



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

August 20, 2025

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452

Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, August 20, 2025

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

TRUSTEE & ORGANIZATIONAL REPORTS

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Unusual Date Meeting on July 21, 2025. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for July 2025. (Receive & File and Approve)
11. FY2023-2025 Fund Balance through July 2025; the Schedule of Anticipated Property Tax Revenues for FY2023-2023 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 20)

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

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, August 20, 2025

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-30)

- 25. Summer Reading Celebration Presentation from Children's Services Librarian.
- 26. Bookmobile Update from Assistant Library Director.
- 27. Placentia Library District Municipal Service Review (MSR) Update from Library Director.
- 28. Discussion of Quotes for Installation and Service of Security Cameras, Wi-Fi, and Sound System for the Outdoor Library Experience Space.
- 29. LAFCO Updates from Trustee Beverage.
- 30. ISDOC & Legislative Updates from Trustee Nelson.

AGENDA DEVELOPMENT

- 31. Agenda Preparation for the September Regular Date Meeting which will be held on September 22, 2025 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 32. The Library Board of Trustees will adjourn the Unusual Date August 20, 2025 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for August 20, 2025 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 14, 2025.



Lina Nguyen, Executive Assistant



MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
JULY 21, 2025

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 21, 2025, at 6:28 p.m.
- Members Present:** President Gayle Carline, Secretary Scott Nelson (dismissed at 6:58 p.m.), Trustee Stephanie Beverage, Trustee Sherri Dahl.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Robert Housley, General Manager of Midway City Sanitary District; Michelle Meades, Supervising Librarian.
- ADOPTION OF AGENDA** President Carline requested to move agenda items 26-29 to go after agenda item 4, oral communication. It was motioned by Trustee Beverage to adopt agenda as amended. It was seconded by Trustee Dahl (Item 3). All in favor:
- | | |
|---------|---------------------------------|
| AYES: | Carline, Nelson, Beverage, Dahl |
| NOES: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** Robert Housley reported to the board that he is up for election and asked for their endorsement in the upcoming Special District Risk Management Authority's Board of Directors election (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she attended the American Library Association Conference, Rotary's Cowabunga Festival, and the Literacy Recognition Event. She also met with Director Contreras for their monthly meeting to discuss the upcoming board meeting.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Nelson reported he retired from the Third Vice President position on the Independent Special Districts of Orange County's Board of Directors. He is looking forward to attending the California Special District Association Conference in August.
- Trustee Beverage reported she attended the American Library Association Conference. She also viewed a Niche Academy webinar called "Fortifying Your Library: Protecting Your Library and Staff Through Policy". She suggested to staff that this webinar be added to the onboarding process for new staff. Director Contreras requested Trustee Beverage to send it Executive Assistant Nguyen for review.
- Trustee Dahl reported she attended the Literacy Recognition Event, the PLFF Board Meeting, the Roundtable Board Meeting, the Roundtable soup workshop, and the American Library Association Conference.
- LIBRARY DIRECTOR REPORT** Director Contreras reported she is continuing to work with the Public Library Directors Forum. They did not receive funding from the Institute of Museum and

Library Services this year. This funding usually offsets the cost for venue, lodging, and light refreshments. Since the committee still wished to meet in-person, as opposed to virtually, they proceeded to look for sponsors to help cover the cost. The County of Riverside Library System stepped in and offered a venue for free where they would also provide shuttle and catering. The forum has now been renamed as a retreat and will be taking place on October 22, 2025.

Director Contreras reported she also attended the American Library Association Conference. She reported out on updates for the Outdoor Learning Experience. She also reported she is assisting the Placentia Library Friends Foundation (PLFF) as they start to plan their Fiesta, which will be on October 10, 2025.

FRIENDS FOUNDATION REPORT

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$2,559 last month. They raised \$26,963 last fiscal year, which exceeded their goal of \$25,000. They have a few book sales scheduled for the month of July and August. They also made \$684 from the vending machine last month. They established the teen representative position on their board and appointed another board member as her mentor. The teen representative is a non-voting member. The Authors Luncheon Committee have started planning for the next Authors Luncheon. At the last Board meeting they held a baby shower for two of their board members. She also reported the PLFF Board are going dark in August.

CONSENT CALENDAR

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

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

MINUTES FOR REGULAR DATE MEETING ON MAY 19, 2025 AND SPECIAL MEETING ON MAY 27, 2025.

The minutes for the Regular Date Meeting on May 19, 2025 and Special Meeting on May 27, 2025 were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

Children’s Services Report May and June 2025 (Item 21)

Adult Services Report for May and June 2025 (Item 22)
Placentia Library Website Technology Report for May and June 2025 (Item 23)
Customer Service Report (Items 24)

AMERICAN LIBRARY ASSOCIATION CONFERENCE REPORTS FROM TRUSTEES AND STAFF.

President Carline, Trustee Beverage, Trustee Dahl, and Supervising Librarian Michelle Meades all reported out on their experience and key takeaways from their attendance at the American Library Association Conference in Philadelphia. They expanded on the sessions that stood out the most for them and provided insight on how that can help the District.

DISCUSS DATE FOR AUGUST BOARD MEETING DUE TO A SCHEDULE CONFLICT WITH THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION CONFERENCE.

Director Contreras reported the California Special Districts Association (CSDA) Conference, which several trustees will be attending, conflicts with the next board meeting date. She is requesting the board to consider changing the meeting date to August 20, 2025, as an alternative date. There were no issues with the suggested date. Trustee Beverage made a motion to approve Wednesday, August 20th, as the meeting for the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken.

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

DISCUSS AND REVIEW THE PROPOSALS FOR AUDIT SERVICES FOR THE 2025-2027 FISCAL YEARS.

Business Manager Maskarino reported the District’s annual audit for fiscal year 2024-2025 is coming up and is seeking auditors to perform the audit. The District received three proposals. After reviewing the proposals staff is recommending the Board to approve moving forward with the proposal from Clifton, Larson, Allen LLP (CLA). CLA has the most competitive pricing and has worked with the District on previous audits. Trustee Beverage made a motion to approve the proposal from Clifton Larson, Allen LLP. It was seconded by Trustee Dahl. A roll call vote was taken.

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

AUTHORIZE A CLOSURE ON DECEMBER 5, 2025, FOR THE STAFF DEVELOPMENT DAY.

Director Contreras reported the District holds two Staff Development Days each year to provide continuing education and opportunities for staff to discuss their budget. Staff is proposing to close the library on Friday, December 5, 2025, for: AI training with hands-on exercises; to review and update the District’s budget and goals; and to decorate the library for the holidays. This is a change from the past few Staff Development Days which were held on a Thursday. Director Contreras reported the change is due to the City of Placentia holding their tree lighting ceremony at a different location this year and now there are no parking issues that the District would need to accommodate for by closing on the same day as the City’s ceremony. Trustee Beverage made a motion to authorize a closure on December 5, 2025 for Staff Development Day. It was seconded by Trustee Dahl. A roll call vote was taken.

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

DISCUSS THE SPECIAL DISTRICT RISK

Director Contreras reported the Special District Risk Management Authority (SDRMA) Board of Directors has an upcoming election and is requesting direction

MANAGEMENT AUTHORITY (SDRMA) BOARD ELECTION.

from the Board on which candidates to submit on behalf of the District. After a brief discussion, the Board decided to select Robert Housley, Mike Scheafer, Thomas Wright, and Virginia Chang Kiraly. Trustee Beverage made a motion to authorize Library Director Contreras to submit the vote on behalf of the Placentia Library District. It was seconded by Trustee Dahl. A roll call vote was taken.

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

OUTDOOR LIBRARY EXPERIENCE PROJECT UPDATES.

Business Manager Maskarino gave an update on the Outdoor Learning Experience Project and what items are still waiting to be finished before the project can be completed.

LEGISLATIVE UPDATES FROM SECRETARY NELSON.

Director Contreras reported CSDA’s Take Action Brief is available for review in the Board Book.

ROUNDTABLE WOMEN’S CLUB UPDATES FROM TRUSTEE DAHL.

Trustee Dahl reported the Round Table Women’s Club’s general meetings are on a summer break. At the budget meeting, they are predicting to have a deficit and due to this, they will be unable to donate to the District’s Outdoor Learning Experience.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported the Local Agency Formation Commission (LAFCO) is going dark in August.

AGENDA DEVELOPMENT

No agenda items were requested at this time. If there are any items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

The next Board Meeting will be on August 20, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of July 21, 2025, was adjourned at 8:00 p.m.

Gayle Carline, President
Library Board of Trustees

Scott Nelson, Secretary
Library Board of Trustees

3:29 P.M.
8/07/25
Accrual Basis

**Placentia Library District
Check Register
July 2025**

Date	Ref No.	Payee	Memo	Payment	Type
7/7/2025	14408	Envisionware, Inc.	1-Year Maintenance WorldShare ILL Service Dates: 07/01/25-06/30/26 CatExpress 500 Titles	2,202.19	Bill Payment
7/7/2025	14409	OCLC, Inc.	Service Dates: 06/01/25-05/31/26	1,372.96	Bill Payment
7/7/2025	14410	CDCE, Inc.	Antenna for bookmobile	543.74	Bill Payment
7/7/2025	14411	Dewey Pest Control	July through September Service	267.00	Bill Payment
7/7/2025	14412	Arcelia Janitorial Service	Services from 06/01/25-06/30/25 Beanstack Premium 10/01/25-09/30/26	4,760.00	Bill Payment
7/7/2025	14413	Zoobean, Inc.	10/01/25-09/30/26	1,752.42	Bill Payment
7/7/2025	14414	UMPQUA BANK	CC Transactions from 05/30/25-06/29/25	11,452.72	Bill Payment
7/7/2025	14415	Eagle Multi Media Productions	May & June IT Support Services	21,703.33	Bill Payment
7/7/2025	14416	Public Agency Retirement Services	Contributions for payroll on 07/02/25	2,490.69	Bill Payment
7/7/2025	14417	Kanopy Inc.	Video tickets and credits	686.00	Bill Payment
7/7/2025	14418	Califa	EBSCO - Novelist K-8 and Novelist Plus 07/01/25-06/30/26	4,249.78	Bill Payment
7/7/2025	14419	Midwest Tape-Hoopla	Digital subscriptions for June 2025	8,749.15	Bill Payment
7/7/2025	14420	U.S. Bank	Facility Lease #ISRF-18-120	58,339.83	Bill Payment
7/7/2025	14421	Placentia Library District Orange County Treasurer- Tax Collector	For payroll on 07/16/25	80,000.00	Bill Payment
7/7/2025	14422	Mobile Beacon	Allocation of FY 2025-2026 LAFCO costs	3,214.82	Bill Payment
7/7/2025	14423	Ron Smithling	Service Fee - 12 months for 11 devices	1,375.00	Bill Payment
7/7/2025	14424	Southern California Edison	Passports vinyl removal and replacement	415.50	Bill Payment
7/7/2025	14425	Cintas	Service from 05/30/25-06/29/25	6,404.08	Bill Payment
7/7/2025	14426		Janitorial supplies Medical & Ancillary Benefits August 2025 Workers' Compensation Program Invoice FY 25/26	151.68	Bill Payment
7/7/2025	14427	SDRMA	Property/Liability and Workers' Compensation Coverage FY 25/26	111,827.37	Bill Payment
7/7/2025	14428	Republic Services	Recycling Service 06/01/25-06/30/25	352.73	Bill Payment
7/10/2025	14429	Santiago Library System	Pickup Service 07/01/25-07/31/25 Membership Dues for FY 25/26	527.12	Bill Payment
7/21/2025	14430	Legacy Integrative Solutions	Service from 05/29/25-06/28/25	1,133.13	Bill Payment
7/21/2025	14431	Stephanie Beverage	ALA Conference meal reimbursement Meal and mileage/parking reimbursement during ALA Conference	259.34	Bill Payment
7/21/2025	14432	Sherri Dahl	ALA Conference	587.90	Bill Payment
7/21/2025	14433	SoCalGas	Service from 06/17/25-07/17/25	14.79	Bill Payment
7/21/2025	14434	Staples, Inc.	Hand Soap, Toner, Toilet Paper, & Paper Towels	930.30	Bill Payment
7/21/2025	14435	New Readers Press	News for You Online Subscription	162.50	Bill Payment
7/21/2025	14436	Charter Communications	For services from 07/12/25-08/11/25	95.75	Bill Payment
7/21/2025	14437	Public Agency Retirement Services	Contributions for payroll on 07/16/25 Professional Services from 06/01/25-06/30/25 for Outdoor Library Project	2,546.64	Bill Payment
7/21/2025	14438	Anser Advisory	Outdoor Library Project	19,060.00	Bill Payment
7/21/2025	14439	Baker & Taylor	Books	1,912.43	Bill Payment
7/21/2025	14440	Gayle Carline.	Meal reimbursement for ALA Conference	157.37	Bill Payment

