



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

November 24, 2025

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452

Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 24, 2025

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on October 27, 2025. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for October 2025. (Receive & File and Approve)

11. FY2025-2026 Fund Balance through October 2025; the Schedule of Anticipated Property Tax Revenues for FY2025-2026 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for October 2025 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for October 2025. (Receive & File)

14. Acquisitions Report for October 2025. (Receive & File)

15. Entrepreneurial Activities Report and October 2025. (Receive & File)

16. Library Impact Fee Report for October 2025. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for October 2025. (Receive, File, and Ratify Appointments)

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

19. Administration Report for October 2025.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 24, 2025

20. Circulation Report for October 2025.

STAFF REPORTS (Items 21 – 24)

21. Children's Services Report for October 2025.

22. Adult and Teen Services Report for October 2025.

23. Technology and Website Report for October 2025.

24. Customer Service Report for October 2025.

PRESENTATION (Item 25)

25. Employee of the Year Recognition to Alex Aguirre and Service Pins to the following employees:

- Alex Aguirre, Library Assistant, Employee of the Year, 1 year service pin
- Andrew Nguyen, Library Page, 1 year service pin
- Angie Fuentes, Library Clerk, 5 year service pin
- Ceyda Kalkanci, Substitute Library Assistant, 1 year service pin
- Laura Serrano, Substitute Library Assistant, 1 year service pin
- Laurel Dennis, Library Assistant, 1 year service pin
- Megan Tolman, Librarian, 5 year service pin
- Natalie McCard, Librarian, 1 year service pin
- Ruchika Sharda, Library Assistant, 1 year service pin
- Ruth Relf, Substitute Library Assistant, 1 year service pin
- Tim Balen, Librarian, 15 year service pin

NEW BUSINESS (Items 26-34)

26. Authorize Amendments to Policy 6035 – Fee Schedule to reflect rental fee for the Outdoor Learning Experience (OLE) space as presented.

27. Discuss and Authorize an Electric Vehicle Charging Policy as a First Reading.

28. Discuss and Authorize an Automated External Defibrillator (AED) Policy as a First Reading.

29. Discuss and Authorize an Adjustment to the Library Director's Compensation.

30. Discuss and Review a Building Rental Request from the Tata Elxsi group.

31. Consideration of Whether to Continue Pursuing Reimbursement from Phoenix Cars, Inc.

32. LAFCO Updates from Trustee Beverage.

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

34. ISDOC and Legislative Updates from Trustee Nelson.

AGENDA DEVELOPMENT

35. Agenda Preparation for the December Unusual Date Meeting which will be held on December 16, 2025 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

36. The Library Board of Trustees will adjourn the Regular Date November 24, 2025 meeting.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 24, 2025

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for November 24, 2025 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 19, 2025.

Lina Nguyen, Executive Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
OCTOBER 27, 2025

- CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 27, 2025, at 6:33 p.m.
- Members Present:** President Gayle Carline, Secretary Scott Nelson, Trustee Stephanie Beverage, Trustee Sherri Dahl.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Brittany Tran, Optimize Investment Partners Representative; Dennis Yu, Executive Vice President at Public Agency Retirement Services; Jeremy Yamaguchi, IT Consultant.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Trustee Dahl (Item 3). All in favor:
- | | |
|---------|---------------------------------|
| AYES: | Carline, Nelson, Beverage, Dahl |
| NOES: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** Brittany Tran from Optimize Investment Partners presented a proposal to optimize the library district's portfolio management for potential additional interest income (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she met with Director Contreras for their monthly meetings. She also attended the City of Placentia's State of the City, the Placentia Library Friends Foundation (PLFF) Fiesta, the Outdoor Learning Experience (OLE) Grand Opening, and the Placentia Heritage Parade.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Nelson reported he drove the bookmobile in the Placentia Heritage Parade. He also attended the OLE Grand Opening and the funeral for the daughter of Placentia's former City Administrator, Damien Arrula.
- Trustee Beverage reported she attended the California Library Association's Gala, where the Placentia Library District team won a PRExcellence Award. She also attended the OLE Grand Opening and signed up for a Niche Academy webinar on databased storytelling.
- Trustee Dahl reported she attended the Placentia Heritage Parade, the Joint Use Meeting, the PLFF Board Meeting, the PLFF Fiesta, and the OLE Grand Opening. She also attended the Placentia Round Table's monthly meeting, their Board of Directors meeting, a scholarship meeting, and the final workshop to decorate their soup packages.
- LIBRARY DIRECTOR REPORT** Director Contreras reported she met with President Carline for their monthly meeting. They spoke about the new incoming board member. He will be sworn in at the December meeting. She also met with the PLFF Board President, Gaeten Wood,

and the candidates that were not chosen to fill the Library Board vacant position, Jeff Chang and Wali Hanifzai. Both of whom have now joined the PLFF Board.

