AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

November 23, 2026
6:30 p.m.
Community Meeting Room
411 E. Chapman Avenue
Call-in Number: (669) 900-6833
Meeting ID: 850 1206 7452
Password: 046086
ZOOM Link: meetings.placentialibrary.org

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order — Library Board President

2. Roll Call — Recorder

3. Adoption of Agenda
   This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
   Presentation: Library Director
   Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

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

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 9)

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

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for October 2026. (Receive & File and Approve)

11. FY2026-2027 Fund Balance through October 2026; the Schedule of Anticipated Property Tax Revenues for FY2026-2026 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for October 2026 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for October 2026. (Receive & File)

14. Acquisitions Report for October 2026. (Receive & File)

15. Entrepreneurial Activities Report and October 2026. (Receive & File)

16. Library Impact Fee Report for October 2026. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for October 2026. (Receive, File, and Ratify Appointments)

18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

19. Administration Report for October 2026.

20. Circulation Report for October 2026.

STAFF REPORTS (Items 21 – 24)

21. Children's Services Report for October 2026.

22. Adult and Teen Services Report for October 2026.

23. Technology and Website Report for October 2026.

24. Customer Service Report for October 2026.

PRESENTATION (Item 25)

25. Service Pin Presentation to Michelle Meades, Simon Park, and Amanda Lee.

NEW BUSINESS (Items 26-35)

26. Review Bid Proposals and Consider Contract Award for the HVAC Equipment Screening Project

27. Authorize Amendments to Policy 3080 – Purchasing and Expense Authorization as presented.

28. Authorize Amendments to Policy 3090 - Records Retention as presented.

29. Authorize Amendments to Policy 6065 – Rules of Conduct as presented.

30. Travel Authorization: Consumer Electronics Show (CES) Conference in Las Vegas, Nevada, January 6-9, 2027.

31. Travel Authorization: Annual American Library Association (ALA) Conference in New Orleans, Louisiana, June 24-28, 2027.

32. Consider Rescheduling the December 21, 2026 Unusual Board Meeting Date.

33. LAFCO Updates from Trustee Beverage.

34. Roundtable Women's Club Updates from Secretary Dahl.

35. ISDOC and Legislative Updates from Trustee Nelson.

AGENDA DEVELOPMENT (Item 36)

36. Agenda Preparation for the December Unusual Date Meeting which will be held on December 21, 2026 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT (Item 37)

37. The Library Board of Trustees will adjourn the Regular Date November 23, 2026 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for November 23, 2026 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 18, 2026.

Lina Nguyen

Lina Nguyen, Executive Assistant

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Inspiration, Innovation and Imagination

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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
OCTOBER 26, 2026

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 26, 2026, at 6:34 p.m.

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

Members Absent: Trustee Nithin Jilla and Trustee Scott Nelson.

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

Guests: Emily Arrey, Library Clerk; Bob Callanan, CliftonLarsonAllen; Dennis Yu, Public Agency Retirement Services; Tonya Gordillo, Interim Director of Student Services at the Placentia-Yorba Linda Unified School District; Desiree Smith, student journalist from Chapman University; Lucas De Leon-Syyap, Accounting Intern.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported that she met with Bob Callanan, auditor with CliftonLarsonAllen, to address questions related to the audit. She also attended the City of Placentia's Heritage Festival and participated in her monthly lunch meeting with Director Contreras.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Dahl reported that she attended the City of Placentia's State of the City event, the Placentia Round Table Women's Club Board of Directors meeting and general meeting, and the Personnel Committee Meeting, where Employee of the Year nominations submitted by staff were reviewed.

Trustee Beverage reported that she attended a Niche Academy webinar on the practical use of artificial intelligence in libraries. She also noted that she may attend a webinar next month focusing on policy development and its connection to strategic outcomes and organizational goals.

Trustee Jilla was absent.

Trustee Nelson was absent.

LIBRARY DIRECTOR REPORT

Director Contreras reported that she volunteered to assemble goodie bags for displaced individuals in the community. She also attended the PLFF Board Meeting and stated that meeting notes would be provided to Executive Assistant Nguyen for

inclusion in the next Board Meeting agenda packet. In addition, she met with Secretary Dahl and Trustee Jilla to review Employee of the Year nominations submitted by staff. Director Contreras also attended the Santa Ana Public Library Ribbon Cutting.

Director Contreras introduced Emily Arrey, the Library's new part-time Library Clerk, and Tonya Gordillo, Interim Director of Student Services for the Placentia-Yorba Linda Unified School District. Ms. Gordillo provided an overview of PYLUSD's strategic plan, known as the "PYL Promise," and shared updates on its implementation and goals. Director Contreras noted that Ms. Gordillo will attend future Board meetings to provide regular updates on District initiatives, programs, and strategic priorities.

CONSENT CALENDAR

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

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

MINUTES FOR UNUSUAL DATE MEETING ON SEPTEMBER 17, 2026.

The minutes for the Unusual Date Meeting on September 17, 2026, were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for September 2026 (Item 10)
Fund 707 Balance Report for September 2026 (Item 11)
Financial Reports through September 2026 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)
Balance Sheets for September 2026 (Item 13)
Acquisitions Report for September 2026 (Item 14)
Entrepreneurial Activities Report for September 2026 (Item 15)
Library Impact Fee Report for September 2026 (Item 16)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PRESENTATION OF THE DISTRICT 2025-2026 AUDIT REPORT AND FINANCIAL STATEMENTS.

Director Contreras reported that Robert Callanan of CliftonLarsonAllen LLP (CLA) was present to provide an update on the Fiscal Year 2025-2026 financial audit. Mr. Callanan reported that the draft financial statements were in the second review process at CLA and were 99.5% complete, with no significant issues or material weaknesses found during the audit. Mr. Callanan reviewed key changes affecting

the audit, including the implementation of new governmental accounting standards and the impact of capital asset activities on the District's financial statements. Following the presentation, Director Contreras thanked Mr. Callanan, Business Manager Maskarino, and intern Lucas De Leon-Syyap for their work on the audit and for ensuring its timely completion and submission. The Board thanked Mr. Callanan for his report, recognized his service to the District over the past several years, and congratulated him on his upcoming retirement. The Fiscal Year 2025-2026 Independent Financial Audit Report was received and filed as presented.

PRESENTATION OF THE DISTRICT'S PUBLIC AGENCY RETIREMENT SYSTEM PERFORMANCE.

Director Contreras reported that Dennis Yu, Executive Vice President of Public Agency Retirement Services (PARS), was present to provide the District's annual PARS Retirement Enhancement Plan presentation. Mr. Yu presented the annual portfolio investment outlook for the Plan, which has been administered by the District since 2008. A copy of the presentation was included in the Board Report for this meeting. The Board thanked Mr. Yu for his presentation. No action was taken.

E-RATE AND BROADBAND FUNDING UPDATES FROM THE TECHNOLOGY MANAGER.

Technology Manager Yamaguchi provided an update on E-rate funding and the District's broadband infrastructure. He explained that delays at the Federal Communications Commission (FCC), along with the potential reduction or elimination of the E-rate program, could impact future library technology and connectivity services. Mr. Yamaguchi presented a five-year infrastructure and funding plan that outlined projected costs and anticipated funding sources. The Board expressed concern regarding the potential loss of E-rate funding. Board members voiced support for the proposed contingency planning strategy.

DISCUSSION ON THE ASSOCIATION FOR INFORMATION SCIENCE AND TECHNOLOGY (ASIS&T) CONFERENCE.

Director Contreras presented information regarding the Association for Information Science and Technology (ASIS&T) Conference as a potential professional development opportunity. She noted that the conference includes tracks designed for both researchers and public library professionals and that the associated costs are comparable to those of other library conferences regularly attended by staff. The Board discussed the conference schedule and locations, noting that the upcoming conference in Thailand in mid-November may be too soon to allow for adequate planning. Board members expressed that the 2027 conference in Canada may be a more practical option for future attendance. The Board agreed to review materials from the current year's conference, particularly those related to the public library track, to evaluate the conference's relevance and value before making a decision regarding future participation.

AUTHORIZE AMENDMENTS TO POLICY 6055 – BARBARA & ED HEMMERLING GROUP STUDY ROOMS, AS PRESENTED.

Director Contreras reported that amendments to Policy 6055 - Barbara & Ed Hemmerling Group Study Rooms were recommended to support the implementation of a new online reservation system and to improve study room utilization. The revisions were designed to address issues related to no-show reservations, vacant rooms being held for patrons who had not arrived, and booking practices that reduced reservation opportunities for other users. After a brief discussion, Trustee Beverage made a motion to authorize amendments to Policy 6055 – Barbara & Ed Hemmerling Group Study Rooms, as presented, inclusive of input received from the Board. It was seconded by Secretary Dahl. A roll call vote was taken:

AYES:	Carline, Dahl, Beverage
NOES:	None

ABSENT: Jilla, Nelson

ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported that the Placentia Round Table Women's Club will be selling its soup packets at the Yorba Linda Craft Fair this weekend. She also reported that a new mahjong section group has been opened. In addition, she announced that the Festival of Trees will be held at the Embassy Suites in Garden Grove on November 21st at 10:00 a.m. Discussions are ongoing regarding whether this year's event will be the final Festival of Trees.

Secretary Dahl further reported that the Club has experienced an increase in donation requests. To address this, members will review and update the Club's guidelines and develop a standard response letter for organizations and individuals whose requests cannot be accommodated.

She also reported that the Club's scholarship application period will open on January 15th. The Club has allocated $50,000 in scholarship funding, including $3,000 designated for veterans' scholarships.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported that the Municipal Service Reviews for the region have been completed and approved. She also noted they are focusing on their regular business.

LEGISLATIVE UPDATES FROM SECRETARY NELSON.

Trustee Nelson was absent.

Director Contreras reminded Board members that CSDA Legislative Days will be held next year at the end of March and encouraged interested trustees to notify her if they would like to attend.

AGENDA DEVELOPMENT

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 November 23, 2026, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 26, 2026 was adjourned at 7:36 p.m.

_____
Gayle Carline, President
Library Board of Trustees

_____
Sherri Dahl, Secretary
Library Board of Trustees

11:30 A.M.
11/12/26
Accrual Basis

Placentia Library District
Check Register
October 2026

Date	Ref No.	Payee	Memo	Payment	Type
10/07/2026	15140	Avocon Solutions Inc.	Ninja Endpoint Monitoring PO 104	65.60	Bill Payment
10/07/2026	15141	SoCalGas	Service from 08/21/26-09/21/26	15.78	Bill Payment
10/07/2026	15142	Jalco Landscaping Services Inc.	September 2026 Landscaping Services	250.00	Bill Payment
10/07/2026	15143	Safer Choice Cleaning	Patio Cushion Pillows	350.00	Bill Payment
10/07/2026	15144	Staples, Inc.	Hand towels, toilet paper, and hand soap	810.79	Bill Payment
10/07/2026	15145	Amazon Capital Services	Books	237.71	Bill Payment
10/07/2026	15146	Public Agency Retirement Services	Contributions for payroll on 09/23/26 and 10/07/26	5,115.31	Bill Payment
10/07/2026	15147	Midwest Tape	Blu-rays	366.94	Bill Payment
10/07/2026	15148	OverDrive	Ebooks and Audiobooks	1,775.57	Bill Payment
10/07/2026	15149	Midwest Tape-Hoopla	Hoopla Database Service for 09/30/26	8,283.95	Bill Payment
10/07/2026	15150	H4CM, Inc.	July-Sept 2026 Construction Management Services for HVAC Project	2,970.00	Bill Payment
10/07/2026	15151	Placentia Library District	For payroll on 10/21/26	100,000.00	Bill Payment
10/07/2026	15152	Day & Nite Doors	Adult Emergency Exit Door Repair	536.00	Bill Payment
10/07/2026	15153	Cintas	Janitorial supplies	808.28	Bill Payment
10/07/2026	15154	Republic Services	Recycling Service 09/01/26-09/30/26 and Pickup Service 10/01/26-10/31/26	395.26	Bill Payment
10/07/2026	15155	Brodart Co.	Books and Spanish Collection	324.96	Bill Payment
10/07/2026	15156	Legacy Integrative Solutions	Service from 08/28/26-09/28/26	963.68	Bill Payment
10/07/2026	15157	Occupational Health Centers of California, A Medical Corp	Physical for new staff EA	334.00	Bill Payment
10/07/2026	15158	Follet Content Solutions, LLC	Bookmobile Mission Books PO 40	289.20	Bill Payment
10/07/2026	15159	Pitney Bowes Purchase Power	September 2026 Statement	1,226.99	Bill Payment
10/07/2026	15160	U.S. Bank - Amazon Prime Mastercard	CC Transactions 08/27/26-09/28/26	9,411.24	Bill Payment
10/07/2026	15161	Dewey Pest Control	October Through December Service	282.00	Bill Payment
10/07/2026	15162	American Library Association	ALA & PLA 2026 Membership Renewal for JC	215.00	Bill Payment
10/07/2026	15163	Arcelia Janitorial Service	Janitorial Services from 09/01/26-09/30/26	5,124.00	Bill Payment
10/07/2026	15164	Columbia Bank	CC Transactions 08/31/26-09/28/26	243.74	Bill Payment
10/07/2026	15165	Playaway Products	Wonderbooks	160.23	Bill Payment
10/07/2026	15166	Emcor Services - Mesa Energy	AC5/AC8 Maintenance Work	1,369.00	Bill Payment
10/07/2026	15167	Orange County Treasurer-Tax Collector	Orange County 2026-27 Property Tax Bill	10,067.32	Bill Payment
10/07/2026	15168	Southern California Edison	Service from 08/31/26-09/29/26	10,734.69	Bill Payment
10/07/2026	15169	SDRMA	Medical & Ancillary Benefits November 2026	47,191.09	Bill Payment
10/26/2026	15170	Placentia-Yorba Linda Unified School Dist	General Library Bookmarks PO 51	172.08	Bill Payment
10/26/2026	15171	Jalco Landscaping Services Inc.	Lemonade berry trees and mulch	460.00	Bill Payment
10/26/2026	15172	SoCalGas	Service from 09/22/26-10/20/26	30.08	Bill Payment
10/26/2026	15173	Charter Communications	Service from 10/12/26-11/11/26	99.45	Bill Payment
10/26/2026	15174	Midwest Tape	Blu-rays	30.95	Bill Payment
10/26/2026	15175	Public Agency Retirement Services	Contributions for payroll on 10/21/26	2,525.34	Bill Payment
10/26/2026	15176	OverDrive	Audiobooks and Ebooks	6,631.12	Bill Payment

11:30 A.M.
11/12/26
Accrual Basis

Placentia Library District
Check Register
October 2026

Date	Ref No.	Payee	Memo	Payment	Type
10/26/2026	15177	Damean F Sanz	Educational Assistance Tuition Reimbursement	1,500.00	Bill Payment
10/26/2026	15178	Jeremy Yamaguchi	Educational Tuition Reimbursement	1,500.00	Bill Payment
10/26/2026	15179	Woodruff & Smart, APC	For Services Rendered Through 09/30/26	1,305.00	Bill Payment
10/26/2026	15180	Supply Solutions	Janitorial supplies	286.16	Bill Payment
10/26/2026	15181	Brea Trophy and Engraving	Name plate for technology manager	17.43	Bill Payment
10/26/2026	15182	Day & Nite Doors	Replace wrap around plate for Public Services door and Adjustments for 2 doors - closing and sliding door	1,018.00	Bill Payment
10/26/2026	15183	State of CA - Department of Justice	Fingerprint Apps	96.00	Bill Payment
10/26/2026	15184	Cintas	Janitorial supplies	1,027.06	Bill Payment
10/26/2026	15185	Johnson Controls Security Solutions	Service from 11/01/26-01/31/27	1,360.35	Bill Payment
10/26/2026	15186	CALNET3	Service from 09/02/26-10/01/26	262.04	Bill Payment
10/26/2026	15187	Brodart Co.	Books	471.83	Bill Payment
10/26/2026	15188	Springshare, LLC	Online Stats Software PO 31	2,969.00	Bill Payment
10/26/2026	15189	Alex Aguirre	Educational Assistance Tuition Reimbursement	1,500.00	Bill Payment
10/26/2026	15190	Sutherland Consulting Group, Inc.	eRate Consultant Services	2,875.00	Bill Payment
10/26/2026	15191	City of Placentia	AT&T 07/01/26-08/31/26 New Generation Landscape - July to Sep 2026 California Waters - July and Aug 2026	3,653.79	Bill Payment
10/26/2026	15192	Playaway Products	Wonderbooks	225.67	Bill Payment
10/26/2026	15193	Solus UK Ltd	FY 25/26 and FY 26/27 Mobile App setup and hosting PO 120 & 121	9,355.00	Bill Payment
10/26/2026	15194	CSDA	Annual Membership dues for 2027	9,455.00	Bill Payment
10/26/2026	15195	Dick's Lock & Safe	Key FOBs and copies	270.06	Bill Payment
10/26/2026	15196	Brodart Co.	Books and Spanish Collection	1,866.59	Bill Payment
10/26/2026	15197	Yesenia Baltierra.	Supplies for EW retirement reception; Mileage reimbursement for Library Directors Forum and CSDA Legislative Days Lyft; CSDA Legislative Days meals	194.41	Bill Payment
10/26/2026	15198	Yomara B Solis-Cabral	Educational Assistance Tuition Reimbursement	1,500.00	Bill Payment
10/26/2026	15199	Placentia Library District	For payroll on 11/04/26	100,000.00	Bill Payment
10/26/2026	15200	Golden State Water Company	Service from 09/02/26-10/05/26	1,556.99	Bill Payment
10/26/2026	15201	Amazon Capital Services	Videogames and Books	62.04	Bill Payment
10/26/2026	15202	Jeanette Contreras	Staff Appreciation Prize Reimbursement	283.98	Bill Payment
			TOTAL	**$ 364,478.75**	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Reserve Balance Report through October 2026 for Placentia Library District**