3:29 P.M.
8/07/25
Accrual Basis

**Placentia Library District
Check Register
July 2025**

7/21/2025	14441	Rotary Club of Placentia	Rotary dues and initiation for M. Meades	165.00	Bill Payment
7/21/2025	14442	Placentia Library District	For payroll on 07/30/25	80,000.00	Bill Payment
7/21/2025	14443	Woodruff & Smart, APC	For Services Rendered Through 06/30/25	1,172.65	Bill Payment
7/21/2025	14444	Twining Consulting	Outdoor library concrete inspection/testing	3,562.00	Bill Payment
7/21/2025	14445	Cintas	Janitorial supplies	438.31	Bill Payment
7/21/2025	14446	Michelle Meades	Meal and mileage reimbursement for ALA Conference	442.94	Bill Payment
7/21/2025	14447	Johnson Controls Security Solutions	Service from 08/01/25-10/31/25	1,265.44	Bill Payment
7/21/2025	14448	CALNET3	Service from 06/02/25-07/01/25	271.48	Bill Payment
7/21/2025	14449	Placentia Chamber of Commerce	Placentia Chamber of Commerce Annual Membership Investment	375.00	Bill Payment

TOTAL

\$ 437,391.08

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: August 20, 2025

Fiscal Year 2025-2026	
7/31/2025	0.00
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 2024-2025	
7/31/2024	852,276.28
8/31/2024	855,407.23
9/30/2024	858,520.48
10/31/2024	861,666.97
11/30/2024	864,837.12
12/31/2024	867,971.89
1/31/2025	871,184.42
2/28/2025	0.00
3/31/2025	0.00
4/30/2025	0.00
5/31/2025	0.00
6/30/2025	0.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

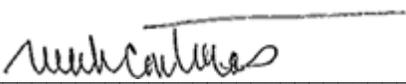
SUBJECT: **Financial Reports through July 2025 for the Placentia Library District’s Investment and Banking Accounts**

DATE: August 20, 2025

Summary of Cash and Investments as of July 31, 2025

Cash with State of California LAIF	\$	0.00
Cash with California CLASS	\$	2,151,120.87
<i>(Impact Fees – Restricted)</i>	\$	573,851.26
General Fund Checking – BMO	\$	652,927.16
General Fund Savings – BMO	\$	1,077,448.44
Payroll Checking – Wells Fargo Bank	\$	169,364.23
Total Cash and Investments	\$	4,050,860.70

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, 2025

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,352,095	22,570	(3,329,526)	0.7%
4020	Property Taxes - Current Unsecured	100,576	0	(100,576)	0.0%
4050	Property Taxes - Curr Supplemental	76,353	7,348	(69,005)	9.6%
4070	Interest on Unapport Tax	8,575	0	(8,575)	0.0%
4080	Penalties & Costs on Delinq Taxes	28,940	34,310	5,370	118.6%
4090	Taxes Special Dist Augmentation	9,451	0	(9,451)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	12,491	0	(12,491)	0.0%
	Sub Total	3,588,481	64,228	(3,524,253)	1.8%
INTEREST REVENUE					
4600	Interest (OCIP)	134,883	10,983	(123,900)	8.1%
	Sub Total	134,883	10,983	(123,900)	8.1%
GRANT REVENUE					
4210	State Grants	120,000	0	(120,000)	0.0%
4220,4230	Fed/Other Grants	2,500	0	(2,500)	0.0%
	Sub Total	122,500	0	(122,500)	0.0%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	48,000	0	(48,000)	0.0%
4310	Fines & Fees	15,249	2,099	(13,150)	13.8%
4320, 4330	Passport/Photos	227,775	27,313	(200,462)	12.0%
4340	Meeting Room Fees	2,115	370	(1,745)	17.5%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	293,139	29,782	(263,357)	10.2%
TOTAL REVENUES YTD FOR FY 25/26:		4,139,003	104,993	(4,034,010)	2.5%
BEGINNING BALANCE END BALANCE YTD ACTUAL					
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
	Cash/Investments	4,636,253	4,050,861	(585,392)	
4500	Impact Fees - Restricted Funds	1,093,686	573,851	(519,835)	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of July 31, 2025

8% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS			
5010, 5020	Salaries & Wages	1,884,516	131,889
5030	Retirement & Post Employment Trust 115	76,751	8,509
5040	Unemployment Insurance	0	0
5050	Health Insurance	342,257	27,705
5060	Life Insurance	5,412	359
5064	Dental Insurance	14,563	903
5066	AD & D Insurance	7,088	475
5068	Vision Insurance	2,651	196
5070	Workers' Compensation Insurance	22,845	750
5090	Education Assistance Program	2,500	0
TOTAL		\$2,358,583	\$170,787
SERVICES & SUPPLIES			
5099	Property & Liability Insurance	83,352	6,082
5100-5140	Communications, Internet, Cable	41,521	394
5150-5180	Janitorial Supplies & Services	87,142	6,325
5160	Refuse Disposal	5,271	369
5205	Maintenance Equipment	16,190	1,861
5200, 5210-5280	Building & Maintenance	317,417	3,598
5290-5292	Memberships	12,378	2,007
5300-5350	Office Expenses & Postage	168,891	8,574
5400-5480	Prof./Specialized Services	320,997	26,127
5490	Loan Obligation (i-bank)	75,645	58,340
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	50,000	863
5500	Books/Library Materials	300,000	17,817
5600	Travel & Meetings/Professional Development	40,000	3,131
5700	Mileage/Parking	1,962	258
5800	Utilities	105,525	8,909
5900	Bookmobile - Vehicle	350,000	0
5901	Bookmobile - Collection	0	0
5902	Bookmobile - Supplies & Materials	2,000	43
5904	Bookmobile - Other	2,000	25
6000	Other	5,000	0
6100	Taxes and Assessments	10,249	177
TOTAL		\$1,995,540	\$144,899
OPERATING EXPENSES		\$4,354,123	\$315,686
RESTRICTED FUNDS			
	Library Impact Fees	1,095,345	521,494
TOTAL BUDGET		\$4,354,123	\$315,686
			\$4,038,437

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

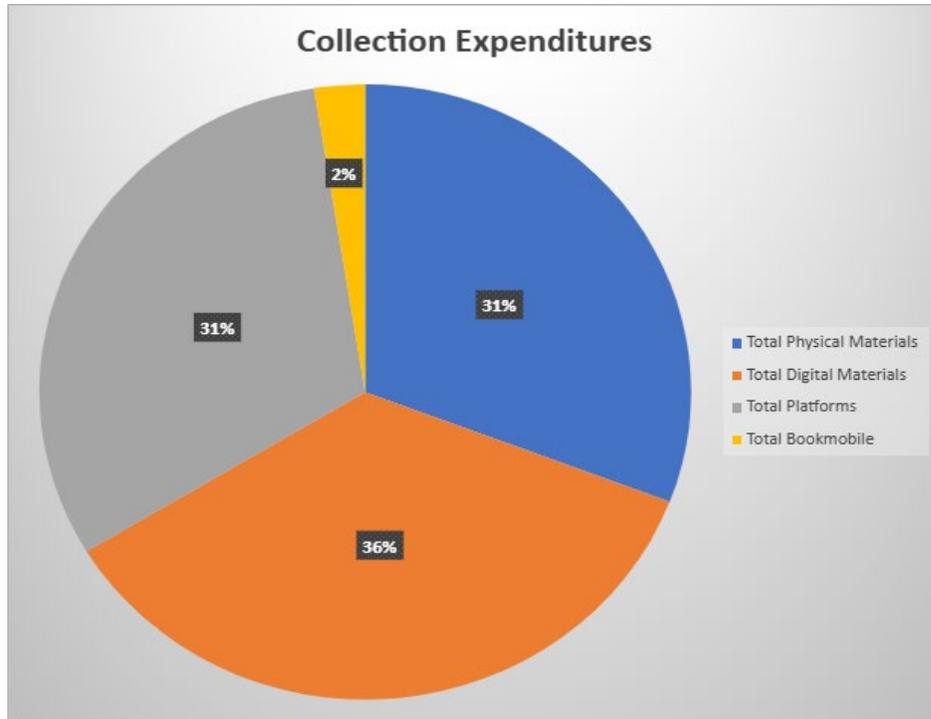
SUBJECT: Acquisitions Report for July 2025

DATE: August 20, 2025

MONTHLY STATISTICS

Total Budget	FY 2025-26	% Spent	FY 2024-25	% Spent
Library	\$290,000	10%	\$342,328	12%
Bookmobile	\$10,000	7%	\$90,000	0%
Total Budget	\$300,000	10%	\$432,328	9%

Collection Expenditures	July 2025	July 2024	FY-T-D FY 2025-26	FY-T-D FY 2024-25	FY-T-D % changed
Print Materials	\$5,159	\$6,310	\$5,159	\$6,310	-18%
Serial Subscription	\$1,976	\$1,468	\$1,976	\$1,468	35%
Audio Materials	\$0	\$540	\$0	\$540	-100%
Video Materials	\$0	\$563	\$0	\$563	-100%
LOTs	\$2,010	\$1,200	\$2,010	\$1,200	67%
Total Physical Materials	\$9,145	\$10,080	\$9,145	\$10,080	-9%
Digital eBooks	\$2,875	\$3,345	\$2,875	\$3,345	-14%
Digital eAudiobooks	\$6,831	\$5,374	\$6,831	\$5,374	27%
Digital Videos	\$727	\$1,718	\$727	\$1,718	-58%
Digital Magazines	\$22		\$22		
Digital Music	\$92		\$92		
Total Digital Materials	\$10,548	\$10,437	\$10,548	\$10,437	1%
Online Learning Platforms	\$9,250	\$19,964	\$9,250	\$19,964	-54%
Total Platforms	\$9,250	\$19,964	\$9,250	\$19,964	-54%
Bookmobile Print Materials	\$746	\$0	\$746	\$0	-*
Bookmobile Audio Materials	\$0	\$0	\$0	\$0	-*
Bookmobile Digital	\$0	\$0	\$0	\$0	-*
Bookmobile LOTs	\$0	\$0	\$0	\$0	-*
Total Bookmobile	\$746	\$0	\$746	\$0.00	-*
Total Collection Expenditures	\$29,689	\$40,481	\$29,689	\$40,481	-27%



Titles Added	July 2025	July 2024	FY-T-D FY 2025-26	FY-T-D FY 2024-25	FY-T-D % changed
Print Materials	57	118	57	118	-52%
Serial Subscription	0	2	0	2	-100%
Audio Materials	0	0	0	0	0%
Video Materials	0	0	0	0	0%
LOTs	0	0	0	0	0%
Total Physical Materials	57	120	57	120	-53%
Digital eBooks	1,127	1,230	1,127	1,230	-8%
Digital eAudiobooks	2,293	1,947	2,293	1,947	18%
Digital Videos~	331	727	331	727	-54%
Digital Magazines~	8		8		
Digital Music~	60		60		
Total Digital Materials	3,819	3,904	3,819	3,904	-2%
Online Learning Platforms	0	4	0	4	-100%
Total Platforms	0	4	0	4	-100%
Bookmobile Print Materials	4	0	4	0	~*
Bookmobile Audio Materials	0	0	0	0	0%
Bookmobile Digital	0	0	0	0	0%
Bookmobile LOTs	0	0	0	0	0%
Total Bookmobile	4	0	4	0	~*
Total Titles Added	3,880	4,028	3,880	4,028	-4%

~Digital video, magazines, and music counted together as Other Digital in July 2024.

