



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

December 16, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, December 16, 2024

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 November 25, 2024. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for November 2024. (Receive & File and Approve)
11. FY2023-2024 Fund Balance through November 2024; the Schedule of Anticipated Property Tax Revenues for FY2023-2023 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for November 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for November 2024. (Receive & File)
14. Acquisitions Report for November 2024. (Receive & File)
15. Entrepreneurial Activities Report and November 2024. (Receive & File)
16. Library Impact Fee Report for November 2024. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for November 2024. (Receive, File, and Ratify Appointments)
18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
19. Administration Report for November 2024.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, December 16, 2024

- 20. Circulation Report for November 2024.

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for November 2024.
- 22. Adult and Teen Services Report for November 2024.
- 23. Technology and Website Report for November 2024.
- 24. Customer Service Report for November 2024.

NEW BUSINESS (Items 25-29)

- 25. Adoption of Resolution 2024-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointment of Sherri Dahl and Stephanie Beverage in Lieu of Election and Appointment of Gayle Carline for the Office of Trustee of the Placentia Library District; Administration of the Oath of Office.
- 26. Election of Officers
 - Current Board President: Gayle Carline
 - Current Board Secretary: Sherri Dahl
- 27. Appointment of Library Board Representatives for 2025 by the Board President:
Current 2024 Representatives:
 - Representative to Special District Local Area Formation Commission (LAFCO) – Trustee Beverage and President Carline as alternate.
 - Representative to the Placentia Library Friends Foundation (PLFF) – Trustee Dahl and President Carline as alternate.
 - Representative to the Independent Special District of Orange County (ISDOC) – Trustee Nelson and Trustee Beverage as alternate.
 - Personnel Committee –Trustee Beverage and Trustee Arnold
 - Joint Use Agreement Committee – President Carline and Trustee Nelson
- 28. Adoption of Resolution 2024-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2025.
- 29. Adoption of Resolution 2024-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Fiscal Year 2025-2027.

AGENDA DEVELOPMENT

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

ADJOURNMENT

- 31. The Library Board of Trustees will adjourn the Unusual Date December 16, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for December 16, 2024 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 11, 2024.

Lina Nguyen

Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 NOVEMBER 25, 2024

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 25, 2024 at 6:31 p.m.

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

Members Absent: None

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

Counsel Present: David DeBerry, Woodruff & Smart

Guests: Margaret Hatanaka, Supervising Librarian; Daisy Badge, Librarian; Sandra Vazquez, Library Clerk.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the District’s Staff Appreciation Night, the City’s Veterans Day Ceremony, and her monthly meeting with Director Contreras. She also spoke with Bob Callanan from CliftonLarsonAllen LLP over the phone and answered preparatory questions in regards to the FY 23/24 audit.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Dahl reported she attended the District’s Staff Appreciation Night, the PLFF Board Meeting, the Round Table Women’s Club’s regular meeting and Board meeting, and the scholarship committee. She also reported the scholarship committee for 2025 started and she was elected as chairperson.

Trustee Arnold had nothing to report out on.

Trustee Beverage had nothing to report out on.

Trustee Nelson reported he attended the District’s Staff Appreciation Night and the City’s Veterans Day Ceremony. There was no ISDOC meeting last month.

LIBRARY DIRECTOR REPORT

Director Contreras reported she attended the District’s Staff Appreciation Night and the City Council Meeting on November 5th where the City and City Administrator officially separated. She advised the interim City Administrator is the current Deputy City Administrator. She also attended the SLS Executive Director’s Council Meeting where the new City Librarian for Irvine was introduced. She then

attended another library consortium, SCLC over at LAPL. At the meeting, she learned there is a new bill that will affect the District, SB 1035, which will be effective in January 2025. All publicly funded agencies will need to use paper products that are made from recycled paper. Luckily, books are exempted for libraries. However, this bill will have to be taken into consideration for the budget since recycled paper products are more expensive. She also attended the PLFF Board Meeting. She reported Gaeten Wood has been doing an amazing job as their Board President. They are working with two new prospective members and are also planning for the Authors Luncheon.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. She reported Monica Alimonti, from the Placentia Buzz, was at the last meeting and said she wanted to help by promoting the PLFF more. They also viewed a presentation by Jeremy Yamaguchi, the District’s IT Consultant, in regards to their website. The main concern for them would be making the website ADA compliant. The PLFF will be forming a committee to see what the next best option is for their website. The bookstore has continued their streak of making over \$2,000 a month. They have finished their book sales for the year. The PLFF holiday party will be combined with their next Board meeting on December 9th.

CONSENT CALENDAR

After an acknowledgement by Secretary Dahl on the continued improvements seen for Passports, 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, Arnold, Beverage, Nelson
NOES: None
ABSENT: None

MINUTES FOR OCTOBER 28, 2024 REGULAR DATE MEETING.

The minutes for the October 28, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for October 2024 (Item 10)
Fund 707 Balance Report for October 2024 (Item 11)
Financial Reports through October 2024 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 October 2024 (Item 13)
Acquisitions Report for October 2024 (Item 14)
Entrepreneurial Activities Report for October 2024 (Item 15)
Library Impact Fee Report for October 2024 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for October 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for October 2024 (Item 19)
Circulation Report for October 2024 (Item 20)

STAFF REPORTS

Children’s Services Report October 2024 (Item 21)
Adult Services Report for October 2024 (Item 22)

Placentia Library Website Technology Report for October 2024 (Item 23)
Customer Service Report (Items 24)

**EMPLOYEE OF THE YEAR
RECOGNITION AND SERVICE
PIN PRESENTATION TO
SANDRA VAZQUEZ,
LIBRARY CLERK.**

President Carline presented Sandra Vazquez with the 2024 Employee of the Year Award and her 20-year service pin. Ms. Vazquez thanked the Board for this honor.

President Carline then took this time to present Trustee Arnold with a gift to thank her for her service as a Trustee this year. Trustee Arnold thanked the Board for the opportunity to serve as a Trustee and wanted to acknowledge the respect she has for her fellow Trustee members for all of the work they do for the District.

**CALIFORNIA LIBRARY
ASSOCIATION ANNUAL
CONFERENCE REPORTS
FROM STAFF.**

Director Contreras reported Margaret Hatanaka and Daisy Badge are here to report out on their experience at the California Library Association Conference. Ms. Badge and Ms. Hatanaka reported out on their experience and main takeaways from the conference and thanked the Board for approving their attendance at the conference.

**FILLING VACANCY IN THE
OFFICE OF THE BOARD OF
TRUSTEES DUE TO
RESIGNATION.**

Counsel DeBerry advised there are two recommendations for this agenda item: accept Trustee Arnold’s resignation and then appoint President Carline to finish Trustee Arnold’s term, as President Carline’s term ends in December. The recommendation to appoint President Carline for Trustee Arnold’s seat would then need to be forwarded to the Board of Supervisor’s office. Trustee Beverage made a motion to accept the resignation of Trustee Arnold, effective November 26, 2024. It was seconded by Secretary Dahl. All in favor:

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

Trustee Nelson made a motion to direct the Library Director to forward the Board’s recommendation to Supervisor Chafee requesting the Board of Supervisors appoint Trustee Carline to the at-large seat with a term ending December 2026. It was seconded by Trustee Beverage. All in favor:

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

**DISCUSS AND AUTHORIZE
AMENDMENTS TO POLICY
6040 – BEVERAGE AND
FOOD.**

Director Contreras reported Policy 6040 – Beverage and Food has some recommended amendments in preparation for the upcoming Outdoor Learning Experience (OLE) space to allow patrons to enjoy small snacks in that area. After a brief discussion, Trustee Beverage made a motion to authorize amendments to Policy 6040 – Food and Beverage as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**DISCUSS AND REVIEW
WINTER HOLIDAY CLOSURE
RECOMMENDATION.**

Director Contreras reported after reviewing attendance numbers during the holidays, staff is recommending the Board to allow for a nine-day closure during the holidays. This closure time will allow for staff to complete off-desk tasks.

