242,528	0%
Digital Audiobooks	440,234	441,328	0%
Digital Videos	104,265	102,849	1%
Digital Magazines	6,975	6,881	1%
Digital Music	594,055	587,152	1%
Online Learning Platforms	6	6	0%
TOTAL Library Digital Material	2,390,910	2,380,744	0%

Library of Things

Library of Things Held	August	August	FY-T-D
	2026	2025	% changed
Library Children's LOTs Items	60	70	-14%
Library Adult LOTs Items	141	98	44%
Total Placentia LOTs Items	201	168	20%

Library of Things Updates	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-27	FY2025-26	% changed
New LOTs Items Added	30	0	30	0	*
LOTs Items Replaced	0	6	2	6	-67%
LOTs Items Removed	18	4	22	4	450%

Bookmobile Library of Things Held	August	August	FY-T-D
	2026	2025	% changed
Total Bookmobile LOTs Items	12		

Bookmobile Library of Things	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-	FY2025-	%
New LOTs Items Added	0		0		
LOTs Items Replaced	0		0		
LOTs Items Removed	30		30		

Bookmobile Children's Physical Materials Held	August	July	Month to Month
	2026	2026	% changed
Children's Fiction	1,756	1,756	0%
Children's Nonfiction	766	766	0%
Children's Spanish	297	297	0%
Children's Audiobook	70	70	0%
Children's DVD/Video	0	0	*
Children's LOTs	12	12	0%
TOTAL All Children's Physical	2,901	2,901	0%

Bookmobile Adult/Teen Physical Materials Held	August	July	Month to Month
	2026	2026	% changed
Adult Fiction	44	44	0%
Adult Nonfiction	0	0	*
Adult Spanish	0	0	*
Teen Fiction	77	77	0%
Teen Nonfiction	42	42	0%
TOTAL All Adult/Teen Physical	163	163	0%

*Mathematically unable to divide by zero.

**New statistic for FY 26-27

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for July 2026

DATE: September 17, 2026

Net Revenue Summary for July 2026

			YTD	YTD
	Jul-26	Jul-25	2025-2026	2025-2026
Passport	9,800	19,076	9,800	19,076
Passport Photos	3,980	8,237	3,980	8,237
Fines & Fees	2,006	2,099	2,006	2,099
Meeting Room	0	370	0	370
TOTAL	\$ 15,786	\$ 29,782	\$ 15,786	\$ 29,782

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for August 2026

DATE: September 17, 2026

Net Revenue Summary for August 2026

			YTD	YTD
	Aug-26	Aug-25	2026-2027	2025-2026
Passport	11,585	12,641	21,385	31,717
Passport Photos	4,806	5,422	8,786	13,659
Fines & Fees	1,870	2,105	3,876	4,204
Meeting Room	538	665	538	1,035
TOTAL	\$ 18,799	\$ 20,815	\$ 34,585	\$ 50,615

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Library Impact Fee Report – July 2026**

DATE: September 17, 2026

Total Monthly Fees Collected			YTD	YTD
	Jul-26	Jul-25	2026-2027	2025-2026
	\$650.86	\$2,168.52	\$650.86	\$2,168.52

[illegible]

2026/2027 YTD Total	\$650.86
Beginning Balance (7/01/2026)	\$ 122,281.24
Ending Balance (07/31/2026)	\$122,932.10

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Library Impact Fee Report – August 2026**

DATE: September 17, 2026

Total Monthly Fees Collected			YTD	YTD
	Aug-26	Aug-25	2026-2027	2025-2026
	\$1,507.78	\$18,597.60	\$2,158.64	\$20,766.12

[illegible]

Ending Balance (08/31/2026)	\$124,439.88
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for July 2026

DATE: September 17, 2026

			YTD	YTD
	Jul-26	Jul-25	2026-2027	2025-2026
Separation	1	0	1	0
Retirement	0	0	0	0
Appointments	2	1	2	1
Open Positions	0	0	0	0
Workers' Compensation Leave	0	0	0	0
TOTAL	3	1	3	1

SEPARATION:

Librarian I – Megan Tolman

RETIREMENT:

None

APPOINTMENTS:

Marketing Intern – Isabel Nguyen

Technology Manager – Jeremy Yamaguchi

OPEN POSITIONS:

None

WORKERS COMPENSATION LEAVE:

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for August 2026

DATE: September 17, 2026

			YTD	YTD
	Aug-26	Aug-25	2026-2027	2025-2026
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	1	0	3	1
Open Positions	0	0	0	0
Workers' Compensation Leave	0	0	0	0
TOTAL	1	0	4	1

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Accounting Intern – Lucas De Leon Syyapp

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 July 2026

DATE: September 17, 2026

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2026-2027	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-26	*	*	*	*	*	*
Aug-26						
Sep-26						
Oct-26						
Nov-26						
Dec-26						
Jan-27						
Feb-27						
Mar-27						
Apr-27						
May-27						
Jun-27						
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* City Billing Not Received

PERIOD COVERED FY 2025-2026	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-25	7/28/2025	3039.62	291.20	26.28	0.00	3357.10
Aug-25	*	*	*	*	*	*
Sep-25	*	*	*	*	*	*
Oct-25	10/14/2025	3,039.62	873.60	26.10	0.00	3,939.32
Nov-25	*	*	*	*	*	*
Dec-25	*	*	*	*	*	*
Jan-26	*	*	*	*	*	*
Feb-26	2/19/2026	4,370.82	1,164.80	66.26	2,474.11	8,075.99
Mar-26	*	*	*	*	*	*
Apr-26	*	*	*	*	*	*
May-26	*	*	*	*	*	*
Jun-26	6/11/2026	9,118.86	1,164.80	39.79	*	10,323.45
TOTAL		\$19,568.92	\$3,494.40	\$158.43	\$2,474.11	\$25,695.86

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 2026

DATE: September 17, 2026

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2026-2027	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-26	*	*	*	*	*	*
Aug-26	8/13/2026	3,039.62	582.40	26.92	0.00	3,648.94
Sep-26						
Oct-26						
Nov-26						
Dec-26						
Jan-27						
Feb-27						
Mar-27						
Apr-27						
May-27						
Jun-27						
TOTAL		\$3,039.62	\$582.40	\$26.92	\$0.00	\$3,648.94

* City Billing Not Received

PERIOD COVERED FY 2025-2026	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-25	7/28/2025	3039.62	291.20	26.28	0.00	3357.10
Aug-25	*	*	*	*	*	*
Sep-25	*	*	*	*	*	*
Oct-25	10/14/2025	3,039.62	873.60	26.10	0.00	3,939.32
Nov-25	*	*	*	*	*	*
Dec-25	*	*	*	*	*	*
Jan-26	*	*	*	*	*	*
Feb-26	2/19/2026	4,370.82	1,164.80	66.26	2,474.11	8,075.99
Mar-26	*	*	*	*	*	*
Apr-26	*	*	*	*	*	*
May-26	*	*	*	*	*	*
Jun-26	6/11/2026	9,118.86	1,164.80	39.79	*	10,323.45
TOTAL		\$19,568.92	\$3,494.40	\$158.43	\$2,474.11	\$25,695.86

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for July and August 2026

DATE: September 17, 2026

Meetings:

July 6th

- Library Director meeting with President Carline

July 7th

- Library Director meetings with three staff regarding career advancement opportunities
- LMT Meeting

July 8th

- Library Director and Assistant Library Director meeting with new IT Manager
- Administration Meeting

July 11th

- Build Your Own Backpack Event

July 12th

- Niche Academy Meeting: Assistant Library Director attended a presentation on Niche Academy, an online learning platform that provides customizable tutorials and training resources for staff and patrons.
- Paychex Meeting: Assistant Library Director attended an overview presentation of Paychex's payroll, human resources, benefits administration, and employee management services available to the District.

July 14th

- Downtown Merchant Association Meeting: Library Director
- Paychex Meeting: Library Director, Assistant Library Director, and Business Manager met with Paychex representatives to discuss new Payroll, Scheduling, and HR services.

July 15th

- Library Director meeting with City Administrator, Rosanna Ramirez

July 16th

- Printer Vendor meeting: Library Director and IT Manager

July 21st

- SDRMA Health & Ancillary Benefits Update Meeting: Business Manager attended online meeting with SDRMA representatives to discuss updates to health & ancillary benefits for 2027.

July 22nd

- FY 25-26 Audit Meeting: Business Manager met with auditor from Clifton, Larson, Allen LLP to discuss FY 25-26 audit preparation.
- City of Santa Monica Virtual Oral Interviews: Assistant Library Director served as a member of the interview panel for the Librarian II position.

July 23rd

- Paychex Flex Meeting: Assistant Library Director attended a detailed presentation on Paychex's comprehensive HR and benefits package, highlighting its employee support services, benefits administration, streamlined HR processes, and resources designed to improve efficiency and enhance employee management.
- FCC's 2026 E-Rate Webinar: Assistant Library Director attended the FCC's 2026 E-Rate Webinar to stay informed on the federal E-Rate program. The webinar covered program updates, changes to the application, funding process, and ongoing funding challenges.

July 27th

- Library Board Meeting: Administration Team

July 28th

- All Staff Meeting

July 29th

- Library Board Closed Session Meeting: Assistant Library Director

July 30th

- Library Impact Fee Meeting: Business Manager met with the City of Placentia's Director of Development Services to discuss library impact fees and upcoming projects.

August 5th

- Accounting Intern Interviews: Assistant Library Director, Business Manager, and Executive Assistant served on the interview panel for the Accounting Intern position.

August 20th

- Library Impact Fee Meeting: Business Manager met with the City of Placentia's Director of Development Services to discuss library impact fees and upcoming projects.

August 24th - 27th

- CSDA 2026 Annual Conference: Business Manager attended the CSDA 2026 Annual Conference.

August 27th

- Bookmobile & School Partnership Meeting: Assistant Library Director met with the principals of Morse and Golden Elementary Schools to coordinate the upcoming Bookmobile stops beginning in September. Discussions focused on logistics, procedures, and expectations to ensure successful program implementation and effective collaboration between the library and the schools.
- Dreams for Schools Meeting: Assistant Library Director met with Dreams for Schools staff to coordinate a monthly STEAM workshop pilot running October through December. Discussion focused on scheduling, logistics, equipment, setup, and successful implementation.

August 28th

- Staff Development Day: Business Manager attended Staff Development Day at the Placentia Library District for staff training.

August 31st

- Bookmobile & School Partnership Meeting: Assistant Library Director met with the principals of Melrose and Ruby Elementary Schools to coordinate the upcoming Bookmobile stops beginning in September. Discussions focused on logistics, procedures, and expectations to ensure successful program implementation and effective collaboration between the library and the schools.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: Circulation Activity Report for July 2026

DATE: September 17, 2026

Children's Circulation - Subtotals	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Children's Fiction Physical: PLD	9,781	10,466	9,781	10,466	-7%
Children's Fiction Physical: Bookmobile**	71		71		
Children's Fiction Digital	1,134	1,222	1,134	1,222	-7%
Children's Fiction Physical Subtotal	9,852	10,466	9,852	10,466	-6%
Children's Fiction Digital Subtotal	1,134	1,222	1,134	1,222	-7%
Children's Fiction TOTAL	10,986	11,688	10,986	11,688	-6%
Children's Nonfiction Physical: PLD	2,755	2,902	2,755	2,902	-5%
Children's Nonfiction Physical: Bookmobile**	2		2		
Children's Nonfiction Digital	69	99	69	99	-30%
Children's Nonfiction Physical Subtotal	2,757	2,902	2,757	2,902	-5%
Children's Nonfiction Digital Subtotal	69	99	69	99	-30%
Children's Nonfiction TOTAL	2,826	3,001	2,826	3,001	-6%
Children's Magazine Digital^^	27	18	27	18	50%
Children's Magazine TOTAL	27	18	27	18	50%
Children's Audiobook Physical: PLD	1,137	1,310	1,137	1,310	-13%
Children's Audiobook Physical: Bookmobile**	0		0		
Children's Audiobook Digital	750	763	750	763	-2%
Children's Music Digital	3	6	3	6	-50%
Children's Audio Media Physical Subtotal	1,137	1,310	1,137	1,310	-13%
Children's Audio Media Digital Subtotal	753	769	753	769	-2%
Children's Audio Media TOTAL	1,890	2,091	1,890	2,091	-10%
Children's Visual Media Physical: PLD	367	270	367	270	36%
Children's Visual Media Physical: Bookmobile**	0		0		
Children's Visual Media Digital	37	50	37	50	-26%
Children's Visual Media Physical Subtotal	367	270	367	270	36%
Children's Visual Media Digital Subtotal	37	50	37	50	-26%
Children's Visual Media TOTAL	404	320	404	320	26%
Children's Library of Things (LOTs): PLD	36	47	36	47	-23%
Children's Library of Things (LOTs): Bookmobile**	0		0		
Children's Library of Things (LOTs) TOTAL	36	47	36	47	-23%
Children's Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
TOTAL All Children's Physical Content: PLD	14,076	14,995	14,076	14,995	-6%
TOTAL All Children's Physical Content:	73		73		
TOTAL All Children's Physical Content	14,149	14,995	14,149	14,995	-6%
TOTAL All Children's Digital Content	2,020	2,158	2,020	2,158	-6%
TOTAL All Children's Content	16,242	17,153	16,242	17,153	-5%

Children's Circulation: Non-English Materials	July	July	FY-T-D	FY-T-D	FY-T-D
<i>*These stats are accounted for in the sections</i>	2026	2025	2026-27	2025-26	% change
Children's Non-English Language Materials*	654	845	654	845	-23%

Teen Circulation - Subtotals	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Teen Fiction Physical: PLD	454	361	454	361	26%
Teen Fiction Physical: Bookmobile	2		2		
Teen Fiction Digital^^	391	451	391	451	-13%
Teen Fiction Subtotal	847	812	847	812	4%
Teen Nonfiction Physical: PLD**	24	0	24		
Teen Nonfiction Physical: Bookmobile**	0		0		
Teen Nonfiction Digital	21	13	21	13	62%
Teen Nonfiction Subtotal	45	13	45	13	246%
Teen Audiobook Physical: Bookmobile**	0		0		
Teen Audiobook Digital	641	530	641	530	21%
Teen Audio Media Subtotal	641	530	641	530	21%

Teen Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Teen Physical Content: PLD	478	361	478	361	32%
Teen Physical Content: Bookmobile	0		0		
TOTAL All Teen Physical Content	478	361	478	361	32%
Teen Digital Content	1,053	994	1,053	994	6%
TOTAL All Teen Content	1,531	1,355	1,531	1,355	13%

Adult Circulation - Subtotals	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Fiction Physical: PLD	3,075	3,115	3,075	3,115	-1%
Adult Fiction Physical: Bookmobile**	2		2		
Adult Fiction Digital	2,877	3,286	2,877	3,286	-12%
Adult Fiction Subtotal	5,954	6,401	5,954	6,401	-7%
Adult Nonfiction Physical: PLD	1,407	1,457	1,407	1,457	-3%
Adult Nonfiction Physical: Bookmobile**	0		0		
Adult Nonfiction Digital	699	824	699	824	-15%
Adult Non-Fiction Subtotal	2,106	2,281	2,106	2,281	-8%
Adult Magazine Digital	1,125	945	1,125	945	19%
Adult Magazine Subtotal	1,125	945	1,125	945	19%
Adult Audiobook Physical: PLD	16	94	16	94	-83%
Adult Audiobook Physical: Bookmobile**	0		0		
Adult Audiobook Digital	7,042	6,657	7,042	6,657	6%
Adult Music Physical	75	72	75	72	4%
Adult Music Digital	35	54	35	54	-35%
Adult Audio Media Subtotal	7,168	6,877	7,168	6,877	4%
Adult Movies and BluRays Physical: PLD	331	458	331	458	-28%
Adult Movies and BluRays Physical: Bookmobile**	0		0		
Adult Video Games Physical	452	332	452	332	36%
Adult Visual Media Physical TOTAL	783	790	783	790	-1%
Adult Visual Media Digital	186	282	186	282	-34%
Adult Visual Media Subtotal	969	1,072	969	1,072	-10%
Adult Library of Things (LOTS): PLD	123	79	123	79	56%
Adult Library of Things (LOTS): Bookmobile**	2		2		
State Parks Pass: PLD	90	85	90	85	6%
Total Adult Library of Things (LOTS)	215	164	215	164	31%

Adult Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Physical Content: PLD	5,569	5,692	5,569	5,692	-2%
Adult Physical Content: Bookmobile	4		4		
TOTAL ALL Adult Physical Content	5,573	5,692	5,573	5,692	-2%
Adult Digital Content	11,964	12,048	11,964	12,048	-1%
TOTAL All Adult Content	17,537	17,740	17,537	17,740	-1%

Adult Circulation: Non-English Materials	July	July	FY-T-D	FY-T-D	FY-T-D
<i>*These stats are accounted for in the sections above, and are additionally highlighted as special collections</i>	2026	2025	2025-26	2025-26	% change
Adult Non-English Language Materials*	104	191	102	191	-47%

All Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2025-26	2025-26	% change
Total Circulation Physical: PLD^^	20,123	21,048	20,123	21,048	-4%
Total Circulation Physical: Bookmobile**	79		79		
Total Circulation Digital^^	15,037	15,200	15,037	15,200	-1%
Total All Circulation^^	35,239	36,248	35,239	36,248	-3%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2026	2025	2026-27	2025-26	% change
ABC Mouse	3,400	2,734	3,400	2,734	24%
Novelist Plus	37	64	37	64	-42%
Novelist Select	1,812	2,023	1,812	2,023	-10%
Scholastic Teachables	294	61	294	61	382%
TOTAL PLD DATABASE USAGE	5,543	4,882	5,543	4,882	14%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2026	2025	2026-27	2025-26	% change
Britannica	2	12	2	12	-83%
ProQuest	0	2	0	2	^
ProQuest Culture Grams	3	5	3	5	-40%
Teaching Books for Libraries	291	448	291	448	-35%
National Geographic Kids (Gale)	1	0	1	0	^
Gale in Context: Environmental Studies	0	4	0	4	^
Gale Interactive: Science	1	0	1	0	^
Alexander Street^	2	0	2	0	^
PebbleGo Science K-2	0	7	0	7	^
TOTAL CSL DATABASE USAGE	300	478	300	478	-37%
TOTAL ALL DATABASE USAGE	5,843	5,360	5,843	5,360	9%

**New statistic for FY 25-26

^Mathematically, division by zero is invalid

^^Formula revised to reflect correct data for FY2024-2025

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: Circulation Activity Report for August 2026

DATE: September 17, 2026

Children's Circulation - Subtotals	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Children's Fiction Physical: PLD	10,180	10,966	19,961	21,432	-7%
Children's Fiction Physical: Bookmobile**	30		101		
Children's Fiction Digital	1,089	1,288	2,223	2,510	-11%
Children's Fiction Physical Subtotal	10,210	10,966	20,062	21,432	-6%
Children's Fiction Digital Subtotal	1,089	1,288	2,223	2,510	-11%
Children's Fiction TOTAL	11,299	12,254	22,285	23,942	-7%
Children's Nonfiction Physical: PLD	2,703	2,756	5,458	5,658	-4%
Children's Nonfiction Physical: Bookmobile**	2		4		
Children's Nonfiction Digital	81	118	150	217	-31%
Children's Nonfiction Physical Subtotal	2,705	2,756	5,462	5,658	-3%
Children's Nonfiction Digital Subtotal	81	118	150	217	-31%
Children's Nonfiction TOTAL	2,786	2,874	5,612	5,875	-4%
Children's Magazine Digital^^	35	31	62	49	27%
Children's Magazine TOTAL	35	31	62	49	27%
Children's Audiobook Physical: PLD	1,191	1,271	2,328	2,581	-10%
Children's Audiobook Physical: Bookmobile**	0		0		
Children's Audiobook Digital	731	790	1,481	1,553	-5%
Children's Music Digital	1	1	4	7	-43%
Children's Audio Media Physical Subtotal	1,191	1,271	2,328	2,581	-10%
Children's Audio Media Digital Subtotal	732	791	1,485	1,560	-5%
Children's Audio Media TOTAL	1,923	2,062	3,813	4,155	-8%
Children's Visual Media Physical: PLD	267	293	634	563	13%
Children's Visual Media Physical: Bookmobile**	12		12		
Children's Visual Media Digital	40	49	77	99	-22%
Children's Visual Media Physical Subtotal	279	293	646	563	15%
Children's Visual Media Digital Subtotal	40	49	77	99	-22%
Children's Visual Media TOTAL	319	342	723	662	9%
Children's Library of Things (LOTs): PLD	31	39	67	86	-22%
Children's Library of Things (LOTs): Bookmobile**	0		0		
Children's Library of Things (LOTs) TOTAL	31	39	67	86	-22%
Children's Circulation - TOTAL	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
TOTAL All Children's Physical Content: PLD	14,372	15,325	28,448	30,320	-6%
TOTAL All Children's Physical Content: Bookmobile	44		117		
TOTAL All Children's Physical Content	14,416	15,325	28,565	30,320	-6%
TOTAL All Children's Digital Content	1,977	2,277	3,997	4,435	-10%
TOTAL All Children's Content	16,437	17,602	32,679	34,755	-6%

Children's Circulation: Non-English Materials	August	August	FY-T-D	FY-T-D	FY-T-D
<i>*These stats are accounted for in the sections</i>	2026	2025	2025-26	2024-25	% change
Children's Non-English Language Materials*	613	2,895	1,267	3,740	-66%

Teen Circulation - Subtotals	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Teen Fiction Physical: PLD	343	337	797	698	14%
Teen Fiction Physical: Bookmobile	4		4		
Teen Fiction Digital^^	369	434	760	885	-14%
Teen Fiction Subtotal	716	771	1,561	1,583	-1%
Teen Nonfiction Physical: PLD**	16	35	40		
Teen Nonfiction Physical: Bookmobile**	0		0		
Teen Nonfiction Digital	26	24	47	37	27%
Teen Nonfiction Subtotal	42	59	87	72	21%
Teen Audiobook Physical: Bookmobile**	0		0		
Teen Audiobook Digital	578	545	1,219	1,075	13%
Teen Audio Media Subtotal	578	545	1,219	1,075	13%

Teen Circulation - TOTAL	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Teen Physical Content: PLD	359	372	837	733	14%
Teen Physical Content: Bookmobile	0		0		
TOTAL All Teen Physical Content	359	372	837	733	14%
Teen Digital Content	973	1,003	2,026	1,997	1%
TOTAL All Teen Content	1,332	1,375	2,863	2,730	5%

Adult Circulation - Subtotals	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Fiction Physical: PLD	2,862	3,075	5,937	6,190	-4%
Adult Fiction Physical: Bookmobile**	4		6		
Adult Fiction Digital	2,849	3,228	5,726	6,514	-12%
Adult Fiction Subtotal	5,715	6,303	11,669	12,704	-8%
Adult Nonfiction Physical: PLD	1,314	1,480	2,721	2,937	-7%
Adult Nonfiction Physical: Bookmobile**	0		0		
Adult Nonfiction Digital	644	849	1,343	1,673	-20%
Adult Non-Fiction Subtotal	1,958	2,329	4,064	4,610	-12%
Adult Magazine Digital	1,128	1,086	2,253	2,031	11%
Adult Magazine Subtotal	1,128	1,086	2,253	2,031	11%
Adult Audiobook Physical: PLD	22	50	38	144	-74%
Adult Audiobook Physical: Bookmobile**	1		1		
Adult Audiobook Digital	7,017	6,785	14,059	13,442	5%
Adult Music Physical	59	60	134	132	2%
Adult Music Digital	39	87	74	141	-48%
Adult Audio Media Subtotal	7,138	6,982	14,306	13,859	3%
Adult Movies and BluRays Physical: PLD	317	449	648	907	-29%
Adult Movies and BluRays Physical: Bookmobile**	3		3		
Adult Video Games Physical	379	415	831	747	11%
Adult Visual Media Physical TOTAL	699	864	1,482	1,654	-10%
Adult Visual Media Digital	262	300	448	582	-23%
Adult Visual Media Subtotal	961	1,164	1,930	2,236	-14%
Adult Library of Things (LOTs): PLD	130	102	253	181	40%
Adult Library of Things (LOTs): Bookmobile**	1		3		
State Parks Pass: PLD	111	93	201	178	13%
Total Adult Library of Things (LOTs)	242	195	457	359	27%

Adult Circulation - TOTAL	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Physical Content: PLD	5,194	5,724	10,763	11,416	-6%
Adult Physical Content: Bookmobile	6		10		
TOTAL ALL Adult Physical Content	5,200	5,724	10,773	11,416	-6%
Adult Digital Content	11,939	12,335	23,903	24,383	-2%
TOTAL All Adult Content	17,139	18,059	34,676	35,799	-3%

Adult Circulation: Non-English Materials	August	August	FY-T-D	FY-T-D	FY-T-D
<i>*These stats are accounted for in the sections</i>	2026	2025	2026-27	2025-26	% change
Adult Non-English Language Materials*	119	151	220	342	-36%

All Circulation - TOTAL	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Total Circulation Physical: PLD^^	19,925	21,421	40,048	42,469	-6%
Total Circulation Physical: Bookmobile**	52		131		
Total Circulation Digital^^	14,889	15,615	29,926	30,815	-3%
Total All Circulation^^	34,866	37,036	70,105	73,284	-4%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2026	2025	2026-27	2025-26	% change
ABC Mouse	3,869	2,715	7,269	5,449	33%
Novelist Plus	42	91	79	155	-49%
Novelist Select	1,590	2,023	3,402	4,046	-16%
Scholastic Teachables	269	115	563	176	220%
TOTAL PLD DATABASE USAGE	5,770	4,944	11,313	9,826	15%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2026	2025	2026-27	2025-26	% change
Britannica	14	7	16	19	-16%
ProQuest^	0	0	0	2	^
ProQuest Culture Grams	3	3	6	8	-25%
Teaching Books for Libraries	314	321	605	769	-21%
National Geographic Kids (Gale)^	9	0	10	0	^
Gale in Context: Environmental Studies^	0	1	0	5	^
Gale Interactive: Science^	0	0	1	0	^
Alexander Street^	0	0	2	0	^
PebbleGo Science K-2	1	7	1	14	-93%
HomeworkCA~~	4		4		
TOTAL CSL DATABASE USAGE	345	339	645	817	-21%
TOTAL ALL DATABASE USAGE	6,115	5,283	11,958	10,643	12%

**New statistic for FY 25-26

~~New statistic for FY 26-27

^Mathematically, division by zero is invalid

^^Formula revised to reflect correct data for FY2024-2025

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**TO:** Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Assistant Library Director**SUBJECT:** Children's Services Report for July 2026**DATE:** September 17, 2026

Number of Programs by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Storytime	0	11	0	11	-100%
Children's Programs	11	15	11	15	-27%
Hangar	3	4	3	4	-25%
Teen Programs	2	2	2	2	0%
Self-Directed	5	5	5	5	0%
Outreach	10	0	10	0	*
TOTAL Children/Teen	31	37	31	37	-16%

Program Attendance by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Storytime	0	464	0	464	-100%
Children's Programs	2,016	2,604	2,016	2,604	-23%
Hangar	47	55	47	55	-15%
Teen Programs	13	21	13	21	-38%
Self-Directed	394	238	394	238	66%
Outreach	637	0	637	0	*
TOTAL Children/Teen	3,107	3,382	3,107	3,382	-8%

The Hangar Makerspace	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Hangar Activity Hour Visits	276	284	276	284	-3%

*Mathematically, division by zero is invalid.

ACHIEVEMENTS

- Daisy Badge planned and conducted Lunch at the Library on July 10, 17, 24 and 31.
- Daisy Badge planned and conducted the Plant Swap in the OLE on July 28.
- Mayli Apontti facilitated Read to the Dogs on Monday, July 6.
- Mayli Apontti, Daisy Badge, and Alex Aguirre set up the Declaration of Independence display on July 2.

- Mayli Apontti facilitated Lunch at the Library on July 3.
- Mayli Apontti and Tim Balen facilitated Fun Fridays: Wild Wonders on July 3.
- Mayli Apontti and Yomara Solis facilitated Fun Fridays: Christopher T. Magician on July 17.
- Mayli Apontti, Jullie Bence, Yomara Solis and Damean Sanz assisted at the Backpacks and Beyond event on July 11.
- Natalie McCard and Michelle Meades facilitated Fun Fridays: David Cousin Juggling on July 10.
- Alex Aguirre planned and conducted PTAC on July 2 and 16.
- Alex Aguirre and Yomara Solis-Cabral planned and set up crafts for the Hangar for the month of July.
- Damean Sanz and Yomara Solis-Cabral facilitated Fun Fridays: Nathalia Palis Bilingual Concert on July 24.
- Damean Sanz and Yomara Solis-Cabral facilitated Fun Fridays: Puppet Art Theater – Puppet Show on July 31.
- Alex Aguirre planned and conducted Creating with Cricut on July 18.
- Alex Aguirre planned and set up the Summer Reading Scavenger Hunt for the month of July.
- Damean Sanz and Greg Chavez conducted outreach with the Bookmobile at the City of Placentia Concerts in the Park at Tri-City Park on July 2, 9, and 23.
- Damean Sanz and Yomara Solis conducted outreach with the Bookmobile during the special summer visits to LOT 318 Gomez on July 7, 14, and 21.
- Damean Sanz and Yomara Solis conducted outreach with the Bookmobile at the City of Placentia's Backpack for Success event at the Whitten Community Center on July 16.
- Damean Sanz and Greg Chavez conducted outreach with the Bookmobile at Movies in the Park at Richard Samp Park on July 17.
- Damean Sanz and Greg Chavez conducted outreach with the Bookmobile at the City Art Walk on July 18.
- Damean Sanz and Jullie Bence conducted outreach with the Bookmobile at the Whitten Community Center on July 22.

MEETINGS

- Margaret Hatanaka attended the City/Library meeting on July 1 where information about the Backpacks and Beyond event and library event were shared and police discussed their upcoming National Night Out event.

PROFESSIONAL DEVELOPMENT

- Alex Aguirre trained Yomara Solis-Cabral on managing the Hangar Makerspace, Teen Volunteer Coordinator duties, and Teen Review Crew.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**TO:** Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Assistant Library Director**SUBJECT:** Children's Services Report for August 2026**DATE:** September 17, 2026

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Storytime	3	9	3	20	-85%
Children's Programs	5	9	16	24	-33%
Hangar	4	5	7	9	-22%
Teen Programs	2	2	4	4	0%
Self-Directed	5	5	10	10	0%
Outreach	1	3	11	3	267%
TOTAL Children/Teen	20	33	51	70	-27%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Storytime	201	445	201	909	-78%
Children's Programs	895	920	2,911	3,524	-17%
Hangar	51	44	98	99	-1%
Teen Programs	24	21	37	42	-12%
Self-Directed	58	37	452	275	64%
Outreach	237	397	874	397	120%
TOTAL Children/Teen	1,466	1,864	4,573	5,246	-13%

The Hangar Makerspace	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Hangar Activity Hour Visits	360	226	636	510	25%

ACHIEVEMENTS

- Daisy Badge planned and conducted Lunch at the Library on August 7.
- Daisy Badge planned and conducted Baby Giggles and Wiggles on August 21.
- Mayli Apontti facilitated the Flutterby: Immersive Butterfly Experience program on Saturday, August 1.
- Mayli Apontti facilitated Read to the Dogs on Monday, August 3.
- Mayli Apontti planned and conducted Family Storytime on Saturday, August 22.

- Yomara Solis planned and conducted PTAC on August 6 and 20.
- Yomara Solis facilitated the Gardening Workshop Series with UC Master Gardeners on August 22.
- Yomara Solis planned and set up crafts for the Hangar for the month of August.
- Yomara Solis and Lori facilitated and conducted Cross Stitch Creating on August 29.
- Alex Aguirre planned and conducted Creating with Cricut on August 23.
- Damean Sanz and Yomara Solis-Cabral facilitated the Fun Friday Performance on August 7.
- Damean Sanz and Gregory Chavez conducted outreach with the Bookmobile during the City's National Night Out event on August 4

MEETINGS

- August 4, Daisy Badge attended the Lunch at the Library Community of Practice #5 meeting where grant reporting requirements for the upcoming reporting period were reviewed including the second financial report and second mid-project narrative report.
- August 6, Margaret Hatanaka attended a Solus EB1 calendar event booking demonstration.
- August 19, Yomara Solis attended the Teen SLS meeting where fellow teen librarians discussed how summer programming went as well as upcoming plans for fall and winter teen programming.
- August 18, Margaret Hatanaka attended a meeting with the non-profit organization, Dreams For Schools, to collaborate on a new series of STEAM programming at the library.
- August 20, Margaret Hatanaka attended a Print by Station overview with ITC.
- August 26, Damean Sanz, Margaret Hatanaka and Jeremy Yamaguchi served on the Library Clerk interview panel.
- August 29, Margaret Hatanaka met with Dreams for Schools representative to discuss a 3-month trial of STEAM programming and gave him a tour of the library facilities.