All Materials Held	July	June	Month to Month
	2025	2025	% changed
Total Library Physical	84,051	83,372	1%
Total Digital	2,061,039	2,049,392	1%
Total Bookmobile Physical	2,551	2,549	0%
Total All Materials	2,147,641	2,135,313	1%

Library Children's Physical Materials Held	July	June	Month to Month
	2025	2025	% changed
Children's Fiction	24,905	24,901	0%
Children's Nonfiction	14,439	14,437	0%
Children's Spanish	3,102	3,254	-5%
Children's Audiobook	1,175	1,183	-1%
Children's DVD/Video	1,463	1,463	0%
Children's LOTs	70	70	0%
TOTAL Library Children's Physical Material	45,154	45,308	0%

Library Adult/Teen Physical Materials Held	July	June	Month to Month
	2025	2025	% changed
Adult Fiction	16,716	16,917	-1%
Adult Nonfiction	13,497	13,430	0%
Adult Foreign Language	1,385	1,384	0%
Adult Audiobook	851	851	0%
Adult DVD/Video	2,930	2,930	0%
Adult LOTs	149	150	-1%
Vinyl Records	201	201	0%
Video Games	414	414	0%
Teen Fiction	2,754	2,751	0%
Teen Nonfiction	0	0	0%
TOTAL Library Adult/Teen Physical Material	38,897	39,028	0%

Digital Material Held	July	June	Month to Month
	2025	2025	% changed
eBooks	1,100,044	1,082,622	2%
Digital Audiobooks	356,294	334,939	6%
Digital Videos	89,757	124,126	-28%
Digital Magazines	6,128	6,125	0%
Digital Music	508,816	501,572	1%
Online Learning Platforms	6	8	-100%
TOTAL Library Digital Material	2,061,039	2,049,392	1%

Library of Things Held	July	July	FY-T-D
	2025	2024	% changed
Children's LOTs Items	70	63	11%
Adult LOTs Items	101	99	2%
Total LOTs Items	171	162	6%

Library of Things Updates	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	FY 2024-25	FY 2023-24	% changed
New LOTs Items Added	12		12		
LOTs Items Replaced	0		0		
LOTs Items Removed	0		0		

Bookmobile Children's Physical Materials Held	July	June	Month to Month
	2025	2025	% changed
Children's Fiction	1,420	1,418	0%
Children's Nonfiction	693	693	0%
Children's Spanish	308	308	0%
Children's Audiobook	0	0	0%
Children's DVD/Video	0	0	0%
Children's LOTs	0	0	0%
TOTAL All Children's Physical Material	2,421	2,419	0%

Bookmobile Adult/Teen Physical Materials Held	July	June	Month to Month
	2025	2025	% changed
Adult Fiction	44	44	0%
Adult Spanish	0	0	0%
Teen Fiction	75	75	0%
Teen Nonfiction	11	11	0%
TOTAL All Adult/Teen Physical Material	130	130	0%

*Percentage change is undefined when the initial value is zero.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for July 2025

DATE: August 20, 2025

Net Revenue Summary for July 2025

			YTD	YTD
	Jul-25	Jul-24	2025-2026	2024-2025
Passport	19,076	14,660	19,076	14,660
Passport Photos	8,237	5,600	8,237	5,600
Fines & Fees	2,099	1,456	2,099	1,456
Meeting Room	370	0	370	0
TOTAL	\$ 29,782	\$ 21,716	\$ 29,782	\$ 21,716



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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 2025

DATE: August 20, 2025

			YTD	YTD
	Jul-25	Jul-24	2025-2026	2024-2025
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	1	0	1	0
Open Positions	0	1	0	1
Workers' Compensation Leave	0	0	0	0
TOTAL	1	1	1	1

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Andrew Nguyen – Library Page PT

OPEN POSITIONS:

None

WORKERS COMPENSATION LEAVE:

None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through July 2025
DATE: August 20, 2025

CITY OF PLACENTIA INVOICES

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

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for July 2025

DATE: August 20, 2025

May Meetings:July 1st & 2nd

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

July 8th

- Outdoor Library Project Update Meeting: Library Director, Assistant Library Director, and Business Manager attended a meeting with the OLE Project Manager and representatives from USB to review the overall project timeline and confirm the anticipated completion date. During the meeting, USB reaffirmed their commitment to completing project by August 8th.
- LMT Meeting: Library Director, Assistant Library Director, and Business Manager met with library supervisors.

July 9th

- Public Library Director's Forum Planning Committee (PLDF) : Library Director
- Library Director's Network Call – Creating Vision for California State Libraries: Library Director
- Loading Dock & Outdoor Library Project Meeting: Assistant Library Director and Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, and US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates regarding Loading Dock and Outdoor Library projects.
- Bookmobile Review Meeting: Assistant Library Director and IT Consultant met with Mark Gibbs from American Campers to discuss the electrical specifications and customization needs for the bookmobile.

July 10th

- Edward Dean Museum & Gardens for Director’s Forum Planning: Library Director
- Meeting with President Carline: Library Director

July 14th

- PLFF Board meeting: Library Director
- Centennial Steering Committee Meeting: Assistant Library Director attended the meeting to get updates on event dates confirmed. Assistant Library Director and the Community Services Director will serve as the primary contacts and will collaborate on soliciting items and finalizing details for the silent auction baskets.

July 16th

- PLDF Meeting: Library Director
- SDRMA Health Benefits Program Renewal and Update on CalPERS Health for 2026: Business Manager attended virtual meeting with SDRMA representatives on the Health Benefits program renewal and CalPERS Health for 2026.
- Loading Dock & Outdoor Library Project Meeting: Assistant Library Director and Business Manager attended meeting with Accenture Construction Project Manager, IDS Consultants, and US Builders General Contractors to discuss project progress, schedules, submittals, change orders, and updates regarding Loading Dock and Outdoor Library projects.

July 21st

- Library Board Meeting: Administration Team

July 22nd

- All Staff Meeting

July 23rd

- Meeting with PLFF Board Member: Library Director

July 24th

- Bookmobile Grant Update Meeting: Assistant Library Director met with Grant Project Manager, Chris Durr, to review the current status of the bookmobile project. During the discussion, recent updates were addressed, challenges were identified, and remaining tasks were outlined. Also discussed were anticipated timelines for the completion of the project.
- Library Impact Fee Meeting: Business Manager attended monthly meeting with the City of Placentia Director Development Services to discuss library impact fees and upcoming projects.

July 30th

- PLDF Meeting: Library Director
- Erate Meeting: Assistant Library Director met with E-Rate Consultant Ingrid Goodman to review the five-year budget cycle. The discussion covered the necessary steps and

procedures for navigating the E-Rate funding process, along with a detailed overview of the budget currently available to the District.

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for July 2025

DATE: August 20, 2025

Children's Circulation - Subtotals	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Children's Fiction Physical: PLD	10,466	10,731	10,466	10,731	-2%
Children's Fiction Digital	1,222	1,384	1,222	1,384	-12%
Children's Fiction Physical Subtotal	10,466	10,731	10,466	10,731	-2%
Children's Fiction Digital Subtotal	1,222	1,384	1,222	1,384	-12%
Children's Fiction TOTAL	11,688	12,115	11,688	12,115	-4%
Children's Nonfiction Physical: PLD	2,902	3,184	2,902	3,184	-9%
Children's Nonfiction Digital	99	116	99	116	-15%
Children's Nonfiction Physical Subtotal	2,902	3,184	2,902	3,184	-9%
Children's Nonfiction Digital Subtotal	99	116	99	116	-15%
Children's Nonfiction TOTAL	3,001	3,300	2,902	3,184	-9%
Children's Magazine Digital	18	35	18	35	-49%
Children's Magazine TOTAL	18	35	18	35	-49%
Children's Audiobook Physical: PLD	1,310	1,068	1,310	1,068	23%
Children's Audiobook Digital	763	826	763	826	-8%
Children's Music Digital	6	10	6	10	-40%
Children's Audio Media Physical Subtotal	1,310	1,068	1,310	1,068	23%
Children's Audio Media Digital Subtotal	769	836	769	836	-8%
Children's Audio Media TOTAL	2,079	1,904	2,079	1,904	9%
Children's Visual Media Physical: PLD	270	373	270	373	-28%
Children's Visual Media Digital	50	76	50	76	-34%
Children's Visual Media Physical Subtotal	270	373	270	373	-28%
Children's Visual Media Digital Subtotal	50	76	50	76	-34%
Children's Visual Media TOTAL	320	449	320	449	-29%
Children's Library of Things (LOTs): PLD	47	41	47	41	15%
Children's Library of Things (LOTs) TOTAL	47	41	47	41	15%

Children's Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
TOTAL Children's Physical Content	14,995	14,983	14,995	14,983	0%
Children's Digital Content	2,158	2,447	2,158	2,447	-12%
TOTAL All Children's Content	17,153	17,430	17,153	17,430	-2%

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 above, and are additionally highlighted as special collections per CSL</i>	2025	2024	2025-26	2024-25	% change
Children's Non-English Language Materials*	845	953	845	953	-11%

Teen Circulation - Subtotals	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Teen Fiction Physical: PLD	361	398	361	398	-9%
Teen Fiction Digital	451	589	451	589	-23%
Teen Fiction Subtotal	812	987	812	987	-18%
Teen Nonfiction Digital	13	5	13	5	160%
Teen Nonfiction Subtotal	13	5	13	5	160%
Teen Audiobook Digital	530	621	530	621	-15%
Teen Audio Media Subtotal	530	621	530	621	-15%

Teen Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Total Teen Physical Content	361	398	361	398	-9%
Teen Digital Content	994	1,238	994	1,238	-20%
TOTAL All Teen Content	1,355	1,636	1,355	1,636	-17%

Adult Circulation - Subtotals	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Fiction Physical: PLD	3,115	2,636	3,115	2,636	18%
Adult Fiction Digital	3,286	3,878	3,286	3,878	-15%
Adult Fiction Subtotal	6,401	6,514	6,401	6,514	-2%
Adult Nonfiction Physical: PLD	1,457	1,589	1,457	1,589	-8%
Adult Nonfiction Digital	824	1,032	824	1,032	-20%
Adult Non-Fiction Subtotal	2,281	2,621	2,281	2,621	-13%
Adult Magazine Digital	945	697	945	697	36%
Adult Magazine Subtotal	945	697	945	697	36%
Adult Audiobook Physical: PLD	94	74	94	74	27%
Adult Audiobook Digital	6,657	6,432	6,657	6,432	3%
Adult Music Physical	72	86	72	86	-16%
Adult Music Digital	54	69	54	69	-22%
Adult Audio Media Subtotal	6,877	6,661	6,877	6,661	3%
Adult Movies and BluRays Physical: PLD	458	630	458	630	-27%
Adult Video Games Physical	332	415	332	415	-20%
Adult Visual Media Physical TOTAL	790	1,045	790	1,045	-24%
Adult Visual Media Digital	282	578	282	578	-51%
Adult Visual Media Subtotal	1,072	1,623	1,072	1,623	-34%
Adult Library of Things (LOTs): PLD	79	113	79	113	-30%
State Parks Pass: PLD	85	71	85	71	20%
Total Adult Library of Things (LOTs)	164	184	164	184	-11%

Adult Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
TOTAL Adult Physical Content	5,692	5,614	5,692	5,614	1%
Adult Digital Content	12,048	12,686	12,048	12,686	-5%
TOTAL All Adult Content	17,740	18,300	17,740	18,300	-3%

Adult Circulation: Non-English Materials	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
<i>*These stats are accounted for in the sections above, and are additionally highlighted as special collections per CSL</i>					
Adult Non-English Language Materials*	191	134	191	134	43%

All Circulation - TOTAL	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Total Circulation Physical: PLD	21,048	20,995	21,048	20,995	0%
Total Circulation Digital	15,200	16,371	15,200	16,371	-7%
Total All Circulation	36,248	37,366	36,248	37,366	-3%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2025	2024	2025-26	2024-25	% change
ABC Mouse	2,734	960	2,734	960	185%
Novelist Plus	64	125	64	125	-49%
Novelist Select	2,023	2,426	2,023	2,426	-17%
Scholastic Teachables	61	60	61	60	2%
TOTAL PLD DATABASE USAGE	4,882	4,947	4,882	4,947	-1%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2025	2024	2025-26	2024-25	% change
Britannica^	12	14	12	14	-14%
ProQuest^	2	0	2	0	-
ProQuest Culture Grams^	5	0	5	0	-
Teaching Books for Libraries	448	290	448	290	54%
National Geographic Kids (Gale)^	0	0	0	0	-
Gale in Context: Environmental Studies^	4	0	4	0	-
Gale Interactive: Science^	0	0	0	0	-
Alexander Street^	0	0	0	0	-
PebbleGo Science K-2	7	2	7	2	250%
TOTAL CSL DATABASE USAGE	478	431	478	431	11%
TOTAL ALL DATABASE USAGE	5,360	5,378	5,360	5,378	0%

^Mathematically impossible to divide by 0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for July 2025

DATE: August 20, 2025

Number of Programs by Type	July 2025	July 2024	FY-T-D 2025-26	FY-T-D 2024-25	FY-T-D % change
Storytime	11	9	11	9	22%
Children's Programs	15	16	15	16	-6%
Hangar	4	0	4	0	.01%
Teen Programs	2	3	2	3	-33%
Self Directed	5	3	5	3	67%
Outreach	0	2	0	2	-100%
TOTAL Children/Teen	37	33	37	33	12%

Program Attendance by Type	July 2025	July 2024	FY-T-D 2025-26	FY-T-D 2024-25	FY-T-D % change
Storytime	464	424	464	424	9%
Children's Programs	2,604	1,749	2,604	1,749	49%
Hangar	55	0	55	0	.01%
Teen Programs	21	20	21	20	5%
Self Directed	238	235	238	235	1%
Outreach	0	100	0	100	-100%
TOTAL Children/Teen	3,382	2,528	3,382	2,528	34%

The Hangar Makerspace	July 2025	July 2024	FY-T-D 2025-26	FY-T-D 2024-25	FY-T-D % change
Hangar Activity Hour Visits	284	157	284	157	81%

ACHIEVEMENTS

- Daisy Badge planned and conducted Family Storytime on July 12.
- Daisy Badge planned and conducted Lunch at the Library on July 2, 9, 16, 23, and 30.
- Daisy Badge facilitated Morning Meet Ups on July 25.
- Mayli Apontti facilitated Read to the Dogs on Monday, July 7.
- Mayli Apontti set up and facilitated Wild Wednesdays on July 2, 9, 16, 23, and 30 and served as the point of contact for the performers.