Additionally, staff could also take time off during this closure to spend with their families. After a brief discussion, Trustee Beverage made a motion to authorize the District to close December 24 – January 1 for the winter holidays. It was seconded by Trustee Dahl. A roll call vote was taken.

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

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported there are no LAFCO updates and that they are handling regular business and are still working on personnel issues. As for the MSR's, the Water District is taking precedence.

ISDOC AND LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported there was not much going on in terms of legislative updates. He encouraged everyone to read the Major Advocacy Accomplishments handout that is in the Board Book, if time allows for it. On a local level, Trustee Nelson wanted to say the City's decision to part ways with City Administrator Damien Arrula is a backwards step for the City. After serving with him for three years, Trustee Nelson believes Mr. Arrula was forward thinking and did a lot for the city. He is sure the interim City Manager will take care of things while they find a good replacement but he still sees this as a major loss for the City.

ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported the Festival of Trees was held last weekend and final expenses have not been calculate but it is believed they made about \$20,000 in profit. This year was the earliest sell out of soup in club history. They plan to make even more soup packages next year. The Tommie Kalman scholarship is at \$12,000 now. It will be handled by the scholarship committee but separately from the other scholarships. The club is now working on getting estimates and permits for bathroom renovations. They are also working on their end of the year party planning.

JOINT-USE MEETING UPDATES FROM PRESIDENT CARLINE.

President Carline reported there was no Joint Use Meeting.

AGENDA DEVELOPMENT

President Carline checked with the Trustees to see if the next Board Meeting date on December 23rd still worked for them. Director Contreras advised it can be rescheduled to December 16th to avoid having a Board Meeting so close to the holidays. The Trustees agreed to reschedule it.

The next Board Meeting will be on December 16, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 25, 2024 was adjourned at 7:34 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees

8:47 A.M.
12/9/24
Accrual Basis

**Placentia Library District
Check Register
November 2024**

Date	Ref No.	Payee	Memo	Payment	Type
11/07/2024	13997	OverDrive	E-books & Audiobooks	2,308.83	Bill Payment
11/07/2024	13998	Playaway Products	Wonderbooks	138.41	Bill Payment
11/07/2024	13999	Arcelia Janitorial Service	Janitorial Services from 10/01/24-10/31/24	4,984.00	Bill Payment
11/07/2024	14000	Placentia-Yorba Linda Unified School Dist	EOY nominations poster, Heritage Parade poster, and Heritage Festival raffle tickets & PLFF Fiesta and sponsorship posters	181.62	Bill Payment
11/07/2024	14001	Midwest Tape	DVDs, Blu-Rays, and Audiobooks	1,734.48	Bill Payment
11/07/2024	14002	ASSA ABLOY Entrance Systems US Inc.	Main Entrance Service, Repair, and Maintenance	5,227.57	Bill Payment
11/07/2024	14003	Southern California Edison	Service from 09/30/24-10/28/24	3,704.83	Bill Payment
11/07/2024	14004	Cintas	Janitorial Supplies	252.48	Bill Payment
11/07/2024	14005	Glasby Maintenance Supply	Janitorial supplies	383.47	Bill Payment
11/07/2024	14006	Margaret Hatanaka	Mileage, parking, and meal reimbursement for CLA Conference	169.37	Bill Payment
11/07/2024	14007	New Readers Press	CLLS S&M Budget (PO 118)	164.48	Bill Payment
11/07/2024	14008	UMPQUA BANK	CC Transactions	19,233.87	Bill Payment
11/07/2024	14009	Kevin Roznowski	Photography	1,235.00	Bill Payment
11/07/2024	14010	SDRMA	Photos for new staff	33,838.70	Bill Payment
11/07/2024	14011	JV Plumbing	Medical & Ancillary Benefits December 2024	387.25	Bill Payment
11/07/2024	14012	Baker & Taylor	Cleared kitchen sink in Public Services area & clearing line in men's public restroom	583.22	Bill Payment
11/07/2024	14013	Placentia Library District	Books	80,000.00	Bill Payment
11/07/2024	14014	Brodart Co.	For payroll on 11/20/24	268.82	Bill Payment
11/07/2024	14015	Legacy Integrative Solutions	Spanish Collection	900.32	Bill Payment
11/08/2024	14016	Kanopy Inc.	Service from 09/28/24-10/30/24	766.00	Bill Payment
11/08/2024	14017	Midwest Tape-Hoopla	Video tickets and credits	6,284.67	Bill Payment
11/08/2024	14018	Public Agency Retirement Services	Digital subscription for October 2024	2,891.13	Bill Payment
11/08/2024	14019	Cintas	Contributions for payroll on 11/06/24	252.48	Bill Payment
11/18/2024	14020	Republic Services	Janitorial Supplies	352.73	Bill Payment
11/18/2024	14021	Dewey Pest Control	Recycling Service 10/01/24-10/31/24	90.00	Bill Payment
11/18/2024	14022	Cintas	Pickup Service 11/01/24-11/30/24	374.18	Bill Payment
11/18/2024	14023	FireMaster	November Service	336.54	Bill Payment
11/18/2024	14024	Margaret Hatanaka	Fire extinguisher annual testing and maintenance	9.74	Bill Payment
11/25/2024	14025	OverDrive	Reimbursement for cape used in video shoot for privacy pods	124.99	Bill Payment
11/25/2024	14026	ASSA ABLOY Entrance Systems US Inc.	Audiobook & E-books	600.79	Bill Payment
11/25/2024	14027	Woodruff & Smart, APC	Main Entrance Service, Repair, and Maintenance	25.50	Bill Payment
11/25/2024	14028	Charter Communications	For services rendered through 10/31/24	91.99	Bill Payment
11/25/2024	14029	Placentia Library District	Service from 11/12/24-12/11/24	80,000.00	Bill Payment
11/25/2024	14030	Baker & Taylor	For payroll on 12/04/24	9,437.51	Bill Payment
11/25/2024	14031	All Star Chem Dry	Books	3,550.00	Bill Payment
11/25/2024	14032	Public Agency Retirement Services	Carpet cleaning for public areas and meeting room	2,704.48	Bill Payment
11/25/2024	14033	SoCalGas	Contributions for payroll on 11/20/24	54.01	Bill Payment
11/25/2024	14034	Cintas	Service from 10/17/24-11/18/24	252.48	Bill Payment
			Janitorial Supplies		

8:47 A.M.
12/9/24
Accrual Basis

**Placentia Library District
Check Register
November 2024**

Date	Ref No.	Payee	Memo	Payment	Type
11/25/2024	14035	Staples Advantage	Office Supplies PO 140	841.47	Bill Payment
TOTAL				\$ 264,737.41	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Fund Balance Report through November 2024 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: December 16, 2024

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

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	825,542.53
11/30/2023	828,237.08
12/31/2023	830,976.37
1/31/2024	833,921.08
2/28/2024	836,851.01
3/31/2024	839,963.27
4/30/2024	843,034.60
5/31/2024	846,053.98
6/30/2024	849,150.81



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

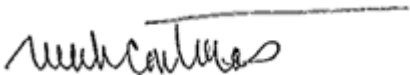
SUBJECT: **Financial Reports through November 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: December 16, 2024