PROFESSIONAL DEVELOPMENT

- Alex Aguirre trained Yomara Solis-Cabral on managing the Hangar Makerspace, Teen Volunteer Coordinator duties, and Teen Review Crew.
- Damean Sanz trained Isabel Nguyen on how to complete the website and Technology Board reports.
- Damean Sanz tested and implemented the EB1 calendar for the bookmobile website page for Jeremy Yamaguchi.
- Damean Sanz and Yesenia Baltierra met with the Golden Elementary School principal and Morse Elementary School principal on August 27 to discuss Bookmobile logistics and procedures.
- Damean Sanz and Yesenia Baltierra met with the Melrose Elementary School and Ruby Drive principal on August 31 to discuss Bookmobile logistics and procedures.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for July 2026

DATE: September 17, 2026

MONTHLY STATISTICS

Number of Programs by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Programs	5	3	5	3	67%
History Room	1	0	1	0	*
Literacy	21	26	21	26	-19%
General Interest	4	0	4	0	*
Self-Directed	3	3	3	3	0%
TOTAL Adult	34	32	34	32	6%

Program Attendance by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Programs	32	22	32	10	220%
History Room	44	0	44	0	*
Literacy	277	180	277	212	31%
General Interest	1,998	0	1,998	0	*
Self-Directed	202	141	202	11	1736%
TOTAL Adult	2,553	343	2,553	233	996%

History Room Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
History Room Visitors	8	3	8	3	167%
*Memory Lab Appointments	26	25	26	25	4%

Volunteer Hours	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
History Room	0	0	0	0	0%
PLFF	325.5	271.5	325.5	271.5	20%
General Library	68	192.5	68	192.5	-65%
Adult Literacy	203	400	203	400	-49%
PTAC	15.75	36.72	15.75	36.72	-57%
Teen Volunteers	924.5	307.05	924.5	307.05	201%
Total Volunteer Hours	1536.75	1207.77	1536.75	1207.77	27%
FTE Equivalent	8.87	6.97	8.87	6.97	27%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2026-27	2025-26	% change
Adult Literacy Students	73	23	217%
Adult ESL Students	0	53	-100%
Adult Literacy Tutors	76	23	230%
Adult ESL Tutors	0	48	-100%

**Mathematically, division by zero is invalid.*

ACHIEVEMENTS

- Ruchika Sharda facilitated Literacy Reads – Beg. Book Club on July 8, 15, 22.
- Sally Federman facilitated Literacy Reads – Int. Book Club on July 7.
- Ruchika Sharda coordinated Read, Write, Speak Club on July 10, 17, 24, 31.
- Laurel Dennis facilitated Everyday English Skills at the Whitten Center on July 9, 16, 23, 30.
- Ruchika Sharda facilitated Everyday English Skills at PLD July 9, 16, 23, 30.
- Sally Federman facilitated Citizenship class on July 9, 23, 31.
- Laurel Dennis attended the Back-to-School event at the Whitten Center on July 16.
- Sally Federman, Laurel Dennis, and Ruchika Sharda hosted the SCLLN networking meeting on July 14.
- Sally Federman facilitated the Let's Whisk up Some Scones on July 29.
- Tim Balen coordinated Science Fiction, Fantasy & Graphic Novel Book Club on July 9.
- Tim Balen coordinated Nature, Science and Sustainability Book Club on July 25.
- Tim Balen and Alex Aguirre coordinated the 2026 Reading Program: Your Next Chapter in July.
- Tim Balen and Alex Aguirre coordinated the 2026 Summer Reading Program: Dig into Reading in July.
- Tim Balen and Alex Aguirre coordinated the Seed Library in July.

- Tim Balen assisted coordinating the Fun Friday Performance and Lunch at the Library on July 3.
- Tim Balen assisted staff coordinating the To Backpacks and Beyond: Launching Students Toward Success event on July 11.
- Natalie McCard held Adult Book Club on June 9. Participants read the novel *The Girl from Greenwich Street* by Lauren Willig.
- Natalie McCard hosted Get Hooked! Crochet and Knitting Circle on June 20 in the Community Meeting Room.
- Michelle Meades participated in the hiring panel for the City of Santa Ana on July 9.

MEETINGS

- On July 14, Tim Balen attended the SLS Technology Committee Meeting. Member libraries discussed library technology projects, ILS and book and vendor updates, and more, with topics ranging to website development to book processing techniques.
- On July 27, Tim Balen presented at the Board Meeting to share about attending the 2026 American Library Association Annual Conference in Chicago.
- On July 28, staff attended the Staff Congratulations Gathering in the Outdoor Learning Experience.
- On July 14, Sally Federman, Laurel Dennis, and Ruchika Sharda hosted the SCLLN in-person networking meeting. We discussed the new timeline for the Writer-to-Writer Challenge; listened to a presentation on the Airtable platform from a literacy coordinator and listened to a presentation from the CLLS state team; elected the board members for the next two years; and participated in small group discussions on topics that we wanted to learn more about.
- On July 15, Sally Federman attended a CLLS networking meeting. Discussion centered around the new provision that allows CLLS money to cover ESL services. Some direction was given but mostly we were told to wait until the CLLS team sends out clear information on what to do if we decide to provide ESL services.
- Michelle Meades attended the City/Library meeting where the upcoming National Night Out was discussed by police. The library shared about the upcoming backpack event on July 11.
- On July 14, Michelle Meades attended the Niche Academy demonstration arranged by Administration to see what materials this platform offers.

PROFESSIONAL DEVELOPMENT

- On July 28, Tim Balen attended the California State Library's webinar "An Introduction to HomeworkCA". The webinar introduced the CSL's partnership with tutor.com to present a new online resource for K-12 online tutoring and homework help, which will be called HomeworkCA. The online resource is now available on the library's website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for August 2026

DATE: September 17, 2026

MONTHLY STATISTICS

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Programs	3	2	8	5	60%
History Room	0	0	1	0	*
Literacy	20	26	41	52	-21%
General Interest	1	0	5	0	*
Self-Directed	2	2	4	5	0%
TOTAL Adult	26	30	60	62	-3%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Adult Programs	32	15	64	25	156%
History Room	0	0	44	0	*
Literacy	176	311	453	491	-8%
General Interest	560	0	2,558	0	*
Self-Directed	34	27	216	168	40%
TOTAL Adult	802	353	3,335	684	390%

History Room Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
History Room Visitors	11	4	19	7	171%
Memory Lab Appointments	22	39	48	64	-25%

Volunteer Hours	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
History Room	14	0	14	0	*
PLFF	264.4	172.5	590	444	33%
General Library	183.25	73.25	251	266	-5%
Adult Literacy	271	349	474	749	-37%
PTAC	32.0	34.5	48	71	-33%
Teen Volunteers	271.5	167.3	1,196	474	152%
Total Volunteer Hours	765	629	1377	1530	-10%
FTE Equivalent	4.41	3.63	7.95	8.83	-10%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2026-27	2025-26	% change
Adult Literacy Students	73	23	217%
Adult ESL Students	0	53	-100%
Adult Literacy Tutors	76	23	230%
Adult ESL Tutors	0	48	-100%

**Mathematically, division by zero is invalid.*

ACHIEVEMENTS

- Ruchika Sharda facilitated Literacy Reads – Beg. Book Club on August 5, 12, 19, 26.
- Sally Federman facilitated Literacy Reads – Int. Book Club on August 4, 11, 18, 25.
- Ruchika Sharda coordinated Read, Write, Speak Club on August 7, 14, 21.
- Laurel Dennis facilitated Everyday English Skills at the Whitten Center on August 6, 13, 20, 27.
- Ruchika Sharda facilitated Everyday English Skills at PLD August 6, 13, 20, 27.
- Sally Federman, Laurel Dennis, and Ruchika Sharda facilitated a planning meeting for the WC Book Club on August 24.
- Tim Balen coordinated Science Fiction, Fantasy & Graphic Novel Book Club on August 13.
- Tim Balen completed a Review and SNAG Item overhaul for organizing and logging review books and items, along with Support Services staff.
- Natalie McCard held Adult Book Club on August 11. Participants read the novel *The Three Lives of Cate Kay* by Kate Fagan.
- Natalie McCard hosted Get Hooked! Crochet and Knitting Circle on August 29 in the History Room.
- Natalie McCard hosted Adult Craft Night on August 25.
- Alex Aguirre coordinated the 2026 Your Next Chapter Reading Program for the month of August.

- Alex Aguirre helped coordinate the Gardening Workshop Series with UC Master Gardeners on August 22.
- Alex Aguirre planned and coordinated Creating with Cricut on August 23.
- Alex Aguirre and Tim Balen implemented the Tell Us What to Buy Program to replace ZipBooks beginning in August.

MEETINGS

- On August 6, Tim Balen attended the Solus EB1 Calendar/Event Bookings kickoff meeting, along with library staff and vendor representatives. The meeting focused on how staff can use the new EB1 resource as a library calendar, for room booking, and more.
- On August 10, Tim Balen attended a library vendor meeting with Brodart representatives to discuss technical, logistical, and book processing questions and updates, as well as touch base on the library's book and collection roadmap for the 2026-2027 Fiscal Year.
- On August 11, Alex Aguirre attended the Beanstack EDU: Beanstack 201 virtual meeting. Topics included using Beanstack to host fundraisers, using Challenges to log staff trainings and orientation/onboarding, and using Reading List Challenges for reading programs.
- On August 13, Alex Aguirre attended the Zip Books meeting online with the California State Library and participating libraries. The meeting focused on final report instructions including project outcomes, importance of project outcomes, project outputs, expenses, and success stories.
- On August 19, Sally Federman attended a CLLS networking meeting. We met the new Library Programs Consultant, Kate Suter. We were given information about a new online learning platform called, Cell-Ed. We were given information about reimbursement for the CLS Conference. We talked about ESL being offered through the CLLS grant and what that would entail in light of tracking and reporting.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: Technology and Website Report for July 2026

DATE: September 17, 2026

MONTHLY STATISTICS

Computer and Wi-Fi Usage	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2025-26	2024-25	% change
Children Computer Usage	255	388	255	388	-34%
Children AWE Learning Usage	477	778	477	778	-39%
Teen Computer Usage	31	38	31	38	-18%
Adult Computer Usage	956	926	956	926	3%
Total Computer Usage	1,719	2,130	1,719	2,130	-19%
Wi-Fi Usage	2,116	1,757	2,116	1,757	20%
Guest Passes	73	95	73	95	-23%

Website Traffic	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2025-26	2024-25	% change
Website visits	17,112	26,652	17,112	26,652	-36%
Page Hits	29,687	40,279	29,687	40,279	-26%
Users	12,721	20,469	12,721	20,469	-38%
Placentia Library Online Catalog Usage	6,295	3,190	6,295	3,190	97%

App Usage	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2025-26	2024-25	% change
App Downloads	97	107	97	107	-9%
App Launches	3,609	2,316	3,609	2,316	56%
Searches	2,871	3,310	2,871	3,310	-13%
Requests Placed	647	322	647	322	101%
Renewals Done	947	627	947	627	51%
App Catalog Usage	4,465	4,259	4,465	4,259	5%

Technology and Website Update — July 2026

Completed

- **Self-Registration / Online Applications:** Online self-registration is fully configured, tested, and operational. The technology portion of the project is complete; broader public promotion remains pending administrative approval.
- **Horizon Borrower Type / Statistical Class Automation:** Implemented automated updates for borrower types and statistical classes, including New Borrower-to-Regular conversions and age-based updates. This replaces a historically manual process that was never fully caught up, improves reporting accuracy, and is expected to eliminate thousands of hours of future manual cleanup and maintenance.
- **Security Camera Replacement Project:** Completed installation of replacement security cameras. New cameras provide improved image quality, stronger coverage, and better protection of high-value and high-use areas, including public computer spaces.
- **Staff Workstation Replacement:** Ordered six replacement staff computers to replace systems more than five years old that are beginning to experience reliability issues.

In Progress

- **Horizon Data Integrity and Automation:** Continued cleanup and automation work within Horizon. Current projects include borrower type cleanup, statistical class cleanup, Bookmobile configuration changes, and development of automation for the New-to-Old Books process. Bookmobile circulation settings continue to be adjusted as policies and service expectations are refined by Administration and departments.
- **Board Statistics Modernization:** Completed onboarding and initial system configuration. One dataset/reporting process has been migrated into LibInsight, with additional datasets and reporting workflows currently being developed.
- **Board Report and Statistics Automation:** Continued modernization of recurring reporting processes through scripting, automation, and streamlined workflows. Several previously manual tracking processes have already been reduced or automated, with additional reporting processes under review.
- **Online Calendar, Events, and Room Booking System:** Implementation and staff onboarding are underway for the new online calendar, event, and room-reservation platform. Initial configuration and staff testing began during the summer, with phased implementation planned for calendar/event entry first, followed by staff room reservations, public room reservations, event registration, and equipment reservations.
- **Staff Scheduling Software:** Completed product evaluation, testing, and procurement of a new cloud-based staff scheduling platform. System onboarding and configuration are now underway, with implementation planned in phases before broader staff use.

- **Technology Strategic Plan 2027–2031:** Continued development of the District’s five-year Technology Strategic Plan. An interdepartmental meeting was held to gather input and identify technology priorities across service areas. Additional department review and refinement will continue, with a target completion date of January 1, 2027.
- **E-Rate / Infrastructure Planning:** Continued project management, consultant coordination, and planning for upcoming E-Rate-supported network and infrastructure projects. Current work remains dependent on pending FCC approvals.
- **Infrastructure, Server, and Security Maintenance:** Continued routine maintenance and monitoring of servers, network infrastructure, backups, security systems, and core technology services to support reliable daily operations.
- **Vendor and Contract Coordination:** Continued coordination with technology and library-system vendors on system support, project planning, quotes, purchasing, contract matters, and implementation follow-up.

Upcoming / Next Steps

- **BLUEcloud Circulation Staff Training:** Full staff training is scheduled for August to expand use of BLUEcloud Circulation as a backup circulation platform during Horizon/Citrix outages or service disruptions.
- **Online Calendar / Room Booking Rollout:** Continue staff training, testing, and phased implementation of event entry and room-reservation workflows, followed by broader patron-facing functionality.
- **Staff Scheduling Implementation:** Complete system configuration, establish base schedules and permissions, begin staff testing, and transition toward regular use.
- **Horizon Automation and Cleanup:** Continue borrower type/statistical class cleanup, Bookmobile policy configuration, and development of additional automated maintenance processes.
- **LibInsight Expansion:** Migrate additional Board-report and operational datasets into LibInsight and continue parallel reporting while new workflows are validated.
- **Technology Strategic Plan:** Continue departmental input, lifecycle planning, budget estimates, and project prioritization toward completion of the 2027–2031 plan by January 1, 2027.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: Technology and Website Report for August 2026

DATE: September 17, 2026

MONTHLY STATISTICS

Computer and Wi-Fi Usage	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Children Computer Usage	320	404	575	792	-27%
Children AWE Learning Usage	493	801	970	1,579	-39%
Teen Computer Usage	47	127	78	165	-53%
Adult Computer Usage	1,045	1,138	2,001	2,064	-3%
Total Computer Usage	1,905	2,470	3,624	4,600	-21%
Wi-Fi Usage	2,502	1,853	4,618	3,610	28%
Guest Passes	107	107	180	202	-11%

Website Traffic	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Website visits	17,652	36,307	34,764	62,959	-45%
Page Hits	28,952	48,129	58,639	88,408	-34%
Users	13,264	30,758	25,985	51,227	-49%
Placentia Library Online Catalog Usage	5,801	2,920	12,096	6,110	98%

App Usage	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
App Downloads	102	80	199	187	6%
App Launches	3,295	2,240	6,904	4,556	52%
Searches	3,042	2,771	5,913	6,081	-3%
Requests Placed	701	379	1,348	701	92%
Renewals Done	969	628	1,916	1,255	53%
App Catalog Usage	4,712	3,778	9,177	8,037	14%

Technology and Website Update — August 2026

Completed

- **Bookmobile Online Calendar Deployment:** Successfully launched the Bookmobile's new online calendar in August as the first public-facing phase of the District's new calendar, events, and reservation platform.
- **Staff Technology Training:** Completed shared staff technology training during Staff Development Day. Training covered Horizon backup and business continuity workflows, introduction to the new staff scheduling system, Snag/Review processes, launch of the SharePoint staff training and reference portal, Clover point-of-sale procedures review, and targeted EB1 calendar configuration training for select staff.

In Progress

- **Horizon Data Integrity, Circulation Rules, and Automation:** Continued to prioritize Horizon cleanup, consolidation, and automation projects. Current work includes ongoing cleanup of borrower/user types, reporting processes, and statistical tracking, along with significant work rebuilding circulation parameters and rules to support Bookmobile-specific service restrictions and customizations.
- **LibInsight / Board Statistics Modernization:** Continued expansion of LibInsight for Board and operational reporting. Customer Services and Web/Technology dashboards are now live, Footfall data is available within the platform, and LibInsight charts and visualizations are beginning to be incorporated into Board reports.
- **Board Report and Statistics Automation:** Continued development of automated Board-reporting processes through custom scripting, improved vendor-supported workflows, and data visualization tools. This remains an ongoing modernization effort intended to reduce manual reporting work and improve the consistency and usefulness of District statistics.
- **Online Calendar, Events, and Room Reservations:** Continued phased implementation of the District's new EB1 calendar and reservation platform. Following the August Bookmobile calendar launch, the current rollout schedule includes:
 - Full Library online calendar deployment targeted for mid-September.
 - Staff transition to EB1 for meeting room, study room, and study pod reservations targeted for the end of September.
 - Public self-service room reservations through the Library website and mobile app targeted for November 1, while continuing to support in-person reservations.