- Mayli Apontti planned and conducted Baby Giggles and Wiggles on July 18.
- Mayli Apontti planned and conducted Family Storytime on July 26.
- Mayli Apontti continued to facilitate the children's Dino passive activity for SRP.
- Margaret Hatanaka facilitated Morning Meet Ups on July 18.
- Alex Aguirre planned and conducted Creating with Cricut on July 13.
- Alex Aguirre facilitated STEAM Labs! on July 10.
- Alex Aguirre planned and conducted PTAC on July 3.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on July 2, 9, 16, and 23.
- Alex Aguirre planned and set up crafts for the Hangar on July 2, 5, 7, 9, 12, 14, 16, 19, 21, 23, 26, 28, and 30.
- Damean Sanz took photos for Wild Wednesdays and Lunch at the Library on July 2, 9, 23, and 30.
- Damean Sanz conducted Morning Meet Ups on July 11.

MEETINGS

- July 10, Margaret Hatanaka attended the Kiwanis meeting where they reported on plans for attending National Night Out on August 6 and new partnership with His House, providing weekly Walmart food donations. Navigation Center will not accept the donations because they cannot establish where the food originated from.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for July 2025

DATE: August 20, 2025

MONTHLY STATISTICS

Number of Programs by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Programs	3	1	3	1	200%
History Room	0	0	0	0	0%
Literacy	27	26	27	26	4%
General Interest	0	0	0	0	0%
Self-Directed	3	1	3	1	200%
TOTAL Adult	33	28	33	28	18%

Program Attendance by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Programs	22	10	22	10	120%
History Room	0	0	0	0	0%
Literacy	186	212	186	212	-12%
General Interest	0	0	0	0	0%
Self-Directed	142	11	142	11	1,191%
TOTAL Adult	350	233	350	233	50%

History Room Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
History Room Visitors	3	0	3	0	-%*
Memory Lab Appointments	25	0	25	85	-71%

Volunteer Hours	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
History Room	0	0	0	0	0%
PLFF	271.5	256	0	256	-100%
General Library	192.5	199.55	0	199.55	-100%
Adult Literacy	400	265.75	0	265.75	-100%
PTAC	36.72	10	0	10	-100%
Teen Volunteers	307.05	484.05	0	484.05	-100%
Total Volunteer Hours	1207.77	1215.35	0	1215.35	-100%
FTE Equivalent	6.97	7.01	0.00	7.01	-100%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2025-26	2024-25	% change
Adult Literacy Students	20	23	-13%
Adult ESL Students	72	32	125%
Adult Literacy Tutors	20	23	-13%
Adult ESL Tutors	67	29	131%

*Percentage change is undefined when the initial value is zero.

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beg. Book Club on July 9, 16, 23.
- Sally Federman facilitated Literacy Reads – Int. Book Club on July 8, 15, 22, 29.
- Esther Canedo coordinated Read, Write, Speak Club on July 11, 18, 25.
- Esther Canedo facilitated ESL Conversation Class at the Whitten Center on July 10, 17, 24, 31.
- Esther Canedo facilitated ESL Conversation Class online on July 15, 22, 29.
- Laurel Dennis facilitated ESL Conversation Class at PLD Tuesday on July 8, 15, 22, 29.
- Laurel Dennis facilitated ESL Conversation Class at PLD Thursday class on July 10, 17, 24, 31.
- Sally coordinated Kitchen Talk with Erin on July 30.

- Sally Federman coordinated a Learner Discussion on July 18.
- Natalie McCard held Book Club on July 8th.
- Natalie McCard held Get Hooked! Crochet and Knitting Circle on July 27th. (Hangar)
- Natalie McCard held Adult Craft Night on July 29th. (Hangar)
- Tim Balen coordinated the Science Fiction, Fantasy & Graphic Novel Book Club on July 10.
- Tim Balen coordinated PTAC on July 17.
- Tim Balen coordinated staff picks and lobby displays in July.
- Tim Balen facilitated a staff training on Libby, Hoopla and Palace at the Staff Meeting on July 22.
- Tim Balen processed 11 new Library of Things mobile hotspots received in July.

MEETINGS

- On July 16, Sally Federman attended the CLLS Networking meeting. It was Beverly Schwartzberg's last networking meeting before she retires. She shared what she has learned over the years of being involved in Adult Literacy.
- On July 31, Sally Federman attended a 2025-26 Preparing for the New Year a CLLS Information Session. During this session we talked about remaining activities for the 2024-2025 fiscal year, the timeline for the 2025-2026 fiscal year, changes to spending, family literacy, changes to data collection, and clarifying points for various programs such as digital literacy.
- On July 16, Michelle Meades attended the Rotary meeting at Dennys in Placentia. The final details for Cowabunga were discussed.
- On July 17, Tim Balen facilitated an interview with a prospective Adult Services Fall 2025 intern.

PROFESSIONAL DEVELOPMENT

- On July 22, Michelle Meades attended a webinar hosted by the ASIS&T Student Chapter at SJSU entitled The Evolving Role of AI in Libraries with Heather Sardis, from MIT. This webinar explores the evolving role of AI in shaping library services, enhancing information access, and supporting the diverse needs of users. Heather Sardis, shared insights into current AI applications in libraries, the ethical and practical challenges they pose, and what the future might hold for information professionals navigating this rapidly changing landscape.
- On July 27, Michelle Meades attended the Webinar AI and Ethics in Libraries hosted by the Library Freedom Project, with Alison Macrina as the speaker. This webinar covered what AI is, who creates AI, what libraries can use AI for, as well as problems with AI.
- On July 28, Michelle Meades attended the Webinar on Patron Point for Libraries as suggested by Jeremy Yamaguchi. The webinar was hosted by Nigel Wielden, the

business development director at Patron Point. Patron Point is a marketing automation tool to streamline patron engagement and strengthen the library brain. It allows you to customize and personalize your data to allow for totally targeted messages related to the patron.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for July 2025

DATE: August 20, 2025

MONTHLY STATISTICS

Computer and Wi-Fi Usage	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Children Computer Usage	388	346	388	346	12%
Children AWE Learning Usage	778	508	778	508	53%
Teen Computer Usage	38	134	38	134	-72%
Adult Computer Usage	926	1,047	926	1,047	-12%
Total Computer Usage	2,130	2,035	2,130	2,035	5%
Wi-Fi Usage	1,757	1,267	1,757	1,267	39%
Guest Passes	95	93	95	93	2%

Website Traffic	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Website visits	26,652	14,794	26,652	14,794	80%
Page Hits	40,279	28,036	40,279	28,036	44%
Users	20,469	9,338	20,469	9,338	119%
Placentia Library Online Catalog Usage	3,190	3,188	3,190	3,188	0%

App Usage	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
App Downloads	107	101	107	101	6%
App Launches	2,316	1,519	2,316	1,519	52%
Searches	3,310	10,035	3,310	10,035	-67%
Requests Placed	322	181	322	181	78%
Renewals Done	627	455	627	455	38%
App Catalog Usage	3,632	10,216	3,632	10,216	-64%

Technology Updates

Completed Projects:

- CA high speed network grant proposal
- Deploy Clover Updates and update SOP's

Ongoing Projects:

- SirsiDynix contract extension/renewal
- E-Rate Grant proposals
- Bookmobile Technology Equipment
- Credit Card Print Release Terminals
- New Staff Printers
- Workstation Windows 11 upgrade/replacement
- Windows 11 print release and catalog search replacements
- New Supervisor Printers
- Hoopla Webservices Upgrade

Upcoming Projects:

- History Room Online Archive Portal
- Domain migration to ca.gov
- OLE Security camera system project
- OLE Audio system project

Over the past month, significant progress has been made across several key IT projects, infrastructure updates, and maintenance tasks. The first month utilizing the clover POS system required significant time and resources in order to finalize the software for transactions and reporting. This upgrade automated significant amount of data collection and data entry from staff and is more accurate at reporting item sales.

Other key tasks included supporting PLFF for website updates and communications, planning for technology grant applications, phone line replacement proposals, and OLE low voltage project proposals. IT also held stakeholder meetings with departments to go over needs and establish road maps for the implementation of emerging technologies. IT representatives also attended multiple meetings for the outdoor learning space to coordinate technical details with the new Bookmobile chargers, Wi-Fi and security cameras for the outdoor space. These meetings include internal staff, hardware vendors, contractors, architects, and project managers.

Our IT intern Andrew accepted a full-time position in Sacramento. He learned a lot about IT and how our library systems work. We thank him for all his work and dedication to the library and wish him the best of luck at his new job.

Looking to the future, we have many projects that will have positive impacts on the district. These projects include procurement of 9 new Windows-11 pcs for staff, windows 10 extended support for remaining work stations, office suite update for public pc's, technology grant proposals for E-rate 5 year cycle, and OLE security camera system and sound system. We are also looking to upgrade our analog phone lines to digital, look for new ILS service providers, a third party OPAC, and automating the patron account registration.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for July 2025

DATE: August 20, 2025

Attendance	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Number of Days Open	30	30	30	30	0%
Number of Hours Open	281	271	281	271	4%
Attendance	25,221	22,556	25,221	22,556	12%

Card Holders	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Child Card Holders	16,648	15,737	16,648	15,737	6%
Teen Card Holders	4,809	4,702	4,809	4,702	2%
Adult Card Holders	52,990	48,817	52,990	48,817	9%
Total Card Holders	74,447	69,256	74,447	69,256	7%
New Patron Registration	566	396	566	396	43%
New Virtual Library Cards	235	85	235	85	176%

Information Desk Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Reference Questions -- in person	2,792	2,103	2,792	2,103	33%
Reference Questions -- telephone	567	598	567	598	-5%
Reference Questions -- email/chat	2	1	2	1	100%
Total Reference Questions	3,361	2,702	3,361	2,702	24%
Study Room Usage	254	171	254	171	49%
PODs*	177		177		

Passport Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2024-25	2023-24	% change
Passports Processed	567	419	314	419	35%
Photos Processed	416	282	416	282	48%

**New data as of November 2024.*

ACTIVITIES

- Angie processed 181 new books.
- Yomara mailed 67 billing notices.
- Meeting room was used by 3 outside renters: Greentree HOA, Corte Vista HOA and Broadmoor HOA
- Meeting Room was used 33 times for library related activities/programs.
- Staff filled 431 requests from the pull list.
- Staff pulled 170 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Summer Reading Celebration and Lunch @ the Library Program Presentation

DATE: August 20, 2025

BACKGROUND

This year's Summer Reading Program "Dig Into Reading" theme was a success! The program ran from June 14th to August 9th, spanning a full eight-week stretch. The program was launched with the annual Summer Reading Celebration held on June 14th.

Participants registered and tracked their reading on Beanstack. A display of prizes was featured in the lobby display case. The weekly programs included lunch and had an average of 300 attendees. Programs included:

- Hey Hey Enterinment – puppet show
- Billy Bonkers Magic – magic show
- Annie Banannie – balloon show
- Doodlebugs – radical reptiles show
- Noteworthy Purppets – puppet musical
- Radical Rudy – radical science show
- Dave Skale – magic show
- SoCal Reptiles – reptile show

Free lunches were available for children and teens 18 years and under, immediately following the weekly programs. As part of the District's partnership with the Placentia Yorba Linda School District, the healthy meals were offered through the USDA Summer Food Service Program.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Bookmobile Updates from Assistant Library Director

DATE: August 20, 2025

BACKGROUND

At its meeting on April 28, 2025, the Library Board authorized the termination of the agreement between the District and Phoenix Motorcars, LLC for the construction of an electric bookmobile. The original contract commenced in October 2022 and included several approved extensions, the most recent extending the deadline to July 2025. Despite these extensions, Phoenix Motorcars was unable to deliver the bookmobile as specified in the agreement.

Following the termination of the contract, the Board authorized staff to pursue an alternative solution to ensure the timely acquisition of a bookmobile to support the District's community outreach and mobile library services. After evaluating available options, staff secured the purchase of a Mercedes Sprinter through Anaheim Mercedes. This vehicle is currently in production and is being customized to meet the District's operational requirements and service needs.

