



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
BUDGET WORK SESSION









June 22, 2026
4:00 p.m.
History 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 Budget Work Session Agenda, June 22, 2026

4. Oral Communications

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

BUDGET WORK SESSION

5. Review and Discuss Amendments for the 2026-2027 Fiscal Year Budget.

ADJOURNMENT

6. Review of Action Items

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for June 22, 2026 Budget Work Session of the Library Board of Trustees of the Placentia Library District was posted on June 17, 2026.



Lina Nguyen, Executive Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Review and Discuss Amendments for the 2026-2027 Fiscal Year Budget.**

DATE: June 22, 2026

BACKGROUND

Library Director will present the proposed amendments for the 2026-2027 Fiscal Year Budget at the meeting with information from the attachments provided.

Attachment A Revenue Budget
Attachment B Expenditure Budget
Attachment C Salary Scale
Attachment D Organizational Chart
Attachment E Accounting Intern Job Description
Attachment F Technology Budget

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT
Proposed Revenue Budget for Fund 707 for Fiscal Year 2025-2027

OBJECT CODE	DESCRIPTION	2024-2025 ACTUAL	2025-2026 ADOPTED	2025-2026 PROJECTED	2026-2027 ADOPTED	2026-2027 AMENDED
4010	Current Secured	3,338,198	3,352,095	3,555,073	3,419,137	3,697,276
4030	Prior Secured					
	SUB-TOTAL CURRENT SECURED	3,338,198	3,352,095	3,555,073	3,419,137	3,697,276
4020	Current Unsecured	102,583	100,576	103,031	102,588	107,152
4040	Prior Unsecured	0	0	0	0	0
	SUB-TOTAL UNSECURED	102,583	100,576	103,031	102,588	107,152
4050	SUPPLEMENTAL -- CURRENT	77,084	76,353	76,291	77,880	79,342
4060	SUPPLEMENTAL -- PRIOR	0	0	0	0	0
4070	INTEREST ON UNNAPORT. TAX	8,838	8,575	8,569	8,747	8,912
4080	PENALTIES & COST ON DELIQ. TAX	28,373	28,940	34,310	29,519	35,682
4090	TAXES SPECIAL DIST. AUGMENTATION	9,338	9,451	9,599	9,640	9,640
4180	OTHER REVENUE	69,837	0	41,942	60,000	45,000
4190	STATE - HOMEOWNERS PR TAX RELIEF	12,223	12,491	12,060	12,741	12,741
TOTAL PROPERTY TAX REVENUE		3,646,473	3,588,481	3,840,875	3,720,252	3,995,743
4210	State Grants	137,879	120,000	133,546	75,000	75,000
4220	Federal Grants	0	0	0	0	0
4230	Other Grants	1,000	2,500	1,000	2,500	2,500
TOTAL GRANTS REVENUE		138,879	122,500	134,546	77,500	77,500
4310	Fines & Fees	18,607	15,249	23,331	15,326	15,326
4320	Passports/Passport Photos	299,660	227,775	217,764	239,163	185,099
4340	Meeting Room/OLE Rental	3,055	2,115	5,400	1,904	7,000
4350	Test Proctor	0	0	0	0	0
TOTAL SERVICE REVENUE		321,322	245,139	246,495	256,393	207,425
4410	PLFF Grants	34,801	48,000	47,919	40,000	67,969
4430	Misc. Revenue	1,510	0	11,763	0	0
4500	IMPACT FEES	219,545	131,044	130,172	270,746	270,746
4600	INTEREST	132,814	134,883	58,899	138,255	112,899
TOTAL REVENUE		4,495,345	4,270,047	4,470,669	4,503,146	4,732,284
OPERATING BUDGET (minus impact fees & interest)		4,141,476	4,004,120	4,269,835	4,094,145	4,348,639