Director Contreras attended the City of Placentia’s State of the City, the Placentia Heritage Parade, the PLFF Fiesta, the Public Library Directors Forum Retreat, the funeral for the daughter of Placentia’s former City Administrator, and the memorial service of a PLFF volunteer’s mother. She also met with previous Library Board President, Jo-Anne Martin.

She attended the OLE Grand Opening and took this time to thank all the staff who helped decorate the area for the ceremony.

FRIENDS FOUNDATION REPORT

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. As Director Contreras had mentioned, the PLFF has two new Board members. She reported the bookstore had made \$2,300.96 in September. She also reported Assistant Library Director Baltierra gave a report on how PLFF funds are used by the library. They have not secured an author for the Authors Luncheon yet but one of their new members, Mr. Chang, is working on getting one.

CONSENT CALENDAR

After a note from Trustee Beverage to correct her trustee report in the minutes for the Regular Date Meeting on September 22nd, it was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR SPECIAL MEETING ON SEPTEMBER 9, 2025, REGULAR DATE MEETING ON SEPTEMBER 22, 2025, AND SPECIAL MEETING ON SEPTEMBER 24, 2025.

The minutes for the Special Meeting on September 9, 2025, Regular Date Meeting September 22, 2025, and the Special Meeting on September 24, 2025, were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

Children’s Services Report September 2025 (Item 21)
Adult Services Report for September 2025 (Item 22)
Placentia Library Website Technology Report for September 2025 (Item 23)
Customer Service Report (Items 24)

**PUBLIC AGENCY
RETIREMENT SERVICES
(PARS) PRESENTATION.**

Director Contreras reported Executive Vice President Dennis Yu from the Public Agency Retirement Services (PARS) was here for the annual PARS presentation. The presentation can be found in this meeting’s Board Report. The Board thanked Mr. Yu for his presentation. No action was taken at this time.

**E-RATE AND THE FEDERAL
COMMUNICATIONS
COMMISSION RULING
UPDATES.**

Assistant Library Director Baltierra and IT Consultant Jeremy Yamaguchi discussed IT infrastructure needs and the loss of E-rate funding for hotspots. They reported they will compile a list of priorities for fiscal year 2025-2026 and present it to the Board for consideration at a later date. No action was taken at this time.

**REQUEST TO RESCHEDULE
DECEMBER MEETING DATE.**

Director Contreras reported staff are requesting to reschedule the December board meeting as there is a schedule conflict, due to the holidays. The Board agreed to change it to Tuesday, December 16th.

**JOINT-USE COMMITTEE
UPDATES FROM TRUSTEE
DAHL.**

Director Contreras reported the Joint-Use Meeting was cancelled and there was nothing to report on.

**LEGISLATIVE UPDATES
FROM SECRETARY NELSON.**

Secretary Nelson provided a legislative update, noting that most bills are awaiting the governor’s review.

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported on the upcoming Municipal Service Review (MSR) conducted by LAFCO, which will assess the library district’s efficiency and service delivery. Director Contreras confirmed she was contacted by LAFCO and was told a consultant would be confirmed later in the month.

**ROUNDTABLE WOMEN’S
CLUB UPDATES FROM
TRUSTEE DAHL.**

Trustee Dahl reported the Festival of Trees is coming up and soup sales will begin at the craft fair in Yorba Linda on November 1-2. The club has decided to go ahead and purchase a defibrillator after their research. They are working to get more donations toward the Blessing Boxes they are maintaining, as the boxes are being emptied as soon as they are stocked. Blessing Boxes are honor system food pantries where people who are in need can take food. The club will be putting flags out at the cemeteries for Veterans Day. They are also participating in a project called the Orange Field of Valor. Where 1,200 full sized, sponsored, flags will be displayed to honor a family member or friend. They are also participating in the Patriots and Paws food bag drive this year.

AGENDA DEVELOPMENT

President Carline took this time to put on the record that there was a Closed Session ahead of the Regular Date Meeting and there was nothing to report out.

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 24, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 27, 2025, was adjourned at 7:36 p.m.