In addition to overseeing the build process, staff is working on a graphic design for the exterior vehicle wrap, which will incorporate the District's branding and promote library programs and services. Once completed and deployed, the new bookmobile will enhance the District's ability to provide equitable access to library resources and programs across the community.

Staff will continue to monitor the production timeline, finalize the graphic design, and coordinate vehicle delivery and deployment. A public launch event will be scheduled to introduce the new bookmobile to the community upon its arrival. Additionally, the District is actively pursuing the recovery of funds from Phoenix in accordance with the terms of the agreement.

Staff will provide a presentation tonight and be available to answer questions from the Library Board.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Placentia Library District Municipal Review (MSR) Update

DATE: August 20, 2025

BACKGROUND

The Local Agency Formation Commission (LAFCO) is required by state law (California Government Code §56430) to conduct periodic Municipal Service Reviews (MSRs) for all special districts, including library districts. The MSR is a legislative mandate that requires OC LAFCO to conduct an analysis of the municipal services delivered by the cities, special districts and other service providers to Orange County's 3.16 million residents. In accordance with State law and local policy, OC LAFCO prepares MSRs on a five-year cycle.

The MSR for the Placentia Library District is scheduled for later this year, as part of the North Orange County regions. Other Cities and Districts include Brea, Fullerton, La Habra, Placentia, Yorba Linda, and Yorba Linda Water District. The MSR region areas of interest includes:

- Fire and Emergency Response
 1. Integration of fire and water services for more effective response during emergency and disaster events.
 2. Consolidation of internal services (i.e. procurement, HR, training).
 3. Regionalization of service delivery involving medical calls and reduction in costs.
 3. Maintaining of adequate fire suppression.
- Police
 1. Consolidation of specialty services that may include: CSI, dispatch, commercial and traffic enforcement.
 2. External issues involving consolidation of departments.
- Shared Services
 1. Maximizing of funding opportunities supported by County for unincorporated islands.
 2. Shared service models to increase funding for additional services that may include: IT, purchasing, training, HR, class comps.
- Development of shared services system for areas such as: landscape and fleet maintenance.

The request for consultant proposals is underway for the North Orange County MSRs. District staff will meet with LAFCO to begin the District's MSR upon consultant announcement.

RECOMMENDATION

No action required at this time.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion of Quotes for Installation and Service of Security Cameras, Wi-Fi, and Sound System for the Outdoor Library Experience Space

DATE: August 20, 2025

BACKGROUND

As we continue to work on the Outdoor Library Experience (OLE) Space at Placentia Library, essential infrastructure improvements are required to ensure security, connectivity, and long-term usability. Given budget constraints, we have significantly reduced the project scope to focus only on the most critical needs. The scope outlined below details the minimal technology requirements needed to support the new outdoor space effectively.

1. Security Camera for Outdoor Space

- A single 360° fisheye security camera will be installed to monitor the entire outdoor reading area (under the patio cover) and one in PLFF area. This is a cost-effective solution compared to multiple fixed cameras.
- The camera will provide real-time monitoring, night vision, and video recording to enhance safety.
- Requires conduit, network cabling, and PoE power for installation.
- A single dome/turret style camera will be installed to monitor the door in/out of the library.

2. Outdoor Wi-Fi Access Point

- We already own a SonicWall outdoor Wi-Fi access point, but a license renewal is needed. This will extend high-speed internet to the outdoor space for patrons and staff.
- Requires minimal cabling and power adjustments for activation.

3. Creation of a Small IDF (Intermediate Distribution Frame)

- A network closet will be set up near the outdoor space to manage security and Wi-Fi connections.
- Includes a small wall-mounted network rack, a managed PoE switch, and power distribution.
- Helps future-proof the outdoor space for additional smart technology as funding allows.

4. Fiber Optic Connection from MDF to IDF

- A fiber optic cable run is necessary to provide a high-speed, reliable connection from the main data room (MDF) to the new IDF.
- This ensures fast, secure data transmission for the security camera and Wi-Fi AP.
- Includes fiber termination, conduit protection, and network integration.

5. Outdoor sound system

- A dedicated standalone sound system installed outside with 4 speakers for background music and basic sound reinforcement.

- 2 wireless microphones for use in the outdoor space, Spotify streaming appliance, power amps, digital mixer with iPad control and auto mix and ducking functions.
- Includes option to connect to phone system for paging and announcements with service call from phone company if not chosen for the installation.

Staff is requesting budget approval to proceed with purchasing essential equipment and beginning installation planning. By addressing these core needs now, we ensure that the OLE space will be ready to serve the community as a safe, connected, and welcoming space from the moment it opens.

Attachment A: Comparison Chart

Attachment B: KCCI Quote

Attachment C: GCI Quote

Attachment D: HGP Quote

RECOMMENDATIONS

1. Discuss and select a vendor to provide services and installation of security cameras, wi-fi, and a sound system for the OLE project; and,
2. A roll call vote.

Quote #	Vendor	Amount	Cat6	Fiber	Cameras
1	KCCI	\$ 29,882.18	2	6	3
2	Greater Cue	\$ 22,912.33	2	6	3
3	House of God	23,453.04	2	6	2

KC Communications / KCCi
2715 Saturn Street
Brea, CA 92821
(714)577-7777
phonehero@kc4phones.com



ADDRESS
PLACENTIA LIBRARY
411 E CHAPMAN AVE
PLACENTIA, CA 92870

SHIP TO
PLACENTIA LIBRARY
C:JEREMY
714-528-1906

Estimate 203040

DATE 01/28/2025

TECHNICIAN
KC Crew

CUSTOMER PO#
Email Jeremy

PMT METHOD
Check

DATE		QTY	RATE	AMOUNT
01/28/2025	KCCi-CABLING KCCi CABLING SOLUTION KCCi to provide the following; 1 - 6 Strand Single Mode Fiber Optic Cable, LC to LC from IDF to new IDF in North East Corner of Library, 1 - 6U Wall Mount Rack, 1 - Fiber Tray, 1 - 6 Pack LC Connector for new IDF, 1 - Plywood Backing, 2 - Cat 6 Data Cables out to new Patio for AP and Camera (Camera Device/Install to be invoiced separately once model and system are known). All cables to be terminated, labeled, tested. Includes all Labor (normal business hours, OT will be additional), housing, jacks, LC Connectors (All), terminations, etc.	1	4,775.00	4,775.00T

**Any additional work to be invoiced separately.

05/01/2025	KCCi-SOLUTION KCCi SOLUTION/INSTALLATION - CAMERAS KCCi to run 3 Cat 6 Data Cables from new IDF to Patio area for 3 Cameras and 3 Camera Mounts. KCCi to install the 3 requested Cameras/Mounts. KCCi to provide the following; 2 - Digital Watchdog DWC-PVF9D12TW 1 - Digital Watchdog DWC-XSDE08MI 3 - Digital Watchdog DWC-VFJUNCW Includes Installation from KCCi. All Cables/Cameras to be terminated, labeled, tested. Includes all Labor (normal business hours, OT will be additional), housing, jacks, LC Connectors (All), terminations, etc.	1	7,845.00	7,845.00T
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**Any additional work to be invoiced separately.

Sign: _____ Start: _____ Stop: _____ Actual Hours: _____ Date: _____

DATE		QTY	RATE	AMOUNT
06/19/2025	KCCi-SOLUTION KCCi SOLUTION/INSTALLATION - AUDIO KCCi to run speaker wire to/and install speakers and requested audio equipment. KCCi to provide the following; 4 - Speakers 1 - AMP 1 - VMIX Audio Controller 1 - MIC2X 2 - MAX1R 1 - Sonos Streaming Player 1 - Wireless MIC System 1 - Wireless MIC 1 - Bluetooth Receiver 2 - NetGear GS110TP 2 - SFP Modules 1 - Rack Enclosure 9U 1 - Cable Management Misc - Mounting Hardware Includes Installation from KCCi. All Cables/Audio Equipment to be terminated, labeled, tested. Includes all Labor (normal business hours, OT will be additional), housing, jacks, LC Connectors (All), terminations, etc.	1	17,950.00	17,950.00T
**Any additional work to be invoiced separately.				

06/19/2025	DISCOUNT-10% Continued Business Discount 10%	1	-3,057.00	-3,057.00
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PLEASE REMIT FROM THIS INVOICE. PAST DUE ACCOUNTS SUBJECT TO LATE CHARGE OF 1.5% PER MONTH, (18% PER YEAR). WARRANTY AND BILLING PERIOD SHALL BEGIN UPON SERVICE COMPLETION OR BENEFICIAL USE, WHICHEVER OCCURS FIRST. ANY LEGAL FEES ARISING FROM THE COLLECTION OF PAST DUE ACCOUNTS WILL BE THE CLIENT'S RESPONSIBILITY.	SUBTOTAL	27,513.00
	TAX (7.75%)	2,369.18

TOTAL \$29,882.18

Accepted By

Accepted Date

Sign: _____ Start: _____ Stop: _____ Actual Hours: _____ Date: _____



Greater Cue Integrations
24046 Clinton Keith Road Box 148
Wildomar, California 92595
United States

(661) 367-0426
alex@greatercue.com
[https://www.deepsentinel.com/end-user-
license-agreement/](https://www.deepsentinel.com/end-user-license-agreement/)
Alex Clark
alex@greatercue.com
(661) 367-0426

Network expansion, 3 Cameras, Infrastructure & Audio System



Placentia Library

411 E. Chapman Ave
Placentia, CA 92870
jyamaguchi@placentialibrary.org

Presented By
Greater Cue Integrations

Quote Number
Q-175

Presented On
Aug 10, 2025

Version
5

Philosophy

Greater Cue Integrations is involved in many things, but at the core, GCI is all about using solution-based technology to support families and organizations. We use a simple metric to measure our impact. Find the need and apply our collective experience and critical thinking to develop a solution, a solution that exceeds the need and builds our clients up.

Project Description

Scope of Work – Audio System & Network Expansion

Summary of Additions

- Outdoor distributed audio system
- Biamp Desono DX-S8-UB-B speakers (4)
- Biamp REVAMP2120T amplifier
- Sonos Port for music streaming
- Denon Bluetooth receiver
- Wireless microphone system
- Allen & Heath AHM-32 audio matrix processor
- Additional supporting Labor, logistics, and design

Updated Scope of Work

Project Overview

This project involves the installation of a new 6 strand fiber optic line at Placentia Library to establish a high-speed and reliable network connection between the Main Distribution Frame (MDF) room and a newly designated Intermediate Distribution Frame (IDF) room. Additionally, Cat 6 lines will be installed from the IDF to an exterior location where two security cameras will be deployed to monitor the new space. As part of this project, a new wall-mounted rack will be installed in the IDF room, securely mounted to a fireproof plywood backing on the concrete wall. An audio system will also be installed to support live speech and music playback for a distributed outdoor zone with wireless microphone capability.

SOW

1. IDF Room Setup: Wall Rack Installation

- Install fire retardant plywood backing on the designated cinderblock/concrete wall to support equipment.
- Securely mount a wall rack onto the fireproof plywood for structured cable management.
- Ensure proper placement to allow for efficient equipment access and airflow.

2. Fiber Installation: MDF to IDF Room

- Install and terminate new fiber optic cabling from the MDF room to the new IDF room.
- Properly route, label, and secure fiber to maintain a clean and organized setup.
- Conduct testing to verify optimal performance.

3. Cat 6 Installation for Security Camera & access point

- Run Cat 6 cable from the IDF room to the exterior mounting locations.
- Secure cables with proper fittings and weatherproofing to protect against environmental exposure.
- Terminate and test the Cat 6 cable to ensure optimal connectivity.

4. Security Camera Deployment

- Mount and install both security cameras at the designated exterior locations.
- Configure and integrate the camera into the existing security system for local and remote monitoring.
- Adjust camera angles and settings to ensure optimal coverage of the targeted zones.
- Conduct system testing and validation to ensure functionality.

5. Audio System Installation (NEW)

- Install and configure an outdoor audio system with even outdoor coverage.
- Mount weather-resistant speakers in the designated outdoor zone for music playback.
- Integrate an audio matrix processor (AHM-32) to manage routing and zoning.
- Install amplifier, Bluetooth audio receiver, and
- Sonos Port to allow for music streaming and manual audio source input.
- Deploy and test a dual-channel wireless microphone system with extended-range antennas for public address or presentation use.
- Verify system tuning, coverage, and connectivity for all audio sources and outputs.

Deliverables

- Fully installed and tested fiber optic connection between MDF and IDF rooms.
- Secure and properly mounted wall rack on plywood.
- Installed and labeled network equipment inside the IDF room.
- Run Cat 6 cables from IDF to exterior for camera locations and access point.
- Three installed and operational security cameras with verified network connectivity. Two outside and one in the vending machine location.
- Fully installed and tested audio system with outdoor coverage and wireless mic integration.
- Documentation of installation and system configurations.