- **Staff Scheduling Software:** Staff training has been completed, and schedules are being built in the new cloud-based scheduling platform. The District plans to begin using the new system for regular staff scheduling in **mid-September**.
- **Staff Workstation Replacement:** Replacement staff computers have been received and are currently in the provisioning and deployment phase as part of the District's ongoing workstation replacement and technology lifecycle program.
- **Technology Strategic Plan 2027–2031:** Continued development of the District's five-year Technology Strategic Plan. A draft is in progress and remains pending additional departmental input, vendor guidance, and research related to longer-term technology roadmaps, equipment availability, and market conditions.
- **Integrated Library System Research / RFP Planning:** Continued research and evaluation related to the District's future Integrated Library System. A working committee has been established, vendor demonstrations have begun, and staff are closely following the Yorba Linda Public Library RFP process as part of the District's planning and evaluation efforts.
- **E-Rate / Infrastructure Planning:** Continued planning for upcoming E-Rate-supported network and infrastructure improvements. The project remains pending FCC approval.

Upcoming / Next Steps

- Complete the mid-September transition to the new staff scheduling platform.
- Complete the mid-September deployment of the full Library online calendar.
- Transition staff to the new meeting room, study room, and study pod reservation system by the end of September.
- Continue preparation for the November 1 launch of public self-service room reservations through the Library website and mobile app.
- Continue Horizon cleanup, circulation-rule configuration, statistical improvements, and automation projects.
- Expand LibInsight dashboards, visualizations, and automated Board-reporting workflows.
- Continue Integrated Library System research, vendor demonstrations, and RFP planning.
- Continue development of the 2027–2031 Technology Strategic Plan through additional departmental input, vendor guidance, and long-term technology planning.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: Customer Service Report for July 2026

DATE: September 17, 2026

Attendance	July	July	FY-T-D	FY-T-D	FY-T-
	2026	2025	2026-	2025-	%
Number of Days	30	30	30	30	0%
Number of Hours	278	281	278	281	-1%
Attendance	25,266	25,22	25,266	25,221	0%
Meeting Room	60		60		
Meeting Room	2,346		2,346		

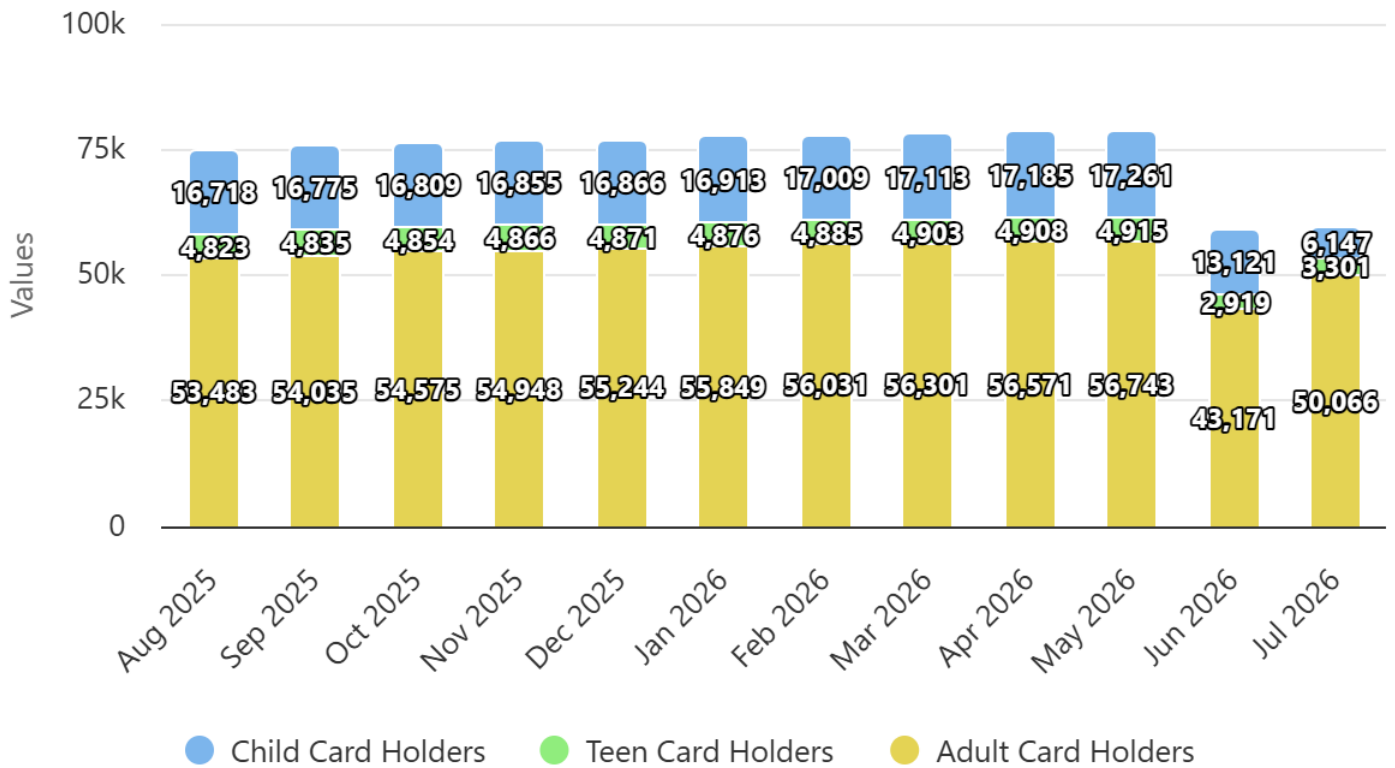
*New Data for FY

Information Desk Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-	2025-	%
Reference Questions -- in	2,341	2,792	2,341	2,792	-16%
Reference Questions --	529	567	529	567	-7%
Reference Questions --	6	2	6	2	200%
Total Reference Questions	2,876	3,361	2,876	3,361	-14%
Study Room Usage	230	254	230	254	-9%
PODs	175	177	175	177	-1%
OLE Space	3,560		3,560		

Passport Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Passports Processed	269	567	269	567	35%
Photos Processed	195	416	195	416	-53%

Processing	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
New Books Processed	653	260	653	260	151%
Billing Notices Mailed	61	67	61	67	-9%
Filled Hold Requests	551	530	551	530	4%
Expired Holds	234	196	234	196	19%

Card Holders	July	July	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Child Card Holders	6,147	16,648	6,147	16,648	-63%
Teen Card Holders	3,301	4,809	3,301	4,809	-31%
Adult Card Holders	50,066	52,990	50,066	52,990	-6%
Total Card Holders	59,514	74,447	59,514	74,447	-20%
New Patron Registration	386	566	386	566	-32%
New Virtual Library Cards	22	235	22	235	-91%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Jeremy Yamaguchi, Technology Manager
SUBJECT: Customer Service Report for August 2026
DATE: September 17, 2026

Attendance	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Number of Days Open	30	31	60	61	-2%
Number of Hours Open	271	276	549	557	-1%
Attendance	22,995	22,987	48,261	48,208	0%
Meeting Room Rentals*	30		3		
Internal Meeting Room Use*	396		22		

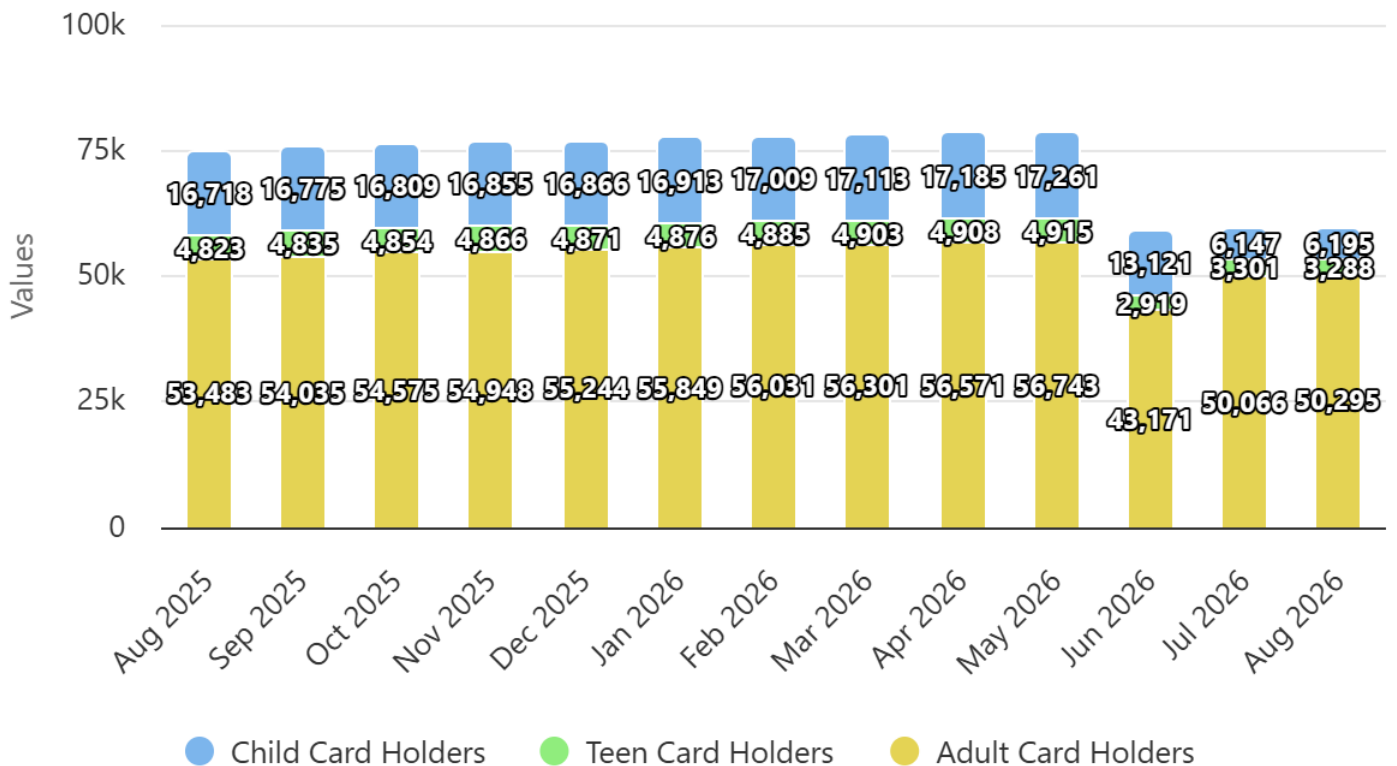
*New Data for FY 26/27

Information Desk Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Reference Questions -- in person	2,726	2,356	5,067	5,148	-2%
Reference Questions -- telephone	556	569	1,085	1,136	-4%
Reference Questions -- email/chat	7	3	13	5	160%
Total Reference Questions	3,289	2,928	6,165	6,289	-2%
Study Room Usage	240	224	470	478	-2%
PODs	205	167	380	167	128%
OLE Space	3,536		3,536		

Passport Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Passports Processed	343	348	612	915	-33%
Photos Processed	249	242	444	658	-33%

Processing	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
New Books Processed	230	260	883	520	70%
Billing Notices Mailed	37	67	98	134	-27%
Filled Hold Requests	629	530	1180	1060	11%
Expired Holds	222	196	456	392	16%

Card Holders	August	August	FY-T-D	FY-T-D	FY-T-D
	2026	2025	2026-27	2025-26	% change
Child Card Holders	6,195	16,718	12,342	33,366	-63%
Teen Card Holders	3,288	4,823	6,589	9,632	-32%
Adult Card Holders	50,295	53,483	100,361	106,473	-6%
Total Card Holders	59,778	75,024	119,292	149,471	-20%
New Patron Registration	434	608	820	1,174	-30%
New Virtual Library Cards	34	269	56	504	-89%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 2026-04: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Approving the Memorandum of Understanding Entered into by and Between the Special District Risk Management Authority and the Participating Public Entity.**

DATE: September 17, 2026

BACKGROUND

The District participates in the health benefits program administered through the Special District Risk Management Authority (SDRMA). SDRMA provides health benefit program services to participating special districts pursuant to the terms and conditions established through its program agreements and related memoranda of understanding.

SDRMA has provided the District with an amended Health Benefits Memorandum of Understanding to update and clarify the terms governing the District's participation in the SDRMA health benefits program. The amended MOU is intended to reflect current program requirements, administrative procedures, and applicable benefit provisions.

The proposed amended MOU establishes the terms and conditions under which the District will continue to participate in SDRMA's health benefits program. The amendment provides for updated language and provisions consistent with SDRMA's current administration of the program.

Approval of the amended MOU will ensure that the District's participation in the SDRMA health benefits program remains current and properly documented. Adoption of Resolution No. 2026-04 will authorize execution of the amended MOU on behalf of the District and permit staff to carry out any related administrative requirements.

There is no direct fiscal impact associated with adoption of Resolution No. 2026-04 beyond the District's existing obligations and costs associated with participation in the SDRMA health benefits program. Any applicable changes to premiums, contributions, or other program costs will be incorporated into the District's normal budgeting and financial planning processes.

Staff recommends that the Board of Directors adopt Resolution No. 2026-04, approving the amended Health Benefits Memorandum of Understanding ("MOU") between the Special District

Risk Management Authority (SDRMA) and the District, and authorizing the appropriate District representatives to execute the amended MOU and take any necessary administrative actions to implement its provisions.

Attachment A is Resolution 2026-04.

Attachment B is the informational packet from SDRMA which includes the amended MOU.

RECOMMENDATIONS

1. Motion to adopt Resolution No. 2026-04, approving the amended Health Benefits Memorandum of Understanding between the Special District Risk Management Authority and the District; and,
2. Authorize the appropriate District representatives to execute the amended MOU and take all necessary administrative actions to implement the agreement; and,
3. A roll call vote.

RESOLUTION NO. 2026-04

A RESOLUTION OF THE OF THE (GOVERNING BODY) OF PLACENTIA LIBRARY DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

WHEREAS, Placentia Library District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 17th day of September, 2026 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

Board Secretary



July 27, 2026

Jeanette Contreras
Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

Amended SDRMA Health Benefits Memorandum of Understanding (MOU)

Dear Jeanette Contreras,

At the June 24, 2026, SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the SDRMA Health Benefits Memorandum of Understanding (MOU). The amendments were made to better align the MOU with our pool, Public Risk Innovation, Solutions and Management (PRISM) MOU and industry norms.

According to SDRMA records, your entity participates in SDRMA's Health Benefits program and previously executed a prior version of the Health Benefits Memorandum of Understanding (MOU) and Resolution. Per section 15 of the amended MOU, *AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.*

Your governing body must execute the enclosed MOU and Resolution and return the original wet signature or DocuSign MOU and Resolution to SDRMA by **November 1, 2026**, to ensure your entity follows the above MOU guideline. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2026**, your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2027**.

Program Administrative Guidelines are referenced throughout the MOU. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are not already registered on the MemberPlus Portal, please email us at healthbenefits@sdrrma.org for instructions or simply click *MemberPlus Login* and *Register as a new user* from www.sdrma.org. Once you are registered and login,





the Administrative Guidelines can be found on the Health Benefits landing page with the link description of: *SDRMA Health Benefits Administrative Guidelines*.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2026, we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

Please contact us at 800.537.7790 or at alittle@sdrma.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation of the SDRMA Health Benefits Program!

Sincerely,

Special District Risk Management Authority

A handwritten signature in blue ink that reads "Alana A. Little".

Alana Little

Health Benefits Manager

Enclosures: Memorandum of Understanding

Resolution

Redline version of Memorandum of Understanding

Return Address Envelope



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. "Committee" means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. "Coverage Documents" means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. "Program Participation Agreement" means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

- d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.
- e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.
2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. ENTITY may rescind its notice of intent to withdraw. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this

or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. **VENUE.** Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. **AMENDMENT OF MEMORANDUM; WAIVER.** This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Placentia Library District

RESOLUTION NO. _____

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Placentia Library District
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN
THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS
PROGRAM**

WHEREAS, Placentia Library District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. DEFINITIONS. For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.

a. "Committee" means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.

b. "Coverage Documents" means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.

c. "Program Participation Agreement" means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be



completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

12. PURPOSE. ENTITY is signatory to this MEMORANDUM for the ~~express sole~~ purpose of enrolling in the Program~~ROGRAM~~.

23. ENTRY INTO PROGRAM. ENTITY shall ~~enroll~~ apply for participation in the Program~~ROGRAM~~ by ~~making application through executing and all forms prescribed by SDRMA.~~ SDRMA shall submit the completed forms to which shall be subject to approval by the Program~~ROGRAM's~~ Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's ~~and~~ governing documents and in accordance with the Program's~~applicable~~ eligibility guidelines.