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2026-2027

OBJECT		2024-2025	2025-2026	2025-2026	2026-2027	2026-2027
CODE	DESCRIPTION	ACTUAL	ADOPTED	PROJECTED	ADOPTED	AMENDED
5010	Salaries & Wages	1,846,126	1,797,881	1,734,832	1,889,084	2,055,307
5020	Payroll Taxes (SS & MEDICARE)	138,108	137,635	126,039	141,739	157,231
5030	Retirement (PARS)	70,633	76,751	67,849	80,746	80,772
5040	Unemployment Insuranc	0	0	0	0	0
5050	Health Insurance	337,581	342,257	361,395	359,370	378,463
5060	Life Insurance	4,579	5,412	4,289	5,547	6,102
5064	Dental Insurance	10,986	14,563	10,359	15,437	24,059
5066	Long Term Disability Insurance	5,755	7,088	5,611	7,442	7,442
5068	Vision Insurance	2,434	2,651	2,332	2,784	3,062
5070	Workers Compensation	20,768	22,845	9,000	25,129	18,000
5090	Education Assistance	0	2,500	0	2,500	5,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	2,436,971	2,409,583	2,321,706	2,529,778	2,735,438
5099	Liability Insurance	79,022	83,352	72,819	87,520	87,520
5100	Communications	25,430	41,521	4,609	43,597	7,000
5150, 5170, 5180	Household Expense & Cleaning Supplies	77,446	87,142	82,643	95,856	90,907
5160	Refuse Disposal	4,791	5,271	4,723	6,325	6,325
5205	Maintenance - Equipment	13,046	16,190	16,513	17,808	17,808
5220-5280	Maintenance - Building & Grounds	253,571	317,417	123,928	279,895	223,928
5290	Memberships	11,333	12,378	12,435	13,615	14,116
5300-5350	Office Supply & Postage	117,893	168,891	145,672	168,627	130,000
5400-5480	Professional / Specialized Services	264,391	320,997	282,563	337,047	275,000
5490	Loan Obligation (ibank)	73,584	75,645	73,448	77,233	77,233
5495, 5910, 5920	Programs	58,476	50,000	50,000	45,000	55,000
5499	Technology					146,750
5500	Book/Library Materials	322,663	274,000	273,950	275,000	317,948
5600	Travel & Meetings	46,885	40,000	42,834	23,000	25,000
5700	Mileage/Parking	1,421	1,962	1,114	2,003	2,500
5800	Utilities	86,637	105,525	82,619	116,078	107,405
5900	Bookmobile - Vehicle	138,391	350,000	199,510	0	10,000
5901	Bookmobile - Collection	48,461	0	0	0	5,000
5902	Bookmobile - Supplies & Materials	0	2,000	453	0	3,000
5903	Bookmobile - Other	569	2,000	2,862	0	0
6000	Other (OLE)	644,412	5,000	1,526	0	0
6100	Taxes & Assessments	9,793	10,249	9,961	10,761	10,761
	TOTAL SUPPLIES & SERVICES	2,278,215	1,969,540	1,484,183	1,599,365	1,613,201
	TOTAL EXPENSES	4,715,185	4,379,123	3,805,889	4,129,143	4,348,639