Project Considerations

- Ensure minimal disruption to library operations during installation.
- Coordinate with IT and facilities teams for network, audio integration, and power requirements.

Products

Unassigned **\$376.20**

ITEM		QTY	UNIT PRICE	TOTAL
	* Project Mobilization	3	\$75.00	\$225.00



FS 2 \$75.60

**NETGEAR CWDM-SFP-1310 Compatible
SFP 1000BASE-CWDM**

1310nm 80km DOM Duplex LC/UPC SMF Optical Transceiver Module for Transmission

Infrastructure

\$2,766.30

ITEM		QTY	UNIT PRICE	TOTAL
	ADI Pro 0E-JHK225 2" J Hook, 25-Pack	1	\$87.77	\$87.77
	Altelix 12x9x5 PC+ABS Weatherproof Vented Utility Box NEMA Enclosure with Hinged Door and Aluminum Mounting Plate	2	\$207.19	\$414.38
	Corning 006E81-31131-24 MIC Tight-Buffered Cable, Riser 6 F, Single-mode (OS2)	4	\$61.18	\$244.72
	Discount Low Voltage 6 Strand Singlemode LC-UPC Fiber Pigtail (3 Meter) 6 Strand Singlemode LC-UPC Fiber Pigtail (3 Meter)	2	\$20.62	\$41.24
	Dynacom 1U Slide-Out Rackmount Fiber Enclosure - 3 Panel 1U Slide-Out Rackmount Fiber Enclosure - 3 Panel	1	\$130.34	\$130.34
	Dynacom 6-Coupler (12 Strand Capacity) Loaded LC Singlemode Fiber Adapter Panel Dynacom 6-Coupler (12 Strand Capacity) Loaded LC Singlemode Fiber Adapter Panel - Blue	1	\$38.57	\$38.57
	Generic 2x4 plywood Fire Rated	1	\$28.80	\$28.80
	Generic Adhesive & Expendables	1	\$125.55	\$125.55

	Generic cable fasteners	1	\$145.00	\$145.00
GF	Generic Fittings	1	\$330.40	\$330.40
	Generic Lot Cable Terminations	22	\$0.81	\$17.82
	Materials Overlap	1	\$365.00	\$365.00
	Optix America 40mm Fusion Splice Protection Sleeves Optix America 40mm Fusion Splice Protection Sleeves	1	\$26.60	\$26.60
	Strong SR-WM-SK-19 Strong Wall-Mount Expandable Open-Frame Rack 822U	1	\$288.38	\$288.38
	West Penn Wire 25226BOR0500 1P 14G STRD UNSHLD PLENII	3	\$44.95	\$134.85
	Wirepath NST-CAT6-1000-WHT Cat 6 550MHz Unshielded Wire - 1000 Ft. Nest In Box (White)	1	\$346.88	\$346.88

Power System **\$770.06**

ITEM		QTY	UNIT PRICE	TOTAL
	APC SCL500RMI1UC Smart-UPS, Line Interactive, 500VA, Lithium-ion, Rackmount 1U, 230V, 4x IEC C13 outlets, SmartConnect Port, Short Depth	1	\$770.06	\$770.06

Network

ITEM	QTY	UNIT PRICE	TOTAL
 FS NETGEAR CWDM-SFP-1310 Compatible SFP 1000BASE-CWDM 1310nm 80km DOM Duplex LC/UPC SMF Optical Transceiver Module for Transmission	1	\$75.60	\$75.60
 NETGEAR GS110TP 10-Port Gigabit Ethernet Smart Switch with 8 PoE Ports and 2 Dedicated SFP Ports	2	\$179.99	\$359.98

Security & Camera

\$3,184.50

ITEM	QTY	UNIT PRICE	TOTAL
 Digital Watchdog DWC-DSCM Ceiling Mount Bracket For Dual-sensor Dome Camera	1	\$92.99	\$92.99
 Digital Watchdog DWC-PVF9DI2TW Megapixel Fisheye Indoor/Outdoor Vandal Dome, Star-Light Plus, 9 Megapixel, 360 And 180-Degree Panoramic View with Edge To Edge Clarity, 1/1.7 Image Sensor, 30Fps , 2.1Mm Lens, Multi Codecs (H.265, H.264, Mjpeg) with Simultaneous Dual Streams, 80Ft Smart Ir, T-Wdr with Mechanical Ir Cut Filter, Tdn,	2	\$903.06	\$1,806.12
 Digital Watchdog DWC-VFJUNCW Junction Box For Mvc - White	3	\$59.50	\$178.50
 Digital Watchdog DWC-XSDE08MI MEGApix Ai 4K Low-profile Vandal Dome IP Camera With A Vari-focal Lens And IR	1	\$1,106.89	\$1,106.89

Audio Visual

ITEM	QTY	UNIT PRICE	TOTAL
 Sonos PORT (BLACK) Versatile Streaming Component for your Stereo or Receiver	1	\$449.00	\$449.00

Pro Audio

\$8,313.39

ITEM	QTY	UNIT PRICE	TOTAL
 Allen & Heath AH-AHM-32 32x32 Audio Matrix Processor, 12x12 Local Analog I/O, Up To 128x128 Audio Networking	1	\$1,999.00	\$1,999.00
 Belden 8451 008Z1000 2 #22 PP SHLD PVC FR - Gray	1	\$58.00	\$58.00
 Biamp Systems DESONO DX-S8-UB-B BLACK 8" High output coaxial surface mount indoor/outdoor loudspeaker w/ HF compression driver. 8 ohm or 70V/100V operation, included aluminum U-bracket & water-tight ClickPlug, black (priced individually, but sold in pairs)	4	\$410.00	\$1,640.00
 Biamp Systems REVAMP2120T 2 Channel Class D Amplifier 2 X 120 Watts (70/100 Volts Or Rms @ 4 Ohms) Or In Bridge Mode 1 X 240 Watts (70/100 Volts Or Rms @ 8 Ohms), Convection Cooled, 1 U, 19" Rackmount	1	\$704.00	\$704.00
 Denon Professional DENDN200BR Stereo bluetooth audio receiver	1	\$129.00	\$129.00
 Neutrik NC3FXX 3 pole female cable connector with Nickel housing and silver contact	6	\$4.13	\$24.78
 Neutrik NC3MXX 3 pole male cable connector with Nickel housing and silver contacts.	6	\$3.73	\$22.38
 Neutrik NYS373-2-U Phono plug, black housing, gold plated contacts, Red color coding - Bulk	4	\$3.35	\$13.40

	Radio Design Labs (RDL) TX-70A 25 V, 70 V, 100 V Speaker Level Input Interface - Unbalanced line output	1	\$69.83	
	RF Venue RG8X75 75' RG8X Coaxial Cable	2	\$279.00	\$558.00
	Shure SLXD24D/SM58-H55 Dual Wireless Vocal System with SM58	1	\$1,739.00	\$1,739.00
	Shure UA864US Wall-mounted wideband antenna	2	\$678.00	\$1,356.00

Summary

Product	\$16,295.03
Labor	\$6,248.82
Electronic & Material Disposal	\$81.48
Protective & Expendables	\$112.00
Shipping & Processing	\$175.00
Subtotal	\$22,912.33
Total Price	\$22,912.33

Payment Terms

○	Deposit (50%)	\$11,456.17
○	Upon Completion (50%)	\$11,456.16

Terms & Conditions

1. Elements, including ideas, engineering, drawings, equipment, labor, or logistical details not explicitly addressed and tied to a concept in this document, could be considered changes and additions to the project. Changes will result in additional charges, timeline extensions, or both. Once installed, your products & services will be thoroughly tested and commissioned by the Company to ensure all components work as designed.
2. This document will reappear to act as the commissioning checklist and to verify both the Client and Company agree the products and services are complete and fully operational. Upon completion and acceptance of the fully functional products & services, Company will provide instructive orientation for the client regarding the use of products & services.
3. CLIENT RESPONSIBILITIES: The following shall be provided by the Client and are not part of this agreement or proposal.
4. All restorations that are outside of the Company's advertised services. Such as Drywall, mudding, and painting needed to restore access holes that the Company was required to make to complete the Scope of Work.
5. Client shall pay all remaining balances for all equipment set out in the Scope of Work upon delivery of the products and services.
6. Upon completion of the products & services, Client shall pay Company any sums outstanding, including but not limited to the total project cost and change orders, less any down payment or deposits already received by Company.
7. Interest may be charged after maturity at two percent (2%) per month on the unpaid balance.
8. For unpaid balances over 90 days, the Client shall pay all reasonable legal and collection costs incurred.
9. INDEPENDENT CONTRACTOR: It is understood that Client retains Company on an Independent Contractor basis and Company is not an agent or employee of Client. The manner and means of conducting the Work are under the control of the Company, except to the extent they are limited by statute, rule, or regulation and the expressed terms of this Agreement. No right of employment shall accrue to the Company or its employees. Nothing in this Agreement shall be deemed to constitute approval for Company or any of Company's employees or agents, to be the agents or employees of Client. Company shall have the responsibility for and control over the means of performing the Work, provided that Company complies with the terms of this Agreement. Anything in this Agreement that may appear to give Client the right to direct Company as to the details of the performance of the Work or to exercise a measure of control over Company shall mean only that Company shall follow the desires of Client concerning the results of the products & services
10. WARRANTY: The Company warrants that systems and parts installed by Greater Cue Integrations, LLC will be free from defects in material and workmanship, under regular use, from the completion date for ONE (1) YEAR. Our One-year Warranty states that the Company will repair or replace any defective equipment or workmanship.
11. Please report any service problem as soon as possible. Any service due to terms exceeding this warranty, which follows, will be charged to the Client.
12. This warranty does not apply to equipment showing abuse, misuse, or damage to parts which, in the Company's judgment, are not defective or have been altered or repaired by anyone other than Company personnel. Any damages caused by Acts of God, vandalism, theft, or failure to observe instructions for operations and maintenance as contained in Instruction Manuals or from using equipment in conjunction with incompatible equipment installed by others will not be covered by this warranty.
13. Entry into equipment security covers by any person other than a Company Systems authorized employee will constitute tampering, and this warranty will immediately become null and void on any equipment covered.
14. No one is authorized to assume any liability on behalf of the Company or impose any obligations on it in connection with the sale of any equipment other than as outlined above. In no event will responsibility be assumed or implied for consequential damages caused by interrupted operation or other causes or any costs

of liabilities incurred by the Purchaser, including fees or repairs undertaken by the Purchaser of liability to third parties.

15. Company is covered under worker's compensation and Liability Insurance.
16. This Warranty is not connected to or governed by manufacturers' warranties and extends to a full term of one (1) YEAR regardless of the manufacturers' warranty. Should the manufacturer's warranty exceed that of the Company, the equipment shall be covered by that manufacturer in the terms of each manufacturer's warranty policy.
17. Notices: All notices shall be delivered to the Company at 3419 E Chapman Ave Suite 234, Orange, CA 92869. All notices to the Client shall be delivered to the address provided as the billing address.
18. Purchase: The Company agrees to sell, and the Client agrees to buy the audio/visual equipment as specified ("Equipment"), the installation of such Equipment ("Installation"), and (as applicable) the design, engineering, and consultation related to such Equipment and Installation ("Design") described on the Approved Proposal Sheet which is attached and incorporated herein (collectively, the "Scope of Project") as Attachment A under the following terms and conditions.
19. Project Schedule: The Company anticipates work to begin approximately __1 to 3____ week (s) after receipt of the down payment. All work shall take place during regular business hours (8 a.m. to 5 p.m., Monday through Friday) unless requested otherwise by the Client (in which case 2nd or 3rd shift premiums and overtime charges may apply). The exact Project commencement date will be coordinated between the Company and Client.
20. Change Orders And Additional Service: Unless documented explicitly on the Proposal Sheet and included in the Price, construction, repair, and other work or materials related to the Project, including, but not limited to electrical, drywall, painting, millwork, underground trenching or laying or supplying conduit for wiring, are not included in the Price and Client agrees to pay Company for such services at the rate furnished to Client by Company at the time such services are requested by Client unless otherwise agreed to in writing by Client and Company. The Client may order changes to the scope of the Project consisting of additions, deletions, or modifications with the Price and the completion date being adjusted accordingly. The Company may initiate a Change Order for reasons including, but not limited to, encountering an Unavoidable Delay or Unknown Condition or upon discovery that the Equipment specified on the Proposal Sheet has become obsolete, discontinued, or unavailable. Any resulting adjustment to the Price will be based on the additional cost of labor, materials, overhead, Equipment, and a reasonable profit margin. All Change Orders shall become binding upon written authorization by Client to proceed upon written acceptance by Company.
21. Drawings And Plans: All drawings, designs, and plans created by the Company are the sole property of the Company and may not be duplicated or provided to anyone other than the Client. Only one Design will be provided by the Company. Redesigns or creation of a second Design requested by the Client will be considered a Change Order and subject to additional charges to the Client.
22. Marketing Materials: Client grants Company, by way of initialing here _____, the right and license to use pictures, testimonials, case studies, and other related items approved by Client in Company marketing and advertising materials without cost to Company. The Client will be able to revoke any rights granted hereunder at any time by providing Company written notice. **When you receive such notice, Company will discontinue producing or publishing any new materials, but it will not be required to stop publishing items that are already in circulation, have been completed, or are in the process of completion.** Company knows that, except for the rights granted to Company hereunder, Client shall retain all right, title, and interest in and to Client content that may be included in Company marketing and advertising materials. Company acknowledges and agrees that the Company shall not have any right, title or interest in or to Client content and will not make any claim of ownership or interest in or to such content.
23. Limitation Of Liability: The Company shall not under any circumstances be liable to the Client or any third party for indirect, incidental, or consequential damages arising from the Installation, including, without limitation, inconvenience, loss of profits or revenues, loss or damage to other property or equipment, cost of capital, or for purchased or replacement goods. Furthermore, the Company shall not be liable for damages in any way, nor shall the Company be in breach of this Agreement due to the Client's inability to use, or due to the misuse of, the Equipment. Nothing herein shall limit either party's liability for direct damages caused by negligent or willful acts or omissions.
24. Cancellations, Returns, and Allowances: If the Client cancels the Agreement after execution but before the Equipment is ordered, the Client shall be responsible for ten percent (10%) of the total Price to compensate Company for administrative and pre-engineering services performed. **Suppose Client wishes to cancel the Agreement or refuses or returns the Equipment after the Equipment is ordered, but before Installation. In that case, Client agrees to pay Company for all actual expenditures incurred and committed expenditures and liabilities determined by generally accepted accounting practices, along with a restocking charge equal to twenty percent (20%) of the Equipment Payment.**
25. After Installation is complete and verified to be functioning correctly by Client, Company is due all remaining amounts outstanding per this Agreement, and Client may not refuse or return any portion of the Equipment or cancel or reduce its obligations to Company in any way.