34. MAINTENANCE OF EFFORT. Program ~~ROGRAM~~ is designed to provide an alternative provides health benefits solution to all participants active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the Program~~ROGRAM~~ only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements

45. PREMIUMS. ENTITY ~~understands agrees and acknowledges~~ that premiums and rates for the Program ~~ROGRAM~~ are set by the COMMITTEE~~Committee~~ and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly premiums based upon rates established amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.



~~Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.~~

~~SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.~~

~~Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.~~

- ~~56.~~ **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY'S Plan Summary for the ~~Program~~ **ROGRAM** and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to ~~Program~~ **ROGRAM** underwriter for approval.

- ~~6.~~ **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.

- ~~7.~~ **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss



~~coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.~~

~~8. ASSESSMENTS. Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:~~

~~a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.~~

~~b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.~~

~~c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.~~

~~d. Fund equity will be evaluated on a total PROGRAM wide basis as opposed to each year standing on its own.~~

~~7. ASSESSMENTS AND DIVIDENDS. The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.~~

~~If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.~~

~~After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.~~

~~98. WITHDRAWAL. ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its~~



~~intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. ENTITY may rescind its notice of intent to withdraw. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the ProgramPROGRAM, there is a 3-year waiting period to come back into the ProgramPROGRAM, and the ENTITY will be subject to underwriting approval again.~~

~~10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.~~

~~9. ARBITRATION OF DISPUTES. To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final, and may be entered into any court having jurisdiction.~~

~~11~~10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.

~~12~~11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.

~~13~~12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.

~~14~~13. COMPLETE AGREEMENT. This MEMORANDUM together with the related ~~ProgramPROGRAM documents~~Documents constitutes the full and complete agreement of the ENTITY.

~~15~~14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

~~16~~15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the



~~right of either party thereafter to enforce each and every such provision may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any If ENTITY who fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate shall be deemed to have withdrawn this MEMORANDUM and ENTITY'S Program Participation Agreement from the PROGRAM effective as of on the next annual renewal date.~~

~~17~~16. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.

~~18~~17. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Agency ENTITY Name



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Policy 2306 – Job Description, Technology Manager, as presented inclusive of feedback received from the Library Board of Trustees.**

DATE: September 17, 2026

BACKGROUND

The Technology Manager position is responsible for managing the District's Technology and Support Services Department and providing leadership over circulation, technical services, and District-wide technology operations. The position also works closely with the Library Director in implementing Library services and programs and may be designated in charge of the Library in the absence of the Library Director and Assistant Library Director.

Staff has reviewed the existing job description and recommend amendments to ensure that the classification accurately reflects the scope, complexity, and current operational responsibilities of the position. The proposed revisions provide greater clarity regarding management responsibilities, District-wide technology oversight, staff supervision, technology planning, cybersecurity, vendor management, online services, grants, passport services, and business continuity.

The proposed amendments are intended to:

1. Reflect the expanded scope of District-wide technology responsibilities.

The amended description more clearly identifies the Technology Manager's responsibility for the District's technology environment, including the Integrated Library System, network infrastructure, servers, workstations, telecommunications, wireless networks, software applications, cloud-based systems, system integrations, and other technology supporting Library operations.

2. Clarify technology project management and vendor coordination.

Technology projects increasingly involve District staff as well as vendors, consultants, contractors, and third-party service providers. The amended description specifically assigns

responsibility for establishing project requirements, evaluating solutions, coordinating implementation, and monitoring service and performance.

3. Strengthen long-term technology planning and lifecycle management.

The amended job description recognizes the Technology Manager's role in planning for the maintenance, replacement, and lifecycle of technology infrastructure, equipment, software, and systems. It also establishes responsibility for recommending technology priorities, capital improvement projects, and long-term technology investments.

4. Better define supervisory and personnel-management responsibilities.

The amended description provides greater specificity regarding scheduling, staffing coverage, work assignments, training, performance management, progressive discipline, and other personnel actions. The position is also responsible for hiring, mentoring, disciplining, evaluating, and terminating staff within assigned authority.

5. Clarify responsibility for the District website and online services.

The proposed language recognizes the technical and administrative responsibilities associated with the District website and related online systems, including infrastructure, DNS, system configuration, integrations, code implementation, vendor coordination, and technical support.

6. Incorporate cybersecurity, data protection, and business continuity responsibilities.

The qualifications section now expressly recognizes knowledge of cybersecurity, data protection, backup, and business continuity. The position is also responsible for developing and maintaining documentation, procedures, cross-training, and business continuity practices for Technology and Support Services operations.

7. Align the classification with current procurement and fiscal responsibilities.

The amended description recognizes the Technology Manager's participation in technology procurement, vendor selection, contract evaluation, requests for proposals or quotations, E-Rate activities, and other purchasing processes. The position also participates in budget development and administers approved expenditures within assigned areas of responsibility.

8. Clarify responsibility for specialized Library services.

The amended job description specifically identifies oversight of District passport acceptance operations and assigned staff, including administrative, procedural, training, and compliance requirements related to passport services.

9. Better reflect the level of professional judgment and strategic responsibility required.

The amended qualifications emphasize the ability to analyze technical, operational, and personnel problems; evaluate technology systems and services; develop recommendations; manage multiple projects; and communicate technical and operational information to both technical and non-technical audiences, including management and the Board of Trustees.

10. Update minimum qualifications to correspond with the position's responsibilities.

The proposed minimum qualifications require a Bachelor's degree and five years of Information Technology or related experience, or an Information Technology-related certificate and seven years of experience. The position also requires at least three years of supervisory or management experience. A Master's degree in Library and Information Science remains highly desirable.

The proposed amendments are intended to provide a more accurate and comprehensive description of the Technology Manager classification as it currently functions within the District. The revisions distinguish the position from a narrow technical role by documenting its broader managerial, operational, strategic, fiscal, personnel, and service responsibilities.

The amended job description also provides greater clarity for recruitment, performance evaluation, organizational accountability, succession planning, and assignment of responsibilities within Technology and Support Services.

Importantly, the job description retains flexibility for the District to modify assignments as operational needs change and to make reasonable accommodations for qualified employees.

Attachment A is the Amended Policy 2306 – Job Description, Technology Manager.

Attachment B is the current Policy 2306.

RECOMMENDATIONS

1. A motion to authorize amendments to Policy 2306 – Job Description, Technology Manager, as presented inclusive of feedback received from the Library Board of Trustees; and,
2. A roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Technology Manager

POLICY NUMBER: 2306

DEFINITION:

Under the general direction of the Library Director, manages the Technology and Support Services Department, including circulation, technical services, and District-wide technology operations; works closely with the Library Director to implement exemplary library services and programs; performs a wide variety of complex library-related and technology-related tasks requiring specialized ability and knowledge; interprets and applies broadly defined policies and procedures.

Receives general direction from the Library Director. Supervises and manages Library District staff. Plans, assigns, schedules, directs, and reviews the work of assigned staff; approves leave and time-off requests; coordinates staffing and task coverage; and carries out personnel actions consistent with District policies and procedures. May be designated in charge of the Library during the absence of the Library Director and Assistant Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, plans, and oversees the operation of multiple programs and services, including circulation, technical services, technology, e-services, and web-based systems and services.
- Contributes to the development and implementation of the budget, goals, objectives, policies, and priorities for the assigned functional areas; recommends within District policy appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages, administers, coordinates, or oversees District-wide technology systems and services, including the Integrated Library System (ILS), network infrastructure, servers and related systems, staff and public workstations, telecommunications, wireless networks, software applications, cloud-based systems, systems integrations, and other technology used in Library operations.
- Coordinates and oversees technology projects performed by District staff, vendors, consultants, contractors, and third-party service providers; establishes project requirements, evaluates solutions, coordinates implementation, and monitors ongoing service and performance.
- Analyzes technology and library trends and makes appropriate recommendations to the Library Director for short-term and long-term strategic plans that will prepare the Library to address the community's needs.
- Plans for the maintenance, replacement, and lifecycle of technology infrastructure, equipment, software, and systems; develops and recommends technology priorities, capital improvement projects, and long-term technology investments.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of library services, programs, projects, and activities; assesses and monitors workload; identifies opportunities for improvement and recommends to the Library Director.

- Manages and participates in the development and administration of assigned budgets; prepares and presents recommendations to the Library Director for staffing, equipment, technology investments, operational expenditures, and capital improvements; and administers approved budgets and expenditures within assigned areas of responsibility.
- Participates in technology procurement, vendor selection, contract evaluation, requests for proposals or quotations, E-Rate activities, and other purchasing processes related to assigned programs and services.
- Participates in selection of, schedules, trains, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements progressive discipline procedures.
- Schedules assigned department staff; reviews and approves leave and time-off requests; assigns work; establishes staffing and task coverage; and adjusts assignments and schedules based on operational needs.
- Hires, mentors, disciplines, evaluates, and terminates library staff within assigned authority.
- Oversees circulation and technical services operations through assigned staff; establishes procedures, monitors service delivery, reviews workflows, and works with supervisors and staff to maintain effective and consistent operations.
- Oversees the technical administration and support of the District's website and related online systems, including infrastructure, DNS, system configuration, integrations, code implementation, vendor coordination, and technical support for departments contributing content or services.
- Provides technical support and coordination for electronic resources, online services, event and reservation systems, and other web-based Library services; supports departments responsible for creating and maintaining public-facing content and design.
- Coordinates and performs administrative work in grants administration and reporting, including researching and evaluating grant funding opportunities relative to assigned programs and services, preparing grant proposals, and reporting on funded projects, programs, and services.
- Attends District, professional, community, and other meetings or events as necessary or as assigned by the Library Director.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for Technology and Support Services staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares, coordinates, or oversees the preparation of reports of Technology and Support Services activities to the Library Director, the State Library of California, and other governmental agencies as required.
- Maintains effective relations with persons utilizing District services; responds to or coordinates the resolution of complaints and inquiries related to assigned areas of responsibility and refers matters to the appropriate staff or Administration when necessary.
- Oversees District passport acceptance operations and assigned staff; coordinates administrative, procedural, training, and compliance requirements related to passport services.
- Develops, maintains, and promotes documentation, procedures, cross-training, and business continuity practices for Technology and Support Services operations.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures, policies, and operations, including library-related computer hardware, software, systems, and technology services.
- Principles and practices of information technology management, including network infrastructure, servers, workstations, telecommunications, cloud-based systems, software applications, systems integration, cybersecurity, data protection, backup, and business continuity.
- Integrated Library Systems (ILS), circulation systems, patron account management, technical services workflows, RFID and self-service technologies, and related library technology platforms.
- Principles and practices of personnel supervision and management, including employee scheduling, work assignment, training, performance evaluation, coaching, discipline, and staff development.
- Technology procurement, vendor and contract management, project planning and implementation, equipment lifecycle planning, and evaluation of technology products and services.
- Principles and practices of budgeting, including preparation of operating and capital expenditure recommendations, expenditure monitoring, and basic fund accounting.
- Methods and practices for developing procedures, documentation, staff training, cross-training, and business continuity plans.
- Applicable laws, regulations, policies, and standards related to assigned Library operations, technology systems, patron privacy, records, accessibility, and information security.
- Principles and practices of customer service and public agency operations.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers, community organizations, vendors, contractors, and other partners.
- Organize and manage workflow for self and others, supervise and direct staff, establish priorities, and implement applicable policies and procedures.
- Plan, coordinate, and manage multiple technology and Support Services projects and initiatives while meeting deadlines and operational requirements.
- Evaluate technology systems, products, and services; develop recommendations; and coordinate implementation with staff, vendors, contractors, consultants, and service providers.
- Analyze difficult technical, operational, and personnel problems, recommend solutions, and take independent action within assigned authority.
- Communicate technical and operational information clearly and effectively to technical and non-technical audiences.
- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and Experience:

- A Bachelor's degree and a minimum of five (5) years of Information Technology or related experience -OR- a Certificate in Information Technology or related field and a minimum of seven (7) years of experience in Information Technology or a related field.
- A minimum of three (3) years of supervisory or management experience; preferably with a public library.
- Ability to demonstrate vision, strategic thinking, collaboration and inclusive leadership skills; flexibility and adaptability; and a willingness to embrace and drive change initiatives.

- A Master's degree in Library and Information Science is highly desirable.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Technology Manager
POLICY NUMBER: 2306

DEFINITION:

Under the general direction of the Library Director, manages the Circulation/Technology

Department including Technical Services; works closely with the Library Director to implement exemplary library services and programs; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; interprets and applies broadly defined policies and procedures. Technology Manager may provide customer service at the single-point Information Desk, which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Supervises and manages Library District staff. May be designated in charge of the Library during the absence of the Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, plans, and oversees the operation of multiple programs and services, including circulation, technical services, technology, e-services, and web services.
- Contributes to the development and implementation of the budget, goals, objectives, policies, and priorities for the assigned functional area; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Oversees all technology and Wi-Fi related projects, including the Library's catalog system, office and computer hardware and software, broadband initiatives, electronic resources, web- based projects, and social media.
- Analyzes technology and library trends and makes appropriate recommendations to the Library Director for short-term and long-term strategic plans that will prepare the Library to address the community's informational, recreational, and research needs.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of library services, programs, projects, and activities; assesses and monitors workload; identifies opportunities for improvement and recommends to the Library Director.
- Manages and participates in the development and administration of and oversees

assigned budgets; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.

- Participates in selection of, schedules, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements progressive discipline procedures.
- Develops and maintains effective working relationships with colleagues, library support groups, volunteers, and vendors.
- Directs, coordinates, and reviews the activities and performance concerning personnel, resources, equipment, services, and programs for the Children's and Adult Departments.
- Hires, mentors, disciplines, evaluates, and terminates library staff.
- Analyzes, researches, and solves technical problems, using initiative and vendor technical support.
- Coordinates and performs administrative work in grants administration and reporting, including researching and evaluating grant funding opportunities relative to assigned programs and services, preparing grant proposals, and reporting on funded projects, programs, and services.
- Identifies and anticipates changing community needs, library best practices, and technological advancements; develops and implements plans, services, and programs to address these changes.
- Attends all meetings including District, professional, and community events, as the Library Director specifies from time to time.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for the Circulation/Technology staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares and submits reports of Support Services (circulation and technology) activities to the Library Director, the State Library of California, and other governmental agencies as required.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customer complaints and inquiries.
- Supervises and manages the library system software for circulation, patron registration, and delinquent account collections in compliance with Anaheim Library and Placentia Library District policies and procedures.
- Serves as a United States Passport Application Acceptance Agent.
- Coordinates passport activities and requirements with the Department of State.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies including library-related computer hardware and software operations.
- Skills required in performing reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

- Skills required in operating all components of a library-based literacy program.
- Basic fund accounting and budgeting.

Ability

to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.
- Organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.
- Analyze difficult problems, recommend solutions and take independent action.
- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and

Experience:

- A Bachelor's degree and a minimum of five (5) years of Information Technology or related experience -OR- a Certificate in Information Technology or related field and a minimum of seven (7) years of experience in Information Technology or a related field.
- A minimum of three (3) years as a supervisory or management experience; preferably with a public library.
- Ability to demonstrate vision, strategic thinking, collaboration and inclusive leadership skills; flexibility and adaptability; and a willingness to embrace and drive change initiatives.

Licenses and

Certifications:

Possession of a valid California driver's license.

**PHYSICAL
DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks,

climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent

encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize an Amendment to Policy 2010 – Hours of Work and Overtime, as presented inclusive of feedback received from the Library Board of Trustees.

DATE: September 17, 2026

BACKGROUND

Policy 2010 establishes the District’s requirements regarding hours of work and overtime for non-exempt employees. The policy currently provides that the regular workweek consists of seven consecutive days, beginning at 12:01 a.m. Friday and ending at midnight Thursday.

The existing policy defines overtime, in part, as time worked in excess of 80 hours in a pay period. The proposed amendment would replace this provision with time worked in excess of 40 hours in a workweek.

With consultation from District Counsel, staff is recommending this amendment to clarify the District’s overtime standard and align the policy language with the District’s defined workweek.

The proposed revision changes Section **2010.4.1** from:

“Time worked in excess of 80 hours in a pay period” to “Time worked in excess of 40 hours in a workweek.”

The amendment provides a clear relationship between the definition of overtime and the District’s established workweek, which runs from Friday through Thursday. This will provide employees, supervisors, and payroll staff with a consistent standard for determining when overtime has occurred.

The policy would continue to provide that overtime also includes time worked on a designated holiday.

No changes are proposed to the policy provisions concerning regular hours of work, the definition of work, or attendance at Board of Trustees meetings. Under the existing policy, assigned attendance at Board meetings is considered working time, while voluntary, non-assigned attendance is not considered work for purposes of the policy.

Policy 2010 applies to all non-exempt employees.

Staff recommends adoption of the amendment to provide a clear and consistent overtime standard based on the District's established workweek.

Attachment A is the Amended Policy 2010 – Hours of Work and Overtime.