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

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	17.77	18.21	18.67	19.14	19.61	20.11	20.61	21.12	21.65	22.73
AN	36,961.60	37,885.64	38,832.78	39,803.60	40,798.69	41,818.66	42,864.12	43,935.73	45,034.12	47,285.83
MO	3,080.13	3,157.14	3,236.07	3,316.97	3,399.89	3,484.89	3,572.01	3,661.31	3,752.84	3,940.49
ACCOUNTING INTERN TEMPORARY PART-TIME										
HR	18.00	18.45	18.91	19.38	19.87	20.37	20.87	21.40	21.93	23.03
LIBRARY CLERK PASSPORT AGENT										
HR	22.45	23.01	23.59	24.18	24.78	25.40	26.04	26.69	27.35	28.72
AN	37,440.00	38,376.00	39,335.40	40,318.79	41,326.75	42,359.92	43,418.92	44,504.39	45,617.00	47,897.85
MO	3,120.00	1,875.47	1,922.27	1,970.80	2,019.33	3,529.99	3,618.24	3,708.70	3,801.42	3,991.49
EXECUTIVE ASSISTANT (CONFIDENTIAL)										
HR	29.46	30.20	30.95	31.73	32.52	33.33	34.16	35.02	35.89	37.69
AN	61,276.80	62,808.72	64,378.94	65,988.41	67,638.12	69,329.07	71,062.30	72,838.86	74,659.83	78,392.82
MO	5,106.40	5,234.06	5,364.91	5,499.03	5,636.51	5,777.42	5,921.86	6,069.90	6,221.65	6,532.74
LIBRARY ASSISTANT										
HR	29.89	30.64	31.40	32.19	32.99	33.82	34.66	35.53	36.42	38.24
AN	62,171.20	63,725.48	65,318.62	66,951.58	68,625.37	70,341.01	72,099.53	73,902.02	75,749.57	79,537.05
MO	5,180.93	5,310.46	5,443.22	5,579.30	5,718.78	5,861.75	6,008.29	6,158.50	6,312.46	6,628.09
MARKETING/COMMUNICATIONS SPECIALIST										
HR	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	39.19
AN	63,710.40	65,303.16	66,935.74	68,609.13	70,324.36	72,082.47	73,884.53	75,731.64	77,624.94	81,506.18
MO	5,309.20	5,441.93	5,577.98	5,717.43	5,860.36	6,006.87	6,157.04	6,310.97	6,468.74	6,792.18
LIBRARIAN I										
HR	35.90	36.80	37.72	38.66	39.63	40.62	41.63	42.67	43.74	45.93
AN	74,672.00	76,538.80	78,452.27	80,413.58	82,423.92	84,484.51	86,596.63	88,761.54	90,980.58	95,529.61
MO	6,222.67	6,378.23	6,537.69	6,701.13	6,868.66	7,040.38	7,216.39	7,396.80	7,581.72	7,960.80
SUPERVISING LIBRARIAN										
HR	41.63	42.67	43.74	44.83	45.95	47.10	48.28	49.48	50.72	53.26
AN	86,590.40	88,755.16	90,974.04	93,248.39	95,579.60	97,969.09	100,418.32	102,928.77	105,501.99	110,777.09
MO	7,215.87	7,396.26	7,581.17	7,770.70	7,964.97	8,164.09	8,368.19	8,577.40	8,791.83	9,231.42

Signature _____ : Approved _____

Effective: July 1, 2026

Gayle Carline, Board President

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

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	110.84									
AN	230,547									
MO	19,212.00									
ASSISTANT LIBRARY DIRECTOR										
HR	73.33	75.16	77.04	78.97	80.94	82.97	85.04	87.17	89.35	93.81
AN	152,526.40	156,339.56	160,248.05	164,254.25	168,360.61	172,569.62	176,883.86	181,305.96	185,838.61	195,130.54
MO	12,710.53	13,028.30	13,354.00	13,687.85	14,030.05	14,380.80	14,740.32	15,108.83	15,486.55	16,260.88
TECHNOLOGY MANAGER										
HR	51.50	52.79	54.11	55.46	56.85	58.27	59.72	61.22	62.75	65.89
AN	107,120.00	109,798.00	112,542.95	115,356.52	118,240.44	121,196.45	124,226.36	127,332.02	130,515.32	137,041.08
MO	8,926.67	9,149.83	9,378.58	9,613.04	9,853.37	10,099.70	10,352.20	10,611.00	10,876.28	11,420.09
BUSINESS MANAGER										
HR	43.73	44.82	45.94	47.09	48.27	49.48	50.71	51.98	53.28	55.94
AN	90,958.40	93,232.36	95,563.17	97,952.25	100,401.05	102,911.08	105,483.86	108,120.95	110,823.98	116,365.18
MO	7,579.87	7,769.36	7,963.60	8,162.69	8,366.75	8,575.92	8,790.32	9,010.08	9,235.33	9,697.10