DATE: November 23, 2026

Fiscal Year 2025-2026	
7/31/2026	902,475.67
8/31/2026	903,936.93
9/30/2026	905,400.56
10/31/2026	906,866.55
11/30/2026	
12/31/2026	
1/31/2027	
2/28/2027	
3/31/2027	
4/30/2027	
5/31/2027	
6/30/2027	

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: November 23, 2026

Summary of Cash and Investments as of October 31, 2026

Cash with California CLASS	**$**	**765,050.72**
(Impact Fees – Restricted)	*$*	*125,038.48*
General Fund Checking – BMO	**$**	**638,495.14**
General Fund Savings – BMO	**$**	**1,300,417.60**
Payroll Checking – Wells Fargo Bank	**$**	**197,900.90**
Total Cash and Investments	**$**	**2,901,864.36**

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

Jeanette Contreras
Library Director

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

Acct #	DESCRIPTION		BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE						
4010	Property Taxes - Current Secured		3,697,276	0	(3,697,276)	0.0%
4020	Property Taxes - Current Unsecured		107,152	54,297	(52,855)	50.7%
4050	Property Taxes - Curr Supplemental		79,342	19,630	(59,712)	24.7%
4070	Interest on Unapport Tax		8,912	0	(8,912)	0.0%
4080	Penalties & Costs on Delinq Taxes		35,682	0	(35,682)	0.0%
4090	Taxes Special Dist Augmentation		9,640	0	(9,640)	0.0%
* 4180	Other Revenue		45,000	0	(45,000)	-
4190	State - Homeowners Property Tax Relief		12,741	0	(12,741)	0.0%
		Sub Total	3,995,745	73,927	(3,921,818)	1.9%
INTEREST REVENUE						
4600	Interest		112,899	15,767	(97,132)	14.0%
		Sub Total	112,899	15,767	(97,132)	14.0%
GRANT REVENUE						
4210	State Grants		75,000	38,779	(36,221)	51.7%
4220,4230	Fed/Other Grants		2,500	0	(2,500)	0.0%
		Sub Total	77,500	38,779	(38,721)	50.0%
MISCELLANEOUS REVENUES						
4410	PLFF Grants		67,969	0	(67,969)	0.0%
4310	Fines & Fees		15,326	7,614	(7,712)	49.7%
4320, 4330	Passport/Photos		185,099	64,309	(120,790)	34.7%
4340	Meeting Room Fees		7,000	608	(6,393)	8.7%
* 4430	Other: Miscellaneous		0	382	382	-
		Sub Total	275,394	73,519	(201,875)	26.7%
	TOTAL REVENUES YTD FOR FY 26/27:		4,461,538	201,992	(4,259,546)	4.5%

	BEGINNING BALANCE	END BALANCE
CASH, INVESTMENTS, & LIBRARY IMPACT FEES		
Cash/Investments	3,156,295	2,901,864
Impact Fees - Restricted Funds	125,038	125,038

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of October 31, 2026
~~33% of the year completed.~~

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,212,538	671,000	0.30	1,541,538
5030	Retirement & Post Employment Trust 115	80,772	25,713	0.32	55,059
5040	Unemployment Insurance	0	0	0.00	0
5050	Health Insurance	378,463	162,236	0.43	216,227
5060	Life Insurance	6,102	1,736	0.28	4,366
5064	Dental Insurance	24,059	4,885	0.20	19,174
5066	AD & D Insurance	7,442	2,317	0.31	5,125
5068	Vision Insurance	3,062	1,030	0.34	2,032
5070	Workers' Compensation Insurance	18,000	2,668	0.15	15,332
5090	Education Assistance Program	5,000	6,000	1.20	(1,000)
	TOTAL	**$2,735,438**	**$877,585**	**0.32**	**$1,857,853**
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	87,520	29,508	0.34	58,012
5100-5140	Communications, Internet, Cable	7,000	1,159	0.17	5,841
5150-5180	Janitorial Supplies & Services	90,907	25,489	0.28	65,418
5160	Refuse Disposal	6,325	1,391	0.22	4,934
5205	Maintenance Equipment	17,808	5,369	0.30	12,439
5200, 5210-5280	Building & Maintenance	223,928	28,726	0.13	195,203
5290-5292	Memberships	14,116	4,672	0.33	9,444
5300-5350	Office Expenses & Postage	130,000	42,517	0.33	87,483
5400-5480	Prof./Specialized Services	275,000	32,540	0.12	242,460
5490	Loan Obligation (i-bank)	77,233	58,876	0.76	18,357
5499	Technology	146,750	36,048	0.25	110,702
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	55,000	5,470	0.10	49,530
5500	Books/Library Materials	317,948	62,668	0.20	255,280
5600	Travel & Meetings/Professional Development	25,000	6,713	0.27	18,287
5700	Mileage/Parking	2,500	209	0.08	2,291
5800	Utilities	107,405	43,440	0.40	63,965
5900	Bookmobile - Vehicle	10,000	1,912	0.19	8,088
5901	Bookmobile - Collection	5,000	289	0.00	4,711
5902	Bookmobile - Supplies & Materials	3,000	0	0.00	3,000
5904	Bookmobile - Other	0	0	0.00	0
6000	Other	0	109	0.00	(109)
6100	Taxes and Assessments	10,761	10,364	0.96	397
	TOTAL	**$1,613,201**	**$397,468**	**0.25**	**$1,215,733**
	OPERATING EXPENSES	**$4,348,639**	**$1,275,053**	**0.29**	**$3,073,586**
RESTRICTED FUNDS					
	Library Impact Fees	125,038	0	0.00	$125,038
TOTAL BUDGET		**$4,348,639**	**$1,275,053**	**0.29**	**$3,073,586**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

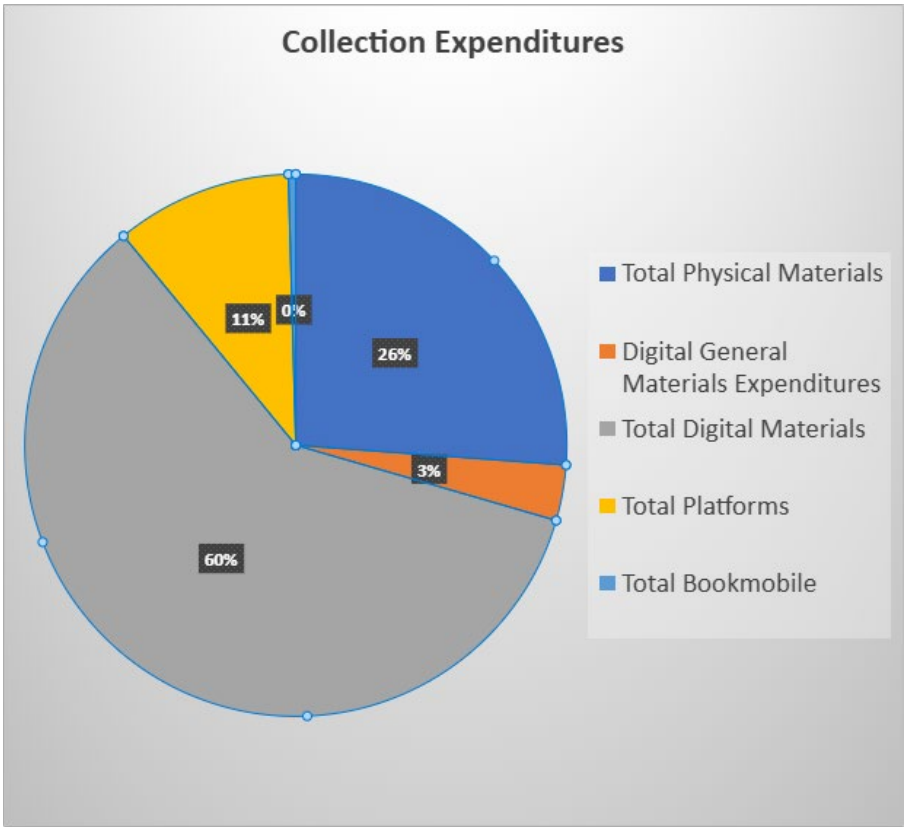
FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Acquisitions Report for October 2026**

DATE: November 23, 2026

Total Budget	FY2026-27	% Spent	FY2025-26	% Spent
Library	**$270,000**	**23%**	**$264,500**	**39%**
Bookmobile	**$5,000**	**6%**	**$9,500**	**8%**
Total Budget	**$275,000**	**23%**	**$274,000**	**38%**

Collection Expenditures	October 2026	October 2025	FY-T-D FY 2026-27	FY-T-D FY 2025-26	FY-T-D % changed
Print Materials	$3,662	$702	$6,274	$28,326	-78%
Serial Subscription	$0.00	$0.00	$3,422	$2,965	15%
Audio Materials	$370	$2,009	$3,528	$3,308	7%
Video Materials	$370	$0.00	$2,160	$1,189	82%
LOTs	$208	$0.00	$1,8401	$3,240	-43%
Total Physical Materials	**$4,609**	**$2,711**	**$17,226**	**$39,027**	**-56%**
Digital eBooks	$2,557	$2,779	$7,935	$11,435	-31%
Digital eAudiobooks	$7,357	$7,646	$22,084	$28,351	-22%
Digital Videos	$571	$753	$1,768	$2,917	-39%
Digital Magazines	$5,003	$5,018	$5,045	$5,093	-1%
Digital Music	$81	$106	$200	$439	-55%
Digital General Materials**	$0		$2,183		
Total Digital Materials	**$15,569**	**$16,302**	**$39,215**	**$48,236.23**	**-19%**
Online Learning Platforms	$0.00	$0.00	$11,930	$16,099	-26%
Total Platforms	**$0.00**	**$0.00**	**$6,930**	**$16,099**	**-57%**
Bookmobile Print Materials	$0.00	$0.00	$289	$746	-61%
Bookmobile Audio Materials	$0.00	$0.00	$0.00	$0.00	*
Bookmobile Digital	$0.00	$0.00	$0.00	$0.00	*
Bookmobile LOTs	$0.00	$0.00	$0.00	$0.00	*
Total Bookmobile	**$0.00**	**$0.00**	**$289**	**$746**	**-61%**
Total Collection Expenditures	**$20,179**	**$19,013**	**$63,659**	**$104,109**	**-39%**


Collection Expenditures
26%
3%
60%
11%
0%
Total Physical Materials
Digital General Materials Expenditures
Total Digital Materials
Total Platforms
Total Bookmobile

Titles Added	October	October	FY-T-D	FY-T-D	FY-T-D
	2026	**2025**	**FY 2026-27**	**FY 2025-26**	**% changed**
Print Materials	252	171	421	764	-45%
Serial Subscription	0	0	0	2	-100%
Audio Materials	6	0	22	0	--*
Video Materials	6	0	56	27	107%
LOTs	1	0	1	0	--*
Total Physical Materials	**265**	**171**	**500**	**793**	**-37%**
Digital eBooks	876	1,001	3,436	4,367	-21%
Digital eAudiobooks	2,302	2,412	9,122	9,330	-2%
Digital Videos	365	332	1,173	1,377	-15%
Digital Magazines	6,897	6,337	6,919	6,364	9%
Digital Music	54	71	171	290	-41%
Total Digital Materials	**10,494**	**10,153**	**20,821**	**21,728**	**-4%**
Online Learning Platforms	0	0	4	4	0%
Total Platforms	**0**	**0**	**4**	**4**	**0%**
Bookmobile Print Materials	1	0	1	4	-75%
Bookmobile Audio Materials	0	0	0	0	--*
Bookmobile Digital	0	0	0	0	--*
Bookmobile LOTs	0	0	0	0	--*
Total Bookmobile	**1**	**0**	**5**	**4**	**25%**
Total Titles Added	**10,760**	**10,324**	**21,330**	**22,530**	**-5%**

All Materials Held	October	September	Month to Month
	2026	2026	% changed
Total Library Physical	74,788	75,264	**-1%**
Total Digital	2,426,883	2,403,001	**2%**
Total Bookmobile Physical	3,152	3,034	**2%**
Total All Materials	**2,504,823**	**2,481,329**	**1%**

Library Children's Physical Materials Held	October	September	Month to Month
	2026	2026	% changed
Children's Fiction	23,784	23,982	**-1%**
Children's Nonfiction	11,172	11,442	**-2%**
Children's Spanish	2,979	3,022	**-1%**
Children's Audiobook	1,202	1,227	**-2%**
Children's DVD/Video	1,404	1,391	**1%**
Children's LOTs	59	60	**-2%**
TOTAL Library Children's Physical Material	**40,600**	**41,124**	**-1%**

Library Adult/Teen Physical Materials Held	October	September	Month to Month
	2026	2026	% changed
Adult Fiction	14,509	14,443	**0%**
Adult Nonfiction	11,657	11,658	**0%**
Adult Foreign Language	1,151	1,151	**0%**
Adult Audiobook	762	762	**0%**
Adult DVD/Video	2,744	2,745	**0%**
Adult LOTs	219	228	**-4%**
Vinyl Records	155	173	**-10%**
Video Games	416	416	**0%**
Teen Fiction	2,320	2,309	**0%**
Teen Nonfiction	255	255	**0%**
TOTAL Library Adult/Teen Physical Material	**34,188**	**34,140**	**0%**

Digital Material Held	October	September	Month to Month
	2026	2026	% changed
eBooks	1,252,515	1,243,946	**1%**
Digital Audiobooks	457,886	446,737	**4%**
Digital Videos	106,277	105,393	**2%**
Digital Magazines	7,102	7,029	**2%**
Digital Music	603,097	599,890	**2%**
Online Learning Platforms	6	6	**0%**
TOTAL Library Digital Material	**2,426,883**	**2,403,001**	**2%**

Library of Things Held	October	October	FY-T-D
	2026	2025	% changed
Library Children's LOTs Items	59	69	-14%
Library Adult LOTs Items	137	96	43%
Total Placentia LOTs Items	**196**	**165**	**19%**

Library of Things Updates	October	October	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-27	FY2025-26	% changed
New LOTs Items Added	1	0	31	12	158%
LOTs Items Replaced	0	1	2	9	-78%
LOTs Items Removed	0	3	27	7	286%

Bookmobile Library of	October	October	FY-T-D
	2026	2025	% changed
Total Bookmobile LOTs	**12**		

Bookmobile Library of	October	October	FY-T-D	FY-T-D	FY-T-D
	2026	2025	FY 2026-27	FY2025-26	% changed
New LOTs Items Added	0		0		
LOTs Items Replaced	0		0		
LOTs Items Removed	0		30		

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

Bookmobile Adult/Teen Physical Materials Held	October 2026	September 2026	Month to Month % changed
Adult Fiction	132	44	**74%**
Adult Nonfiction	11	0	**0%**
Adult Spanish	0	0	**--***
Teen Fiction	78	77	**0%**
Teen Nonfiction	31	42	**0%**
TOTAL All Adult/Teen Physical Material	**252**	**163**	**29%**

**Mathematically unable to divide by zero.*
***New statistic for FY 26-27*



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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 October 2026**

DATE: November 23, 2026

Net Revenue Summary for October 2026

			YTD	YTD
	Oct-26	Oct-25	2026-2027	2025-2026
Passport	12,635	9,625	45,670	52,032
Passport Photos	5,160	3,580	18,639	21,819
Fines & Fees	1,885	2,363	7,614	8,464
Meeting Room	0	765	608	1,800
TOTAL	$ 19,680	$ 15,966	$ 72,530	$ 84,114



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: November 23, 2026

Total Monthly Fees Collected			YTD	YTD
	Sep-26	Sep-25	2026-2027	2025-2026
	$0.00	$6,989.22	$2,757.24	$41,412.00

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Personnel Report for October 2026**

DATE: November 23, 2026

			YTD	YTD
	Oct-26	Oct-25	2026-2027	2025-2026
Separation	0	1	0	2
Retirement	0	0	0	0
Appointments	0	0	4	1
Open Positions	0	0	0	0
Workers' Compensation Leave	0	0	0	0
TOTAL	0	1	4	3

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None

WORKERS COMPENSATION LEAVE:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **City of Placentia - Shared Maintenance Costs through October 2026**

DATE: November 23, 2026

CITY OF PLACENTIA INVOICES

PERIOD COVERED **FY 2026-2027**	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	**TOTAL**
Jul-26	*	*	*	*	*	*
Aug-26	8/13/2026	3,039.62	582.40	26.92	0.00	3,648.94
Sep-26	*	*	*	*	*	*
Oct-26	10/6/2026	3,337.89	291.20	24.70	0.00	3,653.79
Nov-26						
Dec-26						
Jan-27						
Feb-27						
Mar-27						
Apr-27						
May-27						
Jun-27						
	TOTAL	**$6,377.51**	**$873.60**	**$51.62**	**$0.00**	**$7,302.73**

* City Billing Not Received

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

1919-2019 placentia LIBRARY DISTRICT
Inspiration, Innovation and Imagination

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for October 2026**

DATE: November 23, 2026

During October, the Administration Team participated in several meetings, professional development opportunities, and organizational initiatives focused on strengthening District operations, improving library services, and building community partnerships.