Summary of Cash and Investments as of November 30, 2024

Cash with Orange County Treasurer Fund 9LX	\$	864,837.12
Cash with California CLASS	\$	1,899,621.81
<i>(Impact Fees – Restricted)</i>	\$	911,944.98
General Fund Checking – BMO	\$	614,074.91
General Fund Savings – BMO	\$	317,426.23
Payroll Checking – Wells Fargo Bank	\$	199,233.27
Total Cash and Investments	\$	3,895,193.34

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



Jeanette Contreras

Library Director



PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
AS OF NOVEMBER 30, 2024

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,322,916	618,469	(2,704,447)	18.6%
4020	Property Taxes - Current Unsecured	94,378	53,153	(41,225)	56.3%
4050	Property Taxes - Curr Supplemental	87,057	22,448	(64,609)	25.8%
4070	Interest on Unapport Tax	670	0	(670)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,445	28,373	5,928	126.4%
4090	Taxes Special Dist Augmentation	10,065	0	(10,065)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	12,760	0	(12,760)	0.0%
	Sub Total	3,550,291	722,443	(2,827,848)	20.3%
INTEREST REVENUE					
4600	Interest (OCIP)	33,966	6,364	(27,602)	18.7%
	Sub Total	33,966	6,364	(27,602)	18.7%
GRANT REVENUE					
4210	State Grants	140,000	117,314	(22,686)	83.8%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	145,000	117,314	(27,686)	80.9%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	38,000	0	(38,000)	0.0%
4310	Fines & Fees	15,357	6,619	(8,738)	43.1%
4320, 4330	Passport/Photos	244,170	85,455	(158,715)	35.0%
4340	Meeting Room Fees	1,260	1,510	250	119.8%
* 4430	Other: Miscellaneous	3,500	5	(3,495)	-
	Sub Total	302,287	93,589	(208,698)	31.0%
TOTAL REVENUES YTD FOR FY 24/25:		4,031,544	939,710	(3,091,834)	23.3%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
	Cash/Investments	3,564,806	3,895,193	(803,388)	
4500	Impact Fees - Restricted Funds	901,493	911,945	37,804	
BEGINNING BALANCE					
END BALANCE					
YTD ACTUAL					

* Mathematically unable to divide by zero.

**PLACENTIA LIBRARY DISTRICT
 EXPENDITURES REPORT
 as of November 30, 2024**

42% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS				
5010, 5020	Salaries & Wages	1,960,000	831,645	0.42
5030	Retirement & Post Employment Trust 115	72,801	30,029	0.41
5040	Unemployment Insurance	5,000	0	0.00
5050	Health Insurance	332,574	138,776	0.42
5060	Life Insurance	4,720	1,912	0.41
5064	Dental Insurance	10,960	3,983	0.36
5066	AD & D Insurance	6,083	2,363	0.39
5068	Vision Insurance	2,529	983	0.39
5070	Workers' Compensation Insurance	34,332	8,653	0.25
5090	Education Assistance Program	0	0	0.00
	TOTAL	\$2,428,999	\$1,018,345	0.42
SERVICES & SUPPLIES				
5099	Property & Liability Insurance	78,454	32,926	0.42
5100-5140	Communications, Internet, Cable	60,000	3,980	0.07
5150-5180	Janitorial Supplies & Services	95,800	31,325	0.33
5160	Refuse Disposal	3,500	2,127	0.61
5205	Maintenance Equipment	19,384	5,136	0.26
5200, 5210-5280	Building & Maintenance	235,500	86,948	0.37
5290-5292	Memberships	13,000	5,164	0.40
5300-5350	Office Expenses & Postage	95,000	56,904	0.60
5400-5480	Prof./Specialized Services	278,300	105,735	0.38
5490	Loan Obligation (i-bank)	147,744	57,821	0.39
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	5,449	0.11
5500	Books/Library Materials	320,000	128,395	0.40
5600	Travel & Meetings/Professional Development	55,000	6,003	0.11
5700	Mileage/Parking	1,000	426	0.43
5800	Utilities	83,177	47,996	0.58
5900	Bookmobile - Vehicle	200,000	0	0.00
5901	Bookmobile - Collection	90,000	134	0.00
5902	Bookmobile - Supplies & Materials	10,000	0	0.00
5904	Bookmobile - Other	5,000	0	0.00
6000	Other	1,200,000	36,460	0.03
6100	Taxes and Assessments	13,034	9,558	0.73
	TOTAL	\$3,055,178	\$622,487	0.20
	OPERATING EXPENSES	\$5,484,177	\$1,640,832	0.30
	TOTAL BUDGET	\$5,484,177	\$1,640,832	0.30
				\$3,843,345

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for November 2024

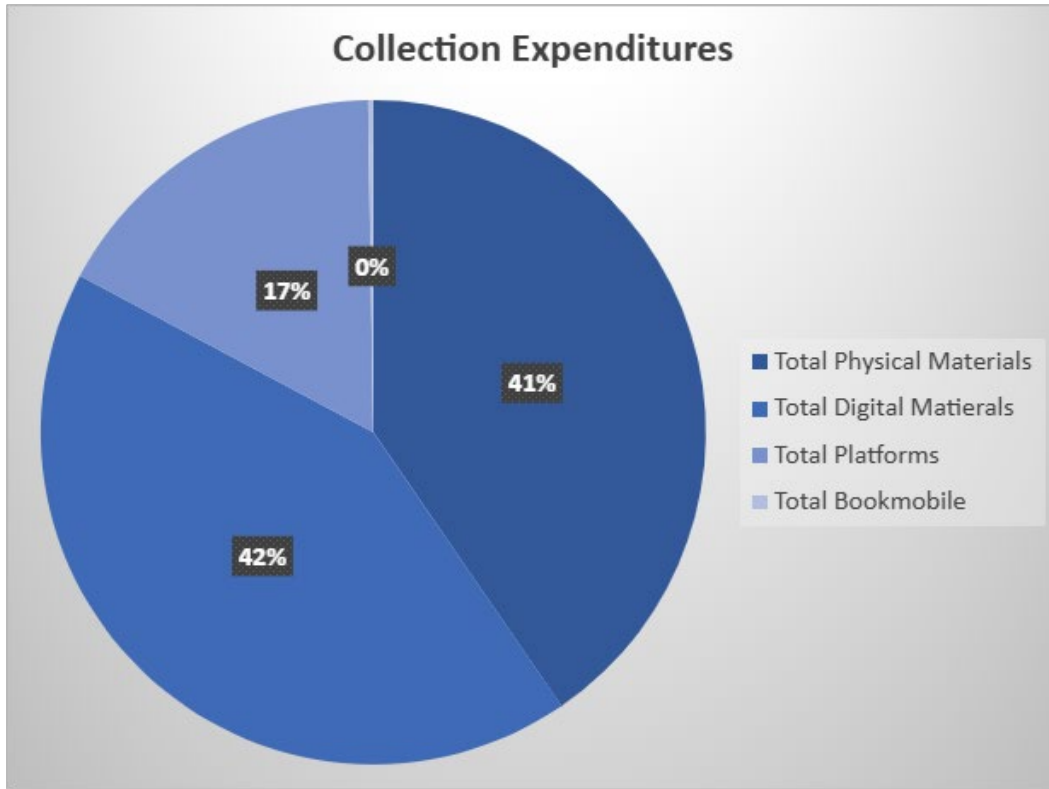
DATE: December 16, 2024

MONTHLY STATISTICS

Total Budget	FY 2024-25	% Spent	FY 2023-24	% Spent
Library	\$350,620.00	43%	\$350,620.00	39%
Bookmobile	\$90,000	0%	N/A	N/A

*Bookmobile funds from FY23/24 rolled over to FY 24/25 due to a delay in vehicle delivery.