Signature _____ : Approved

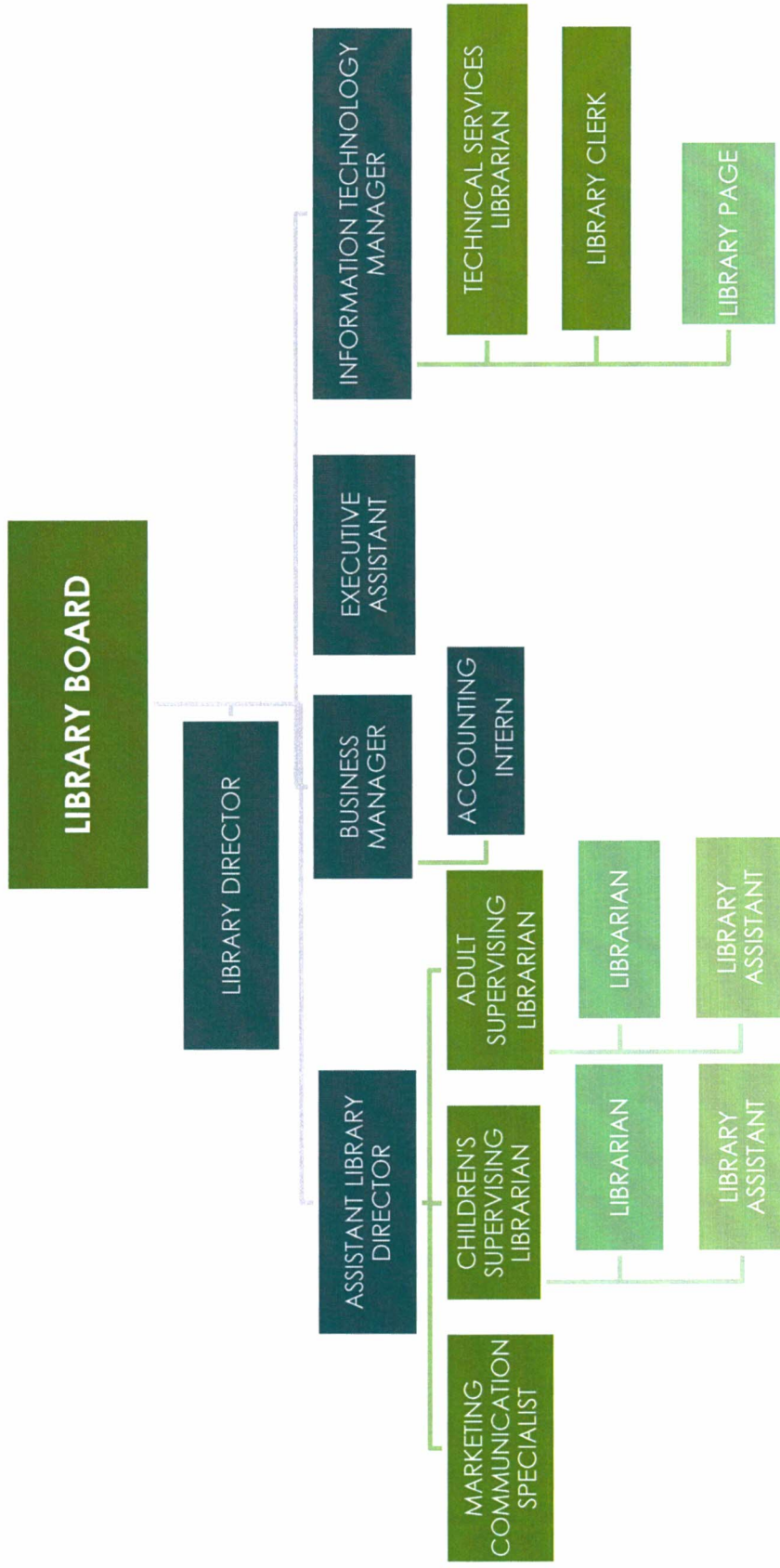
Gayle Carline, Board President

Effective: July 1, 2026



PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART
FISCAL YEAR 2026-2027



Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Accounting Intern
POLICY NUMBER: 2311

2311.1 The Accounting Intern is a confidential classification under the general direction of the Business Manager. Works directly with the Business Manager. Performs a wide variety of highly responsible, confidential, complex, and varied accounting support the Placentia Library District.

The primary responsibility of the Accounting Intern is to support the accounting and financial work of the District and to ensure efficient service for its staff. Responsibilities require tact, discretion, diplomacy, initiative and independent judgement, as well as knowledge of District activities and a strong ability to implement District administrative policies.