Administrative and Financial Operations

- BMO Banking Services: The Library Director and Business Manager met with BMO representatives to discuss banking services, establish relationships, and explore additional fraud protection measures to strengthen the District's financial safeguards.
- Library Impact Fees: The Business Manager met with the City's Director of Development Services to discuss library impact fees and related matters.
- Records Retention: The Library Director met with the Assistant Library Director and IT Manager to discuss the District's records retention policy and related administrative considerations.

Partnerships, Vendors, and Community Engagement

- Centennial Steering Committee: The Assistant Library Director attended a committee meeting to receive updates on the upcoming Birthday Bash scheduled for December 5th. The City also discussed plans to begin collecting items for a new time capsule and is exploring design options that will preserve its contents while allowing for future accessibility.
- Follett Presentation: The Assistant Library Director and staff met with Follett representatives for an overview of their products and services, including pricing, delivery timelines, and available features. Staff will establish an account to test and evaluate the services to determine whether they meet the District's operational needs.
- Midwest Tape: The Assistant Library Director participated in discussions with Midwest Tape regarding its services and available resources for libraries.
- Santa Ana Public Library: The Library Director attended the ribbon-cutting ceremony celebrating the opening of the Santa Ana Public Library.

Professional Development and Statewide Library Initiatives

- Public Library Directors Forum: The Assistant Library Director attended the Directors Forum, which included discussions about resources and partnership opportunities through the National Library Service for the Blind and Print Disabled. Participants also received information about *A Vision for California Public Libraries*, an initiative being developed by the California State Library to help libraries communicate their value, demonstrate community impact, and share effective practices. Additionally, the forum featured a resilience workshop led by Scott Winter of Collaborative Commons, providing participants with an opportunity to assess organizational strengths and identify areas for improvement.
- Annual Reports That Inspire: The Assistant Library Director attended a webinar presented by Tywanda Cuffy of the University of Delaware Library, Museums and Press. The presentation focused on developing impactful annual reports that go beyond traditional statistics by incorporating storytelling, meaningful data, and examples that demonstrate the library's contributions to the community. The information will help inform future efforts to communicate the District's value, achievements, and impact to the public, stakeholders, and Board of Trustees.

Board and Staff Coordination

- Library Board Meeting: The Administration Team participated in the regular Board meeting and related administrative activities.
- All-Staff Meeting: Administration participated in the monthly staff meeting to support communication, coordination, and organizational updates.
- Monthly Leadership Meeting: The Library Director met with Board President Carline for their regularly scheduled monthly meeting to discuss District matters and ongoing priorities.

October's activities focused on financial oversight, vendor evaluations, records management, community partnerships, and professional development. Administration continues to explore opportunities to improve operational efficiency, strengthen financial safeguards, evaluate new library resources, and identify ways to better communicate the District's value and impact within the community.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: **Circulation Activity Report for October 2026**

DATE: November 23, 2026

Children's Circulation - Subtotals	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Children's Fiction Physical: PLD	10,098	10,365	40,111	42,417	-5%
Children's Fiction Physical: Bookmobile	75		297		
Children's Fiction Digital	950	1,148	4,189	4,864	-14%
Children's Fiction Physical Subtotal	10,173	10,365	40,408	42,417	-5%
Children's Fiction Digital Subtotal	950	1,148	4,189	4,864	-14%
Children's Fiction TOTAL	11,123	11,513	44,597	47,281	-6%
Children's Nonfiction Physical: PLD	2,622	2,605	10,752	10,531	2%
Children's Nonfiction Physical: Bookmobile	13		25		
Children's Nonfiction Digital	92	109	434	430	1%
Children's Nonfiction Physical Subtotal	2,635	2,605	10,777	10,531	2%
Children's Nonfiction Digital Subtotal	92	109	434	430	1%
Children's Nonfiction TOTAL	2,727	2,714	11,211	10,961	2%
Children's Magazine Digital	29	33	118	103	15%
Children's Magazine TOTAL	29	33	118	103	15%
Children's Audiobook Physical: PLD	1,082	1,012	4,238	4,775	-11%
Children's Audiobook Physical: Bookmobile	1		1		
Children's Audiobook Digital	742	715	2,927	2,965	-1%
Children's Music Digital	10	2	18	14	29%
Children's Audio Media Physical Subtotal	1,083	1,012	4,239	4,775	-11%
Children's Audio Media Digital Subtotal	752	717	2,945	2,979	-1%
Children's Audio Media TOTAL	1,835	1,729	7,184	7,766	-7%
Children's Visual Media Physical: PLD	289	284	1,183	1,115	6%
Children's Visual Media Physical: Bookmobile	0		12		
Children's Visual Media Digital	45	42	147	176	-16%
Children's Visual Media Physical Subtotal	289	284	1,195	1,115	7%
Children's Visual Media Digital Subtotal	45	42	147	176	-16%
Children's Visual Media TOTAL	334	326	1,342	1,291	4%
Children's Library of Things (LOTs): PLD	35	36	142	163	-13%
Children's Library of Things (LOTs): Bookmobile	0		1		
Children's Library of Things (LOTs) TOTAL	35	36	143	163	-12%

Children's Circulation - TOTAL	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
TOTAL All Children's Physical Content: PLD	14,126	14,302	56,426	59,001	-4%
TOTAL All Children's Physical Content: Bookmobile	89		336		
TOTAL All Children's Physical Content	14,215	14,302	56,762	59,001	-4%
TOTAL All Children's Digital Content	1,868	2,049	7,833	8,552	-8%
TOTAL All Children's Content	16,083	16,351	64,595	67,553	-4%

Children's Circulation: Non-English Materials **These stats are accounted for in the sections above, and are additionally highlighted as special collections*	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Children's Non-English Language Materials	689	833	2,607	7,220	-64%

Teen Circulation - Subtotals	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Teen Fiction Physical: PLD	273	254	1,379	1,206	14%
Teen Fiction Physical: Bookmobile	1		5		
Teen Fiction Digital*	359	419	1,461	1,728	-15%
Teen Fiction Subtotal	633	673	2,845	2,934	-3%
Teen Nonfiction Physical: PLD**	22	21	81		
Teen Nonfiction Physical: Bookmobile	0		0		
Teen Nonfiction Digital	22	23	93	81	15%
Teen Nonfiction Subtotal	44	44	174	163	7%
Teen Audiobook Physical: Bookmobile	0		0		
Teen Audiobook Digital	561	585	2,324	2,235	4%
Teen Audio Media Subtotal	561	585	2,324	2,235	4%

Teen Circulation - TOTAL	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Teen Physical Content: PLD	295	275	1,460	1,288	13%
Teen Physical Content: Bookmobile	1		5		
TOTAL All Teen Physical Content	296	275	1,461	1,288	13%
Teen Digital Content	942	1,027	3,878	4,044	-4%
TOTAL All Teen Content	1,238	1,302	5,339	5,332	0%

Adult Circulation - Subtotals	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Adult Fiction Physical: PLD	2,449	2,665	10,792	11,586	-7%
Adult Fiction Physical: Bookmobile	13		20		
Adult Fiction Digital	2,598	2,945	11,022	12,537	-12%
Adult Fiction Subtotal	5,060	5,610	21,834	24,123	-9%
Adult Nonfiction Physical: PLD	1,196	1,428	5,104	5,719	-11%
Adult Nonfiction Physical: Bookmobile	0		0		
Adult Nonfiction Digital	605	821	2,583	3,363	-23%
Adult Non-Fiction Subtotal	1,801	2,249	7,687	9,082	-15%
Adult Magazine Digital	1,240	1,114	4,586	3,836	20%
Adult Magazine Subtotal	1,240	1,114	4,586	3,836	20%
Adult Audiobook Physical: PLD	42	64	106	302	-65%
Adult Audiobook Physical: Bookmobile	0		1		
Adult Audiobook Digital	6,855	6,935	27,847	26,895	4%
Adult Music Physical	55	67	246	274	-10%
Adult Music Digital	44	69	153	276	-45%
Adult Audio Media Subtotal	6,996	7,135	28,353	27,747	2%
Adult Movies and BluRays Physical: PLD	383	356	1,344	1,679	-20%
Adult Movies and BluRays Physical: Bookmobile	0		3		
Adult Video Games Physical	427	338	1,657	1,477	12%
Adult Visual Media Physical TOTAL	810	694	3,004	3,156	-5%
Adult Visual Media Digital	320	290	1,021	1,195	-15%
Adult Visual Media Subtotal	1,130	984	4,025	4,351	-7%
Adult Library of Things (LOTs): PLD	154	87	536	357	50%
Adult Library of Things (LOTs): Bookmobile	0		4		
State Parks Pass: PLD	56	59	339	313	8%
Seed Library: PLD	35		35		
Total Adult Library of Things (LOTs)	245	146	914	670	36%

Adult Circulation - TOTAL	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Adult Physical Content: PLD	4,797	5,064	20,159	21,707	-7%
Adult Physical Content: Bookmobile	13		28		
TOTAL ALL Adult Physical Content	4,810	5,064	20,187	21,707	-7%
Adult Digital Content	11,662	12,174	47,212	48,102	-2%
TOTAL All Adult Content	16,472	17,238	67,399	69,809	-3%

Adult Circulation: Non-English Materials	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
**These stats are accounted for in the sections above, and are additionally highlighted as special collections*					
Adult Non-English Language Materials	96	191	457	676	-32%

All Circulation - TOTAL	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Total Circulation Physical: PLD	19,218	19,641	78,045	81,996	-5%
Total Circulation Physical: Bookmobile	103		369		
Total Circulation Digital	14,472	15,250	58,923	60,698	-3%
Total All Circulation	33,793	34,891	137,337	142,694	-4%

* New collection for FY 24-25

** New statistic for FY 25-26

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
Funded by Placentia Library District	2026	2025	2026-27	2025-26	% change
ABC Mouse	3,622	1,102	14,569	8,008	82%
Novelist Plus	204	57	391	257	52%
Novelist Select	1,658	1,364	6,821	7,455	-9%
Scholastic Teachables	103	77	892	469	90%
TOTAL PLD DATABASE USAGE	**5,587**	**2,600**	**22,673**	**16,189**	**40%**

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
Funded by California State Library	2026	2025	2026-27	2025-26	% change
Britannica	21	23	50	87	-43%
ProQuest^	1	17	3	20	-85%
ProQuest Culture Grams	3	3	12	18	-33%
Teaching Books for Libraries	717	440	2,543	1,778	43%
National Geographic Kids (Gale)^	0	3	11	18	-39%
Gale in Context: Environmental Studies^	0	0	0	5	^
Gale Interactive: Science	6	0	10	1	900%
Alexander Street^	0	0	2	0	^
PebbleGo Science K-2	0	0	2	17	-88%
HomeworkCA~~	14		38		
TOTAL CSL DATABASE USAGE	**762**	**486**	**2,671**	**1,944**	**37%**
TOTAL ALL DATABASE USAGE	**6,349**	**3,086**	**25,344**	**18,133**	**40%**

~~New statistic for FY 26-27
^Mathematically, division by zero is invalid
^^Formula revised to reflect correct data for FY2024-2025
**New statistic for FY 25-26*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

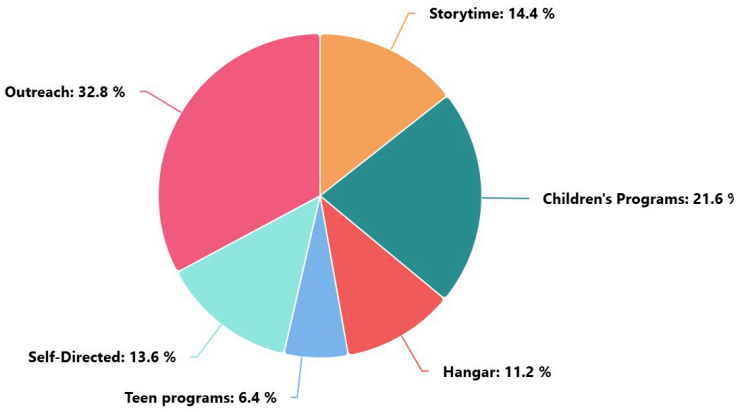
SUBJECT: **Children's Services Report for October 2026**

DATE: November 23, 2026

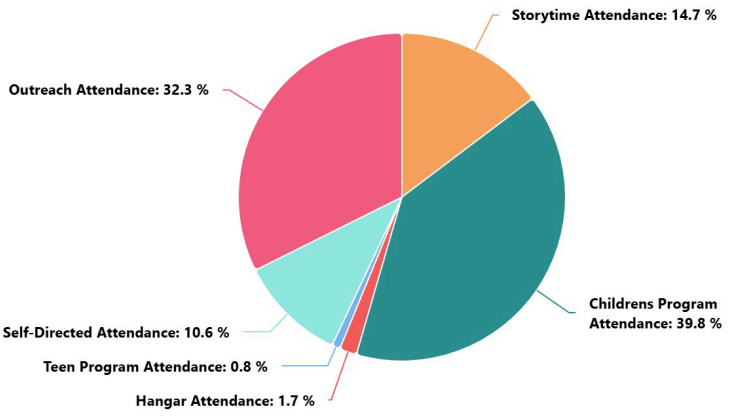
Number of Programs by Type	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Storytime	8	7	18	33	-45%
Children's Programs	5	6	27	35	-23%
Hangar	5	6	14	21	-33%
Teen Programs	2	2	8	8	0%
Self Directed	4	6	17	18	-6%
Outreach	16	3	40	10	300%
TOTAL Children/Teen	**40**	**30**	**124**	**125**	**-1%**

Program Attendance by Type	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Storytime	573	427	1,299	1,677	-23%
Children's Programs	290	321	3,507	4,109	-14%
Hangar	47	50	150	212	-28%
Teen Programs	15	21	70	82	-15%
Self-Directed	485	475	460	754	-24%
Outreach	1,367	801	2,720	1,443	88%
TOTAL Children/Teen	**2,777**	**2,095**	**8,687**	**8,265**	**5%**

FY26-27 Children's Programs At A Glance



FY26-27 Children's Attendance At A Glance



	2026	2025	2026-27	2025-26	% change
Hangar Activity Hour Visits	426	411	1,442	1,198	20%

ACHIEVEMENTS

Children's Services staff delivered a wide range of early literacy, educational, and community engagement programs throughout the month. Recurring programs included Baby Giggles and Wiggles, Morning Meetups, Family Storytime, Halloween Storytime, Read to the Dogs, and PTAC programs, all of which provided valuable opportunities to support literacy development and strengthen family engagement.

Staff also collaborated with community organizations to provide enriching educational experiences, including STEAM Labs with Dreams for Schools and Firefighter Storytime. Seasonal programming included the creation and facilitation of a Halloween Scavenger Hunt, the Día de los Muertos Community Ofrenda, participation in the City's Trunk or Treat event, and the development of ten self-directed crafts in the Hangar.

Additionally, Bookmobile staff conducted extensive outreach visits to elementary, middle, and high schools, as well as community locations throughout the service area. These efforts expanded access to library resources and promoted library services beyond traditional library settings.

MEETINGS

The Children's Services Supervisor participated in meetings with external interview panelists and library staff as part of the recruitment process for the Bookmobile Library Clerk position, including conducting second-round interviews. The Children's Librarian attended the Lunch at the Library Community of Practice meeting, where updates regarding budget amendments and final reporting requirements were reviewed to ensure program compliance and support future planning. The Children's Services Supervisor also met with Fire Department representatives to coordinate a Firefighter Storytime event in recognition of Fire Prevention Month, further strengthening community partnerships. Additionally, library staff met with Follett representatives to discuss materials ordering and processing services to support the efficient acquisition, organization, and management of library collections.