Gayle Carline, President
Library Board of Trustees

Scott Nelson, Secretary
Library Board of Trustees

8:53 A.M.
11/10/25
Accrual Basis

**Placentia Library District
Check Register
October 2025**

Date	Ref No.	Payee	Memo	Payment	Type
10/09/2025	14543	Valsoft Ireland Limited DBS collectionHQ	Collection development subscription renewal 09/29/25-06/28/26	5,613.00	Bill Payment
10/09/2025	14544	JV Plumbing	Fixed toilet leak in women's public restroom	163.00	Bill Payment
10/09/2025	14545	Alejandro Aguirre	Reimbursement for Teen Winter Reading Program Prize	30.72	Bill Payment
10/09/2025	14546	Carmela Melecio	OLE Grand Opening Face Painting	225.00	Bill Payment
10/09/2025	14547	Placentia-Yorba Linda Unified School Dist	2025 Fall Bookmarks	65.25	Bill Payment
10/09/2025	14548	Staples, Inc.	Toilet Paper, Hand Soap, & Paper Towels	571.48	Bill Payment
10/09/2025	14549	Public Agency Retirement Services	Contributions for payroll on 09/24/25 & 10/08/25	5,080.66	Bill Payment
10/09/2025	14550	OverDrive	Ebooks and Audiobooks	1,427.05	Bill Payment
10/09/2025	14551	Midwest Tape-Hoopla	Digital subscriptions for September 2025	8,749.56	Bill Payment
10/09/2025	14552	Rotary Club of Placentia	Rotary Corporate Membership FY 25/26 PO 104	90.00	Bill Payment
10/09/2025	14553	SirsiDynix	2025-2026 Maintenance	25,735.81	Bill Payment
10/09/2025	14554	Cintas	Janitorial supplies	282.78	Bill Payment
10/09/2025	14555	Republic Services	Recycling Service 09/01/25-09/30/25 Pickup Service 10/01/25-10/31/25	363.88	Bill Payment
10/09/2025	14556	Brodart Co.	Spanish Collection	271.71	Bill Payment
10/09/2025	14557	Legacy Integrative Solutions	Service from 08/28/25-09/28/25	1,191.21	Bill Payment
10/09/2025	14558	Pitney Bowes Purchase Power	September 2025 Statement October through December Service	797.59	Bill Payment
10/09/2025	14559	Dewey Pest Control	October 2025 Service	267.00	Bill Payment
10/09/2025	14560	County of Orange Treasurer	Orange County 2025-26 Property Tax Bill	9,737.66	Bill Payment
10/09/2025	14561	Arcelia Janitorial Service	Janitorial Services from 09/01/25-09/30/25	4,816.00	Bill Payment
10/09/2025	14562	UMPQUA BANK	CC Transactions from 08/31/25-09/29/25	20,008.80	Bill Payment
10/09/2025	14563	Emcor Services - Mesa Energy	Worked on issue with control board affecting fire sensors Interim billing on audit District's FY25 financial statements	2,769.00	Bill Payment
10/09/2025	14564	CliftonLarsonAllenLLP		3,360.00	Bill Payment
10/09/2025	14565	Greater Cue Integrations	OLE Temporary Emergency Cameras Reimbursement for Public Library Directors Forum items	2,000.00	Bill Payment
10/09/2025	14566	Jeanette Contreras		172.46	Bill Payment
10/09/2025	14567	Southern California Edison	Service from 08/29/25-09/29/25	8,615.09	Bill Payment
10/09/2025	14568	Golden State Water Company	Service from 08/19/25-09/22/25 Property/Liability Package Program - 2024	1,912.94	Bill Payment
10/09/2025	14569	SDRMA	Mercedes eSprinter & Medical & Ancillary Benefits November 2025	33,499.63	Bill Payment
10/09/2025	14570	Placentia Library District	For payroll on 10/22/25	80,000.00	Bill Payment
10/13/2025	14571	Social Thyme Catering	Catering for 2025 Public Library Directors Forum	1,100.00	Bill Payment
10/13/2025	14572	CALNET3	Service from 09/02/25-10/01/25	272.09	Bill Payment
10/13/2025	14573	Vanessa Mendoza	OLE Grand Opening face painter deposit	100.00	Bill Payment
10/15/2025	14575	OverDrive	All OverDrive Magazines	5,000.00	Bill Payment
10/15/2025	14576	Woodruff & Smart, APC	For Services Rendered Through 09/30/25	11,433.07	Bill Payment
10/15/2025	14577	Uline	Trash can for OLE PO 98	190.21	Bill Payment
10/15/2025	14578	Cintas	Janitorial Supplies	200.94	Bill Payment
10/15/2025	14579	Johnson Controls Security Solutions	Service on AC Unit 8	970.47	Bill Payment