Collection Expenditures	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	FY 2024-25	FY 2023-24	% changed
Print Materials	\$12,188	\$16,377	\$46,718	\$48,003	-3%
Serial Subscription	\$0	\$0	\$1,468	\$2,024	-27%
Audio Materials	\$307	N/A	\$5,480	N/A	N/A
Video Materials	\$112	N/A	\$2,688	N/A	N/A
LOTs	\$775	\$4,575	\$4,103	\$10,058	-59%
Total Physical Materials	\$13,382	\$20,952	\$60,456	\$60,085	1%
Digital eBooks	\$2,700	\$8,502	\$13,822	\$45,814	-70%
Digital eAudiobooks	\$6,440	N/A	\$30,180	N/A	N/A
Digital Videos	\$1,207	N/A	\$7,286	N/A	N/A
Digital Magazines	\$150	N/A	\$5,560	N/A	N/A
Digital Music	\$125	N/A	\$6,584	N/A	N/A
Total Digital Materials	\$10,622	\$8,502	\$63,432	\$45,814	38%
Online Learning Platforms	\$0	\$0	\$25,349	\$29,733	-15%
Total Platforms	\$0	\$0	\$25,349	\$29,733	-15%
Bookmobile Print Materials	\$233	N/A	\$369	N/A	N/A
Bookmobile Digital	\$0	N/A	\$0	N/A	N/A
Bookmobile LOTs	\$0	N/A	\$0	N/A	N/A
Total Bookmobile	\$233	N/A	\$369	N/A	N/A
Total Collection Expenditures	\$24,236	\$29,454	\$149,606	\$135,632	10%



Titles Added	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	FY 2024-25	FY 2023-24	% changed
Print Materials	478	584	1645	1503	9%
Print Serial Subscription	0	0	2	2	0%
Audio Materials	45	N/A	81	N/A	N/A
Video Materials	6	N/A	71	N/A	N/A
LOTs	0	69	0	124	-100%
Total Physical Materials	529	653	1799	1629	10%
Digital eBooks	379	4,321	5007	25983	-81%
Digital eAudiobooks	2,286	N/A	10470	N/A	N/A
Digital Videos	564	N/A	3261	N/A	N/A
Digital Magazines	46	N/A	5733	N/A	N/A
Digital Music	82	N/A	401	N/A	N/A
Total Digital Materials	3357	4321	24872	25983	-4%
Online Learning Platforms	0	0	5	6	-17%
Total Platforms	0	0	5	6	-17%
Bookmobile Print Materials	3	N/A	9	N/A	N/A
Bookmobile Digital	0	N/A	0	N/A	N/A

Bookmobile LOTS	0	N/A	0	N/A	N/A
Total Bookmobile	3	N/A	9	N/A	N/A
Total Titles Added	3,889	4,974	26,685	27,618	-3%

All Materials Held	November	October	Month to Month
	2024	2024	% changed
Total Library Physical	82,558	82,532	0%
Total Digital	2,094,801	2,083,380	1%
Total Bookmobile Physical	10	4	150%
Total All Materials	2,177,369	2,165,916	1%

Library Children's Physical Materials Held	November	October	Month to Month
	2024	2024	% changed
Children's Fiction	23,791	23,735	0%
Children's Nonfiction	14,129	14,146	0%
Children's Spanish	3,063	3,062	0%
Children's Audiobook	1,035	1,036	0%
Children's DVD/Video	1,563	1,555	1%
Children's LOTS	67	67	0%
TOTAL Library Children's Physical Material	43,648	43,601	0%

Library Adult/Teen Physical Materials Held	November	October	Month to Month
	2024	2024	% change
Adult Fiction	17,165	17,116	0%
Adult Nonfiction	12,668	12,720	0%
Adult Foreign Language	1,298	1,301	0%
Adult Audiobook	1,332	1,332	0%
Adult DVD/Video	3,072	3,068	0%
Adult LOTS	119	119	0%
Vinyl Records	190	184	3%
Video Games	397	392	1%
Teen Fiction	2,669	2,699	-1%
TOTAL Library Adult/Teen Physical Material	38,910	38,931	0%

Digital Material Held	November	October	Month to Month
	2024	2024	% changed
eBooks	1,219,157	1,209,225	1%
Digital Audiobooks	289,798	279,162	4%
Digital Videos	115,778	113,687	2%
Digital Magazines	4,185	4,185	0%
Digital Music	465,874	477,112	-2%
Online Learning Platforms	9	9	0%
TOTAL Library Digital Material	2,094,801	2,083,380	1%

Bookmobile Children's Physical Materials Held	November	October	Month to Month
	2024	2024	% changed
Children's Fiction	6	2	200%
Children's Nonfiction	0	0	N/A
Children's Spanish	4	2	100%
Children's Audiobook	0	0	N/A
Children's DVD/Video	0	0	N/A
Children's LOTS	0	0	N/A
TOTAL All Children's Physical Material	10	4	150%

*Bookmobile currently no adult items held.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for November 2024

DATE: December 16, 2024

Net Revenue Summary for November 2024

			YTD	YTD
	Nov-24	Nov-23	2024-2025	2023-2024
Passport	10,535	7,665	60,755	48,690
Passport Photos	4,700	3,000	24,700	19,428
Fines & Fees	1,197	648	6,619	4,952
Meeting Room	318	0	1,510	440
TOTAL	\$ 16,750	\$ 11,313	\$ 93,584	\$ 73,510



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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 – November 2024

DATE: December 16, 2024

Total Monthly Fees Collected			YTD	YTD
	Nov-24	Nov-23	2024-2025	2023-2024
	\$10,452.00	\$0.00	\$37,804.30	\$27,639.34

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
Landsea Homes	Single Family Attached	1947 Avenida Del Sol	1,365	\$ 1,638.00	11/21/2024
Landsea Homes	Single Family Attached	1949 Avenida Del Sol	1,320	\$ 1,584.00	11/21/2024
Landsea Homes	Single Family Attached	1951 Avenida Del Sol	1,010	\$ 1,212.00	11/21/2024
Landsea Homes	Single Family Attached	1953 Avenida Del Sol	1,010	\$ 1,212.00	11/21/2024
Landsea Homes	Single Family Attached	1955 Avenida Del Sol	1,320	\$ 1,584.00	11/21/2024
Landsea Homes	Single Family Attached	1957 Avenida Del Sol	1,320	\$ 1,584.00	11/21/2024
Landsea Homes	Single Family Attached	1959 Avenida Del Sol	1,365	\$ 1,638.00	11/21/2024
2024/2025 YTD Total				\$37,804.30	
Beginning Balance (7/01/2024)				\$ 874,140.68	
Ending Balance (09/30/2024)				\$911,944.98	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for November 2024

DATE: December 16, 2024

			YTD	YTD
	Nov-24	Nov-23	2024-2025	2023-2024
Separation	0	0	0	2
Retirement	0	0	0	0
Appointments	0	3	4	6
Open Positions	0	1	2	14
Workers' Compensation Leave	0	0	0	0
TOTAL	0	4	6	22

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 November 2024
DATE: December 16, 2024

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2024-2025						
Jul-24	7/22/2024	1,519.81	582.40	0.00	0.00	2,102.21
Aug-24	*	*	*	*	*	*
Sep-24	9/12/2024	1,519.81	582.40	48.86	0.00	2,151.07
Oct-24	10/17/2024	3,039.62	291.20	13.09	0.00	3,343.91
Nov-24	*	*	*	*	*	*
Dec-24						
Jan-25						
Feb-25						
Mar-25						
Apr-25						
May-25						
Jun-25						
	TOTAL	\$6,079.24	\$1,456.00	\$61.95	\$0.00	\$7,597.19