PROFESSIONAL DEVELOPMENT

Library staff attended an HR1 webinar to discuss potential volunteer engagement opportunities in preparation for HR1's implementation in January 2027. The webinar provided guidance on how to best prepare for and accommodate incoming volunteers seeking to fulfill community service hour requirements.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

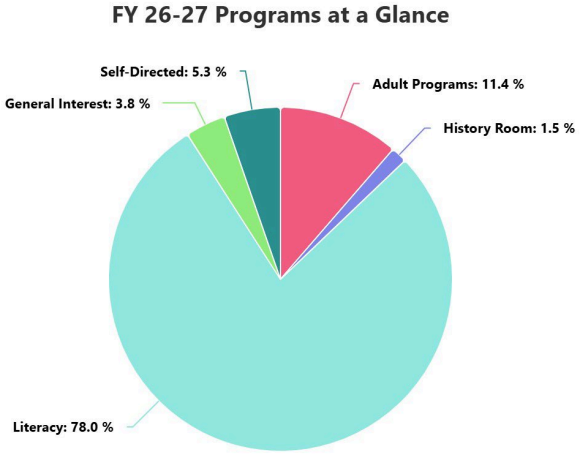
SUBJECT: Adult Services Report for October 2026

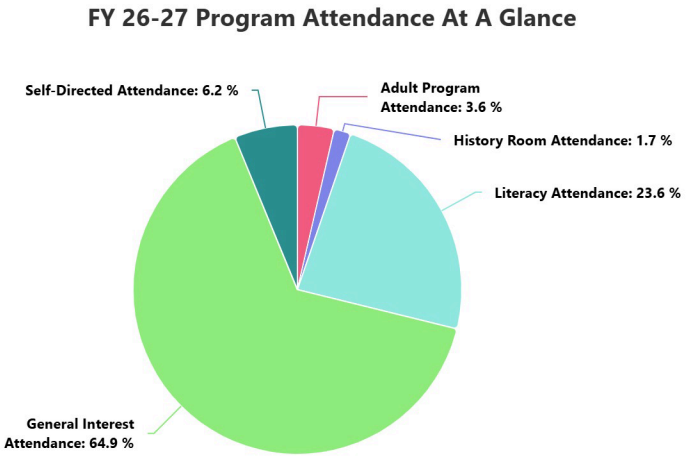
DATE: November 23, 2026

MONTHLY STATISTICS

Number of Programs by Type	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Adult Programs	2	4	15	11	36%
History Room	1	0	2	0	-*
Literacy	32	40	103	129	-20%
General Interest	0	1	5	2	150%
Self-Directed	1	4	7	10	-30%
TOTAL Adult	**36**	**49**	**132**	**152**	**-13%**

Program Attendance by Type	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Adult Programs	12	38	142	81	75%
History Room	21	0	65	0	-
Literacy	234	377	929	1,197	-22%
General Interest	0	154	2,558	206	1142%
Self-Directed	3	164	245	335	-27%
TOTAL Adult	**270**	**733**	**3,939**	**1,819**	**117%**





History Room Activity	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
History Room Visitors	5	1	23	13	77%
Memory Lab Appointments	8	26	43	38	13%

Volunteer Hours	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
History Room	31	0	86	86	-*
PLFF	301.25	196.5	1,173	849	38%
General Library	210.25	95.65	689	444	55%
Adult Literacy	341	462.25	1,083	1,698	-36%
PTAC	23.5	39	106	142	-26%
Teen Volunteers	142.62	195.75	1,457	794	83%
Total Volunteer Hours	**1049.62**	**989.15**	**4,594**	**4,013**	**14%**
FTE Equivalent	**6.06**	**5.71**	**26.50**	**23.15**	**14%**

Literacy	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Adult Literacy Students	81	43	88%
Adult ESL Students	0	69	-100%
Adult Literacy Tutors	81	41	98%
Adult ESL Tutors	0	64	-100%

**Mathematically, division by zero is invalid.*

ACHIEVEMENTS

Throughout the month, library staff facilitated and coordinated a variety of literacy and educational programs to support community learning and skill development. Activities included Beginner and Intermediate Book Clubs, the Read, Write, Speak Club, and Everyday English Skills classes offered at multiple locations. Additional programming included Citizenship Classes and Writing Workshops. These programs provided participants with opportunities to strengthen their reading, writing, speaking, and English language skills while promoting literacy development and effective communication.

Additional adult programming included the Science Fiction, Fantasy, and Graphic Novel Book Club, as well as the Adult Book Club. Other activities promoting creativity, community engagement, and lifelong learning included Get Hooked! and Creating with Cricut, which provided participants with hands-on opportunities to explore creative technology and crafting. The library also invited patrons to participate in America's Table recipe collection, encouraging community members to contribute and share recipes as a way to celebrate food, culture, and community connections.

MEETINGS

Library staff participated in the networking meeting to connect with colleagues, exchange knowledge and best practices, discuss shared professional interests, and explore opportunities for collaboration to enhance library services.

PROFESSIONAL DEVELOPMENT

Library staff engaged in a variety of professional development activities to strengthen their knowledge of library operations, technology, services, and administrative practices. Training opportunities included an overview of Horizon's acquisitions, technical services, and cataloging functions, along with demonstrations of alternative integrated library systems to evaluate their features and capabilities. Staff also participated in a webinar addressing volunteer management and the potential effects of HR1 on volunteer programs, with discussions covering operational impacts, emerging risks, and future opportunities.

The Technical Services Librarian further expanded their knowledge of Horizon through training sessions, webinars, and knowledge base resources focused on intermediate and advanced cataloging, acquisitions, and technical services functions. Professional development also included exploring Horizon's administrative configuration and system capabilities, with particular attention to the Table Editor and its role in reviewing and modifying system parameters and settings.

Additionally, two librarians participated in the 2026 California Library Association Conference as both attendees and presenters. The conference theme, "Library Evolution – Tech Driven, Values Led," emphasized the evolving role of technology and community-centered library services. Their presentation, "The Hangar Makerspace: Building a Community-Centered Maker Experience," showcased the development of a makerspace focused on creating meaningful opportunities for community participation, learning, and creativity.

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Inspiration, Innovation and Imagination

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: **Technology and Website Report for October 2026**

DATE: November 23, 2026

MONTHLY STATISTICS

Computer and Wi-Fi Usage	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Children Computer Usage	219	254	1,024	1,326	-23%
Children AWE Learning Usage	568	586	1,933	2,724	-29%
Teen Computer Usage	55	71	174	335	-48%
Adult Computer Usage	1,015	1,143	3,906	4,336	-10%
Total Computer Usage	**1,857**	**2,054**	**7,037**	**8,721**	**-19%**
Wi-Fi Usage	2,420	1,441	9,279	7,255	28%
Guest Passes	68	65	339	345	-2%

Website Traffic	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Website visits	16,201	15,129	85,746	98,311	-13%
Page Hits	23,114	24,044	125,944	145,973	-14%
Users	11,604	10,769	67,097	76,884	-13%
Placentia Library Online Catalog Usage	5,628	4,528	23,241	14,319	62%

App Usage	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
App Downloads	66	70	344	337	2%
App Launches	4,515	2,058	14,502	8,868	64%
Searches	1,965	2,670	10,165	11,689	-13%
Requests Placed	491	439	2,432	1,547	57%
Renewals Done	839	804	3,846	2,792	38%
App Catalog Usage	**3,295**	**3,913**	**16,443**	**16,028**	**3%**

Technology and Website Update — October 2026

Completed

- **Website and Accessibility Improvements:** Added multilingual support to the Library website, updated the "How to Get a Library Card" page and related FAQs, completed additional website content updates, and participated in website accessibility and cybersecurity training.
- **Systems Status Portal:** Expanded and updated the District's systems status dashboard to include additional network, printer, and technology-service monitoring.
- **Staff Scheduling System:** Completed additional configuration of the District's cloud-based staff scheduling system, including the development of automated scheduling.

In Progress

- **EB1 Room Reservation Expansion:** Continued testing and configuration of EB1 room and study-space reservation workflows. Developed staff instructions and completed Information Desk workflow preparation in advance of the November staff rollout.
- **Integrated Library System Research:** Continued evaluation of future ILS options through meetings and discussions.
- **Board Reporting and Data Modernization:** Continued development of data analytics dashboards, reporting tools, data analysis, and automated processes supporting recurring Board and operational reports.
- **E-Rate and Infrastructure Planning:** Continued development and revision of E-Rate infrastructure planning materials and related network replacement priorities.

Upcoming / Next Steps

- Information Desk transition to EB1 for staff-managed study room and privacy pod reservations and continue preparation for expanded public self-service booking.
- Continue ILS vendor research and evaluation.
- Public Launch of self-service study room reservations

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, Technology Manager

SUBJECT: **Customer Service Report for October 2026**

DATE: November 23, 2026

Attendance	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Number of Days Open	31	31	120	121	-1%
Number of Hours Open	283	286	1,099	1,110	-1%
Attendance	25,596	21,823	95,600	91,918	4%

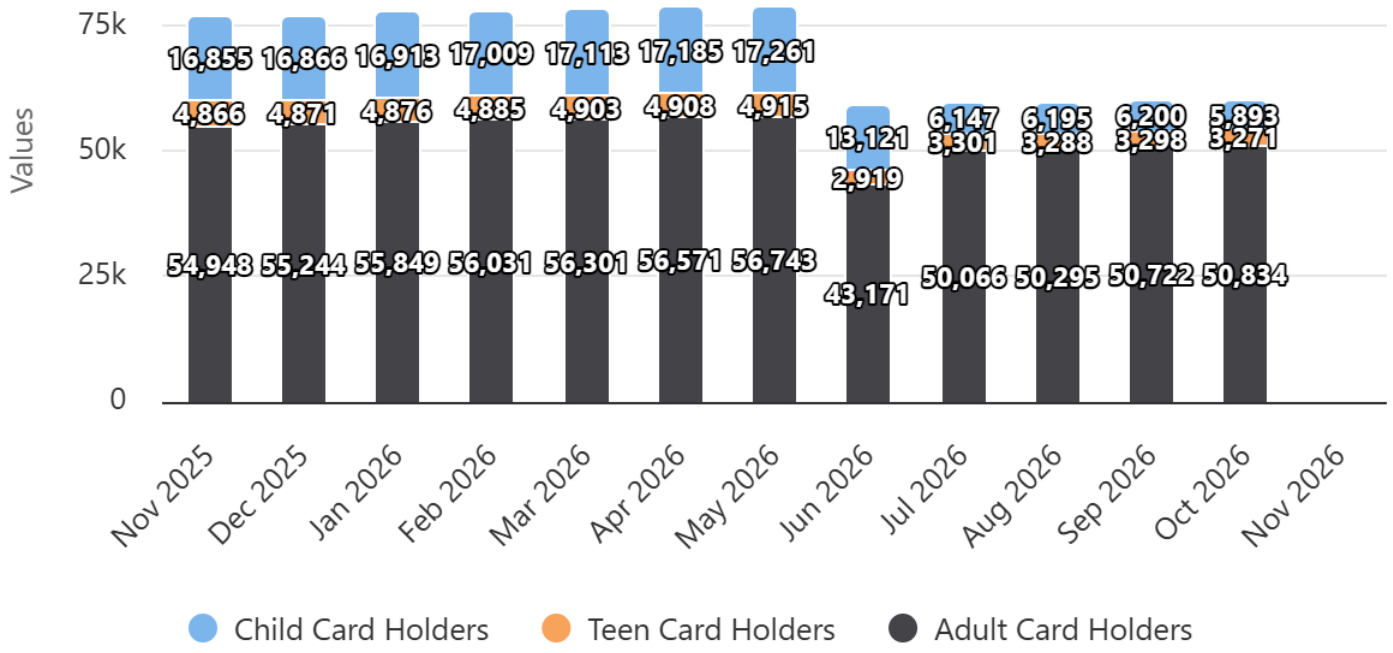
Card Holders	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	% change *
Child Card Holders	6,187	16,809			-63%
Teen Card Holders	3,317	4,854			-32%
Adult Card Holders	50,834	54,575			-7%
Total Card Holders	**60,338**	**76,238**			-21%
New Patron Registration	376	568	1,624	2,370	-30%
New Virtual Library Cards	44	283	124	1,109	-89%

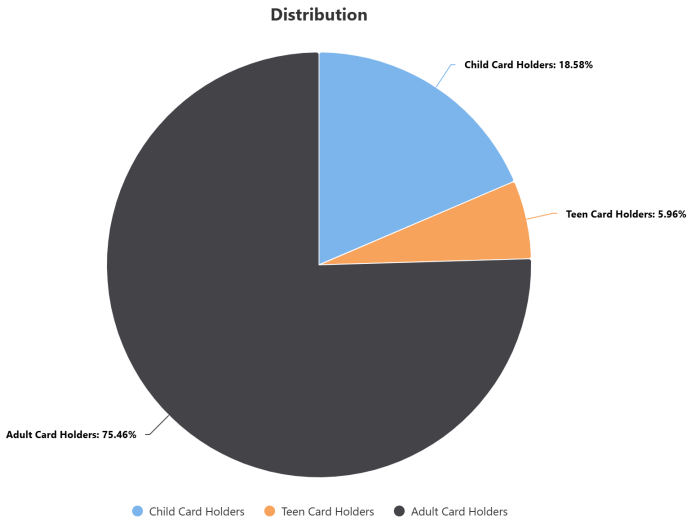
Information Desk Activity	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Reference Questions -- in person	3,545	2,705	11,486	10,290	12%
Reference Questions -- telephone	544	558	2,292	2,195	4%
Reference Questions -- email/chat	48	11	94	21	348%
Total Reference Questions	**4,137**	**3,274**	13,872	**12,506**	**11%**
Study Room Usage	280	264	1,020	1,003	2%
PODs	233	213	833	777	7%

Passport Activity	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
Passports Processed	336	260	1,317	1,474	-11%
Photos Processed	252	173	945	1,056	-11%

**% Change is month vs month comparison*

Processing	October 2026	October 2025	FY-T-D 2026-27	FY-T-D 2025-26	FY-T-D % change
New Books Processed	485	112	1,568	864	81%
Billing Notices Mailed	51	81	202	270	-25%
Filled Hold Requests	558	595	2,291	2340	-2%
Expired Holds	119	179	791	795	-1%





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Service Pin Presentation to Michelle Meades, Simon Park, and Amanda Lee.**

DATE: November 23, 2026

PRESENTATION

President Carline will present service pins to three library staff:

- Michelle Meades, Adult Services Supervisor
- Simon Park, On-call Library Page
- Amanda Lee, On-call Library Clerk

Thank you for your service and dedication to our community. Congratulations to our Employee of the Year, Sally Federman, Library Assistant.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Review Bid Proposals and Consider Contract Award for the HVAC Equipment Screening Project**

DATE: November 23, 2026

BACKGROUND

The proposed HVAC screening project is intended to improve the appearance of the facility by providing an appropriate visual barrier around the mechanical equipment while maintaining necessary ventilation, accessibility, and operational clearances.
The project will also help improve the overall appearance of the library property, provide a more finished and cohesive exterior presentation, and support the District's ongoing efforts to maintain and enhance its facilities.
Staff has identified the project scope and solicited proposals from qualified contractors to perform the work.

PROJECT SCOPE OF WORK

The HVAC Equipment Screening Project generally includes the following work:

- Furnishing and installation of screening materials around designated HVAC equipment.
- Construction and installation of appropriate framing and support structures.
- Installation of screening panels, fencing, louvers, or other approved materials consistent with the project specifications.
- Coordination with existing HVAC equipment and building systems.
- Maintaining appropriate ventilation, service access, and equipment clearances.
- Site preparation, cleanup, and removal of construction debris.
- Completion of the project in accordance with applicable building codes, manufacturer requirements, and District specifications.

The final installation shall be coordinated with the District to ensure that the screening does not interfere with HVAC performance, routine maintenance, or emergency access.

PROPOSALS RECEIVED

Staff requested proposals from contractors to complete the HVAC screening project. The proposals received are summarized below for the Board's consideration.

Contractor / Vendor	Proposed Amount
DaVinci Mechanical	$229,962
Sandalwood Construction	$288,000

The Evaluation Team consisting of Project Manager, Adam Hunt, the Library Director and the Business Manager have reviewed the submitted proposals, including the proposed costs, scope of work, materials, project approach, estimated completion schedule, and contractor qualifications.

The Board will have an opportunity to review the proposals and discuss the recommended contractor prior to taking action.

STAFF EVALUATION AND RECOMMENDATION

Based on the team’s review of the proposals received, DaVinci Mechanical is recommended for the HVAC Equipment Screening Project.

The recommendation is based on the following considerations:

1. Cost: The proposed contract amount is within the anticipated project budget and represents a reasonable cost for the work proposed.
2. Scope of Work: The proposal addresses the District's project requirements and provides for the necessary materials and installation.
3. Qualifications: The contractor demonstrates the qualifications, experience, and applicable licensing necessary to perform the work.
4. Project Schedule: The proposed timeline is acceptable and allows the District to coordinate the work with library operations.
5. Overall Value: The proposal provides an appropriate balance of cost, materials, workmanship, and project requirements.

The team believes that awarding the contract to the recommended contractor will allow the District to proceed with the project in a timely and cost-effective manner.

FISCAL IMPACT

The estimated project cost is $229,962 based on the proposal submitted by the recommended contractor. Funding for this project is proposed from the District's Operating budget. Any additional costs, change orders, or modifications to the approved project scope shall be subject to the District's applicable purchasing policies and authorization requirements.