RECOMMENDATIONS

1. A motion to authorize an amendment to Policy 2010 – Hours of Work and Overtime, as presented inclusive of feedback received from the Library Board of Trustees; and,
2. A roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy will apply to all non-exempt employees.

2010.2 The regular hours of work each day will be consecutive except for interruptions for meals and break periods.

2010.3 The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 80 hours in a pay period (**REPLACE with: 40 hours in a workweek**); or

2010.4.2 Time worked on a designated holiday.

2010.5 Work shall be defined as activity in performance of assigned tasks.

2010.5.1 If employees are specifically assigned to attend Board of Trustees Meetings, the time shall be considered as part of their working hours for the pay period and their schedule shall be adjusted by their supervisor.

2010.5.2 Voluntary, non-assigned attendance at Board of Trustees Meetings shall not be considered as work for the purposes of this policy and attendance during regularly scheduled

work hours shall be treated as time away from work and subject to Policy 2020.9 on vacation time.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Review and Approve the Request for Proposal (RFP) for HVAC Screening Construction**

DATE: September 17, 2026

BACKGROUND

In 2019, the District completed the Centennial Renovation Project, which included improvements and upgrades to the District facility as part of the District's centennial celebration and long-term facility improvement program.

As part of finalizing the Centennial Renovation improvements, screening for the exterior HVAC equipment is required. The City has required that the HVAC equipment be appropriately screened as part of the City's requirements for the property and the completed renovation improvements.

The HVAC screening is intended to provide an appropriate architectural treatment that conceals the mechanical equipment from view while maintaining adequate ventilation and access for operation, inspection, maintenance, and repairs.

PROJECT NEEDS

The proposed project is necessary for the following reasons:

- **City Requirement:** The City has required screening of the HVAC equipment to address the visual appearance of the mechanical equipment and comply with applicable City requirements.
- **Completion of the 2019 Centennial Renovations:** The HVAC screening represents a remaining component needed to finalize the facility improvements associated with the District's Centennial Renovation Project.
- **Facility Appearance:** Screening will improve the exterior appearance of the District by providing an appropriate finished treatment for the HVAC equipment.
- **Protection and Safety:** The screening will provide an organized enclosure around the equipment while maintaining appropriate clearance, ventilation, and access for authorized personnel.
- **Long-Term Facility Maintenance:** The project will be designed and constructed to allow continued access to the HVAC equipment for routine maintenance and future repairs.

PROJECT SCOPE

The anticipated scope of work includes, but is not necessarily limited to:

- Furnishing all labor, materials, equipment, tools, and supervision necessary to complete the HVAC screening;
- Construction and installation of screening/enclosure around the existing HVAC equipment;
- Compliance with City requirements and applicable plans, specifications, building codes, and regulations;
- Coordination with existing HVAC equipment and building systems;
- Maintaining required ventilation, clearances, and access to HVAC equipment;
- Protection of existing District facilities, equipment, landscaping, and other improvements during construction;
- Obtaining required permits and inspections, as applicable;
- Site preparation and restoration associated with the work;
- Compliance with applicable federal, state, and local laws, regulations, codes, and safety requirements; and
- Completion of all incidental work necessary to provide a complete and finished HVAC screening installation.

The final scope, technical requirements, and construction standards will be identified in the RFP documents.

PROCUREMENT PROCESS

Staff have prepared an RFP to solicit proposals from qualified contractors with the experience and qualifications necessary to complete the HVAC screening construction.

The RFP will establish the project requirements, scope of work, contractor qualifications, proposal submission requirements, insurance requirements, anticipated schedule, and contract terms and conditions.

Following receipt of proposals, staff will review and evaluate the submissions in accordance with the criteria established in the RFP and the District's applicable procurement policies and

Attachment A: Request for Proposals – HVAC Screening Construction at the District

RECOMMENDATIONS

1. Motion to approve the Request for Proposals for HVAC Screening Construction at the District and authorize staff to issue the RFP in accordance with the District's procurement policies and applicable law; and,
2. Roll call vote.

**PLACENTIA LIBRARY DISTRICT
REQUEST FOR PROPOSAL (RFP)
GENERAL CONTRACTING SERVICES
RFP NO.: 2026-01**



**PLACENTIA LIBRARY DISTRICT
411 E. Chapman Ave.
Placentia, CA 92870**

**Carlo Maskarino
Business Manager
(714) 528-1906 Ext. 216
cmaskarino@placentialibrarydistrict.ca.gov**

Approved for Release:

Jeanette Contreras
Library Director
Placentia Library District

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.

INTRODUCTION

The Placentia Library District (“District”) hereby requests bids from qualified contractors for the construction of HVAC SCREENS for the District’s HVAC units. The successful bidder shall have the knowledge, expertise, staff resources, licenses and availability to provide construction services for this project.

DISTRICT OVERVIEW

Primarily known as a bedroom community, the City of Placentia, which is nestled in northern Orange County, is a family-oriented community of approximately 51,000 residents. Placentia serves an area of approximately 6.7 square miles and has retained the small-town image that has remained since settlers arrived more than 100 years ago.

The Placentia Library District is an independent special district serving the residents of Placentia and surrounding communities. It is governed by a board of five trustees directly elected by the public. The district has been serving the community since 1919 and now provides a variety of services including a large physical and digital catalog, virtual and in-person library programs, literacy services, gathering space, public computer stations, passport processing, a library of things (LOTs), and learning opportunities.

The District is open seven days a week – Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

RFP BID PACKAGE

- RFP
- Appendix A Contractor Application Form
- Plan Documents of HVAC Screening Project

SCOPE OF WORK

The District is soliciting bids from qualified professional contractors to perform the following, but not limited to, scopes of work below:

HVAC Screens

A proposed HVAC Screen is to be installed around the library's HVAC units located on the roof and ground floor on the north side of the library. These HVAC Screens will comprise of steel posts and acrylic wall panels.

General Scope for Acrylic Wall Panels Around HVAC Units

- Install steel posts and acrylic wall panels (frost finish) around HVAC units per HVAC screen plans.
 - Recommendation to use ePlastics for acrylic wall panels provider

George Williams – Manufacturing Sales

Direct: (858) 266-1584

Office: (858) 560-1551

5535 Ruffin Road

San Diego, CA 92123

gwilliams@eplastics.com

- New concrete on 1/S-301 with existing need to be cut out and replaced once columns are bolted
- Epoxy bolting into existing footing and walls with required inspection
- Cutting and Patching
- Site BMP's and Privacy Screen

Other

- Site Security: The Contractor shall be responsible for the complete security of the site while the job is in progress and until the job is completed.
- Inspections: General Contractor is to arrange inspections as necessary.
- Cleanup: Each subcontractor is held responsible for cleaning up of the work of his trade by the General Contractor. However, the General Contractor shall be held solely responsible for continuous cleanup as the job progresses.
- Bid must include obtaining city permits, plan checks, business licenses, plans, and the like. Placentia Library District will pay or reimburse for permitting, but it is the Contractor's responsibility to pull permits.
- Prevailing Wage: The awarded Contractor and subcontractors shall pay not less than the higher of the two rates contained in the current general prevailing wage rate(s) established by the Director of the Department of Industrial Relations of the State of California, (as set forth in the Labor Code of the State of California, commencing at Section 1770 et seq.), or by the Secretary of Labor (as set forth in the Davis-Bacon Act, 40 U.S.C. 267a, et seq.)
- Before mobilization, Dig-Alert must be contacted and follow instructions as provided by Dig-Alert.

BID FORMAT GUIDELINES

Respondents to this RFP must comply with the following bid submission requirements:

Provide one (1) unbound copy, five (5) bound copies, a sealed fee proposal, and one (1) electronic copy of the Submittal.

- The electronic copy will only be accepted via email in the following programs: Microsoft Office Suite or PDF.
- Electronic copy shall be emailed to administration@placentialibrary.org with appropriate subject line.
- Faxed Bids will not be received or considered.

The Placentia Library District shall have no obligation and will not reimburse responding firms for any expenses incurred in preparing bids in response to this RFP.

A. **RECEIPT OF BIDS.** Bids must be received no later than **5:00 p.m. (P.S.T) on Monday, October 19, 2026.** Bids will not be accepted after this deadline. Bids shall be delivered to and marked as set forth below:

Placentia Library District
Administration
411 E. Chapman Avenue
Placentia, CA 92870

Email: administration@placentialibrarydistrict.ca.gov

RE: RFP HVAC SCREENING PROJECT

B. **AWARD OF CONTRACT.** The Contract may be awarded at the District's Board of Trustee's meeting as is scheduled for **6:30P.M. on Monday, October 26, 2026.**

C. **DELIVERY OF BIDS.** It is the responsibility of the bidder to see that any bid that is hand delivered, sent through the mail, or by any other delivery method, has sufficient time to be received by the Placentia Library District by the due date and time. Late bids will not be accepted.

D. **LOCATION OF WORK.** The work to be performed is located at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870.

E. **COMPLETION OF WORK.** Time is of the essence. All WORK must be completed within 85 consecutive calendar days from date stated in the Notice to Proceed.

F. **DESCRIPTION OF WORK.** The WORK includes, but not limited to, the Scope of Work as described above and throughout the contract plans.

G. **OBTAINING CONTRACT DOCUMENTS.** The successful Bidder will be required to enter into the District's standard public works contract.

H. **BID SECURITY.** Each Bid shall be accompanied by cash, a certified or cashier's check or Bid Bond in the amount of not less than 10 percent (10%) of the Total Bid Price payable to the Placentia Library District as a guarantee that the Bidder, if its Bid is accepted, will promptly obtain the required Bonds and Insurance and execute the Agreement. A Bid shall not be considered unless one of the forms of Bidder's security is enclosed with the Bid. If the Bidder to whom the WORK has been awarded and to whom the request has been made refuses or fails to enter into said contract and provide the required bonds within the specified time, the check shall be forfeited to the District for the principal and surety on the bond shall be liable to the District for the principal amount thereof in accordance with its terms. If the bidder that provides

the most value to the District is not accepted by the District within the time specified under "Award of Contract," or for such further period of time as may be agreed upon in writing between the District and the Bidder concerned, or if the Bidder to whom the contract is awarded executes and delivers to the District the required contract documents, the amount of the certified or cashier's check will be returned to the Bidder. Attention is directed to the requirement noted on contract bonds that the Attorney-in-Fact attach a certified copy of the Power of Attorney. If the Bidder elects to furnish a bid bond as the Bidder's bid security, the Bidder shall use the bid bond form bound herein, or one conforming substantially to it in form and acceptable to the District.

I. CONTRACTOR TERMINATION. The District may terminate the Contractors performance of the Contract for cause if:

1. Contractor fails promptly to being the Work under the Contract Documents; or
2. Contractor refuses or fails to supply enough properly skilled workers or proper materials; or
3. Contractor fails to perform the Work in accordance with the Contract Documents, including conforming to applicable standards set forth therein in constructing the Project, or refuses to remove and replace rejected materials or unacceptable Work; or
4. Contractor discontinues the prosecution of the Work (exclusive of work stoppage: (i) due to termination by District; or (ii) due to and during the continuance of a Force Majeure event or suspension by District); or
5. Contractor fails to resume performance of Work which has been suspended or stopped, with a reasonable time after receipt of notice from the District to do so or (if applicable) after cessation of the event preventing performance; or
6. Any representation or warranty made by Contractor in the Contract Documents or any certificate, schedule, instrument, or other document delivered by Contractor pursuant to the Contract Documents shall have been false or materially misleading when made; or
7. Contractor fails to make payment to Subcontractors for materials or labor in accordance with the respective Contract Documents and Applicable Law; or
8. Contractor disregards laws, ordinances, or rules, regulations, or orders of a public authority having jurisdiction; or
9. Contractor otherwise is guilty of breach of a provision of the Contract Documents; or
10. Contractor becomes insolvent, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors and fails to provide the District with adequate assurances of Contractors ability to satisfy its contractual obligations.

J. AWARD OF CONTRACT. The contract will be awarded to the bidder that brings the most value to the District. The District, however, reserves the right, after opening, to reject any and all bids, or to waive any minor informality in a bid.

K. PERFORMANCE AND PAYMENT BONDS. The successful bidder will be required to furnish, prior to award of the Contract, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price. Such bonds shall remain in full force and effect for a period of one (1) year following the date of filing the Notice of Completion.

L. CONTRACTOR'S LICENSE CLASSIFICATION. Subcontractors must possess the appropriate licenses for each specialty subcontracted. The Bidder, in its bid, shall disclose its license type, number, and expiration date. Failure to provide the specified license shall render the Bid as non-responsive and shall act as a bar to award of the Contract to such Bidder.

M. REFERENCE FOR MATERIAL. In accordance with § 3400 of the California Public Contract Code, the Bidder will be provided a period of not less than 35 days after award of the contract for submission of data substantiating a request for an “or equal”.

N. BIDS TO REMAIN OPEN. The Bidder shall guarantee the Total Bid Price for a period of 90 calendar days from the date of bid opening.

O. CALIFORNIA PREVAILING WAGE RATE REQUIREMENTS. The District has been advised by the State of California Director of Industrial Relations of its determination of the general prevailing rate of per diem wages and the general prevailing rate for legal holiday and overtime work in the locality in which the WORK is to be performed for each craft or type of work needed to execute the Contract (“General Prevailing Wage Rates”). It shall be mandatory upon the CONTRACTOR to whom the WORK is awarded and upon any subcontractor under the CONTRACTOR to pay not less than said specified rates to all workmen employed by them in the execution of the WORK. All Bidders shall take notice of the following requirements and notices pursuant to the California Labor Code:

- No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. The Bidder shall submit proof of public works contractor registration or qualification for an exemption at the time the bid is submitted. The District will not accept a bid in which the Bidder as the contractor or any listed subcontractors are not registered in accordance with Labor Code Sections 1725.5 and 1771.1.
- The wages set forth as the General Prevailing Wage Rates for this project will be posted at the job site. It is the responsibility of the CONTRACTOR to determine the correct scale.
- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

P. SECURITY SUBSTITUTIONS FOR MONEYS WITHHELD TO ENSURE BIDDER’S PERFORMANCE. In accordance with Section 22300 of the State of California Public Contract Code, the Contractor at his request and expense, will be permitted to substitute equivalent securities for any monies withheld to ensure performance. Refer to applicable portions of and the Escrow Agreement for Security Deposits in Lieu of Performance Retentions included with the Contract Documents. Earnings will not be retained.

Q. WARRANTY. Minimum of 1 year for parts, 1 year for labor and workmanship, or referenced in the contract documents, whichever is in favor of the Placentia Library District.

R. PROJECT ADMINISTRATION. All communications relating to this WORK, including any request for a pre-bid site visit shall be directed to the District prior to opening of the Bids at the following.

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870
Telephone: (714) 528-1906 x216
Email: cmaskarino@placentialibrarydistrict.ca.gov
Attention: Carlo Maskarino, Business Manager

S. DISTRICT'S RIGHTS RESERVED. The District reserves the right to reject any or all bids, to waive any informality in a bid, and to make awards to the lowest responsive, responsible bidder as it may best serve the interest of the District.

T. LIQUIDATED DAMAGES. Failure of the Contractor to complete the work within the time allowed will result in damages being sustained by the Library District. Such damages are, and will continue to be, impracticable and difficult to determine. For each day in excess of the time specified for completion of the work (as adjusted by any Change Orders), the Contractor shall be liable to the City for the sum stated as liquidated damages below.

Failure to comply with these provisions will result in assessment of Liquidated Damages in the amount of \$1,500.00 per day. The Library District will deduct the total amount of these Liquidated Damages from the Contractor's final progress payment or project retention monies without further notification to the Contractor.

U. MONTHLY PAYMENT APPLICATIONS. On the workday following the designated closure date for preparation of progress estimates, the Contractor shall submit to the Construction Manager a written progress estimate based on the contract unit prices or the work that has been satisfactorily completed. The Construction Manager will review the estimate and approve it or notify the Contractor of any exceptions. The Construction Manager will determine and prepare the partial and final payments. If the Contractor fails to submit a written progress estimate, the Construction Manager will determine the quantity of work performed. No such progress estimate will be required, nor payment be made when the total number of working days is twenty-five (25) or less or when the value of the work totals less than \$500.00. Progress payment will, when properly completed as specified, be paid within thirty (30) calendar days of submittal, and it is understood that any delay in the preparation, approval and payment of these demands will not constitute a breach of contract on the City.

V. AS-BUILT DRAWINGS. The Contractor shall maintain a "Record" set of Drawings and Specifications on the job site at all times, including all executed addenda, change orders, and field orders. This set of "Record Drawings" shall be separate, clean, blueline prints reserved for the purpose of showing a complete picture of the work actually constructed. These drawings shall be kept current with the construction, submitted on a monthly basis, and for the purpose of attaining a correct set of As-Built plans. All final locations determined in the field and any deviations from the Plans and Specifications shall be marked in red on this "Record" set of plans to show the As-Built conditions. Upon completion of all work, and before final payment, these "Record" drawings with all applicable As-Built notes shall be signed by the Contractor, dated, and returned to the Engineer for review and acceptance. Reviewed and accepted "Record" drawings are a condition for final acceptance. Progress payments may be withheld pending the receipt and approval of any outstanding As-builts.