8:53 A.M.
11/10/25
Accrual Basis

**Placentia Library District
Check Register
October 2025**

10/15/2025	14580	Emcor Services - Mesa Energy	Service on AC Unit 8	3,430.00	Bill Payment
10/15/2025	14581	Charter Communications	Service from 10/12/25-11/11/25	95.75	Bill Payment
10/16/2025	14582	America's Instant Signs	OLE Plaque Deposit	1,927.50	Bill Payment
10/23/2025	14583	Mercedes-Benz of Anaheim	Balance due for Bookmobile PO 137	51,236.75	Bill Payment
10/23/2025	14584	JV Plumbing	Cleared handicap stall in Women's public restroom	155.00	Bill Payment
			AT&T Service 07/01/25-08/31/25 Mariposa Landscapes Service July and August 2025		
10/23/2025	14585	City of Placentia	Commercial Aquatic Services - June-August 2025	3,939.32	Bill Payment
10/23/2025	14586	Prevent Backflow & Plumbing	Test backflow, test fittings and caps	151.00	Bill Payment
10/23/2025	14587	Actuarial Retirement Consulting	GASB Valuation and Disclosure Reports	3,260.00	Bill Payment
10/23/2025	14588	Placentia-Yorba Linda Unified School Dist	Grand Opening print jobs and Public Library Directors Forum print jobs	287.15	Bill Payment
10/23/2025	14589	SoCalGas	Service from 09/17/25-10/17/25	14.79	Bill Payment
10/23/2025	14590	Jalco Landscaping Services Inc.	Completion of landscaping for OLE	15,362.77	Bill Payment
10/23/2025	14591	Eagle Multi Media Productions	September IT Support Services	11,422.92	Bill Payment
10/23/2025	14592	Emcor Services - Mesa Energy	Work done for heating and cooling issues with Children's Supervisor office and work room	2,324.00	Bill Payment
10/23/2025	14593	CliftonLarsonAllenLLP	Interim billing on FY25 audit services	3,801.00	Bill Payment
10/23/2025	14594		Network expansion, 3 cameras, infrastructure and audio system installation - balance due & Conduit pathway completion	13,924.95	Bill Payment
10/23/2025	14595	Greater Cue Integrations California Special Districts Association	Annual membership dues for 2026	8,637.00	Bill Payment
10/23/2025	14596	Cintas	Janitorial supplies	261.66	Bill Payment
10/23/2025	14597	Johnson Controls Security Solutions	Service from 11/01/25-01/31/26	1,265.00	Bill Payment
10/23/2025	14598	Dick's Lock & Safe	Continuation of rekeying project, including OLE door locks	1,306.58	Bill Payment
10/27/2025	14599	Brodart Co.	Spanish Collection	74.31	Bill Payment
10/27/2025	14600	Take Cover Patios	Paint posts for outdoor project - balance due and change order	5,500.00	Bill Payment
10/27/2025	14601	Cintas	Janitorial supplies	236.91	Bill Payment
10/27/2025	14602	Safer Choice Cleaning	Commercial Carpet Cleaning	3,500.00	Bill Payment
10/27/2025	14603	Shelby Electric Inc.	New receptacle at EV Charger and Installed patio gate switch and relay	1,600.00	Bill Payment
10/27/2025	14604	Staples, Inc.	Printer paper PO 147	789.42	Bill Payment
10/27/2025	14605	New Readers Press	ESL S&M Budget	698.68	Bill Payment
10/27/2025	14606	Sign Imaging	OLE Signs - Emergency Exit Only, Exit w/braille, OLE entrance	1,861.93	Bill Payment
10/27/2025	14607	Golden State Water Company	Service from 09/22/25-10/20/25	1,353.76	Bill Payment
10/27/2025	14608	Public Agency Retirement Services	Contributions for payroll on 10/08/25	2,531.92	Bill Payment
10/27/2025	14609	Placentia Library District	For payroll on 11/05/25	80,000.00	Bill Payment

TOTAL

\$ 458,034.13

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: November 24, 2025

Fiscal Year 2025-2026	
7/31/2025	0.00
8/31/2025	0.00
9/30/2025	0.00
10/31/2025	0.00
11/30/2025	
12/31/2025	
1/31/2026	
2/28/2026	
3/31/2026	
4/30/2026	
5/31/2026	
6/30/2026	