* City Billing Not Received

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2023-2024						
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24	*	*	*	*	*	*
Mar-24	3/5/2024	11,837.34	0.00	24.43	37.18	11,898.95
Apr-24	*	*	*	*	*	*
May-24	5/16/2024	1,519.81	0.00	24.27	0.00	1,544.08
Jun-24	6/26/2024	0.00	1,352.00	12.11	0.00	1,364.11
	TOTAL	\$16,988.43	\$4,244.64	\$149.23	\$1,071.38	\$22,453.68



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for November 2024**

DATE: December 16, 2024

Meetings/Functions/Events:

- November 1
Staff Appreciation & Recognition Event
- November 5
City Council Meeting: Library Director
Administration Meeting: Administration Team
- November 8
Special Library Board Meeting: Administration Team
- November 12
SLS Directors Meeting: Library Director
LMT Meeting: Library Director, Assistant Library Director, Business Manager & supervisors.
CSDA Webinar – Building a Solid Financial Foundation: Business Manager
- November 13
Meeting with prospective PLFF board member: Library Director
- November 14
Meeting with Interim City Administrator: Library Director
Meeting with Board President Carline: Library Director
PLFF Board meeting: Library Director
- November 15
Hiveway: Business Manager spoke with Hiveway sales representative regarding their services.
Paychex: Business Manager attended virtual meeting with Paychex sales representative regarding their benefit services.

- November 19
Hiveway: Business Manager attended virtual meeting with Hiveway sales representative regarding their services.

- November 21
SCLC Administrative Meeting: Library Director
Library Impact Fee Meeting: Business Manager attended library impact fee meeting with City of Placentia's Director of Development Services, Joseph Lambert.

- November 25
Meeting with PLFF Board President: Library Director & Assistant Library Director
Library Board Meeting: Administration Team

- November 26
Meeting with Circulation Supervisor: Library Director & Assistant Library Director
All Staff Meeting

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for November 2024

DATE: December 16, 2024

Children's Circulation	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children's Fiction Physical	8,912	8,462	49,741	48,907	2%
Children's Fiction Digital	1,172	934	6,453	4,462	45%
Children's Fiction TOTAL	10,084	9,396	56,194	53,369	5%
Children's Nonfiction Physical	2,352	2,179	13,954	12,120	15%
Children's Nonfiction Digital	91	141	610	555	10%
Children's Non-Fiction TOTAL	2,443	2,320	14,564	12,675	15%
Children's Magazine Digital	30	31	53	76	-30%
Children's Magazine TOTAL	30	31	53	76	-30%
Children's Audiobook Physical	854	1,667	4,943	4,283	15%
Children's Audiobook Digital	1,153	564	4,514	2,989	51%
Children's Audiobook TOTAL	2,007	2,231	9,457	7,272	30%
Children's DVD/Video Physical	207	326	1,633	1,808	-10%
Children's DVD/Video Digital	50	92	331	382	-13%
Children's DVD/Video TOTAL	257	418	1,964	2,190	-10%
Children's LOTs	34	30	178	185	-4%
Music Digital	4	13	35	117	-70%
TOTAL All Children's Physical Content	12,359	12,664	70,449	67,303	5%
TOTAL All Children's Digital Content	2,500	1,775	12,110	8,624	40%
TOTAL All Children's Content	14,859	14,439	82,559	75,927	9%

Adult/Teen Circulation	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Adult Fiction Physical	1,943	1,873	11,532	11,787	-2%
Adult Fiction Digital	3,070	2,370	17,649	12,656	39%
Adult Fiction TOTAL	5,013	4,243	29,181	24,443	19%
Adult Nonfiction Physical	1,196	1,388	7,133	8,231	-13%
Adult Nonfiction Digital	863	730	4,894	3,950	24%
Adult Non-Fiction TOTAL	2,059	2,118	12,027	12,181	-1%
Adult Magazine Digital	884	794	3,689	2,408	53%
Adult Magazine TOTAL	884	794	3,689	2,408	53%
Adult Audiobook Physical	87	115	430	631	-32%
Adult Audiobook Digital	6,685	4,365	35,117	21,622	62%
Adult Audiobook TOTAL	6,772	4,480	35,547	22,253	60%
Adult DVD/Video Physical	530	485	2,825	2,624	8%
Adult DVD/Video Digital	536	622	2,944	3,087	-5%
Adult DVD/Video TOTAL	1,066	1,107	5,769	5,711	1%
Adult LOTS	92	103	520	508	2%
State Parks Pass	43	28	289	290	0%
Vinyl Records*	118		548		
Video Games	369	352	1,888	1,749	8%
Music Digital	78	173	366	624	-41%
Teen Fiction Physical	259	250	1,611	1,633	-1%
Teen Fiction Digital	250	256	1,595	1,377	16%
Teen Fiction Total	509	506	3,206	3,010	7%
TOTAL All Adult/Teen Physical Content	4,637	4,729	26,776	27,847	-4%
TOTAL All Adult/Teen Digital Content	12,366	9,310	66,254	45,724	45%
TOTAL All Adult/Teen Content	17,003	14,039	93,030	73,571	26%
All Circulation	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Total Circulation Physical	16,996	17,393	55,188	52,151	6%
Total Circulation Digital	14,866	11,085	78,364	54,348	44%
Total All Circulation	31,862	28,478	175,589	149,498	17%
Non-English Language Circulation	740	899	4,787	4,117	16%

Online Database Usage	November	November	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2024	2023	2024-25	2023-24	% change
ABC Mouse	3,226	1,044	6,221	10,402	-40%
Freegal	1,242	936	6,010	5,350	12%
Novelist Plus	75	11	524	85	516%
Novelist Select	1,990		10,199		
BookFlix	56	26	433	287	51%
Scholastic Teachables	132	8	426	665	-36%
TOTAL PLD DATABASE USAGE	6,721	2,128	23,813	17,345	37%

Online Database Usage	November	November	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2024	2023	2024-25	2023-24	% change
Britannica	24	21	236	185	28%
ProQuest	2	0	16	8	100%
ProQuest Culture Grams	0	0	5	47	-89%
Teaching Books for Libraries	503	215	2,371	1,351	75%
National Geographic Kids (Gale)	1	6	51	57	-11%
Gale in Context: Environmental Studies	3	0	9	3	200%
Gale Interactive: Science	22	0	50	20	150%
Alexander Street*	0	22	6	22	-73%
PebbleGo Science K-2^	4		9		
TOTAL CSL DATABASE USAGE	559	415	3,314	2,168	53%
TOTAL ALL DATABASE USAGE	7,280	2,543	27,127	19,513	39%

*New collection for FY 23-24

^New collection for FY 24-25



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for November 2024

DATE: December 16, 2024

Number of Programs by Type	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	7	7	42	44	-5%
Children's Programs	10	7	55	39	41%
Hangar	1	0	4	2	100%
Teen Programs	3	3	13	12	8%
Self Directed	2	1	12	8	50%
Outreach	3	0	12	1	1100%
TOTAL Children/Teen	26	18	138	106	30%

Program Attendance by Type	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Storytime	296	235	1,980	2,263	-13%
Children's Programs	292	411	3,503	3,024	16%
Hangar	3	0	47	548	-91%
Teen Programs	29	33	92	155	-41%
Self Directed	139	20	953	405	135%
Outreach	128	0	593	365	62%
TOTAL Children/Teen	887	699	7,168	6,760	6%