PROJECT TIMELINE

Upon Board approval and execution of the contract, staff will coordinate with the selected contractor to establish a project commencement date and anticipated completion schedule.

The contractor will be expected to coordinate all work with District staff to minimize disruptions to library operations and maintain a safe environment for employees and the public. The HVAC Equipment Screening Project is intended to enhance the appearance and overall presentation of the library facility while ensuring that existing mechanical equipment remains properly accessible and operational.

Approval of the recommended contractor will allow the District to proceed with the project and complete the planned facility improvement.

ATTACHMENTS

A – Request for Proposal
B – Rating Criteria
C – Follow Up Questions
D – DaVinci Mechanical Proposal
E – Sandalwood Construxtion Proposal

RECOMMENDATIONS

1. Motion to award the contract for the HVAC equipment screening project to DaVinci Mechanical in the amount of $229,962; and,

2. Authorize the Library Director to approve change orders not to exceed $10,000 per change orders; and,

3. Roll call vote.

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

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

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

Approved for Release:

Jeanette Contreras
Library Director
Placentia Library District

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

District Goals:

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

INTRODUCTION

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

DISTRICT OVERVIEW

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

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

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

RFP BID PACKAGE

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

SCOPE OF WORK

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

HVAC Screens

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

General Scope for Acrylic Wall Panels Around HVAC Units

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

      George Williams – Manufacturing Sales

      Direct: (858) 266-1584

      Office: (858) 560-1551

      5535 Ruffin Road

      San Diego, CA 92123

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

Other

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

BID FORMAT GUIDELINES

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

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

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

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

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

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

Email: administration@placentialibrarydistrict.ca.gov

RE: RFP HVAC SCREENING PROJECT

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

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

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

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

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

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

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

required contract documents, the amount of the certified or cashier's check will be returned to the Bidder. Attention is directed to the requirement noted on contract bonds that the Attorney-in-Fact attach a certified copy of the Power of Attorney. If the Bidder elects to furnish a bid bond as the Bidder's bid security, the Bidder shall use the bid bond form bound herein, or one conforming substantially to it in form and acceptable to the District.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

T. LIQUIDATED DAMAGES. Failure of the Contractor to complete the work within the time allowed will result in damages being sustained by the Library District. Such damages are, and will continue

to be, impracticable and difficult to determine. For each day in excess of the time specified for completion of the work (as adjusted by any Change Orders), the Contractor shall be liable to the City for the sum stated as liquidated damages below.

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

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

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

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

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

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

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

X. BASELINE & MONTHLY SCHEDULE UPDATES. Unless otherwise provided in the Agreement or Technical Specifications, within fourteen (14) calendar days after the Date of Commencement, Contractor shall submit a Baseline Project Schedule. The Baseline Project Schedule shall be in a detailed precedence Critical Path Method (CPM) or Microsoft (i.e. Primavera P6 or Microsoft Project) type format satisfactory to the Library District, which shall also: (i) provide a graphic representation of all activities and events that will occur during performance of the Work; (ii) identify each phase of construction and maintenance; and (iii) set forth dates that are critical in ensuring the timely and orderly completion of the Work in accordance with the requirements of the Contract Documents (hereinafter referred to as Milestone Dates). At a minimum the Project Schedule shall depict the schedule for Work on a discipline by discipline and trade by trade basis and tasks within each discipline and trade. The Project Schedule shall be shown in Working Days, and include: (i) proposed activity sequences and durations; (ii) Milestone Dates for receipt and approval of pertinent information, including Library District-supplied information and approvals by public authorities having jurisdiction over the Project; (iii) dates for preparation and processing of Shop Drawings, Product Data, and Samples; (iv) dates for delivery of materials or equipment requiring long-lead

time procurement; (v) Library District's occupancy/use requirements showing portions of the Project having occupancy priority; (vi) the estimated date of Substantial Completion and Final Completion; and (vii) other information reasonably required by the Library District. Upon review and acceptance by the Library District of the Baseline Project Schedule, the Baseline Project Schedule shall be deemed part of the Contract Documents. If not accepted, the Baseline Project Schedule shall be promptly revised by the Contractor in accordance with the recommendations of the Library District and re-submitted for acceptance.

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

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

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

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

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

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

Minimum Qualifications

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

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

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

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

SCHEDULE (SUBJECT TO CHANGE AS REQUIRED)

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

Questions

Questions about this RFP must be directed in writing, via email to Administration at administration@placentialibrarydistrict.ca.gov and cmaskarino@placentialibrarydistrict.ca.gov, on or before **Wednesday, October 14, 2026, by 5:00 p.m.** The District reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Placentia Library District official website, www.placentialibrary.ca.gov, under "Request for Bids" and other sites where the RFP is posted. Proposers should check this webpage daily for new information. The District will endeavor to answer all written questions in a timely order. The District reserves the right not to answer all questions. No questions other than written will be accepted, and no response other than written will be binding upon the District.

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

Dated: _____ By: _____

Name: _____

Title: _____

APPENDIX A

REQUEST FOR BIDS
HVAC SCREENING PROJECT
Contractor Application Form

Legal Contractual Name: _____

Contact Person for Agreement: _____

Corporate Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____

Contact Person for Bids: _____

Title: _____

E-Mail Address: _____

Business Telephone: _____

Business Fax: _____

Website: _____

Is your business: (check one)
o CORPORATION
o LIMITED LIABILITY PARTNERSHIP
o INDIVIDUAL
o SOLE PROPRIETORSHIP
o PARTNERSHIP
o UNINCORPORATED ASSOCIATION

Federal Tax Identification Number: _____
City of Placentia Business License Number: _____
Expiration Date: _____
(If none, you must obtain a Placentia Business License prior to performance of the contract.)
Contractor's License Number: _____

Rating Criteria for Bid Proposals

Date	
RFP	
Bid Proposer	

Overall Responsiveness	Relevant Project Experience	Firm/Team Experience	Value of Services	References	Technical Capabilities	Total	Comments

Overall Responsiveness (Did the proposer submit proposal completely based upon requirements stated in the RFP?) = 10%

Relevant Project Experience (Does the proposer have the experience and relevant performance history with similar projects/services?) = 30%

Firm/Team Experience (Does the proposer's firm/team have sufficient experience in industry?) = 30%

Value of Services (Does the proposed costs meet the estimated budget for the projects and provide value?) = 10%

References (Did proposer provide references from past clients, and did the clients have positive overall satisfaction with proposer?) = 10%

Technical Capabilities (Did the proposer demonstrate technological capabilities and the track record of usage?) = 10%

HVAC screening questions:

DaVinci Q's:

1. How familiar are they with the plans? It looks like they put in some effort to create some of their own drawings, but those drawings don't reflect the contract plans. I just want to make sure everything is accounted for on their end.
2. Do they have subcontractors on board and just not list them? Or do they not have any subcontractors coordinated for the project yet? Just want to make sure all costs are covered.
3. Do they have any hands on screening experience? This isn't so much an HVAC project, but more of a screening project.

Sandalwood Q's:

1. How familiar are they with the schedule of values and when can we receive a copy? It was not provided in their proposal, when can we receive that?
2. Lots of school experience, were they the GC on those projects or what was their role?
3. Sandalwood has a couple subs listed, who is doing the concrete and panels portion of the work? Is Demo sub (Baysals) performing concrete and steel sub (CA Buchen) performing panels?

DAVINCI MECHANICAL

Commercial HVAC & Mechanical Contractor
2326 North Batavia, Suite 111, Orange, CA 92865 | (714) 594-9194 |
service@davinci-mechanical.com
CSLB #1083101, C-20 HVAC and C-38 Refrigeration | CA DIR Reg. 200019677 | UA Local 250 Signatory

BID PROPOSAL: HVAC MECHANICAL SCREENS, RFP NO. 2026-01

Date	November 19, 2026 (revised to the District's review comments on the schedule of values)
Submitted to	Placentia Library District, Administration, 411 E. Chapman Avenue, Placentia, CA 92870 Attn: Carlo Maskarino, Business Manager, cmaskarino@placentialibrarydistrict.ca.gov
Project	Placentia Library HVAC Mechanical Screens, 411 E. Chapman Ave., Placentia, CA 92870; APN 340-312-02
Basis of bid	RFP No. 2026-01 and Appendix A; IDS Group Bid Set, Bulletin 1 dated 9/21/2026 (G-001, G-100, A-001, A-200, S-001, S-002, S-101, S-201, S-301); Sections 03 10 00, 03 20 00, 03 30 00; IDS coating specification; District photos of the mechanical yard
Contractor	DaVinci Mechanical LLC, CSLB #1083101, Classifications C-20 (Warm-Air Heating, Ventilating and Air-Conditioning) and C-38 (Refrigeration), Expiration _____; DIR Registration No. 200019677; City of Placentia Business License No. 930009718, exp. 10/31/2027
Completion	85 consecutive calendar days from Notice to Proceed

TOTAL BID PRICE (NOT TO EXCEED) $229,962

Not-to-exceed price to furnish and install the HVAC screen walls complete per the plans and specifications, including painting and California prevailing wage. The District will not be billed more than this amount for the scope shown; final billing reflects actual quantities at the unit prices below, up to this ceiling. Bid price is firm for 90 calendar days from bid opening.

Scope of Work

- Screen walls: three runs (north run 37 ft 0-1/2 in, west return 16 ft 6-1/2 in with a 2 ft 10 in jog, southwest run 28 ft 3 in) raising the existing mechanical yard walls to screen the HVAC equipment, per S-201 and A-200 (Bulletin 1).
- Steel: galvanized HSS4x4x3/8 posts at 4 ft 1 in on center with cap plates, base plates at ground posts, L7x4x3/8 wall angles, welded panel connectors, galvanized H-channel, corner connectors and the Bulletin 1 corner screen wall brackets (7/A-200); shop fabricated and hot-dip galvanized; field welding by AWS certified welders. Post lengths vary from about 6 ft 6 in at the roof to about 17 ft at the ground; the per-post cost is reviewed with the District before work starts, within the not-to-exceed price.
- Anchorage: (2) anchors per post at the roof posts and (1) per post at the ground posts; Hilti KB-TZ2 1/2 in stainless wall anchors (8/S-301) and Hilti HIT-RE 500 V3 epoxy anchors with 3/4 in rods into the existing footing (9/S-301), non-shrink grout; ACI/CRSI-certified adhesive anchor installers with torque testing.
- Concrete: saw cut and remove existing paving, new footing extension with #4 dowels and ties, and new paving to match along 31 LF of the north interior wall and 17 LF of the west interior wall, per 1/S-301, 7/S-301 and Sections 03 10 00, 03 20 00 and 03 30 00.
- Panels: (21) ePlastics frost finish 1/2 in acrylic panels, 4 ft wide, heights per A-200, set in galvanized H-channel with 3/8 in bolts at 12 in O.C. and corner connectors, 1/2 in maximum equal gaps. (2) additional panels are furnished as attic stock at no charge, 23 panels in total.
- Painting: posts, angles, brackets and fasteners receive the coating system per the IDS coating specification, black to match the outdoor library exterior panels (A-200); included in the price.
- Existing wood fascia is cut where posts pass and patched to match. Dig-Alert, City of Placentia business license, permit pulling and plan check coordination, daily cleanup and site security are included.

Bid Schedule of Values

Item	Description	Qty	Unit	Unit Price	Total
1	Structural steel: galvanized HSS4x4x3/8 posts with cap and base plates, L7x4x3/8 wall angles, H-channel, corner connectors and corner screen wall brackets (Bulletin 1, 7/A-200); shop fabrication and hot-dip galvanizing	23	EA	$2,373	$54,570
2	Post anchorage: Hilti KB-TZ2 1/2 in SS wall anchors, HIT-RE 500 V3 epoxy anchors with 3/4 in rods, non-shrink grout, torque testing; (2) per post at roof posts (18) and (1) per post at ground posts (12)	30	EA	$541	$16,230
3	Concrete: saw cut and remove existing paving, new footing extension with #4 dowels and ties, new paving to match (1/S-301, 7/S-301); 31 LF on the north interior wall and 17 LF on the west interior wall	48	LF	$744	$35,712
4	Steel erection: set, plumb, anchor and field weld posts; cut existing wood fascia as needed; patch	23	EA	$1,967	$45,244
5	Acrylic panels: ePlastics frost finish 1/2 in cast acrylic, 4 ft wide, heights per A-200, freight	21	EA	$2,200	$46,200
5a	Attic stock: (2) additional ePlastics frost finish acrylic panels, 4 ft x 8 ft 6 in x 1/2 in (23 panels furnished in total), delivered to the District for future replacement at no charge	2	EA	$0	$0
6	Panel installation: galvanized H-channel, 3/8 in bolts at 12 in O.C., corner connectors, 1/2 in maximum equal gaps	23	EA	$903	$20,769
7	Crane / boom lift for roof-level posts and panels	1	LS	$8,682	$8,682
8	City of Placentia business license, permit coordination (permit and plan check fees reimbursed by the District)	1	LS	$2,555	$2,555
	TOTAL BID PRICE, NOT TO EXCEED				**$229,962**

Painting, performance and payment bond premium and California sales tax are included and distributed across the items above. The total is a not-to-exceed price; work is billed at the unit prices for actual quantities installed, not to exceed the total. Only District-directed changes in scope adjust the ceiling, by change order.

Attic Stock

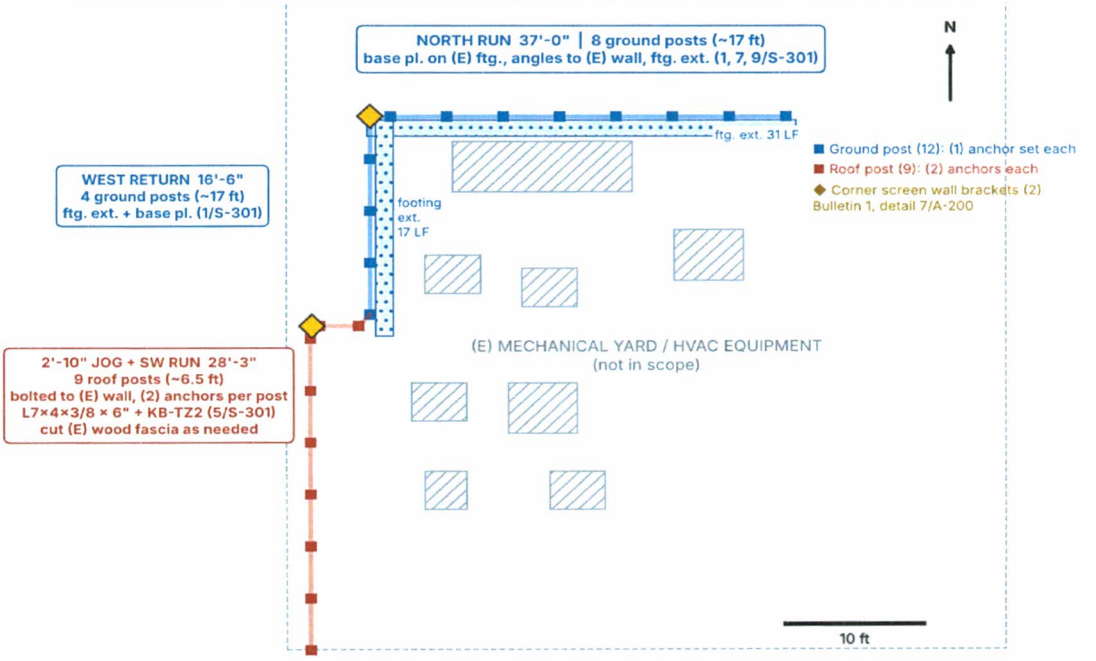
DaVinci furnishes 23 acrylic panels in total: 21 installed and (2) spare full-size panels turned over to the District as attic stock for future replacement at no charge (SOV item 5a).

Schedule and Lead Times

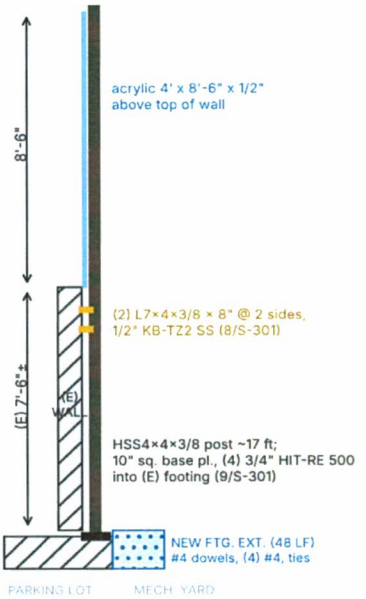
- DaVinci Mechanical's earliest start on site is January 2027.
- Acrylic panels: no lead time at this time; ePlastics currently has stock of about 40 panels in this finish.
- Structural steel: about 4 weeks for fabrication and galvanizing after shop drawing approval.
- Completion within 85 consecutive calendar days from Notice to Proceed.