26. Company shall have the absolute right to cancel or refuse to complete the Project if the Client becomes insolvent, files for bankruptcy, is placed in receivership, or otherwise fails to comply with the terms and conditions of this Agreement. Should such events occur, Client agrees to pay Company for all expenditures incurred, committed costs and liabilities determined in accordance with generally accepted accounting practices, and a restocking fee equal to twenty percent (20%) of the Equipment Payment.
27. **Non-Solicitation:** During the period of this Agreement and through twelve (12) months following the Agreement, the Client and Company mutually agree neither party will directly or indirectly solicit, take away, hire, employ or endeavor to employ any of the employees of the other party. **If this stipulation happens, either party may employ any individual who responds to a publicly posted job listing or who had previously terminated their employment with a party to this Agreement before the execution date of this Agreement.**
28. **Severability:** In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this agreement, and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
29. **Sole Agreement:** This Agreement, including all terms and conditions hereof, is expressly agreed to and constitutes the entire Agreement as of this date. No other Agreement or understandings, verbal or written, expressed or implied, are a part of this Agreement unless you specify it here.
30. **Mediation:** It is the policy of the State of California to encourage the resolution of disputes through alternative dispute resolution procedures such as mediation. Any dispute related to this agreement, which is not resolved through informal discussions, will be submitted to a mutually acceptable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.
31. **Governing Law:** All disputes between the parties, whether or not arising out of this Agreement, will be governed by the laws of the State of California.
32. **Force Majeure:** The Company shall not be liable for any delay in the completion of the Project caused by matters beyond Company's control, including, without limitation, the acts of any developer or Company not affiliated with Company, acts of nature, labor strikes or disputes, acts of employees of suppliers of labor or materials and equipment, shortages or unavailability of labor or materials and equipment, damage or destruction by earthquake, storm, fire, theft, or other casualty, Change Orders, Client's acts or omissions or default under the Agreement, unknown or undisclosed structural conditions of the Client's facility or other conditions ("Unknown Conditions"), or adverse weather (if applicable), or unsuitable working conditions, or workspace which is not ready for the Installation ("Unavoidable Delays"). In the event of any Unknown Conditions or Unavoidable Delay, the completion date shall be extended for a period equal to the time lost to rectify such Unknown Conditions or because of such Unavoidable Delays. In the event of an Unavoidable Delay over 90 days, Client, upon written notice delivered to Company, may opt to cancel the remaining Installation services set forth under this Agreement, subject to the terms and conditions delineated in the "Cancellations, Returns And Allowances" subsection above. In the event of the discovery of an Unknown Condition that impacts the Company's ability to complete the Project within anticipated cost parameters, the Client may opt to either execute a Change Order to allow for the Company's additional costs to complete the Project plus a reasonable profit margin or cancel the remaining Installation services set forth under this Agreement, subject to the terms and conditions delineated in the "Cancellations, Returns And Allowances" subsection above
33. **Taxes:** Sales, use, excise, property, and other taxes levied by municipal, state, or federal governments arising from or relating to this Agreement or the Project are not included in the Price. Client agrees to reimburse the Company for any such tax or taxes which the Company may be required to pay.

AGREEMENT ACCEPTANCE: By signing below, Client Representative accepts the Agreement and attests to having the authority to enter into a binding agreement with the Company and to having adequate time to **review and consider all its requirements and stipulations fully.**

Signature

Signature

Date



House of God Productions
3415 W Lake Center Dr
Santa Ana, CA 927046925 USA
7146160631
justin@houseofgodav.com
houseofgodav.com

Estimate

ADDRESS

Jeremy Yamaguchi
Placentia Library District
411 E. Chapman ave.
Placentia, CA 92870 USA

SHIP TO

Jeremy Yamaguchi
Placentia Library District
411 E. Chapman ave.
Placentia, CA 92870 USA

ESTIMATE # 1064

DATE 07/21/2025

ACTIVITY	QTY	RATE	AMOUNT
Library Install			
Desono DX-S8-B 8" High Output Coaxial Surface Mount Indoor/Outdoor Loudspeaker w/ HF compression driver PAIR	2	820.00	1,640.00T
LEA Professional Connect 352 LEA Professional Connect 352 350W 2- channel Power Amplifier	1	1,746.00	1,746.00T
Allen & Heath AHM-32 Allen & Heath AHM-32 32x32 Audio Matrix Processor with 12x12 I/O	1	1,999.00	1,999.00T
Allen & Heath CC-10 Allen & Heath CC-10 10" Touch Panel for Custom Control App	1	1,499.00	1,499.00T
Sonos - Port Sonos - Port Streaming Media Player	1	449.00	449.00T
Denon DJ DN-300Z Denon DJ DN-300Z DJ Player	1	199.00	199.00T
RDL TX-70A RDL TX-70A Input Interface with Unbalanced Line Out	1	55.37	55.37T
Shure SLXD24D/SM58 Shure SLXD24D/SM58 Digital Wireless Dual Handheld System - G58 Band	1	1,519.00	1,519.00T
Shure UA864US Shure UA864US Wall-mounted Wideband Antenna	1	532.00	532.00T
Furman M-8x2 8 Outlet Power Conditioner Furman M-8x2 8 Outlet Power Conditioner	1	84.99	84.99T

ACTIVITY	QTY	RATE	AMOUNT
On-Stage RKD1200 12U Wall-mount Knock-down Rack On-Stage RKD1200 12U Wall-mount Knock-down Rack	1	319.99	319.99T
Netgear ProSAFE GS110TP Netgear ProSAFE GS110TP 8-Port Gigabit PoE-Compliant Managed Switch with SFP	2	179.99	359.98T
SFP+ 10G CWDM SFP+ 10G CWDM 1490nm 10km DOM Duplex LC/UPC SMF Optical Transceiver Module for Transmission for FS Switches	2	149.00	298.00T
Digital Watchdog DWC-PVF9Di2TW Digital Watchdog MEGApix Pano IVA DWC-PVF9Di2TW 9MP 360 Outdoor Network Dome Camera with Night Vision	2	1,168.00	2,336.00T
Digital Watchdog DWC-XSDE08MI Digital Watchdog MEGApix Ai DWC-XSDE08Mi 4K UHD Outdoor Network Dome Camera with Night Vision	1	1,142.40	1,142.40T
Install Materials Install Materials / Cabling Estimate	1	2,500.00	2,500.00
Installation 2 Man 3 Day Installation Estimate	1	5,550.00	5,550.00
SUBTOTAL			22,229.73
TAX			1,223.31
TOTAL			\$23,453.04

Accepted By

Accepted Date



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Orange County LAFCO Updates from Trustee Beverage.

DATE: August 20, 2025

BACKGROUND

Trustee Beverage will report on LAFCO updates.

Attachment A the LAFCO Special Districts Dialogue.

Attachment B is the Notice of Adjournment for the August Meeting.

The Special Districts Dialogue

Volume 4, Number 3, August 2025

*An update from your Special District Representatives on OC
LAFCO*



Douglass Davert
Immediate Past
Chair

(714) 318-9550

DougDavert@ca.rr.com
[m](mailto:DougDavert@ca.rr.com)



James R. Fisler
Commissioner

(714) 423-4351

Jim@JimFisler.com



Kathryn Freshley
Alternate

(949) 632-2653

KateGolfer@comline.com
[m](mailto:KateGolfer@comline.com)

Dear Honorable Special District Members: The [Orange County Local Agency Formation Commission](#) (OC LAFCO, the Commission) held meetings on [May 14](#), [June 11](#), and [July 9, 2025](#). (OC LAFCO's) **next meeting is Wednesday, September 17 (new date, no August meeting)**, starting at 8:15 a.m. at: **(different location) OCTA Conference Room 07, 550 South Main Street, Orange, CA 92868**. The Commission's recent items relevant to special districts include the below:

- **[FY24-25 Year-End Comprehensive Report](#)** – The Commission approved the Fiscal Year 2024-2025 Year-End Comprehensive Report evaluating OC LAFCO’s Workplan, budget, and reserves. Staff reported that meaningful progress was made on several goals while total year-end expenditures were 64.7% under the overall budgeted amount of approximately \$1.86 million.
- **[MSR Schedule](#)** – OC LAFCO’s five-year Municipal Service Review (MSR) and Sphere of Influence (SOI) program, initiated in 2020, is approximately 54% complete, and staff expect to reach 77% completion by the end of Fiscal Year 2025-2026. As of July 18, the [Draft MSR and SOI Update for the Central Region](#) is available for public review with written comments due by 5:00 p.m. on August 18; the Commission will consider the Final Draft at a public hearing on September 17.
- **[Staffing Updates](#)** – The Commission approved the Classification & Compensation Study that was presented at its July meeting; a Policy Analyst recruitment is underway, and a closed session will be held in September to determine next steps on the OC LAFCO Executive Officer vacancy.
- **[Penrose Re-Appointed](#)** – The Commission confirmed the re-appointment of Lou Penrose as the Alternate Public Member for a four-year term (2025-2029).
- **[OC LAFCO on YouTube](#)** – See <https://www.youtube.com/@OrangeCountyLAFCO/streams> for live streaming of Commission meetings (with archives also posted there).
- **[OC LAFCO 2025 Calendar](#)** – OC LAFCO’s meeting calendar has been updated to reflect that the Commission has no scheduled regular meeting in August, and to reflect the meeting date change in September from the 10th to the 17th. The [2025 Annual CALAFCO Conference](#) will be held October 22-25 at the Wyndham San Diego Bayside.

Know OC LAFCO: Per [Government Code Section 56383.5](#), a commission can require -- as OC LAFCO does -- an applicant to defend, indemnify, and hold harmless LAFCO, its agents, officers, and employees from claims related to the commission's approval of an application. Thus, if a commission is sued regarding its approval of an application, the applicant could be responsible for the LAFCO's legal costs and any damages awarded.



REVISED NOTICE OF ADJOURNMENT

**LOCAL AGENCY FORMATION COMMISSION OF
ORANGE COUNTY**

REGULAR MEETING AGENDA

**Wednesday, August 13, 2025
8:15 a.m.**

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

The Local Agency Formation Commission of Orange County will not conduct its Regular Meeting on August 13, 2025. During the July 9, 2025, meeting, the Commission adjourned the meeting to the next scheduled meeting of the Commission to take place on Wednesday, September 10, 2025, commencing at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Dr., Santa Ana, CA 92701. **The Commission has changed the date and location of the meeting to take place on Wednesday, September 17, 2025, commencing at 8:15 a.m. at the Orange County Transportation Authority, Conference Room 07, 550 South Main Street, Orange, CA 92868.**

For more information or questions, you may contact Cheryl Carter-Benjamin, Commission Clerk, at (714) 640-5100 or by email at ccarter-benjamin@oclafco.org.