The Hangar Makerspace	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Hangar Activity Hour Visits	232	146	972	433	124%
Hangar Equipment In-House Use	3		24		

ACHIEVEMENTS

- Daisy Badge planned and conducted the Baby Giggles and Wiggles Storytime on November 1 and 15.
- Daisy Badge planned and conducted a special Dia De Los Muertos Storytime and craft for Family Storytime on November 2.
- Mayli Apontti and Damean Sanz planned the Dia de los Muertos Family Loteria Night program, and they were assisted by Daisy Badge in conducting the program on November 2.
- Mayli Apontti facilitated Read to the Dogs on November 4.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on November 8.
- Mayli Apontti planned and conducted Family Storytime and a craft on November 16.
- Damean Sanz and Joy Ellis provided tutoring outreach for LOT 318 Cypress on November 5 & at the Gomez Center on November 7.
- Alex Aguirre facilitated STEAM Labs! On November 14.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on November 6 and 13.
- Alex Aguirre planned and conducted Maker Labs! Cosplay Corner on November 16.
- Alex Aguirre planned and set up Hangar Makerspace activities on November 2, 4, 6, 9, 13, 16, 18, 20, 23, 25, 27, and 30.
- Damean Sanz and Joy Ellis conducted outreach at Cal State Fullerton for their HSS Pub Fair on November 19.
- Joy Ellis led Morning Meetups on November 1, 8, 15 & 22.
- Caitlyn Sandfer planned and coordinated PTAC on November 7 and 21.
- Caitlyn Sandfer planned and organized Teensgiving on November 21.
- Caitlyn Sandfer coordinated Venture Academy Internship tasks on November 4 and 18.

MEETINGS

- November 7, Margaret Hatanaka, Michelle Meades, Megan Tolman and Daisy Badge met with Wonderbooks representative Joyce Stone to discuss cost and implementation of processing orders.
- November 7, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where they shared information about the privacy pods, re-opening of the Memory Lab and 3rd Grade Visit planning. City shared Veteran's Day ceremony information, December 5 Tree Lighting, December 12 Tamale Fest and the City holiday closure from December 19 to January 5.
- November 14, Margaret Hatanaka attended the Kiwanis meeting where they discussed upcoming activities – Thanksgiving Lot 318 pumpkin pie carving, December 19 His House blanket distribution, and 12/29 Rose float volunteer meal distribution in Irwindale.

- November 21, Caitlyn Sandfer hosted the Teen SLS Group at the Placentia Library District. Attendees discussed past fall programming and upcoming plans for winter programs. Roundtable topics included a discussion of Teen Non-Fiction collections, censorship challenges, and ideas for summer cooking programs.
- November 25, Margaret Hatanaka and Daisy Badge attended the Library Board Meeting to discuss their experience at the California Library Association Conference.

PROFESSIONAL DEVELOPMENT

- N/A



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for November 2024

DATE: December 16, 2024

MONTHLY STATISTICS

Number of Programs by Type	November 2024	November 2023	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % change
Adult Programs	2	1	2	1	100%
History Room	0	0	0	0	-
Literacy	31	27	31	27	15%
General Interest	1	3	1	3	-67%
Self-Directed	0	0	0	0	-
TOTAL Adult	34	31	34	31	10%

Program Attendance by Type	November 2024	November 2023	FY-T-D 2024-25	FY-T-D 2023-24	FY-T-D % change
Adult Programs	17	14	129	83	55%
History Room	0	0	0	3	-100%
Literacy	211	185	1,282	1,150	11%
General Interest	26	88	55	2,461	-98%
Self-Directed	0	0	248	54	359%
TOTAL Adult	254	287	1,714	3,751	-54%

History Room Activity	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room Visitors	0	9	22	22	0%
Memory Lab Appointments	12	7	34	23	48%

Volunteer Hours	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
History Room	0	0	0	455	-100%
PLFF	247	235.25	1,351	719	88%
General Library	51.5	59.25	542	520	4%
Adult Literacy	318.5	205.5	1,775	616	188%
PTAC	20.5	38.3	69	2,064	-97%
Teen Volunteers	60.5	95.75	881	996	-12%
Total Volunteer Hours	637.5	634.05	4,618	5,370	-14%
FTE Equivalent	3.68	3.66	26.64	30.98	-14%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2024-25	2023-24	% change
Adult Literacy Students	27	32	-16%
Adult ESL Students	52	28	86%
Adult Literacy Tutors	32	32	0%
Adult ESL Tutors	51	23	122%

ACHIEVEMENTS

- Tim Balen coordinated Tech Help Fridays: Computer and Email Tech Help on November 8.
- Tim Balen coordinated the Libby/OverDrive PIN update, launching the update on November 5.
- Tim Balen coordinated the OPAC catalog carousel project, launching the updated catalog page on November 16.
- Tim Balen coordinated a staff training on The Palace Project online resource at the all-staff meeting on November 26.
- Tim Balen coordinated database, website and technology updates in November, including updating the TeachingBooks for Libraries online resource and organizing a timeline for a proposed Palace Project update.

- Natalie McCard coordinated 12 Memory Lab appointments in November.
- Sally Federman coordinated Literacy Reads – Beginner Book Club on November 6, 20.
- Sally Federman facilitated Literacy Reads – Int. Book Club on November 5, 12, 19.
- Esther Canedo coordinated Read, Write, Speak Club on November 1, 8, 15, 22.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on Club on November 5, 12, 19.
- Esther Canedo facilitated ESL Conversation Class at the Whitten Center on November 7, 14, 21.
- Laurel Dennis facilitated ESL Conversation Class at PLD Tuesday afternoon on November 5, 12, 19.
- Laurel Dennis coordinated ESL Conversation Class at PLD Thursday morning class at the Library on November 7, 14, 21.
- Sally Federman facilitated the Card Making for PLFF on November 7.
- Sally Federman facilitated the Casual Conversation group on November 21.
- Ruchika Sharda facilitated Financial Literacy on November 13.
- Esther Canedo facilitated a Leamos Class at the Whitten Center on November 19.
- Esther Canedo facilitated the Citizenship Class on November 7, 14, 21.
- On November 6, Natalie McCard assisted Kathy Frazee in set up for an oral history interview with board member Scott Nelson.
- On November 21, Natalie McCard met with a local Placentia resident for a Memory Lab tour.

MEETINGS

- On November 6, Michelle Meades and Natalie McCard attended a California Revealed meet and greet to meet with the organizers and other participants of the California Revealed grant project.
- On November 26, Natalie McCard attended the Placentia Historical Committee meeting to discuss the City of Placentia's Centennial Committee and the ensuing publication celebrating the Centennial.
- On November 6, Michelle Meades attended the Rotary meeting where the collection of food items for donation to the Whitten Center for Thanksgiving was discussed.
- On November 7, Michelle Meades and Margaret Hatanaka attended the monthly meeting with the city. Library staff shared information about the privacy pods, re-opening of the Memory Lab and 3rd Grade Visit planning. City shared Veteran's Day ceremony information, December 5 Tree Lighting, December 12 Tamale Fest and the City holiday closure from December 19 to January 5.
- On November 14, Sally attended the Writer to Writer information Meeting. We discussed the guidelines for the letters and the final timeline for the Challenge.
- On November 20, Sally attended the CLLS network meeting on Roles and Goals. We discussed why we have Roles and Goals, and the results of the survey that was sent out beforehand about what has been working (easy to focus, helpful information) and what has been challenging (tracking data and knowing what to do with it).