Typical Tasks

- 2311.1.1** Assist with month-end journal entries to ensure timely financial reporting.
- 2311.1.2** Support the preparation of monthly and annual financial reports.
- 2311.1.3** Assist with account reconciliations.
- 2311.1.4** Analyze financial data and identify discrepancies or variances.
- 2311.1.5** Help with audit preparation and ensure compliance with internal controls.
- 2311.1.6** Gain exposure to funds, grants, and government accounting.
- 2311.1.7** Contribute to administrative tasks, including document retention.

2311.2 Required Qualifications. Currently enrolled in an accredited college, university, or community college with at least sophomore standing or recent completion of a bachelor's degree in the previous six (6) months. A major or degree in accounting, finance, business administration or a closely related field is required to be considered.

2311.3 Knowledge, Skills, and Abilities:

- 2311.3.1** Basic understanding of government accounting principles (GASB preferred).
- 2311.3.2** Familiarity with government financial statements such as Statement of Net Position, Statement of Activities, Fund Balance, etc.

- 2311.3.3** Understanding of budgetary processes in public agencies, including appropriations, encumbrances, and expenditure tracking.
- 2311.3.4** Knowledge of internal controls, public-sector financial reporting, and audit requirements.
- 2311.3.5** Awareness of procurement processes, grant management, and compliance rules.
- 2311.3.6** Proficiency in Word, Excel, Outlook, and QuickBooks.
- 2311.3.7** Accurate data entry and financial recordkeeping.
- 2311.3.8** Ability to prepare and review financial documents for accuracy and compliance with government regulations.
- 2311.3.9** Strong analytical skills for reviewing budgets, variances, and expenditure reports
- 2311.3.10** Clear, effective communication skills for working with internal departments, vendors, auditors, and the public.
- 2311.3.11** Strong organizational and time-management skills, especially when working with structured deadlines.
- 2311.3.12** Ability to interpret and apply governmental accounting policies, procedures, and regulations.
- 2311.3.13** Ability to maintain confidentiality of sensitive financial information.
- 2311.3.14** Ability to work collaboratively with supervisors and team members in a compliance-focused environment.
- 2311.3.15** Ability to adapt to procedural changes, audit requests, and reporting cycles.
- 2311.3.16** Ability to identify irregularities or discrepancies in financial data and take appropriate follow-up action.
- 2311.3.17** Ability to learn government-specific accounting software and reporting tools quickly.

2311.4 Physical Demands:

2311.4.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical tasks.

- 2311.4.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2311.4.1.2** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2311.4.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2311.4.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2311.4.1.5** The employee must be able to push or pull carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2311.4.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2311.5 Work Environment:

- 2311.5.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical tasks.
- 2311.5.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Proposed Technology Budget 2026-2027