Plan and Section Sketches

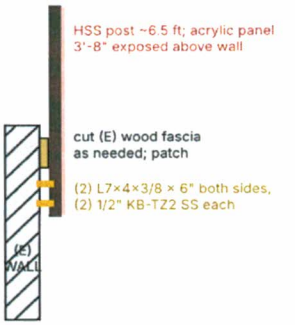
HVAC SCREEN WALLS: PLAN SKETCH (schematic, from S-201 / A-200, Bulletin 1 bid set 9/21/2026; verify in field)
12 ground posts + 9 roof posts | 48 LF footing extension | 21 acrylic panels | 2 corner brackets



GROUND POSTS: NORTH + WEST (ref. 1, 7, 9/S-301)



ROOF POSTS: JOG + SW RUN (ref. 5/S-301)



Schematic only, drawn from S-201, A-200 and S-301 (Bulletin 1) and the District's review counts. Dimensions and post locations are field verified before fabrication.

Clarifications and Exclusions

- Permit and plan check fees are paid or reimbursed by the District per the RFP; Davinci pulls the permits.
- Special inspection and testing (post-installed anchors, concrete, structural welding) and structural observation are provided by the District per S-001; Davinci coordinates and provides access and notice.

- The existing exposed-aggregate concrete walls, footings and structure are assumed sound and capable of receiving the anchors shown. Repair of deteriorated concrete, unforeseen conditions or rebar conflicts requiring redesign is handled by change order.
- ePlastics frost finish acrylic is bid as the basis of design. Panel lead time is included in the 85-day schedule; the District's 35-day or-equal period is acknowledged.
- No HVAC equipment is relocated, disconnected or modified. Minimum 3 ft working clearance at all unit controls is maintained per A-200.
- Acoustic performance: the acrylic screens are not designed as sound barriers. Any concern about sound reflecting off the panels is for the District to review with IDS; acoustic treatment, if required, is outside this scope.
- Work hours 7:00 AM to 5:00 PM. Liquidated damages of $1,500 per day acknowledged. Retention per the District's standard public works contract, with securities substitution per PCC 22300.
- Bid security of 10 percent and performance and payment bonds at 100 percent of the bid price will be furnished upon the District's approval and prior to contract execution.

Qualifications and Firm Capability

DaVinci Mechanical LLC is the commercial and union division of Scottish-Tom Heating and Air in Orange County, performing commercial mechanical and public works for libraries, hospitals, military bases and government buildings.

Subcontractors

DaVinci Mechanical is a signatory union contractor (UA Local 250, District Council 16). The structural steel, concrete and panel work will be performed by a licensed, DIR-registered C-23 subcontractor (with C-8 concrete if needed) drawn from the District Council 16 signatory contractors, about 25 percent of the contract value. The subcontractor's name, license and address will be furnished at the time of award, once the District sets the start date, so the firm listed has crews available in that window.

References

Project	Contract	Dates	Contact
Webbs Grain Works	$193,000	9/7/2025 to 10/11/2025	Ryan Hatch
Mercy House	$46,000	4/3/2025 to 4/23/2025	John Fishell
Hexany Audio	$68,000	2/5/2024 to 3/3/2024	Richard Ludlow
Kirtland AFB (RBT Roofing)	$125,373	9/28/2026 to 11/15/2026 (in progress)	Adam Parker, RBT

I have reviewed RFP No. 2026-01 and acknowledge its contents, the submission requirements, and the scope of work required.

DaVinci Mechanical LLC	2326 North Batavia, Suite 111, Orange, CA 92865
By: _____	(714) 594-9194 | service@davinci-mechanical.com
Name: Thomas R. Walsh, Title: Owner	CSLB #1083101, C-20 and C-38, Exp. _____
Date: _____	DIR Registration No. 200019677

SANDALWOOD CONSTRUCTION

LICENSE # 680715 B-1

October 27, 2026

Carlo Maskarino
Business Manager
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Subject: RFP NO.: 2026-01 - HVAC SCREENING PROJECT - PROPOSAL

Mr. Carlo Maskarino:

Sandalwood Construction proposes a cost of: $288,000 – Two Hundred Eighty Eight Thousand Dollars

To complete the work as described in the plans, specifications and addendum #1 provided on the bid platform Bidnet Direct used by the Placentia Library District for RFP NO.: 2026-01 - HVAC SCREENING PROJECT

The additional information requested in the RFP is on the attached pages that follow.

Sandalwood Construction appreciates your consideration of it's proposal.

Respectfully,

Joseph Vera
Secretary

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

Dated: 10-27-2026

By: _____
Craig Warren Inc., dba Sandalwood Construction
Name: Joseph Vera

Title: Secretary

APPENDIX A

REQUEST FOR BIDS
HVAC SCREENING PROJECT
Contractor Application Form

Legal Contractual Name: Craig Warren Inc., dba Sandalwood Construction
Contact Person for Agreement: Joseph Vera
Corporate Mailing Address: 10631 Bloomfield St., Ste 5
City: Los Alamitos State: CA Zip Code: 90720
E-Mail Address: joseph@sandalwoodconstruct.com
Phone: 562-468-0200 Fax: 562-468-0207
Contact Person for Bids: Joseph Vera
Title: Secretary
E-Mail Address: joseph@sandalwoodconstruct.com
Business Telephone: 562-468-0200
Business Fax: 562-468-0207
Website: N/A

Is your business: (check one)
X CORPORATION
o LIMITED LIABILITY PARTNERSHIP
o INDIVIDUAL
o SOLE PROPRIETORSHIP
o PARTNERSHIP
o UNINCORPORATED ASSOCIATION

Federal Tax Identification Number: 33-0258686
City of Placentia Business License Number: None
Expiration Date: N/A
(If none, you must obtain a Placentia Business License prior to performance of the contract.)
Contractor's License Number: 680715

SUBCONTRACTOR LIST

SUBCONTRACTOR	LICENSE #	ADDRESS	% OF CONTRACT	SCOPE
Baysals Inc.	1140296	11 Abbeywood Ln. Aliso Viejo, CA 92656	7%	Demolition
C.A. Buchen Corp	209850	9231 Glenoaks Blvd. Sun Valley, CA 91352	38%	Steel

SANDALWOOD CONSTRUCTION

LICENSE # 680715 B-1

October 27, 2026

Carlo Maskarino
Business Manager
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Subject: RFP NO.: 2026-01 - HVAC SCREENING PROJECT - EXPERIENCE

Mr. Carlo Maskarino:

Sandalwood Construction has been in business for 33 years and specializes in public works, specializing in school modernizations. We have worked with several school districts over the years. A small sample of the school districts that we have worked with are Charter Oak Unified School District, Baldwin Park Unified School District, Whittier Union High School Disttrict, Tustin Unified School District and Mountain View School District. Some of the work that we provided for over the years includes classroom building modernizations including science classrooms, a new high school pool facility, new elevators and new classroom buildings.

Respectfully,

Joseph Vera
Secretary

Bid Bond Bid Bond Number: CSBP-06569

CONTRACTOR:
(Name, legal status and address)
Craig Warren, Inc. dba Sandalwood Construction
10631 Bloomfield St., Ste 5
Los Alamitos, CA 90720

SURETY:
(Name, legal status and principal place of business)
Merchants Bonding Company (Mutual)
6700 Westown Parkway
West Des Moines, IA 50266

OWNER:
(Name, legal status and address)
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

This document has important legal consequences. Consultation with An attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered Plural where applicable.

BOND AMOUNT: Ten Percent (10%) of the Amount Bid
PROJECT: RFP No. 2026-01, RFP HVAC Screening Project

Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 22nd day of October, 2026

Stephanie Vera
(Witness) Stephanie Vera

Craig Warren, Inc. dba Sandalwood Construction
(Principal) *(Seal)*

(Title) Joseph Vera, Secretary

(Witness) Christian Hodson

Merchants Bonding Company (Mutual)
(Surety) *(Seal)*

(Title) Shaunna Rozelle Ostrom, Attorney-in-Fact

By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

On 10/22/2026 before me, Christian Hodson, Notary Public
(insert name and title of the officer)

personally appeared Shaunna Rozelle Ostrom,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

CHRISTIAN HODSON
COMM. #2554701
Notary Public-California
ORANGE COUNTY
My Comm. Expires May 10, 2030

Signature _____ (Seal)
Christian Hodson

Bond No. CSBA-36569

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, and MERCHANTS NATIONAL INDEMNITY COMPANY , an assumed name of Merchants National Bonding, Inc., (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Adrian Langrell; Arturo Ayala; Ben Stong; Benjamin Wolfe; Chelsea Liberatore; Daniel Huckabay; Dwight Reilly; Frank Morones; Magdalena R Wolfe; Robert Wood; Shaunna Rozelle Ostrom; Stephanie McClain

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the By-Laws adopted by the Board of Directors of the Companies.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 9th day of March , 2026 .

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS NATIONAL INDEMNITY COMPANY CALIFORNIA

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor

STATE OF IOWA
COUNTY OF DALLAS ss.
On this 9th day of March 2026 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA
Penni Miller
Commission Number 787952
My Commission Expires
January 20, 2027

Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 22nd day of October ,2026 .

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS NATIONAL INDEMNITY COMPANY CALIFORNIA

Secretary

REFERENCES

CLIENT	PROJECT	DURATION	CONTACT	VALUE	KEY STAFF
Mountain View School District	Miramonte Shade Structures	Start: June 2025 Ende: September 2025	Jeff Truschel Ph: 626-705-5926 Email: jtruschel@mtviewschools.net	$ 415,000.00	Jaime Rosales Superintendent
El Monte Union High School District	Mountain View HS Cafeteria Bldg. G	Start: June 2022 Ende: March 2023	Norma Macias Ph: 626-444-9005 Email: norma.macias@emuhsd.org	$2,451,900.00	Christopher Rosales Superintendent
Baldwin Park Unified School District	Baldwin Park HS Restrooms	Start: December 2023 End: May 2024	Tommy Portugal Ph: 626-480-5785 Email: tportugal101@bpusd.net	$ 716,000.00	Jaime Rosales Superintendent
Whittier Union High School District	Sierra Education Center Science Classrooms	Start: December 2023 End: November 2024	Danny True Ph: 562-237-0795 Email: dann.true@wuhsd.org	$1,138,000.00	Christopher Rosales Superintendent

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Policy 3080 – Purchasing and Expense Authorization as presented.**

DATE: November 23, 2026

BACKGROUND

Policy 3080 establishes the approval process for purchases, contracts, emergency expenditures, reimbursements, and claims for payment. The current policy generally requires Board approval for commitments greater than $10,000 and establishes related procurement thresholds of $5,000 and $10,000. It also contains separate provisions addressing emergency purchases, claims for routine budgeted expenses, and Board approvals.

Staff is recommending that the Board consider increasing the Library Director's delegated purchasing authority to $50,000 for purchases and contracts that are included in the Board-approved budget. The proposed change is intended to align approval authority with the scale and cost of current operating needs, provide timely procurement of goods and services, reduce administrative delays associated with routine purchases, and allow the District to respond more efficiently to vendor, facility, technology, and service needs. The proposed threshold would not authorize spending beyond the adopted budget or eliminate the Board's authority to approve the budget, establish policy, and review expenditures.

During Fiscal Year 2025–2026, the District identified several purchases and expenditures within the $10,000 to $50,000 range that supported the District's ongoing operational needs. Examples may include facility maintenance and repairs, technology and computer equipment, furniture and equipment replacements, library materials and resources, and professional or contracted services. From fiscal year 2024 to the present, the District has made purchases exceeding $20,000, primarily related to technology, with one additional purchase involving furniture for the outdoor space. These purchases are primarily associated with the day-to-day operations of the District and are generally anticipated as part of the District's annual operating needs and included within the Board-approved budget. Increasing the Library Director's purchasing authorization to $50,000 would allow these necessary expenditures to be processed more efficiently and in a timely manner, without requiring separate Board approval for each individual purchase, while maintaining the Board's oversight of the adopted budget and overall fiscal operations.

JUSTIFICATION FOR PROPOSED $50,000 THRESHOLD

- Operational Efficiency
- Appropriate Executive Delegation
- Cost and Market Considerations
- Continued Fiscal Safeguards

COMPARISON WITH OTHER LIBRARY DISTRICTS

Altadena Library District

The District policy authorizes the Director to enter into contracts and agreements for less than $50,000 for items in the current fiscal-year operating budget, excluding multi-year contracts; contracts above the authorized amount require Board approval. The policy also provides for annual 2% increases unless otherwise directed by the Board.

Palos Verdes Library District

The District publicly posts a consolidated policies and procedures manual. Under Section 7000 – The Library Director can authorize purchases not to exceed $50,000, with all purchases surpassing the threshold requires request for proposals.

ATTACHMENTS

A – Policy 3080 – Purchasing and Expense Authorization
B – Altadena Library District Policy
C – Palos Verdes Library District Policy

RECOMMENDATIONS

1. Authorize amendments to Policy 3080 – Purchasing and Expense Authorization, as presented, inclusive of input received from the Board of Trustees;

2. Roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Purchasing and Expense Authorization**
POLICY NUMBER: **3080**

3080.1 All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget. All purchases and contracts authorized by the Library Director will be made with attention to the quality, performance, delivery, service capability and lowest possible cost.

3080.2 Any commitment of District funds for a purchase or expense greater than $10,000 **(Amend to $50,000)** will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations. Purchases or contracts that are over ten thousand dollars ($10,000) **(Amend to $50,000)** must comply with the competitive bid process. Purchases or contracts that are between five thousand dollars ($5,000) and ten thousand dollars ($10,000) **(Amend to $50,000)** may be made without competitive bid requirements, but shall, whenever possible, be based on at least three (3) documented price quotes. Purchases or contracts that are under five thousand dollars ($5,000) may be made at the Library Director's discretion.

3080.2.1 Such contracts in excess of ten thousand dollars ($10,000) **(Amend to $50,000)** shall be presented to the Library Board of Trustees for approval to waive bids and for approval to enter into a formal contract. In emergency situations, the Library Director will inform the Library Board President of the emergency. If the President is not available, the Library Director shall contact the Board Secretary. In the absence of either party, the Library Director will contact any Trustee for approval. The Library Director will have the authority to spend up to $10,000 **(Amend to $50,000)** per vendor to resolve the situation and resume services in order to secure the safety of patrons and staff. The Board President shall have the authority to waive the $10,000 **(Amend to $50,000)** bidding procedures set forth in this Policy and, with the Library Director, shall effect procurements in excess of the amount otherwise provided in this section to resume service. Neither party may commit the District to purchases or contracts that exceed $45,000 **(Amend to $50,000)** without Board approval. Library Director, with the Library Board President, shall use the following procedures:

3080.2.1.a Decision Memo stating the reason for the determination of the emergency shall be provided to the library board in a timely manner.

3080.2.1.b In emergency situations, the Library Board President shall not be required to comply with competitive bidding and advertising requirements of this

Policy. Library Director, with the Library Board President, shall be empowered to negotiate and execute contracts without prior approval of the library board.

3080.2.1.c A Purchase Order, along with all written documentation, shall be submitted to the library board for ratification at a library board meeting. If the next scheduled meeting is more than 14 (fourteen) days hence, a special board meeting will be called.

3080.3 The Library Director and his/her Designee shall make procurement decisions in the best interest of the District and shall evaluate the cost effectiveness of purchases. Single source provider is exempt from the competitive bidding process and shall be per terms of agreement. Additionally, the following library material vendors and other standing order purchases are exempt from the bidding process, unless otherwise recommended by the Library Director and approved by the Library Board of Trustees:

a. Baker & Taylor (BTAC)
b. Ebsco
c. OverDrive
d. Ingram
e. Brodart
f. Freegal
g. Hoopla
h. Gale
i. Bibliotheca
j. SirsiDynix
k. <u>Amazon</u>

3080.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

3080.4.1 Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by two Trustees.

3080.5 In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "…a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is $20,000 or less" the Board of Trustees authorizes the Library Director to process claims for items totaling less than $20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one (1) Trustee.

3080.5.1 Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than $20,000 may be authorized by two (2) Trustee signatures and/or the Library Director.

3080.5.2 In the absence of the Library Director, three (3) Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.

Altadena Libraries

ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Purchasing Policy

SECTION: 6-0

BOARD APPROVED: 8/26/2024

6-1 Purpose of the Policy.

The Purchasing Policy provides District with guidance in purchasing quality products and services. The District strives to purchase from the lowest responsible bidder. However, cost shall not be the sole factor in selecting vendors to provide products and services necessary for operations. Value, future costs, and quality of service shall be given equal weight.

6-2 Policy.

Purchases are made by employing a bid process or a Request for Proposal (RFP) process. A bid process implies that the lowest price shall be the sole criteria in the award selection if the minimum state requirements are met. The RFP process allows for selection based on stipulated award criteria in addition to price.

If products or services are deemed available only from a sole source, the Director may waive the requirements set forth in Section 6.3 Purchase Limitations.

6-3 Purchase Limitations.

A. A budgeted purchase of $5,000 or less for any one item may be accomplished by negotiated agreement between the Director and one or more vendors.

B. A budgeted purchase of greater than $5,000 and less than $50,000 shall be awarded to the successful vendor after obtaining informal quotes from at least three independent vendors. The Director may negotiate the final agreement.