PROFESSIONAL DEVELOPMENT

- On November 14, Tim Balen attended the The Palace Project Fall 2024 Update. The webinar, presented by Lyris and the Palace Project, outlined the platform's new features and future plans, as well as highlighted the Banned Books Club resource and other initiatives aimed at providing libraries with accessible options to provide digital content including eBooks and eAudiobooks.
- On November 18th, Natalie McCard viewed a webinar provided by Community Centered Libraries titled "Oral Histories and Storytelling". The webinar focused on how to develop a strong foundation for the collection of oral histories from a local community. The webinar also discussed the history of oral histories versus the history of oral tradition.
- On November 12, Sally Federman attended a webinar called, "Cultivating Confidence: Encouraging Adult Learners to Lead." This webinar highlighted ways to increase learner confidence, knowing that confidence is a primary component of leadership. Understanding how to set goals, provide positive feedback and encourage learners to take control of their learning are all keys to building confidence in adult learners.
- On November 19, Sally Federman attended a webinar called, "Taking on Tech: Improving Adult Digital Literacy Skills." This webinar provided information on setting benchmarks and identifying gaps in digital skills; connecting tangible outcomes and working backwards to plan lessons; and teaching strategies to achieve better outcomes.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for November 2024

DATE: December 16, 2024

MONTHLY STATISTICS

Computer and Wi-Fi Usage	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Children Computer Usage	411	310	1,911	1,628	17%
Children AWE Learning Usage	370	337	2,149	1,666	29%
Teen Computer Usage	70	74	643	605	6%
Adult Computer Usage	773	858	4,561	5,198	-12%
Total Computer Usage	1,624	1,579	9,264	9,097	2%
Wi-Fi Usage	1,471	1392	7,569	8,183	-8%
Guest Passes	65	83	374	447	-16%
Total Print Jobs	846	725	5,194	4,500	15%
Total Pages Printed	3,687	2,687	17,366	14,991	16%

Website Traffic	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Website visits	17,653	10,575	89,400	73,093	22%
Page Hits	27,601	16,547	145,859	117,816	24%
Users	13,208	6,316	65,285	49,456	32%
Pages/Session	1.56	1.56			
Avg. Session Duration	00:01:49	00:02:34			
% New Sessions	96	100			
Placentia Library Online Catalog Usage	2,858	2,769	14,791	22,899	-35%

App Usage	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2022-23	% change
App Downloads	62		366		
App Launches	1,282		6,604		
Searches	9,697		49,392		
Requests Placed	170		938		
Renewals Done	494		2,154		
Patron Updates	76		464		
App Catalog Usage	10,437		51,803		

Technology Updates

Ongoing Projects:

- 25-27 Budget
- Workstation Windows 11 upgrade/replacement
- Website Updates/ Maintenance
- Information Desk PC upgrades
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Online library card auto-processing
- Office 2019/2016 End of life
- ISP connection upgrade project
- Security Camera Server Upgrade

Upcoming Projects:

- ILS RFP research
- History Room Online Archive Portal
- Domain migration to ca.gov
- Self-Check Machine replacements/ refresh

Over the last month, significant progress has been made across a range of operational, technical, and organizational tasks. Key accomplishments included troubleshooting critical systems, such as credit card machines, cash registers, and IT infrastructure. The deployment of Windows 11 PCs continued, along with updates to the inventory system and AV/Avast systems. Additional system improvements were achieved through demos and meetings with software providers, including Rippling for time tracking and scheduling solutions.

Budget preparation and planning for FY25/27 featured prominently, with research, administrative collaboration, and meetings ensuring readiness for upcoming financial cycles. The Placentia Library Friends Foundation (PLFF) website also saw notable developments, including proposal reviews, updates, and discussions to enhance its functionality. Furthermore, collaborations with the History Room librarians advanced efforts to connect archives online, while participating in key events, such as staff development day, reinforced organizational alignment.

These achievements demonstrate a balance between addressing immediate technical needs and pursuing strategic goals. Continued focus on technological updates, team support, and community engagement reflects a commitment to both operational excellence and long-term planning.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for November 2024

DATE: December 16, 2024

Attendance	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Number of Days Open	28	27	149	147	2%
Number of Hours Open	250	248	1,353	1,340	1%
Attendance	17,623	14,861	104,971	91,428	15%

Card Holders	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Active Borrowers	4,357	5,099	27,240	25,335	-15%
Child Card Holders	16,021	14,992	79,495	74,438	7%
Teen Card Holders	4,736	4,608	23,618	22,979	3%
Adult Card Holders	50,015	46,573	247,131	230,292	7%
Total Card Holders	70,772	66,173	350,244	327,709	7%
New Patron Registration	298	282	1,921	1,749	10%
New Virtual Library Cards	80	67	452	416	9%

Information Desk Activity	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Reference Questions -- in person	1,590	1,527	9,322	9,226	1%
Reference Questions -- telephone	597	373	2,528	2,247	13%
Reference Questions -- email/chat	9	10	28	31	-10%
Total Reference Questions	2,196	1,910	11,878	11,504	3%
Assistance in Spanish	32	36	237	277	-14%
Assistance with Passports	346	256	2,007	1,422	41%
Curbside Usage	6	23	26	81	-68%
Study Room Usage	207	161	1,169	897	30%
PODs*	92		100		

Passport Activity	November	November	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2024-25	2023-24	% change
Passports Processed	362	238	1,795	1,422	26%
Consultations Only	37	16	182	117	56%
Unfilled Appointments Sat-Sun*	140	7	771	52	1383%
No Show Appointments Sat-Sun*	37	12	138	82	68%
Total Photos walk in/application	279	4	1,282	485	164%

**New Statistic for FY 2023-24*

ACTIVITIES

- Angie processed 483 new books.
- Yomara mailed 90 billing notices.
- Meeting room was used by 3 library partners: PLFF and Kiwanis and Boys and Girls Club.
- Meeting room was used by 3 outside renter: Broadmoor HOA, Corte Vista HOA, Magnolia Public School
- Meeting Room was used 27 times for library related activities/programs.
- Staff filled 364 requests from the pull list.
- Staff pulled 123 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 2024-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments for the Office of Trustee of the Placentia Library District; Administration of the Oath of Office.**

DATE: December 16, 2024

BACKGROUND

On November 12, 2024, Orange County Registrar of Voters, Bob Page, issued the Certificate of Appointment in Lieu of Election to Ms. Sherri Dahl and Ms. Stephanie Beverage for a four-year term to the Placentia Library Board of Trustees. Additionally, the Orange County Board of Supervisors appointed Ms. Gayle Carline to complete Dr. Voiza Arnold's term, expiring 2026, at its December 3, 2024 Board meeting. A resolution certifying these appointments is submitted for Board adoption. The appointment will also be entered into the Board minutes as required by law.

Attachment A is Resolution 2024-05

Attachment B is the Certificate of Appointment in Lieu of Election.

Attachment C is the Oath of Office.

RECOMMENDATIONS

1. Adopt Resolution 2024-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments of Sherri Dahl and Stephanie Beverage in Lieu of Election and Appointment of Gayle Carline for the Office of Trustee of the Placentia Library District;
2. Roll call vote.
3. Administration of the Oath of Office.

I, _____, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 2024-05 was duly and regularly adopted by the Board of Trustees at an Unusual Date Meeting hereof held on the Sixteenth day of December 2024.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Sixteenth day of December 2024.

Board Secretary

**CERTIFICATE OF APPOINTMENT
IN LIEU OF ELECTION**

STATE OF CALIFORNIA)
)ss.
COUNTY OF ORANGE)

I, Bob Page, Registrar of Voters of Orange County, do hereby certify that Sherri Dahl, whose address is 313 S. Caliente Ct., Placentia, CA 92870 is hereby appointed to the office of Trustee of the PLACENTIA LIBRARY DISTRICT, DIVISION 3 in lieu of election and shall be seated at the organizational meeting of the board. This term of office ends December 1, 2028.