Operating Expenses

#	Code	Item	Department	Vendor	Amount	Bill Cycle	License begin	License End	URL
1	5405	ILS, OPAC, Enterprise	Circulation	SirsiDynix	\$ 25,735.81	Annually	9/1/2025	31-Aug-26	sirsidyinx.com
2		Avast Cloud Antivirus x60	IT	TechSoup/Avast	\$ 4,800.00	Annually	6/28/2024	6/27/2025	AVG.com
3		Avast Cloud Patch Management x60	IT	TechSoup/Avast	\$ 1,200.00	Annually	1/27/2025	1/26/2026	AVG.com
4		Ninja RMM/ AV/ PM x10	IT	Ninja	\$ 984.00	Annually	TBD		Ninjaone.com
5		Biblioteca Support	Circulation	Biblioteca	\$ 4,979.90	Annually	9/1/2024	8/31/2025	https://www.biblioteca.com/
6		B2 Cloud Backup	IT	Backblaze	\$ 2,500.00	Annually	Monthly	Monthly	backblaze.com
7		Arq backup client license	IT	Arq backup	\$ 40.00	Annually	1/8/2025	1/8/2026	arqbackup.com
8		Sonicwall Licenses	IT	Sonicwall	\$ -	Annually	Annually	Annually	sonicwall.com
9	5500	miradoreIOS MDM	Childrens/Lots	miradore	\$ 600.00	Annually	7/15/2024	7/15/2025	miradore.com
10	5100	Zoom Meetings	Admin	Zoom	\$ 200.00	Annually	1/6/2024	1/5/2025	zoom.com
11	5100	Webhosting	IT	Streamline/CivicPlus	\$ 4,500.00	Annually	1/24/2025	1/21/2026	streamline.com
12		Document Accessibility Processing	IT	DocAccess	\$ 3,800.00	TBD	TBD		
13		Mobile App hosting	Circulation	Solus	\$ 4,500.00	Annually	TBD		sol.us
14		Solus EB1	Circulation	Solus	\$ 4,500.00	Annually	TBD		sol.us
15		Libinsights, LibStaffer	Admin	Springshare	\$ 4,138.00	Annually	TBD		https://www.springshare.com/
16		LibConnect Pro/w Premium Notices	Circulation	Springshare	\$ 5,500.00	Annually	TBD		https://www.springshare.com/
17		LibConnect Pro/w Premium Setup	Circulation	Springshare	\$ 2,500.00	One Time	TBD		https://www.springshare.com/
18		Mobile Print Service	IT	Envisionware	\$ 725.00	Annually	11/30/2022	11/30/2026	envisionware.com
19		LPT/PC-Res/ Coin Machines, E-Com/ STS	IT/Admin	Envisionware	\$ 2,202.19	Annually	9/30/2022	9/30/2026	envisionware.com
20		ScribeHow	Admin	ScribeHow	\$ 780.00	Annually	TBD		Scribehow.ai
21		Sting Box Network security	IT	Stingbox	\$ 250.00	Annually	TBD		Stingbox.com
22		Cradlepoint License	Bookmobile	Cradlepoint	\$ 450.00	Annually	9/20/2025	9/20/2026	https://cradlepoint.com/
23		Cell Phone Service (Bookmobile & IT Mngr)	Admin	Verizon	\$ 960.00	Annually	TBD		vzw.com
24		Cell Phone IT Manager	Admin	Verizon	\$ 978.74	One Time	TBD		vzw.com
25	5342	IT Support Staff	IT	Verizon	\$ 16,500.00	1 Month			
26	5800	Domain Name Services	IT	Eagle Multi Media	\$ 194.94	11	1/1/2024	12/31/2026	eaglemp.com
27		Calendly Calendar subscription	IT	Network Solutions	\$ -	Annually	8/3/2022	8/3/2027	networksolutions.com
28		Microsoft Office 365 Subscription- GCC3/ GC5	IT	Calendly	\$ -	Annually	5/12/2022	5/12/2026	calendly.com
29		Google Enterprise	IT	Microsoft	\$ 17,000.00	Annually	Monthly	Monthly	office365.com
30		SMTp2Go	Circulation	Google	\$ 700.00	Annually	5/1/2026	5/1/2027	admin.google.com
31		Password Manager	IT	SMTp2Go	\$ 150.00	Annually	Annually	Annually	https://www.smtp2go.com/
32		Printer Services	Admin	Lastpass	\$ 1,200.00	Annually	9/26/2025	9/26/2026	lastpass.com
33	5800	Calnet2	Admin	Legacy	\$ 11,000.00	Annually	Monthly	Monthly	legacyis.com
34		Misc. IT supplies and expendibles	Admin	AT&T	\$3,000.00	Annually	Monthly	Monthly	https://centic.org/
			IT	Amazon	\$5,000.00	Annually			amazon.com
				OpEx Year 2	\$ 127,248.58				

One-Time Equipment- CAPEX

8		Staff Hardware Upgrades x18 (9-25/ 9-26)	IT	Dell	\$ 10,000.00				
9		Network Upgrades	IT	E-Rate Match	\$ 4,000.00				
10		Domain Transfer to ca.gov	IT	Avoco	\$ -				
11		Quick Access Terminals (catalog, print) x6	Circulation	Dell	\$ -				
12		Upgrade CCTV Cameras, Bookmobile, Info Desk	Admin	TBD	\$ 3,500.00				
6		Technology Manager Laptop	IT	Dell	\$ 2,000.00				
				CapEx	\$ 19,500.00				
				Grand Total	\$ 146,748.58				