W. CHANGE ORDERS. Agreement on any Change Order or Written Amendment to Contract shall be a full compromise and settlement of all adjustments to Contract Time and Contract Sum, and compensation for any and all delay, extended or additional field and home office overhead, disruption, acceleration, inefficiencies, lost labor or equipment productivity, differing site conditions, construction interferences and other extraordinary or consequential damages (hereinafter called "Impacts"), including any ripple or cumulative effect of said Impacts on the overall Work under the Contract arising directly or indirectly from the performance of Work described in the Change Order or Written Amendment to Contract. By execution of any Change Order or Written Amendment to Contract, Contractor agrees that the Change Order or Written Amendment to Contract constitutes a complete accord and satisfaction with respect to all claims for schedule extension, Impacts, or any costs of whatsoever nature, character or kind arising out of or incidental to the Change Order or Written Amendment to Contract. No action, conduct, omission, product failure or course of dealing by the Library District shall act to waive, modify, change, or alter the

requirement that (i) Change Orders, Construction Change Directive, or Written Amendment to Contract must be in writing, signed by the Library District and Contractor and; (ii) that such written Change Orders,

Construction Change Directives, or Written Amendment to Contract are the exclusive method for effectuating any change to the Contract Sum and/or Contract Time.

The cost or credit to the Library District resulting from a change in the Work shall be determined by Library District by one or more of the following methods:

1. Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
2. Unit prices stated in the Contract Documents or subsequently agreed upon;
3. By cost, as defined in (a), (b), (c) and (d) below, properly itemized and supported by sufficient substantiating data to permit evaluation, plus agreed to markup for overhead and profit as defined in (e) below. Such costs shall be itemized by craft directly allocable to the change in the Work:
 - a) Cost of materials, including cost of transportation and delivery;
 - b) Cost of labor, including social security, and unemployment insurance, and fringe benefits required by agreement and Workers' Compensation insurance;
 - c) Rental value of equipment and machinery (at current Caltrans Equipment rates), exclusive of hand tools;
 - d) Sales tax; insurance; permit costs and bond premiums;
 - e) Mark-up to Contractor, Subcontractors, and Sub-subcontractor for overhead, profit and other expenses which are not specifically included in (a) through (d) above shall not exceed the following amounts:
 - i. Fifteen (15%) of the cost of that portion of the Extra Work to be performed by the Contractor with its own forces.
 - ii. Fifteen percent (15%) of the cost of that portion of the Work to be performed by a Subcontractor or Sub-subcontractor with its own forces, plus 5% for the Contractor. Total combined Contractor, Subcontractor, and Sub-subcontractor fee shall not exceed 20%.
 - f) Cost of Extra Work shall not include any of the following:
 - i. Superintendent(s)
 - ii. Assistant Superintendent(s)
 - iii. Project Engineer(s)
 - iv. Project Manager(s)
 - v. Scheduler(s)
 - vi. Estimator(s)
 - vii. Incidental Drafting or Detailing
 - viii. Small tools (Replacement value does not exceed \$300)
 - ix. Office expenses including staff, materials and supplies
 - x. On-Site or off-site trailer and storage rental and expenses

X. **BASELINE & MONTHLY SCHEDULE UPDATES.** Unless otherwise provided in the Agreement or Technical Specifications, within fourteen (14) calendar days after the Date of Commencement, Contractor shall submit a Baseline Project Schedule. The Baseline Project Schedule shall be in a detailed precedence Critical Path Method (CPM) or Microsoft (i.e. Primavera P6 or Microsoft Project) type format satisfactory to the Library District, which shall also: (i) provide a graphic representation of all activities and events that will occur during performance of the Work; (ii) identify each phase of construction and maintenance; and (iii) set forth dates that are critical in ensuring the timely and orderly completion of the Work in accordance with the requirements of the Contract Documents (hereinafter referred to as Milestone

Dates). At a minimum the Project Schedule shall depict the schedule for Work on a discipline by discipline and trade by trade basis and tasks within each discipline and trade. The Project Schedule shall be shown in Working Days, and include: (i) proposed activity sequences and durations; (ii) Milestone Dates for receipt and approval of pertinent information, including Library District-supplied information and approvals by public authorities having jurisdiction over the Project; (iii) dates for preparation and processing of Shop Drawings, Product Data, and Samples; (iv) dates for delivery of materials or equipment requiring long-lead time procurement; (v) Library District's occupancy/use requirements showing portions of the Project having occupancy priority; (vi) the estimated date of Substantial Completion and Final Completion; and (vii) other information reasonably required by the Library District. Upon review and acceptance by the Library District of the Baseline Project Schedule, the Baseline Project Schedule shall be deemed part of the Contract Documents. If not accepted, the Baseline Project Schedule shall be promptly revised by the Contractor in accordance with the recommendations of the Library District and re-submitted for acceptance.

- 1) Monthly Updates. With each Application for Payment submitted by Contractor (other than the Final Application for Payment), the Contractor shall submit to the Library District an updated Project Schedule revised to include, at a minimum:
 - a) Monthly update/status of electronic database shall include recording of all Actual Start Dates and Actual Finish Dates and status of activities in progress.
 - b) Review of “planned” versus “actual” work force allocations and progress for the preceding month.
 - c) Reviews of revisions, added or deleted work and how those activities are being integrated into the Contractor’s work plan.
 - d) Review of the Contractor’s interface and coordination with other work on the Project.
 - e) Review of all impacts to the Work during the preceding month and to date, Contractor evaluation of those impacts and any recovery plans or remedial actions required to comply with the contract schedule.

If the Contractor does not submit an updated Project Schedule with an Application for Payment, the Library District may withhold payment, in whole or in part. In the event any update to the Project Schedule indicates any delays to the Contract Time that are the fault of Contractor or others for whom Contractor is responsible, the Contractor shall propose an affirmative plan to correct the delay, including overtime and/or additional labor, if necessary. In no event shall any Project Schedule Update constitute an adjustment in the Contract Time, any deadline, or the Contract Sum unless any such adjustment is agreed to by the Library District and authorized pursuant to Change Order, Construction Change Directive, or Written Amendment to Contract.

Y. BI-WEEKLY COORDINATION / SITE MEETINGS. Construction meetings shall be held at the jobsite as scheduled by the Library District’s Project Manager or as requested by the Contractor. 3-Week Look Ahead schedules shall be provided by the Contractor prior to the Bi-Weekly Coordination Meetings to be reviewed at each meeting. They will show the previous 1-week of completed activities, as well as an additional 3-week look ahead of upcoming activities.

Z. SUBMITTALS, RFI’s AND ADMINISTRATION DOCUMENTATION. Contractor shall submit all submittals, RFI’s and project correspondence electronically, via email, to the Districts Construction Manager. Submittals requirements referenced on the project plans show the “at minimum” requirements. The District may request additional submittals for site materials at no additional cost.

AA. CONTRACTOR PARKING. All crew members working on this project shall park their personal vehicles along All American Way. Only delivery trucks or equipment trucks will be permitted to park onsite or within the loading dock area.

AB. HOURS OF OPERATION. The Contractor will be permitted to work on site during the hours of 7:00 AM and 5:00 PM

Minimum Qualifications

The information requested in this section should describe the qualifications of the firm or entity, including similar services within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- Names of key staff that participated on named projects and their specific responsibilities with respect to RFP, Contract Amount, Type of work, Client, Date Completed, and Percent Subcontracted.
- A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the Work being requested in this Request for Bids.
- List of Sub-Contractors: Name Under Which Subcontractor is Licensed, License No, Address of Office, Mail or Shop, Percent of Total Contract, Specific Description of Subcontracting.
- Bid Schedule of Values inclusive of: Item No, Estimated Quantity, Unit, Description Written in Words, Unit Price, Total Amount. The Contractors SOV shall be submitted and approved prior to the first payment request.

Proposers shall provide at least three references that have received similar installations from your firm. The District reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address

SCHEDULE (SUBJECT TO CHANGE AS REQUIRED)

Release of Request for Proposal	Friday, September 18, 2026
Deadline for Written Questions	Wednesday, October 14, 2026
Bids Due	Monday, October 19, 2026
Board of Trustees Consideration of Recommendation	Monday, October 26, 2026
Staff & Contractor Engagement for Transition Period	Tentative Wednesday, October 28, 2026
Contract Scheduled to Begin	Tentative Wednesday, November 4, 2026

Questions

Questions about this RFP must be directed in writing, via email to Administration at administration@placentialibrarydistrict.ca.gov and cmaskarino@placentialibrarydistrict.ca.gov, on or before **Wednesday, October 14, 2026, by 5:00 p.m.** The District reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Placentia Library District official website, www.placentialibrary.ca.gov, under "Request for Bids" and other sites where the RFP is posted. Proposers should check this webpage daily for new information. The District will endeavor to answer all written questions in a timely order. The

District reserves the right not to answer all questions. No questions other than written will be accepted, and no response other than written will be binding upon the District.

I have reviewed this RFP and acknowledged its contents and in submitting a bid, I understand the requirements for such submission and the scope of the work that is required to be performed.

Dated: _____

By: _____

Name: _____

Title: _____

APPENDIX A**REQUEST FOR BIDS
HVAC SCREENING PROJECT
Contractor Application Form**

Legal Contractual Name: _____

Contact Person for Agreement: _____

Corporate Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____

Contact Person for Bids: _____

Title: _____

E-Mail Address: _____

Business Telephone: _____

Business Fax: _____

Website: _____

Is your business: (check one)

☐ CORPORATION☐ LIMITED LIABILITY PARTNERSHIP☐ INDIVIDUAL☐ SOLE PROPRIETORSHIP☐ PARTNERSHIP☐ UNINCORPORATED ASSOCIATION

Federal Tax Identification Number: _____

City of Placentia Business License Number: _____

Expiration Date: _____

(If none, you must obtain a Placentia Business License prior to performance of the contract.)

Contractor's License Number: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize a Closure on November 20, 2026 for a Staff Development Day for Budget Discussions with Staff.**

DATE: September 17, 2026

BACKGROUND

The District is committed to providing high-quality library services while ensuring that staff have opportunities to participate in professional development, organizational planning, and activities that support effective and efficient operations.

The proposed November 20, 2026 Staff Development Day will follow this established practice and provide an opportunity for the Library Director and staff to collectively discuss the District's financial position, anticipated budget needs, departmental priorities, operational requirements, and service objectives for the current budget cycle and the upcoming 2027-2029 fiscal year budget.

The proposed Staff Development Day will provide staff with dedicated time to participate in discussions related to the upcoming budget process. This will include reviewing departmental needs and priorities, discussing anticipated expenditures and operational requirements, identifying opportunities for efficiencies, and considering how available resources can best support the District's programs, services, and strategic priorities.

Typically, the second Staff Development Day of the year serves as an important opportunity to begin these budget-related conversations with staff. Early discussion and involvement allow departments to identify needs, evaluate priorities, and provide input before the budget development process advances.

Conducting the program while the Library remains open would require the District to maintain public service coverage while simultaneously providing staff development activities. This would limit participation, require employees to attend separate sessions, and make it more difficult to conduct organization-wide budget discussions and planning activities.

Closing the Library for one day will allow all staff to participate together and provide a productive setting for budget preparation, organizational planning, professional development, and team-building activities.

The proposed closure is limited to Friday, November 20, 2026, with regular Library services resuming on the next regularly scheduled operating day.

RECOMMENDATIONS

1. Motion to authorize a closure on November 20, 2026 for a Staff Development Day; and,
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Roundtable Women's Club Updates from Secretary Dahl

DATE: September 17, 2026

BACKGROUND

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

The Placentia Round Table Women's Club is a community service organization dedicated to supporting charitable, educational, and civic programs that enhance the quality of life for residents of Placentia and surrounding communities. Through volunteerism, fundraising, and partnerships with local organizations, the Club promotes civic engagement and community well-being.

The Club is hosting the following upcoming events:

* Festival of Trees



* Bingo





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Legislative Updates from Trustee Nelson

DATE: September 17, 2026

BACKGROUND

Trustee Nelson will provide an update on recent legislative activities and CSDA initiatives, including information relevant to the District and the special district community.

The legislative and CSDA update is presented for informational purposes. No Board action is requested unless the Board wishes to provide direction regarding legislative advocacy, participation in CSDA initiatives, or other related matters.

Attachment A is CSDA's September 2026 Take Action Brief.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Governor's Desk Edition: September 2026

CSDA legislative advocates were at the State Capitol around the clock as Legislators worked late nights over the final weekend of August until midnight Monday, August 31, and then returning Tuesday, September 1—one day past their end-of-session deadline. While CSDA and other stakeholders staved off a late-session attempt to shift wildfire utility liability onto local governments and others, the State Legislature sent Governor Gavin Newsom hundreds of bills in the waning days and hours of the 2025-2026 session. See what bills that matter most to special districts are now awaiting final action on the Governor's desk and much more!

Inside this edition of the Take Action Brief:

Bills Awaiting Governor Newsom's Signature or Veto That Matter Most to Special Districts.....	2
Tell Us What to Prioritize for Advocacy Next Legislative Session.....	5
Highlights from Recent NSDA Federal Legislative Activity.....	6
Can't Miss CARB ACF ZEV Mandate Webinar.....	7

Contact a local CSDA representative near you!

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

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

chrisn@csda.net
danew@csda.net
colleenh@csda.net
erasmov@csda.net
richellen@csda.net
chrisp@csda.net



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Bills Awaiting Governor Newsom's Signature or Veto That Matter Most to Special Districts

Below is a run-down of some of the most significant bills for which CSDA is requesting a signature or veto from Governor Gavin Newsom by September 30:

HUMAN RESOURCES AND PERSONNEL

AB 1883 [Bryan] Workplace surveillance tools – REQUEST VETO

Places restrictions on employers utilizing certain workplace surveillance technology. CSDA is opposing the measure unless it is amended.

AB 2656 [Petrie-Norris] Public employees: notice: artificial intelligence performing service within scope of work – REQUEST VETO

This bill requires a public employer to provide a recognized employee organization no less than 45 days' written notice before taking an action to develop, purchase, or require the use of any generative artificial intelligence to perform a service that is within the scope of work of the job classification represented by the recognized employee organization.

SB 947 [McNerney] Employment: automated decisions systems – REQUEST VETO

This bill requires employers that primarily rely on an automated decision system (ADS) to make a discipline, termination, or deactivation decision to provide a specified notice and to appoint a human reviewer to investigate and compile supporting evidence for the decision. An employee shall have the right to request, and an employer shall provide, a meaningful, objective description of the employee's own data used by the ADS when an employer has primarily used an ADS to make a disciplinary or termination decision. This bill requires employers primarily relying on ADS to make a disciplinary, deactivation, or termination decision to provide a post-use notice, as specified. CSDA is the local government and school coalition leader on this measure.

AB 1383 [McKinnor] Public employees' retirement benefits – REQUEST VETO

This bill would make significant changes to the Public Employees' Pension Reform Act (PEPRA), threatening to undermine the stability that pension reform law has brought to public agency budgets. This bill would:

1. Increase the pensionable compensation cap (for all PEPRA employees, not just fire and police);
2. Reduce the retirement age for public safety from 57 to 55 prospectively;
3. Add a 4th safety tier that is 3% @ 55, prospective and subject to bargaining; and,
4. Allow local agencies to adjust their local formula in a prospective manner

According to CalPERS, AB 1383 is expected to increase pension costs by \$4 billion, plus up to an additional \$3.4 billion if all agencies adopt the new 3% @ 55 tier.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

PUBLIC WORKS, HOUSING AND COMMUNITY DEVELOPMENT

AB 1881 [Ramos] California Indian Freedom Act of 2026 – REQUEST VETO

Under existing law, California Native American Tribes must be notified of a project by a local government if they are culturally and traditionally affiliated with the given project area, and given deference during any consultation that occurs. However, any information they provide during the environmental review process is exempt from being disclosed to the public. This bill would prohibit the State from substantially burdening a tribe's exercise of spiritual practices on state public lands, including access to and use of land, sites or sacred objects, as specified.

AB 2218 [Kalra] Water Policy: California Native American tribes – REQUEST VETO

This bill would set up a state policy to address the historic inequities against Native American tribes that were caused by state-sanctioned acts of termination, removal, and assimilation. The policy is to acknowledge and correct these inequities through financial assistance, protection of tribal uses, and consultation. This bill requires the State Water Resources Control Board, regional water quality boards, the Natural Resources Agency, the Delta Stewardship Council, and the Office of Land Use & Climate Innovation to consider and incorporate this policy when revising regulations, permits, or grants to address the identified inequities. The bill provides that if there is a dispute between a tribe and state agency over an action, the matter would be mediated by the Governor's Office of Tribal Affairs prior to any action in the courts.