Posted: August 4, 2025



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC & Legislative Updates from Secretary Nelson

DATE: August 20, 2025

BACKGROUND

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

Attachment A is the California Special District Association July 2025 Take Action Brief.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

July 2025

Governor Gavin Newsom has signed the 2025-2026 State Budget and second-house policy committees are underway. With a bruising budget battle behind them, State Legislators have turned their attention to the hundreds of bills that passed their respective house of origin, several of which are highlighted in this *Take Action Brief*. These bills would dramatically impact the governance, operations, and finances of special districts. Precious few days remain between the Independence Day holiday and July 18—the last day for policy committees to meet and the beginning of a month-long summer recess. Also, more on the Special District Fairness and Accessibility Act!

Inside this edition of the *Take Action Brief*:

Brown Act Amendments Impose Sweeping Changes to Board Meetings.....	2
AB 399 Makes Contracting for Services Unworkable.....	3
What is the IPA and How Much Will it Cost Your District?.....	4
Is Your Congressman a Cosponsor of the Special District Fairness and Accessibility Act?.....	5

Contact a local CSDA representative near you!

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

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

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



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Brown Act Amendments Impose Sweeping Changes to Board Meetings

CSDA's sponsored bill, [Assembly Bill 259 \(Rubio\)](#) is not the only legislative measure making changes to California's open meetings laws. This year, Senator María Elena Durazo, Chair of the Senate Local Government Committee, unveiled [Senate Bill 707](#), which has undergone numerous rounds of amendments that would impose major new requirements under the Ralph M. Brown Act.

As amended, SB 707 now largely affects special districts, particularly those serving a population over 200,000. New state requirements under the legislation include, but are not limited to:

- **Language translation of agendas**
- **Facilitation of outreach to and inclusion of underrepresented groups**
- **Expansion of agenda posting requirements**

The bill also incorporates provisions from other Brown Act bills, including those related to subsidiary bodies and multijurisdictional bodies.

Major New Requirements for Special Districts Serving Over 200,000

As introduced, many of the most onerous requirements within SB 707 only applied to cities and counties. However, recent amendments expanded the application of these provisions to special districts serving over 200,000 people. These requirements include:

- **Two-Way Telephonic Service or Audiovisual Platform:** Provide the public with an opportunity to comment on an agenda item via a two-way telephonic or two-way audiovisual platform.
- **Meeting Language Interpretation:** Reasonably assist members of the public who wish to translate a public meeting into any language, or wish to receive interpretation provided by another member of the public, so long as the interpretation is not disruptive to the meeting.
- **Agenda Language Translation:** Translate and post the agenda for each meeting into all applicable languages. "Applicable languages" is defined in SB 707 to mean languages spoken jointly by 20 percent or more of the population in the city or county in which the eligible legislative body is located that speaks English less than "very well" and jointly speaks a language other than English.
- **Electronic Requests for Agendas:** Implement a system for electronically facilitating requests for meeting agendas and materials.
- **Websites:** Create and maintain an accessible internet web page dedicated to public meetings that includes specified elements.
- **Public Outreach and Engagement:** Make efforts to provide public meeting information to groups that do not traditionally participate in public meetings.

New Teleconferencing Rules, Agenda Posting, and More for All Local Agencies, Regardless of Size

In addition to the provisions applying to special districts serving over 200,000 people, SB 707 imposes a myriad of new requirements on all special districts, including extending the time a petitioner has to invalidate an action taken by a legislative body in violation of the Brown Act from nine months to twelve months after the alleged violation. See your [July 1, 2025 edition of CSDA eNews](#) for a more extensive breakdown.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

AB 339 Makes Contracting for Services Unworkable

On June 2, [Assembly Bill 339 \(Ortega\) Local public employee organizations: notice requirements](#) passed the Assembly. CSDA has played an active role in the local government coalition opposing the measure that would largely make it unworkable for local agencies with unions to contract for services. The bill is now in the State Senate and has been referred to the [Senate Labor, Public Employment, and Retirement Committee](#).

AB 339 is the latest in a series of bills seeking to inhibit a public employers' ability to contract out for services. The measure follows last year's [Assembly Bill 2557 \(Ortega\)](#), which would have achieved a similar result through different means. CSDA and its coalition partners were successful in stopping AB 2557 in the Senate Appropriations Committee.

This year's version, AB 339, was amended on June 18. While the amendments narrow the bill, CSDA's fundamental concerns have not been addressed and CSDA remains opposed. As amended, for public employers with represented workforces, AB 339 requires the governing body of a public agency, and boards and commissions designated by law or by the governing body of a public agency, to give a union no less than 60 days' written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract, to perform services that are within the scope of work of the job classifications represented by the recognized employee organization.

If the union demands to meet and confer after receiving the written notice, the public agency and recognized employee organization shall, within a reasonable time, meet and confer in good faith relating to the public agency's proposed decision to enter into the contract and any negotiable effects thereof.

CSDA remains opposed to AB 339 because it would be impractical in its execution, is unworkable for ensuring provision of public services, and undermines local labor negotiations.

AB 339 applies to any contract that is within the scope of work of any job classification represented by a recognized employee organization; for local agencies with represented workforces, this essentially means nearly every contract would be subject to notice and possible meet and confer.

Even the recent amendments to shorten the notice period to 60 days will significantly delay public works projects and could grind building permit processing, design, and construction of needed housing or infrastructure projects, to a halt. Given the extremely broad application of the bill, it may interfere with public works projects for every public agency with a unionized workforce.

The bill also deters local agencies from working in partnership with local community organizations who are at the front lines of providing critical local services.

AB 339 will interfere with local government contracting flexibility and impede essential service delivery that supports housing and safe and thriving communities, without a demonstrated need.

The local government coalition opposing the bill consists of at least 38 associations and individual agencies and continues growing. The link to the portal for submitting letters in opposition to AB 339 can be accessed here: [California Legislature Position Letter Portal](#).

If you would like additional information about this measure, or about potentially joining future coalition letters, please contact CSDA Director of State Legislative Affairs Aaron Avery at aarona@csda.net.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

What is the IPA and How Much will it Cost your District?

[Assembly Bill 1337 \(Ward\)](#), like its predecessor [Assembly Bill 2677 \(Gabriel, 2022\)](#), would pose a significant challenge for special districts and other local agencies to implement. AB 1337 seeks to impose the [Information Practices Act of 1977](#) (the IPA) onto local agencies. The IPA, passed after the federal Privacy Act of 1974, currently applies only to state agencies, envisioned from its inception as the state's generally-applicable privacy law.

If local governments are pulled into the IPA for the first time since its enactment nearly 50 years ago, the action will mandate special districts and other local agencies to dramatically revise their existing data management and intake processes, possibly necessitating additional staff and requiring cross-departmental coordination.

Understanding the challenges that local agencies would experience in attempting to implement the IPA requires understanding the full extent of requirements under the IPA. Compounding the difficulty in understanding the impact of applying the IPA to local agencies, AB 1337 also makes changes to the IPA; while some of these changes are minor, others present logistical or legal challenges.

An analysis of the IPA is likely best initiated by understanding various articles that make up the Act, the bulk of which include:

1. The general requirements that agencies must observe when handling personal information,
2. The permissible grounds to disclose personal information in the agency's possession,
3. The required procedures for accounting for disclosures of personal information,
4. The rights afforded to individuals whose personal information is maintained by the agency,
5. The civil remedies afforded to individuals whose personal information is improperly disclosed by the agency, and
6. The penalties established within the Act for violations of its provisions.

Each article contains numerous mandates, just a small sample of which include:

- Whenever an agency collects personal information, the agency must maintain the source or sources of the information, unless the source is the data subject or the subject has received a copy of the source document, including, but not limited to, the name of any source who is an individual acting in their own private or individual capacity.
- Each agency must inform any person or agency to whom a record containing personal information has been disclosed during the preceding three years of any correction of an error or notation of dispute made pursuant to the applicable provisions of the IPA if (1) an accounting of the disclosure is required by the IPA, and the accounting has not been destroyed, or (2) the information provides the name of the person or agency to whom the disclosure was made, or (3) the person who is the subject of the disclosed record provides the name of the person or agency to whom the information was disclosed.
- Any person who willfully requests or obtains any record containing personal information from an agency under false pretenses is guilty of a misdemeanor and is to be fined not more than five thousand dollars (\$5,000), or imprisoned not more than one year, or both.

Compliance with the IPA, if enacted, will impose an unprecedented and costly statewide mandate on special districts and other local agencies.

For a more detailed breakdown of AB 1337 and the IPA, see the [June 24, 2025 edition of CSDA eNews](#).



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Is your Congressman a Cosponsor of the Special District Fairness and Accessibility Act?

Is your Congressional Representative one of the 10 cosponsors of H.R. 2766, the Special District Fairness and Accessibility Act spearheaded by the National Special Districts Association (NSDA) to define special districts in federal law for the first time? Cosponsors as of June 28, 2025 include:

- Representative Doug LaMalfa (CA 1)
- Representative Josh Harder (CA 9)
- Representative David Valadao (CA 22)
- Representative Jay Obernolte (CA 23)
- Representative Raul Ruiz (CA 25)
- Representative Young Kim (CA 40)

Don't know who your Congressional Representative is? Check [CSDA's Special Districts Map](#) or [Find Your Representative](#).

Take Action: Request your Congressman cosponsor H.R. 2766 Access Tools and Sign-On at [NationalSpecialDistricts.org](#)

- [Co-Sponsor Request](#): Use this template to request your Congressional Representatives co-sponsor
- [Social Media Graphic](#): Use this graphic to build your social media posts.
- Check [here](#) to see if your district or organization is formally listed in support.
- If not listed, complete this [form](#).
- If you'd like to be removed from the coalition, email chantalu@nationalspecialdistricts.org or message NSDA [here](#).

Both [H.R. 2766](#) and its Senate companion measure, [S. 2014](#), incorporate the same language as last year's H.R. 7525, which passed the U.S. House of Representatives with broad bi-partisan support and passed the Senate Homeland Security and Governmental Affairs Committee with just one "no" vote.

Additional Background and Talking Points:

Federal law currently lacks a clear definition of "special district," creating unnecessary barriers to federal resources, emergency funding, and essential grants. Since 2020, NSDA has led efforts to establish a federal definition. This work has resulted in proposed legislation to amend U.S. Code, ensuring that special districts are formally recognized and equitably included in federal programs.

Special districts are the most localized, limited, and specialized governance model in our country for the delivery of essential services families and businesses rely on every day. Special districts offer our communities:

1. **Freedom to self-determination:** Special districts strengthen Americans' choices to determine who provides the governmental services they locally fund.
2. **Local control:** Special districts empower Americans to closely oversee and hold accountable their government at the most local level.
3. **Efficiency through specialization:** Special districts focus on providing a single service people want and want done well, leading to efficiency, effectiveness, and innovation.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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S. 2014 (Cornyn) and H.R. 2766 (Fallon), the Special District Fairness and Accessibility Act, will help rural communities that have chosen the most localized, limited, and specialized form of government to meet only their most essential needs to better navigate the overwhelming bureaucracy of the federal government.

Most special districts only have enough staff to do the fundamental job they've been tasked to do, whether it be to provide water, sewer, or fire protection. They rarely have the size of administrative staff that larger agencies may have. Some are entirely run by volunteers or perhaps contract services out to the private sector. So, when the federal government mandates something upon them, or they need partners on a project involving the federal government, it is essential that we cut red tape and intergovernmental friction.

A most basic step in making our government more efficient is giving the federal government a definition for special districts. Today, when our special districts call a federal department or agency, the federal officials often don't even understand the special district is a form of local government. This leads to delays, incorrect direction, or even being left out entirely. The sad reality is that, when someone from a small, rural agency calls the federal department of X and is told, "you aren't a local government", the special district is unlikely to have the lawyers, lobbyists, and resources, let alone the time, to fight. The special districts often assume the federal official must be right—after all, it's their laws and regulations.

It's time we fix this and give our local agencies doing so much more with so much less the credit and the basic tools they need to do their job well for our communities.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

OTHER WAYS TO TAKE ACTION

Learn More

Less than one month left to save with early bird pricing for Annual Conference!

Join hundreds of special district leaders from across the state for a high-impact event packed with insightful keynotes, practical breakout sessions, and unmatched networking opportunities at the CSDA Annual Conference & Exhibitor Showcase August 25-28 in Monterey.

Register by July 25 to secure your spot at the best rate available: [Conference.CSDA.net](https://www.conference.cstda.net)

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email updates@cstda.net to inquire about joining one of the following teams:

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

Stay Informed

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

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's *California Special Districts Magazine*

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