C. A budgeted purchase of $50,000 or greater shall be made after successful employment of a bid or RFP process. Board approval is required.

D. General fund monies shall be used to support the normal and necessary operations of the District. Purchases such as alcohol, promotional items, prizes, and gifts shall be purchased with grant and/or other donated monies.

6-4 Emergency Purchases.

A. The Director has the authority to enter into purchasing agreements for products or services in the event of an emergency involving potential loss of life or property.

B. If time permits, the Director is to inform the President of the Board, or in the absence of the President, to inform the Secretary of the Board of the need for an emergency purchase, or purchases.

C. When the authority is exercised, the Board must be notified no later than the next regular meeting.

6-5 Authority.

The Director has the authority to enter into contracts for the purchase of any product approved in the current fiscal year budget in accordance with the above policies.

6-6 Policy Review.

The Purchasing Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.

F. Reporting
A written annual report shall be provided to the Board of Library Trustees in accordance with Policy No. 7020.3.D (Annual Reports).

Approved April 14, 1977; Revised August 9, 1990; Revised October 6, 1994; Revised June 8, 2000; Reviewed June 13, 2002; Revised May 12, 2005; Revised September 17, 2015

7100.0 Purchasing Policy

It is the policy of the Palos Verdes Library District to purchase quality products and services from the lowest responsible bidder. However, lowest cost will not be the sole factor in selecting vendors to provide products and services necessary for the operation of Palos Verdes Library District. Value, future costs and quality of service will be given equal weight.

Purchases, services or contracts equal to or greater than $5,000 and under $50,000 are made by obtaining quotes. The quote process implies that the lowest price will be the sole criteria in the award selection if the minimum stated requirements are met. Purchases, services or contracts equal to or greater than $50,000 are made by employing a Request for Proposal (RFP). The RFP process allows for selection based on stipulated award criteria in addition to price.

Products and services which are required to be bid by law will be governed by the applicable laws. Palos Verdes Library District, as an independent special district formed under the Education Code, is not required to follow the Public Contracts Code. However, Palos Verdes Library District will follow similar bid procedures as indicated in the Quote and RFP requirements below.

Adopted October 13, 1988; Revised April 9, 1992; Revised August 8, 1996; Revised August 14, 1997; Revised August 10, 2000; Revised June 13, 2002; Revised May 12, 2005; Revised December 13, 2007; Revised September 17, 2015; Revised July 21, 2016

7100.1 Sustainable Purchasing Policy

The Palos Verdes Library District strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, the District shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the District. District purchasing agents shall take factors such as the following into consideration when making purchases for the District, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than re-purchasing
- The environmentally friendly practices of the vendors under consideration

Nothing in this policy shall prohibit the District from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

Adopted November 21, 2019; Reviewed 2/18/2021

7110.0 Authority for Budgeted Purchases

Department Managers may initiate purchases covered by funds approved in their budgets as per the Procurement Value Table below. The District Director is delegated the authority to enter into contracts for the purchase of any product or service approved in the current fiscal year budget in accordance with the policies set forth herein.

If products or services are deemed available only from a sole source, the District Director may waive the requirements set forth in section 7100.0.

Adopted October 13, 1988; Revised April 9, 1992; Revised August 14, 1997; Reviewed May 12, 2005; Revised December 13, 2007; Reviewed September 17, 2015

7110.1 Procurement Value Table

Dollar Value	Petty Cash	Credit Card	Request for Warrant	Request for Purchase	Purchase Order	Quotes	RFP/Bid
< $100	✓	✓	✓				
≥ $100 < $500		✓	✓	✓			
≥ $500 < $1,000		✓	✓	✓	✓		
≥ $1,000 < $5,000		✓	✓	✓	✓		
≥ $5,000 < $50,000			✓	✓	✓	✓	
≥ $50,000			✓	✓	✓		✓

Petty Cash – Primarily used only for small or emergency purchases under $100.

Credit Card – Palos Verdes Library District's credit card or store credit cards can be used for any purchase under $5,000 (a request for warrant is required for all purchases greater than $5,000).

Request for Warrant (check) - A request for warrant, typically used for acquiring services, can be used at any time for any amount.

Adopted October 13, 1988; Revised April 9, 1992; Revised September 14, 1995; Revised August 8, 1996; Revised August 14, 1997; Revised August 10, 2000; Revised June 13, 2002; Revised May 12, 2005; Revised December 13, 2007; Revised September 17, 2015; Revised July 21, 2016; Revised February 18, 2021

7110.2 Purchase Order Requirements

A. A budgeted purchase, service, contract or agreement under $500, not including library materials as defined in Policy No.7150.0 (Purchase of Library Materials), will not require a purchase order.

B. Categories exempt from purchase orders are:

1. utilities (i.e., electric, gas, telecommunications, water, trash);
2. insurance premiums;
3. membership fees and subscriptions;
4. legal and audit fees;
5. training;
6. postage, and
7. travel expenses (i.e., airfares, hotel rooms).

7110.3 Quotes & Request for Proposal Requirements

A. Purchases, services, contracts or agreements equal to or greater than $5,000 and under $50,000 will require quotes from (3) three vendors from Palos Verdes Library District's Preferred Vendors List.

B. Purchases, services, contracts or agreements equal to or greater than $50,000 will require a Request for Proposal (RFP). The RFP shall specify the following requirements:

1. submission of requirements;
2. vendor qualifications/costs;
3. contracting requirements;
4. evaluation of proposals;
5. award and execution of contract; and
6. the time and place that bids will be received and opened.

Revised July 21, 2016; Revised February 18, 2021



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Policy 3090 – Records Retention as presented.**

DATE: November 23, 2026

BACKGROUND

The Placentia Library District maintains Policy 3090 – Records Retention to establish guidelines for the identification, maintenance, safeguarding, retention, and authorized disposal of District records. The policy is intended to ensure that District records are appropriately maintained, readily accessible when needed, and managed in compliance with applicable State and Federal requirements.

The policy designates the Library Director as the custodian of District records and authorizes the Library Director to interpret and implement the policy, including the authorized disposal of records in accordance with established retention requirements.

As the District continues to maintain and expand its digital presence, including information and materials published on its official website, it is appropriate to clarify the distinction between website content management and the retention of official District records.

The proposed amendments are intended to modernize the policy, provide greater administrative flexibility, and clarify that removing information from the District's website does not eliminate any separate obligation to retain the underlying record.

JUSTIFICATION FOR PROPOSED AMENDMENTS

Section 3090.6 – Official Website Content
The proposed amendment revises the language governing the removal of content from the District's official website.

The existing language provides that website content and related data may be removed at the discretion and with the approval of the Library Director five years after the content was first made publicly accessible. The proposed language provides greater flexibility by allowing website content to be updated, replaced, or removed when it is no longer needed for public access or District operations.

The amendment also expressly clarifies that removing content from the District's website does not authorize the destruction of any record that is otherwise required to be retained under the applicable legal, regulatory, and operational requirements.

The proposed revision recognizes that website content is not necessarily subject to a fixed five-year public posting period. Certain information may become outdated, be superseded by more current information, or no longer serve an operational or public information purpose.

Allowing the District to manage website content based on its continued relevance and operational value will help ensure that the District's website remains current, accurate, organized, and useful to the public.

Additionally, the clarification separating website content removal from official records destruction strengthens the District's records management practices. It ensures that administrative decisions regarding website content do not inadvertently result in the premature destruction of records that must be retained for legal, financial, historical, or operational purposes.

The amendment therefore provides needed flexibility in managing the District's digital communications while maintaining appropriate records retention safeguards and accountability.
The proposed amendments to Policy 3090 – Records Retention are intended to maintain the policy's effectiveness while recognizing the District's evolving records management and digital communication needs.

Approval of the amendments will provide the Library Director with appropriate administrative flexibility while maintaining the District's commitment to responsible records management and compliance with applicable retention requirements.

ATTACHMENT

A – Policy 3090 – Records Retention

RECOMMENDATIONS

1. Authorize amendments to Policy 3090 – Records Retention as presented, inclusive of input received from the Board of Trustees; and,

2. A roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

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

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

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

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

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

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

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

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

3090.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

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

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

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

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

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

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

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

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

3090.4.6.1 Duplicated (original-subject to aforementioned requirements).

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

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

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

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirements.

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

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

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

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

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

3090.6 Content posted on the District's official website may be updated, replaced, or removed when it is no longer needed for public access or District operations. Removal of content from the District's website does not authorize the destruction of any record that is otherwise required to be retained under this Policy or applicable State or Federal law. Any such record shall continue to be retained for the applicable retention period.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.

2. ACCOUNTING RECORDS. Include but are not limited to the following:

   a. SOURCE DOCUMENTS
      (1) Invoices
      (2) Warrants
      (3) Requisitions/Purchase Orders (attached to invoices)
      (4) Cash Receipts
      (5) Claims (attached to warrants in place of invoices)
      (6) Bank Statements
      (7) Bank Deposits
      (8) Checks
      (9) Bills
      (10) Various accounting authorizations taken from Board minutes, resolutions or contracts

   b. JOURNALS
      (1) Cash Receipts
      (2) Accounts Receivable or Payable Register
      (3) Check or Warrant (payables)
      (4) General Journal
      (5) Payroll Journal

   c. LEDGERS
      (1) Expenditure
      (2) Revenue
      (3) Accounts Payable or Receivable Ledger
      (4) General Ledger
      (5) Assets/Depreciation

   d. TRIAL BALANCE

   e. STATEMENTS (Interim or Certified - Individual or All Fund)
      (1) Balance Sheet
      (2) Analysis of Changes in Available Fund Balance
      (3) Cash Receipts and Disbursements
      (4) Inventory of Fixed Assets (Purchasing)

   f. JOURNAL ENTRIES

   g. Payroll and personnel records include but are not limited to the following:

(1) Accident reports, injury claims and settlements
(2) Applications, changes or terminations of employees
(3) Earnings records and summaries
(4) Fidelity Bonds
(5) Garnishments
(6) Insurance records of employees
(7) Job Descriptions
(8) Medical Histories
(9) Retirements
(10) Time Cards

h. OTHER
(1) Inventory Records (Purchasing)
(2) Capital Asset Records (Purchasing)
(3) Depreciation Schedule

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, electronic media or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

a. The resumption and/or continuation of operations;
b. The recreation of legal and financial status of the District, in case of a disaster;
c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

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

Appendix B

Records Retention Schedule for Placentia Library District

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Policy 6065 – Rules of Conduct as presented.**

DATE: November 23, 2026

BACKGROUND

The Placentia Library District's Rules of Conduct Policy establishes standards intended to maintain a safe, welcoming, and respectful environment for patrons, volunteers, and staff while protecting District facilities, materials, equipment, and grounds.

The current Policy 6065.2 addresses the use of cell phones and other personal electronic devices in a manner that disturbs others. It requires audible devices to be placed on silent or vibrate mode, requires headphones for audio, and directs patrons to take cell phone calls outside the Library. The current language does not expressly prohibit other forms of cell phone use, such as texting, video calls, or general device operation. It also does not specifically identify the Outdoor Library Experience (OLE) area in the cell phone provision.

The proposed amendment is intended to clarify expectations and establish consistent rules for cell phone use in both areas.

The proposed amendment is highlighted in bold and underline in the revised policy attachment.

JUSTIFICATIONS FOR PROPOSED AMENDMENTS

The proposed changes are intended to accomplish the following:

1. Promote a quiet and welcoming library environment. The library provides spaces for reading, studying, research, computer use, and other activities that benefit from a quiet atmosphere. Restricting cell phone use will help minimize interruptions and distractions for patrons.

2. Establish clear and consistent expectations. The existing policy primarily addresses cell phone use that disturbs others and specifically references telephone calls. The proposed language clarifies that texting, video calls, and other cell phone activity are also prohibited inside the library and OLE area.

3. Extend consistent expectations to the OLE area**.** The OLE is part of the District's library environment. Including this area in the policy ensures that the same expectations for cell phone use apply both indoors and in this designated outdoor space.

4. Support staff enforcement. Clear and specific language will provide staff with a consistent standard when addressing cell phone use and responding to patron concerns. It will also reduce uncertainty regarding what types of cell phone activity are permitted.

5. Maintain consideration for other electronic devices. The proposed amendment distinguishes cell phone use from other personal electronics, which may continue to be used when they do not disturb other patrons and comply with the District's existing rules regarding headphones and sound.

The proposed amendments to Policy 6065 are intended to clarify the District's expectations regarding cell phone use and promote a quiet, respectful, and welcoming environment for all library patrons. Establishing a consistent prohibition on cell phone use inside the library and within the OLE area will provide patrons with clear expectations and staff with a more effective basis for policy enforcement.

ATTACHMENT

A – Policy 6065 – Rules of Conduct, with proposed amendments highlighted in bold and underline.

RECOMMENDATIONS

1. Authorize amendments to Policy 6065 – Rules of Conduct as presented, inclusive of input received from the Board of Trustees;

2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Rules of Conduct Policy
POLICY NUMBER: 6065

Welcome to the Placentia Library District. We are committed to providing our patrons a safe and inviting environment.

The District Rules of Conduct has been established to protect the rights and safety of District patrons, volunteers, and staff, and preserve and protect the District's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of District property, the following actions are example of conduct not allowed on District property:

6065.1 Committing or attempting to commit in any activity prohibited by law.

6065.2 Using cell phones and other personal electronics inside the library or in the Outdoor Library Experience (OLE) space. Cell in a manner that disturbs others. Audible cell phones and personal electronics must be used on silent or vibrate mode with the use of headphones. All cell phone calls must be taken outside the library.

AMENDED LANGUAGE

The use of cell phones inside the Library and the Outdoor Library Experience (OLE) area is prohibited. This includes, but is not limited to, making or receiving telephone calls, texting, video calls, and other cell phone activities. Patrons wishing to use cell phones must do so outside the Library and OLE area.

The use of laptops, tablets, and other personal electronic devices for telephone calls, video calls, virtual meetings, or other activities involving audible conversations is prohibited inside the Library and OLE area. Quiet pods are exempt. Audio from electronic devices, including music, videos, games, or other media, must not be played aloud or be audible to others. Headphones or earbuds must be used when listening to audio, and the volume must be maintained at a level that does not disturb others.

Other personal electronic devices may be used provided their use does not disturb other patrons, volunteers, or staff.

6065.3 Photography or filming that disrupts a patron's use of the facility or prevents staff from performing their duties is prohibited.

6065.4 Smoking and/or selling of any tobacco product, marijuana or marijuana products, including vaping, inside the library and in the Outdoor Library Experience (OLE) area is prohibited. Disposal of any part of any tobacco product, marijuana or marijuana products on District property is prohibited.

6065.5 Consuming and/or selling any alcoholic liquor on District property is prohibited. Patrons who inhale, breathe or drink any compound, liquid, chemical, or any substance known as glue, adhesive cement, mucilage, dope, or any other material or substance or combination thereof with the intent of becoming intoxicated, elated, dazed, paralyzed, irrational, or in any other manner changing, distorting or disturbing the eyesight, thinking process, judgment, balance, or coordination of such patron. For the purpose of this section, any such condition so induced shall be deemed to be an intoxicated condition.

6065.6 Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/kissing, and obscene acts.

6065.7 Eating or drinking, except in areas designated for those purposes. Closed lid drinks are acceptable. Please refer to Policy 6040 – Beverage & Food Policy for additional information.

6065.8 Carrying firearms and dangerous weapons of any type except by law enforcement only.

6065.9 In possession of wheeled devices in the library or on District grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt. Wheeled devices may be concealed in backpacks.

6065.10 Using restrooms for bathing and/or personal hygiene activities.

6065.11 Soliciting or conducting surveys not authorized by the District.

6065.12 Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Library Director.

6065.13 Entering or being in the library barefoot, without a shirt, or being otherwise attired so as to be disruptive to the library environment. Sitting on the floor, except during District events and programs, is not permitted.

6065.14 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the library.

6065.15 Articles that measure more than 16"W x 20"H x 12"D are not permitted on District property.

6065.16 Moving furniture and/or equipment, and having feet, standing, or jumping on furniture; or blocking aisles, exits or entrances.

6065.17 Patron will be financially responsible for any damages to District property, furniture, and/or equipment.

6065.18 Designed electrical outlets provided by the District are intended for limited use by patrons to power personal electronic devices, e.g., laptops, tablets, e-readers, and phones. Headphones or earbuds are required when using audio; sound must not be audible to others. Personal equipment may not obstruct aisles, exits, seating, or access to library materials or services.

The use, charging, or operation of any equipment or devices that may pose safety risks, create hazards, or interfere with library operations is prohibited. This includes, but is not limited to, extension cords, power strips, multi-plug adapters, external batteries, fuel-powered equipment, appliances, and any oversized or non-standard electrical or electronic equipment.

In addition, the following also apply to the District Rules of Conduct:

6065.19 The District is not responsible for children who are left unattended in or on the grounds of the District. If a child under the age of 12 is left unattended after hours and the parents or guardians cannot be reached, the person-in-charge will contact local law enforcement to pickup and escort that child to the City of Placentia Police Station.