SB 342 (Umberg) Contractors: unlicensed work - REQUEST VETO

Would change the law for public entities and commercial developers authorizing unlicensed contractors to recover payments for any period during which they were properly licensed and file lawsuits for compensation despite their unlicensed status. Existing law requires contractors to be licensed at all times and serves as a "shield" against lawsuits filed by unlicensed contractors to collect money for unlicensed work.

SB 1117 [Cervantes] Accessory dwelling units and junior accessory dwelling units – REQUEST VETO

Existing law prohibits a local agency, special district, or water corporation from imposing any impact fee upon the development of an Accessory Dwelling Unit (ADU) that has 750 square feet of interior livable space or less, and requires any impact fees charged for an ADU that has more than 750 square feet of interior livable space to be charged proportionately in relation to the square footage of the primary dwelling unit. This bill would further narrow the impact fee on an ADU to be based only on the area in excess of 750 square feet of interior livable space. CSOA is opposing this measure due to its impact on providing affordable and equitable services to new housing units.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

GOVERNANCE

AB 1821 [Pacheco] California Public Records Act: agency response time – REQUEST SIGNATURE

This bill, supported by CSDA, changes the 10-day timeframe that governments have to provide their initial response to a California Public Records Act request to 10 business days. Similarly, the bill would extend the 14-day period applicable in unusual circumstances to 14 business days.

AB 2640 [Hadwick] Commission on State Mandates: state mandates – REQUEST SIGNATURE

Allows school districts and local agencies to offset any decreases to a pending mandate reimbursement claim from any unpaid reimbursement claims attributed to that local agency or school district, whether appropriated or not, if those unpaid reimbursement claims exist. This would only apply to claim adjustments that occur after January 1, 2027.

SB 1159 [Cabaldon] Artificial intelligence: transparency and governance – REQUEST SIGNATURE

This bill, supported by CSDA, would provide that for the purposes of specified governance and transparency acts – the Administrative Procedures Act, the California Public Records Act, the Legislative Open Records Act, the Bagley-Keene Open Meeting Act, the Ralph M. Brown Act, the California Environmental Quality Act, and the California Coastal Act – the terms “person,” “interested person,” “participant,” “member of the public,” as applicable, and any other similar terms under each act referring to those who may engage with governmental agencies, do not include artificial intelligence (AI) systems, autonomous agents, robots, or other nonhuman entities, whether physical or digital.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Tell Us What to Prioritize for Advocacy Next Legislative Session

Districts Stronger Together means that a united voice for special districts makes CSDA's advocacy powerful and effective. To best represent and serve California's 2,000 special districts, we depend on your input. Each even-numbered year we distribute an advocacy priorities survey to gather the member feedback which drives our advocacy efforts.

With the 2025-2026 State Legislative Session officially concluded, CSDA is preparing for the 2027-2028 Session.

On October 22, CSDA's Legislative Committee will meet for a planning session to give our lobbyists direction for the upcoming Session. CSDA's success depends on focusing our scope with unified purpose. If everything is a priority, then nothing is a priority.

Please take a moment to help guide our advocacy by completing [this survey](#) no later than September 18, 2026.

COMPLETE CSDA ADVOCACY PRIORITIES SURVEY



The survey questions are broken into the following topics:

1. Housing & Community Development
2. Public Works & Facilities
3. Governance
4. Local Revenue
5. Human Resources & Personnel

Each of the five topics lists the hottest relevant issues affecting special districts of diverse shapes and sizes. Please help us rank the importance of these issues and feel free to add any we may have missed. At the end of the survey, you are welcome to articulate what should be the single biggest advocacy priority for CSDA in the 2027-2028 Legislative Session.

All CSDA members are welcome and encouraged to complete the survey.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Highlights from Recent NSDA Federal Legislative Activity

SDFAA Advocacy Status Update

The Special District Fairness and Accessibility Act (SDFAA) (H.R.2766/S.2014) currently has 25 bipartisan cosponsors (17 Democrats, 8 Republicans) in the House, and 4 bipartisan cosponsors (2 Democrats, 2 Republicans) in the Senate. The House bill is still pending a full floor vote.

- On Monday, August 31st, Rep. Mullin (D-CA-15) became a cosponsor for the SDFAA. Rep. Mullin's district consists predominantly of San Mateo County, California and southeastern San Francisco, CA. There are 55 special districts in San Mateo County, including 22 independent special districts and 33 county-governed special districts.
- The Congressional Budget Office (CBO) gave SDFAA a clean CBO score, which notes: "CBO expects that implementing the bill would not affect the overall amount of assistance provided."

FY 2027 Appropriations Update and OMB Rule Delay

With the end of the federal fiscal year approaching on September 30, Congressional leaders advanced a continuing resolution (CR) early to avoid a government shutdown like last year and while heading into the midterm elections.

- The Senate passed a CR in a 90-6 vote on August 8 to temporarily extend FY 2026 appropriations through December 11, 2026. The Senate's CR also included language that would delay the implementation of the Office of Management and Budget's (OMB) proposed rule through December 11, 2026, and provides a clean extension of surface transportation reauthorization through the same date.
- The House passed the Senate's CR on Monday, September 1st with a 370-48 vote. upon returning from the August recess. The CR passed quickly as lawmakers seek to extend government funding negotiations beyond the midterm elections and into the busy "lame duck" session of Congress in November and December.

Recent Cybersecurity Threats to Local Infrastructure

- Last month, CISA, the FBI, and EPA reported a significant increase in cyberattacks targeting U.S. water utilities, including a coordinated July attack against more than 30 community water systems in Minnesota. Federal agencies specifically reported that attackers are focusing on programmable logic controllers (PLCs) used to operate wastewater and water treatment facilities, raising concerns about the security of critical infrastructure nationwide.
- While CISA has not formally attributed the attacks to a specific source, federal advisories note that Iran-affiliated hackers have targeted industrial control systems used by utilities, and security officials suspect recent attacks may be connected to ongoing Iranian cyber activity against U.S. water systems.
- In response to ongoing cybersecurity concerns in the water sector, Senators Schiff and Klobuchar recently introduced the Water Cyber Shield Act (S. 5368), which would require state- and locally-owned water and wastewater utilities to report cyberattacks to the federal government, require the EPA to establish separate baseline cybersecurity standards for drinking water utilities and wastewater systems, and authorize an additional \$300 million annually for the CWSRF and DWSRF Programs specifically for cybersecurity improvement projects.
- As operators of local water systems, water and wastewater districts may face increased vulnerability to service disruptions and operational impacts.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Can't Miss CARB ACF ZEV Mandate Webinar

2026 Update to CARB ACF ZEV Regulation – What's New?

When: Wednesday, September 16, 2026 from 01:00 PM to 03:00 PM

Presenters: Suparna Jain and Kevin Harris, Atkinson, Andelson, Loya, Ruud & Romo

REGISTER

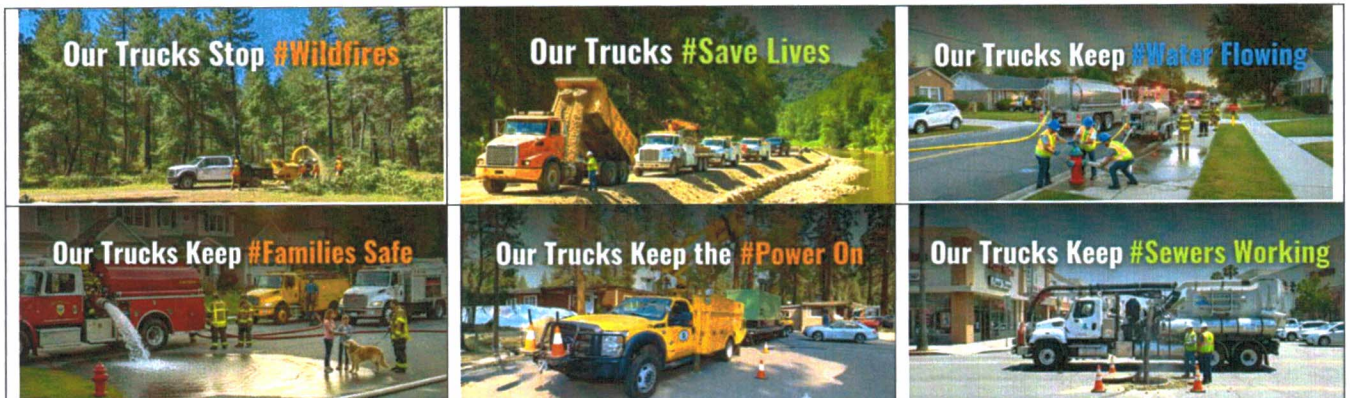


Get an objective overview of the latest update to CARB's Advanced Clean Fleets regulation affecting all state and local government vehicle fleets. Special districts are now required to annually report and agencies are on the clock to begin transitioning medium-duty and heavy-duty vehicles to ZEVs.

Don't miss this early review on what CARB changed, what vehicles are affected (including contracted vehicles), what exemptions may be available (and how to request them), and generally how to comply with this expansive mandate.

Free CSDA Member
\$125 Non-member

CSDA webinars are offered at no charge to all Members in part through the generous support of the Special District Risk Management Authority (SDRMA).





CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

OTHER WAYS TO TAKE ACTION

Learn More

Board Secretary/Clerk Conference

November 3-5, Hilton Santa Barbara Beachfront Resort

Earn Your Certificate OR Take Advanced Track Sessions for Returning Attendees

New sessions and speakers added each year!

Whether you're attending for the first time or returning as a seasoned board secretary or clerk, ongoing education is key to thriving in your role. CSDA's Board Secretary/Clerk Certificate Program showcases your commitment to excellence by offering comprehensive training on the diverse responsibilities and complexities you face. First-time attendees will gain a solid foundation of essential skills and insights to confidently navigate their duties, while returning participants can dive deeper into specialized breakout sessions that reflect the latest developments and trends in the field. Each year brings new opportunities to expand your expertise, stay current, and elevate your impact.

This popular conference is your gateway to exceptional growth, connection, and leadership.

Register at csda.net/BoardSecretary

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Fill out the form here <https://www.csda.net/get-involved> to join one of the following teams:

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

Stay Informed

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

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's *California Special Districts* Magazine
- CSDA – The Hub newsfeed

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: LAFCO Updates from Trustee Beverage

DATE: September 17, 2026

BACKGROUND

Trustee Beverage will provide an update on LAFCO activities.

The Orange County Local Agency Formation Commission (OC LAFCO) is responsible for coordinating changes in local government boundaries, conducting municipal service reviews, and preparing spheres of influence for cities and special districts in Orange County pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act.

Attachment A is the September 9, 2026 Agenda.

Attachment B is the Post-Municipal Service Review Survey Staff Report

**LOCAL AGENCY FORMATION COMMISSION OF
ORANGE COUNTY**

REGULAR MEETING AGENDA

Wednesday, September 9, 2026

8:15 a.m.

County Administrative North (CAN)

First Floor Multipurpose Room 101

400 W. Civic Center Drive, Santa Ana, CA 92701

Members of the public may access the audio/video live-streamed meeting at

<https://youtube.com/live/gjW9e3aLlul?feature=share>

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

1. CALL THE MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. BOARD APPOINTMENTS

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

4. ROLL CALL

5. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION

(Communications received after agenda distribution for agenda items.)

6. PUBLIC COMMENT

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

7. CONSENT CALENDAR

a.) August 12 – Regular Commission Meeting Minutes

The Commission will consider approval of the August 12, 2026 meeting minutes.

8. PUBLIC HEARING

No public hearing items scheduled.

9. SPECIAL PRESENTATION

a.) Santa Margarita Water District Annexation of San Juan Capistrano's Water and Wastewater Utilities

The General Manager of the Santa Margarita Water District (SMWD) will provide an update on the collaborative effort involving LAFCO, the City of San Juan Capistrano, SMWD, the County, and the community that led to the successful annexation of the City's water and wastewater utilities to SMWD.

10. COMMISSION DISCUSSION AND ACTION

a.) Legislative Report (September 2026)

The Commission will receive an update on the status of previously reviewed legislation, the amicus brief, and recent activity by the Alliance of LAFCOs Legislative Committee.

b.) Orange County Water and Wastewater Service Providers

The Commission will receive a report on the agencies that provide water and wastewater services to Orange County residents.

c.) Post-MSR Survey

The Commission will receive a report on the Post-MSR Survey feedback from agencies that have recently participated in the MSR process during FY 2025-26.

11. COMMISSIONER COMMENTS

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

12. EXECUTIVE OFFICER'S REPORT

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

13. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items or announcements.

14. CLOSED SESSION

No closed session items scheduled.

15. ADJOURNMENT OF REGULAR COMMISSION MEETING

The next Regular Commission Meeting will be held on Wednesday, October 14, 2026, at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Drive, Santa Ana, CA 92701.

PUBLIC PARTICIPATION:

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

- 1) **In-person** comments may be provided during the general comment period on off-agenda items and during the hearing of a specific agenda item. In accordance with the OC LAFCO guidelines, each speaker's comments may not exceed three (3) minutes for the respective item. If you have documents for the Commission, please bring 15 copies and submit to the Commission Clerk for distribution.
- 2) **Audio/Video Live Streaming:** The public may view and listen to the meeting live on YouTube using the link provided on the website homepage (www.oclafco.org). However, LAFCO cannot guarantee that the public's access will be uninterrupted, and technical difficulties may occur from time to time. The meeting will continue despite technical difficulties for participants using audio/video live streaming unless otherwise prohibited by State open meeting laws.
- 3) **Written** general comments or comments on specific agenda items may be submitted by email to the Commission Clerk at ccarter-benjamin@oclafco.org. Comments received no less than twenty-four (24) hours prior to the regular meeting will be distributed to the Commission and included in the record.

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

"Pursuant to State law, a participant in an OC LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year may be required to disclose the contribution. If you are affected, please notify the Commission's staff before the hearing in order to determine whether disclosure is warranted."

AMERICANS WITH DISABILITIES ACT (ADA)

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



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City Member

Lou Penrose

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VACANT

County Member

STAFF

Luis Tapia

Executive Officer

Scott Smith

General Counsel

MEETING DATE: September 9, 2026

10c | Commission
Discussion

TO: Local Agency Formation Commission
of Orange County

FROM: Executive Officer
Policy Analyst I

SUBJECT: OC LAFCO Post-Municipal Service Review Survey

BACKGROUND

In April 2025, the Commission approved the 2025-2028 Work Plan, which established four goals to guide OC LAFCO'S activities during the three-year period. One of the goals included in the Work Plan is "Improve the Municipal Service Review (MSR) Process for Future MSRs," a goal previously identified as part of the Commission's 2022-2025 Work Plan. As part of this goal, staff was directed to develop and distribute a post-MSR survey to agencies after they complete the MSR. The survey is intended to gather feedback on agencies' experiences with the MSR process and help the Commission and staff identify components that may warrant enhancement, as well as those that should be maintained.

Following completion of the North MSR Region, staff distributed the post-MSR survey to the agencies included in the report to gather feedback on their experiences with the MSR process. The agencies included in the MSR are the Cities of Brea, Fullerton, La Habra, Placentia, Yorba Linda, the Placentia Library District, and the Yorba Linda Water District. To date, all agencies included in the MSR received the post-MSR survey. The survey polled the agencies on the following:

1. Was your agency notified by OC LAFCO in advance of the MSR process commencing?
2. Did OC LAFCO provide regular or sufficient communication throughout the MSR process?
3. How many hours were required of your agency's staff during the MSR process (i.e., meetings, other communication with OC LAFCO, and other activities deemed)?
4. Overall, how would you rate the MSR process?

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5. Please provide general comments here on the MSR process. Comments provided are intended to assist OC LAFCO in improving or sustaining components of the MSR process (optional).

The chart below provides a summary of the responses provided by the agencies:

<u>Post-MSR Survey Responses Summary</u>			
Agency	Agency Responses	MSR Completed	Future MSR Date
North MSR Region	• Notified in advance. • Sufficient communication provided. • Less than 20/more than 30 hours of staff time required. • Very/Mostly collaborative process. • "Overall, the MSR process was smooth; RSG and OC LAFCO provided clarification when needed, and were quick in their responses. The Law Enforcement section of the MSR may benefit from additional consistency, such as the type of services provided/response times, rather than specific agency findings." • "Outstanding. Smooth."	August 2026	2031

Next Steps

On August 12, staff distributed the survey to the North MSR Region agencies, with comments due by August 21, 2026. This review period is consistent with the timeline established in the Commission's 2025-2028 Work Plan. The post-MSR survey will continue to serve as a useful tool for the Commission to receive direct feedback from cities and special districts regarding their experience with the MSR process, supporting one of OC LAFCO'S core statutory mandates. The responses will be used, where appropriate, to enhance components of the MSR process and maintain effective elements of the MSR process.

RECOMMENDED ACTION

This is a receive and file report and requires no action by the Commission.

Respectfully Submitted,


LUIS TAPIA


AIMEE DIAZ