WITNESS my hand and Official Seal this 12th day of November, 2024.



BOB PAGE
Registrar of Voters
Orange County

**CERTIFICATE OF APPOINTMENT
IN LIEU OF ELECTION**

STATE OF CALIFORNIA)
)ss.
COUNTY OF ORANGE)

I, Bob Page, Registrar of Voters of Orange County, do hereby certify that Stephanie Beverage, whose address is 5301 Hamer Ln., Placentia, CA 92870, is hereby appointed to the office of Trustee of the PLACENTIA LIBRARY DISTRICT, DIVISION 4, in lieu of election and shall be seated at the organizational meeting of the board. This term of office ends December 1, 2028.

WITNESS my hand and Official Seal this 12th day of November, 2024.



Bob Page

BOB PAGE
Registrar of Voters
Orange County

**OATH OF OFFICE FOR
PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX. Sec.3 as amended)**

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Gayle Carline, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



Signature

Subscribed and sworn to before me this 16th day of December, 2024.

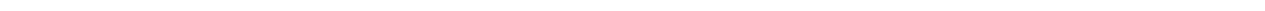
Signature of Person Administering Oath

Printed Name and Title of Person Administering Oath

**OATH OF OFFICE FOR
PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX. Sec.3 as amended)**

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Sherri Dahl , do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



Signature

Subscribed and sworn to before me this 16th day of December, 2024.

Signature of Person Administering Oath

Printed Name and Title of Person Administering Oath

**OATH OF OFFICE FOR
PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX. Sec.3 as amended)**

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Stephanie L. Beverage , do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



Signature

Subscribed and sworn to before me this 16th day of December, 2024.

Signature of Person Administering Oath

Printed Name and Title of Person Administering Oath

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Election of Board Officers**

DATE: December 16, 2024

BACKGROUND

The following positions need to be elected:

President (Incumbent is President Carline)
Secretary (Incumbent is Secretary Dahl)

RECOMMENDATIONS

1. Elect a Library Board President and Secretary for 2025.
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: **Appointment of Library Board Representatives for 2025 by the Board President**

DATE: December 16, 2024

BACKGROUND

The following positions need to be appointed:
Incumbents are italicized.

Joint Use Agreement Committee
President Carline and Trustee Nelson with Director Contreras and Assistant Director Baltierra

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee
Trustee Beverage and President Carline as alternate

Representative to the Placentia Library Friends Foundation (PLFF)
Trustee Dahl and President Carline as alternate

Independent Special Districts of Orange County (ISDOC)
Trustee Nelson and Trustee Beverage as alternate

Personnel Committee
Trustee Arnold and Trustee Beverage

RECOMMENDATIONS

1. Authorize the appointment of Library Board Representatives for 2025 as discussed; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 2024-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2025.**

DATE: December 16, 2024

BACKGROUND

The Library Board of Trustees currently meets on the fourth Monday of each month at 6:30 p.m.

Should the Board continue its meeting on the 4th Monday, below are the recommended meeting dates for 2025:

Monday, January 27
Monday, February 24
Monday, March 24
Monday, April 28
Tuesday, May 27 (Monday, May 26th is Memorial Day)
Monday, June 23
Monday, July 28
Monday, August 25
Monday, September 22
Monday, October 27
Monday, November 24
Monday, December 22

Attachment A is Resolution 2024-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2025.

RECOMMENDATIONS

1. Read Resolution 2024-06 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2025.
2. Motion to Adopt Resolution 2024-06.
3. Roll Call Vote.

RESOLUTION 2024-06

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2025**

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes the fourth Monday of each month at 6:30 P.M., the Regular Board Meeting for Calendar Year 2025, dated December 16, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 2024-06 was duly and regularly adopted by the Board of Trustees at an Unusual Date Meeting hereof held on the Sixteenth day of December 2023.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Sixteenth day of December 2024.

Board Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Establish the Holiday and Library Closure Schedule for the 2025-2027 Fiscal Year and Adopt by Resolution 2024-07.**

DATE: December 16, 2024

BACKGROUND

The Placentia Library District Policy 2030 establishes the following days as paid holidays:

- New Years Day
- Martin Luther King, Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Additionally, at the November 25, 2024, meeting of the Library Board of Trustees, the Board approved a winter closure from December 23 to January 1, effective 2025. Staff will be able to report to work or submit a leave of absence during this non-furlough closure.

Attachment A is Resolution 2024-07.

Attachment B is the proposed Holiday and Library Closure Schedule for the 2025-2027 Fiscal Year.

RECOMMENDATIONS

1. Determine and adopt the Holiday and Library Closure Schedule for the 2025-2027 Fiscal Year.
2. Read Resolution 2024-07 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2025-2027 Fiscal Year.
3. Motion to Adopt Resolution 2024-07.
4. Roll Call Vote.

RESOLUTION 2024-07

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR FISCAL YEARS 2025-2027**

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Fiscal Years 2025-2027 dated December 16, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, _____, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 2024-07 was duly and regularly adopted by the Library Board of Trustees at the Regular Meeting hereof held on the twentieth day of December 16, 2024.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of December, 2024.

Board Secretary
Placentia Library District Board of Trustees

2025 Holiday / Closure Schedule

Date	Holiday
Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King, Jr. Birthday
Monday, February 17	Presidents Day
Sunday, April 20 *	Easter
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Tuesday, December 23 *	Winter Holiday Closure
Wednesday, December 24	Winter Holiday Closure - Christmas Eve Day
Thursday, December 25	Winter Holiday Closure - Christmas Day
Friday, December 26 *	Winter Holiday Closure
Saturday, December 27 *	Winter Holiday Closure
Sunday, December 28 *	Winter Holiday Closure
Monday, December 29 *	Winter Holiday Closure
Tuesday, December 30 *	Winter Holiday Closure
Wednesday, December 31	Winter Holiday Closure - New Year's Eve Day

* Denotes unpaid holiday/closure

2026 Holiday / Closure Schedule

Date	Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King, Jr. Birthday
Monday, February 16	Presidents Day
Sunday, April 5 *	Easter
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Wednesday, December 23 *	Winter Holiday Closure
Thursday, December 24	Winter Holiday Closure - Christmas Eve Day
Friday, December 25	Winter Holiday Closure - Christmas Day
Saturday, December 26 *	Winter Holiday Closure
Sunday, December 27 *	Winter Holiday Closure
Monday, December 28 *	Winter Holiday Closure
Tuesday, December 29 *	Winter Holiday Closure
Wednesday, December 30 *	Winter Holiday Closure
Thursday, December 31	Winter Holiday Closure - New Year's Eve Day

* Denotes unpaid holiday/closure

2027 Holiday / Closure Schedule

Date	Holiday
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King, Jr. Birthday
Monday, February 15	Presidents Day
Sunday, March 28 *	Easter
Monday, May 31	Memorial Day
Sunday, July 4	Independence Day
Monday, September 6	Labor Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Day
Thursday, December 23 *	Winter Holiday Closure
Friday, December 24	Winter Holiday Closure - Christmas Eve Day
Saturday, December 25	Winter Holiday Closure - Christmas Day
Sunday, December 26 *	Winter Holiday Closure
Monday, December 27 *	Winter Holiday Closure
Tuesday, December 28 *	Winter Holiday Closure
Wednesday, December 29 *	Winter Holiday Closure
Thursday, December 30 *	Winter Holiday Closure
Friday, December 31	Winter Holiday Closure - New Year's Eve Day

* Denotes unpaid holiday/closure



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