6065.20 The District is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the District.

6065.21 There shall be a maximum of two people allowed at each public computer workstation unless otherwise authorized by District staff.

6065.22 Loud, disorderly or disruptive behavior will not be tolerated.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the District's Rules of Conduct and staff requests. Noncompliance with the District's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Consumer Electronics Show (CES) Conference in Las Vegas, Nevada, January 6-9, 2027.**

DATE: November 23, 2026

BACKGROUND

The Consumer Electronics Show (CES), produced by the Consumer Technology Association (CTA), is one of the world's largest technology conferences and exhibitions. The annual event brings together technology manufacturers, innovators, industry leaders, researchers, educators, and public- and private-sector organizations to showcase emerging technologies, products, services, and innovations.

CES 2027 will take place January 6–9, 2027, in Las Vegas, Nevada. The conference will feature developments in artificial intelligence, robotics, cybersecurity, digital connectivity, computing, accessibility, educational technology, smart communities, and other emerging technology sectors.

Although CES is primarily recognized as a consumer technology event, its educational and professional value extends to public libraries and information services. Many of the technologies showcased have direct applications in modern library operations, public information services, digital inclusion, community education, and access to information.

TRACK SESSIONS

1. Artificial Intelligence and Information Services

- Explore emerging applications of artificial intelligence in information retrieval, research assistance, reference services, and knowledge management.
- Examine AI-powered tools that may improve access to digital resources and assist patrons in locating reliable information.
- Evaluate opportunities to improve staff productivity, workflow efficiencies, and information delivery while considering accuracy, privacy, transparency, and responsible AI use.

2. Library Technology and Digital Transformation

- Identify emerging technologies that can modernize library services and administrative operations.
- Explore self-service technologies, automated systems, digital kiosks, interactive displays, and innovative patron-service solutions.
- Evaluate new approaches to managing electronic resources, digital collections, and information-sharing platforms.

3. Digital Literacy and Community Access

- Examine technologies that can support digital literacy programs and technology education for all age groups.
- Identify affordable and accessible devices and applications that can help bridge the digital divide.
- Explore opportunities to expand public access to computers, internet resources, assistive technologies, and digital learning tools.

4. Accessibility and Inclusive Technology

- Review emerging assistive technologies designed to improve access to information for individuals with disabilities.
- Explore adaptive devices, voice-assisted technologies, accessible interfaces, and other tools that promote inclusive library services.
- Identify practical ways to make library resources and digital platforms more accessible to the entire community.

5. Cybersecurity, Data Privacy, and Information Protection

- Learn about emerging cybersecurity solutions and best practices for protecting public information systems.
- Explore technologies that strengthen data privacy, secure digital transactions, and protect patron information.
- Identify strategies for maintaining secure and reliable library technology infrastructure.

6. Educational Technology, Innovation, and Community Learning

- Explore new technologies that support lifelong learning, workforce development, STEM education, and digital skills training.
- Review innovations in robotics, 3D printing, virtual reality, augmented reality, and interactive learning.
- Identify potential applications for library makerspaces, youth programs, educational workshops, and community technology initiatives.

7. Emerging Technologies and Future Library Planning

- Evaluate new products, services, and technologies that may benefit the library system in the coming years.
- Identify potential technology vendors, industry partners, and innovative service providers.
- Gather information to support future technology planning, budgeting, procurement, and long-term improvements to library services.

The IT Manager secured two no cost registrations. The estimated cost of attending CES 2027 is $2,000. Funding is proposed from the operating budget. The proposed expenditure is intended to support professional development, technology research, and the identification of opportunities to improve library and information services.

RECOMMENDATIONS

1. Authorize the Assistant Library Director and the IT Manager to attend the Consumer Electronics Show (CES) in Las Vegas, Nevada, January 6-9, 2027; and,

2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Annual American Library Association (ALA) Conference in New Orleans, Louisiana, June 24-28, 2027.**

DATE: November 23, 2026

BACKGROUND

The American Library Association Annual Conference is one of the largest professional gatherings of library professionals, library administrators, trustees, educators, publishers, technology providers, and information service organizations in the country.

The 2027 ALA Annual Conference will take place June 24–28, 2027, in New Orleans, Louisiana. The conference provides an opportunity for library professionals and governing board members to participate in educational programs, leadership sessions, policy discussions, professional networking, and an extensive exhibition of library-related products, services, and technologies.

For an Independent Public Library District, participation in this conference is particularly valuable. Unlike municipal library departments that operate within a city or county government structure, independent library districts have their own governing boards, administrative responsibilities, budgets, and public service obligations.

Attendance at the ALA Annual Conference will provide both staff and Trustees with opportunities to strengthen their respective roles, learn from other library districts and public library systems, and identify practices that can improve the District's operations, governance, and services to the public.

The ALA Annual Conference provides an opportunity for Trustees and staff to better understand national library issues and how they may affect independent library districts at the local level.

Participation will help the District:

- Stay informed about national library trends and legislative developments.
- Strengthen its ability to communicate the importance of public libraries.
- Develop strategies to protect and sustain public library funding.
- Understand emerging challenges involving censorship, intellectual freedom, and access to information.
- Identify opportunities to collaborate with other districts and library organizations.

- Position the District to respond proactively to changes in the library profession.

The estimated cost of attendance will depend on the number of participating Trustees and staff members, conference registration fees, airfare, lodging, meals, and other allowable travel expenses.

Funding is proposed from the District's adopted operating budget for professional development and trustee education.

RECOMMENDATIONS

1. Authorize trustees and staff to attend the ALA Annual Conference in New Orleans, June 24-28, 2027; and,

2. A roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Consider Rescheduling the December 21, 2026 Unusual Board Meting Date.**

DATE: November 23, 2026

BACKGROUND

The District's December 2026 regular Board meeting is currently scheduled for December 21, 2026. Due to a previously scheduled commitment and a scheduling conflict involving the Library Director, staff is requesting that the Board consider moving the December meeting to the preceding week.

Staff is proposing that the December regular Board meeting be moved from December 21 to a mutually agreeable date during the week of December 14–18, 2026.

Potential alternative dates include:

- Tuesday, December 15, 2026
- Wednesday, December 16, 2026
- Thursday, December 17, 2026

The final date and meeting time will be determined by the Board based on Trustee availability and the District's regular meeting practices.

Once the Board selects and approves an alternate date, staff will coordinate the necessary arrangements, update the District's meeting calendar, and provide appropriate public notice in accordance with the Ralph M. Brown Act and applicable District policies.

The proposed change is administrative in nature and is not expected to affect the Board's regular business or responsibilities.

RECOMMENDATION

1. Select a date for the December Board Meeting; and,

2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **LAFCO Updates from Trustee Beverage**

DATE: November 23, 2026

BACKGROUND

Trustee Beverage will provide an update on LAFCO activities.

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

Attachment A is the November 18, 2026 Agenda.

Attachment B is the October 14, 2026 Minutes.

ORANGE COUNTY LAFCO
2677 North Main Street | Suite 1050
Santa Ana, CA 92705
Phone: 714.640.5100 | Fax: 714.640.5139

LOCAL AGENCY FORMATION COMMISSION OF ORANGE COUNTY

REGULAR MEETING AGENDA

Wednesday, November 18, 2026
8:15 a.m.

County Administrative North (CAN)
First Floor Multipurpose Room 101
400 W. Civic Center Drive, Santa Ana, CA 92701
Members of the public may access the audio/video live-streamed meeting at
https://youtube.com/live/jXfaiv9Lygc?feature=share

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

1. **CALL THE MEETING TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION**
   (Communications received after agenda distribution for agendized items.)

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

6. **CONSENT CALENDAR**

   a.) **October 14 – Regular Commission Meeting Minutes**
   The Commission will consider approval of the October 14, 2026 meeting minutes.

7. **PUBLIC HEARING**
   No public hearing items scheduled.

8. COMMISSION DISCUSSION AND ACTION

a.) Legislative Report (November 2026)

The Commission will receive an update on recent activity of the Alliance Legislative Committee and the amicus brief regarding the court case Monterey Peninsula Water Management District v. Monterey LAFCO.

b.) Fiscal Year 2025-26 OC LAFCO Audited Financial Statements

The Commission will receive a presentation from the independent auditor, Davis Farr LLP, on the agency's audited financial statements for Fiscal Year 2025-26.

c.) Adoption of a Resolution Approving the First Amendment to the Memorandum of Agreement for the Position of Executive Officer with Luis Tapia

The Commission will consider adopting a resolution approving the First Amendment to the Memorandum of Agreement for the Position of Executive Officer.

d.) 2027 Meeting and Events Calendar

The Commission will consider adoption of the meeting and events calendar for 2027.

9. PRESENTATION

a.) Recognition of Commissioner Wendy Bucknum for her Distinguished Service as a LAFCO Commissioner

10. COMMISSIONER COMMENTS

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

11. EXECUTIVE OFFICER'S REPORT

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

12. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items or announcements.

13. CLOSED SESSION

a.) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: Executive Officer

b.) CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6
Agency designated representatives: Commission Chair Wendy Bucknum and William Kelly of Kelly Associates Management Group
Unrepresented employee: Executive Officer

14. ADJOURNMENT OF REGULAR COMMISSION MEETING

The next Regular Commission Meeting will be held on Wednesday, January 13, 2027, at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Drive, Santa Ana, CA 92701.

PUBLIC PARTICIPATION:

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

1) **In-person** comments may be provided during the general comment period on off-agenda items and during the hearing of a specific agenda item. In accordance with the OC LAFCO guidelines, each speaker's comments may not exceed three (3) minutes for the respective item. If you have documents for the Commission, please bring 15 copies and submit to the Commission Clerk for distribution.

2) **Audio/Video Live Streaming:** The public may view and listen to the meeting live on YouTube using the link provided on the website homepage (www.oclafco.org). However, LAFCO cannot guarantee that the public's access will be uninterrupted, and technical difficulties may occur from time to time. The meeting will continue despite technical difficulties for participants using audio/video live streaming unless otherwise prohibited by State open meeting laws.

3) **Written** general comments or comments on specific agenda items may be submitted by email to the Commission Clerk at ccarter-benjamin@oclafco.org. Comments received no less than twenty-four (24) hours prior to the regular meeting will be distributed to the Commission and included in the record.

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

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

AMERICANS WITH DISABILITIES ACT (ADA)

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

2026 MEETING AND EVENTS CALENDAR

Approved November 12, 2025

January

S	M	T	W	T	F	S
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February

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March

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May

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June

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September

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October

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November

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December

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27	28	29	30	31		

OC LAFCO Regular Meeting (***begins at 8:15 a.m.***)
Location: County Administrative North, First Floor Multipurpose Room 101, 400 W. Civic Center Dr., Santa Ana, CA 92701.

No scheduled regular meeting due to legal holiday.

April 8, 2026 Regular Meeting Cancelled.
July 8, 2026 Regular Meeting Cancelled.

Office closure due to legal holidays and flexible work schedule.

2026 CALAFCO Annual Conference - October 21-23, Sacramento, CA.

Agenda materials available at http://oclafco.org.

DRAFT MINUTES

OC LAFCO REGULAR MEETING

Wednesday, October 14, 2026
8:15 a.m.

County Administrative North (CAN)
First Floor Multipurpose Room 101
400 W. Civic Center Drive, Santa Ana, CA 92701
Members of the public may access the audio/video live-streamed meeting at:
https://youtube.com/live/DWL6Zbd-BHI?feature=share

1. CALL TO ORDER

Chair Bucknum called the meeting of the Local Agency Formation Commission of Orange County (OC LAFCO) to order at 8:15 a.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Wagner led the Pledge of Allegiance.

3. ROLL CALL

The following Commissioners were present:

City Members
Wendy Bucknum **(Chair)**
Peggy Huang (arrived at 8:17 a.m.)
Carol Moore **(Alt.)**

County Member
Donald P. Wagner

Special District Members
Douglass Davert
James Fisler **(Vice Chair)**
Kathryn Freshley **(Alt.)**

Public Members
Derek J. McGregor
Lou Penrose **(Alt.)**

The following staff members and general counsel were present:

- Executive Officer Luis Tapia
- Policy Analyst I Aimee Diaz
- Policy Analyst I Leo Lara
- Commission Clerk Cheryl Carter-Benjamin

- General Counsel Scott Smith

4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION (Received After Agenda Distribution)

The Commission Clerk noted that no supplemental communication was received.

5. PUBLIC COMMENT

Chair Bucknum requested public comments on any non-agenda items. The Commission Clerk noted that there were no requests to speak from the public.

Chair Bucknum closed the hearing of public comments.

6. CONSENT CALENDAR

Chair Bucknum called for requests to pull the consent calendar item for discussion. There were no requests from Commissioners, and the Commission Clerk noted that there were no requests from the public to speak on the item. **Chair Bucknum** called for a motion on the item. **Commissioner Moore** moved to approve the consent calendar, and **Commissioner Davert** seconded the motion.

6a. – September 9 - Regular Commission Meeting Minutes

MOTION:	**Approve Consent Calendar. (Carol Moore)**
SECOND:	**Douglass Davert**
FOR:	**Carol Moore, Douglass Davert, James Fisler, Derek J. McGregor, Donald P. Wagner, Wendy Bucknum**
AGAINST:	**None**
ABSTAIN:	**None**

MOTION PASSED: 6-0.

7. PUBLIC HEARING

No public hearing items are scheduled.

8. COMMISSION DISCUSSION AND ACTION

8a. – Legislative Report (October 2026)
Policy Analyst Aimee Diaz presented the staff report and noted that it is a receive and file report.

Chair Bucknum called for Commission discussion and public comments. There was no Commission discussion. **Chair Bucknum** noted this is a receive and file report and requires no action by the Commission.

Commissioner Huang arrived during this agenda item at 8:17 a.m.

8b. – OCERS 2027-28 Contribution Rates

Executive Officer Luis Tapia presented the staff report and recommended action for Commission consideration.

Chair Bucknum called for Commission discussion and public comments. There was no Commission discussion, and the Commission Clerk noted that there were no requests from the public to speak on the item. **Chair Bucknum** called for a motion on the item. **Commissioner Wagner** motioned to approve the staff recommended action, and **Commissioner McGregor** seconded the motion.

MOTION:	**Adopt Resolution No. CP 26-10 approving the contribution rates adopted by OCERS for Fiscal Year 2027-28. (Donald P. Wagner)**
SECOND:	**Derek J. McGregor**
FOR:	**Donald P. Wagner, Derek J. McGregor, Douglass Davert, James Fisler, Peggy Huang, Wendy Bucknum**
AGAINST:	**None**
ABSTAIN:	**None**

MOTION PASSED: 6-0.

8c. – Fiscal Year 2026-27 Quarterly Financial Report (First Quarter)

Executive Officer Luis Tapia presented the staff report and noted that it is a receive and file report.

Chair Bucknum called for Commission discussion on the item and public comments. **Chair Bucknum** noted her recent conversation with the independent auditor and expressed appreciation for the oversight provided through the audit process. **Chair Bucknum** noted this is a receive and file report and requires no action by the Commission.

9. COMMISSIONER COMMENTS

There were no general comments from Commissioners.

10. EXECUTIVE OFFICER'S REPORT

The Executive Officer provided the following updates:

- Mr. Tapia provided a follow-up summary of the application submitted by the Irvine Ranch Water District proposing to annex the Los Alisos area to the Orange County Sanitation District application.
- Mr. Tapia notified the Commission of the ongoing effort by OC LAFCO staff and staff from the City of Anaheim on a proposed annexation involving rights-of-ways. The City is expected to submit an application in the next couple of weeks.
- Mr. Tapia noted that he would be providing a LAFCO 101 presentation to the City of Stanton on October 27, 2026.
- Mr. Tapia noted that he would attend the CALAFCO Annual Conference on October 21-23, 2026, to follow up on concerns previously raised by the Commission. He will report back at a future meeting, ahead of the Commission's March 2027 consideration of the proposed budget, if reinstatement of membership is recommended.

11. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items or announcements.

12. CLOSED SESSION

The Commission adjourned to closed session at 8:24 a.m. on the following items:

a.) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: Executive Officer

b.) CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6
Agency designated representatives: Commission Chair Wendy Bucknum and William Kelly of Kelly Associates Management Group LLC
Unrepresented employee: Executive Officer

The Commission reconvened in open session at 8:52 a.m. General Counsel Scott Smith noted that the Commission discussed the closed-session items and provided direction to the Chair. Counsel noted that there were no reportable actions.

13. ADJOURNMENT OF THE REGULAR COMMISSION MEETING

Chair Bucknum adjourned the Regular Commission Meeting at 8:53 a.m. to November 18, 2026.

Wendy Bucknum, Chair
Local Agency Formation Commission of Orange County

ATTEST:

By: _____
Cheryl Carter-Benjamin
Commission Clerk



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Roundtable Women's Club Updates from Secretary Dahl**

DATE: November 23, 2026

BACKGROUND

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Independent Special Districts of Orange County (ISDOC) & Legislative Updates from Trustee Nelson.**

DATE: November 23, 2026

BACKGROUND

Trustee Nelson will report on ISDOC and Legislative updates.



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