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

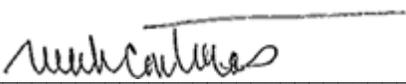
SUBJECT: **Financial Reports through October 2025 for the Placentia Library District's Investment and Banking Accounts**

DATE: November 24, 2025

Summary of Cash and Investments as of October 31, 2025

Cash with State of California LAIF	\$	-
Cash with California CLASS	\$	1,244,693.60
<i>(Impact Fees – Restricted)</i>	\$	613,604.34
General Fund Checking – BMO	\$	825,663.20
General Fund Savings – BMO	\$	354,206.92
Payroll Checking – Wells Fargo Bank	\$	180,041.13
Total Cash and Investments	\$	2,604,604.85

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, 2025

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,352,095	22,570	(3,329,525)	0.7%
4020	Property Taxes - Current Unsecured	100,576	53,083	(47,493)	52.8%
4050	Property Taxes - Curr Supplemental	76,353	11,658	(64,695)	15.3%
4070	Interest on Unapport Tax	8,575	0	(8,575)	0.0%
4080	Penalties & Costs on Delinq Taxes	28,940	34,310	5,370	118.6%
4090	Taxes Special Dist Augmentation	9,451	0	(9,451)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	12,491	0	(12,491)	0.0%
	Sub Total	3,588,481	121,621	(3,466,860)	3.4%
INTEREST REVENUE					
4600	Interest (OCIP)	134,883	29,315	(105,568)	21.7%
	Sub Total	134,883	29,315	(105,568)	21.7%
GRANT REVENUE					
4210	State Grants	120,000	78,904	(41,096)	65.8%
4220,4230	Fed/Other Grants	2,500	0	(2,500)	0.0%
	Sub Total	122,500	78,904	(43,596)	64.4%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	48,000	47,919	(81)	99.8%
4310	Fines & Fees	15,249	8,226	(7,023)	53.9%
4320,4330	Passport/Photos	227,775	73,615	(154,160)	32.3%
4340	Meeting Room Fees	2,115	1,800	(315)	85.1%
* 4430	Other: Miscellaneous	0	2,556	2,556	-
	Sub Total	293,139	134,117	(159,022)	45.8%
TOTAL REVENUES YTD FOR FY 25/26:		4,139,003	363,957	(3,775,046)	8.8%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
Cash/Investments		4,636,253	2,604,605	(2,031,648)	
4500	Impact Fees - Restricted Funds	1,093,686	613,604	(480,082)	
BEGINNING BALANCE					
END BALANCE					
YTD ACTUAL					

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of October 31, 2025

33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS			
5010, 5020	Salaries & Wages	1,884,516	594,888
5030	Retirement & Post Employment Trust 115	76,751	23,752
5040	Unemployment Insurance	0	0
5050	Health Insurance	342,257	110,721
5060	Life Insurance	5,412	1,435
5064	Dental Insurance	14,563	3,474
5066	AD & D Insurance	7,088	1,841
5068	Vision Insurance	2,651	769
5070	Workers' Compensation Insurance	22,845	3,000
5090	Education Assistance Program	2,500	0
TOTAL		\$2,358,583	\$739,881
SERVICES & SUPPLIES			
5099	Property & Liability Insurance	83,352	24,328
5100-5140	Communications, Internet, Cable	41,521	1,518
5150-5180	Janitorial Supplies & Services	87,142	26,373
5160	Refuse Disposal	5,271	1,287
5205	Maintenance Equipment	16,190	5,530
5200, 5210-5280	Building & Maintenance	317,417	32,191
5290-5292	Memberships	12,378	5,516
5300-5350	Office Expenses & Postage	168,891	60,073
5400-5480	Prof./Specialized Services	320,997	130,749
5490	Loan Obligation (-1-bank)	75,645	58,340
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	50,000	9,954
5500	Books/Library Materials	300,000	72,400
5600	Travel & Meetings/Professional Development	40,000	13,637
5700	Mileage/Parking	1,962	286
5800	Utilities	105,525	36,214
5900	Bookmobile - Vehicle	350,000	3,456
5901	Bookmobile - Collection	0	25
5902	Bookmobile - Supplies & Materials	2,000	43
5904	Bookmobile - Other	2,000	0
6000	Other	5,000	68
6100	Taxes and Assessments	10,249	9,915
TOTAL		\$1,995,540	\$491,904
OPERATING EXPENSES		\$4,354,123	\$1,231,785
Library Impact Fees		1,093,686	554,951
TOTAL BUDGET		\$4,354,123	\$1,231,785
			0.28
			\$3,122,338

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

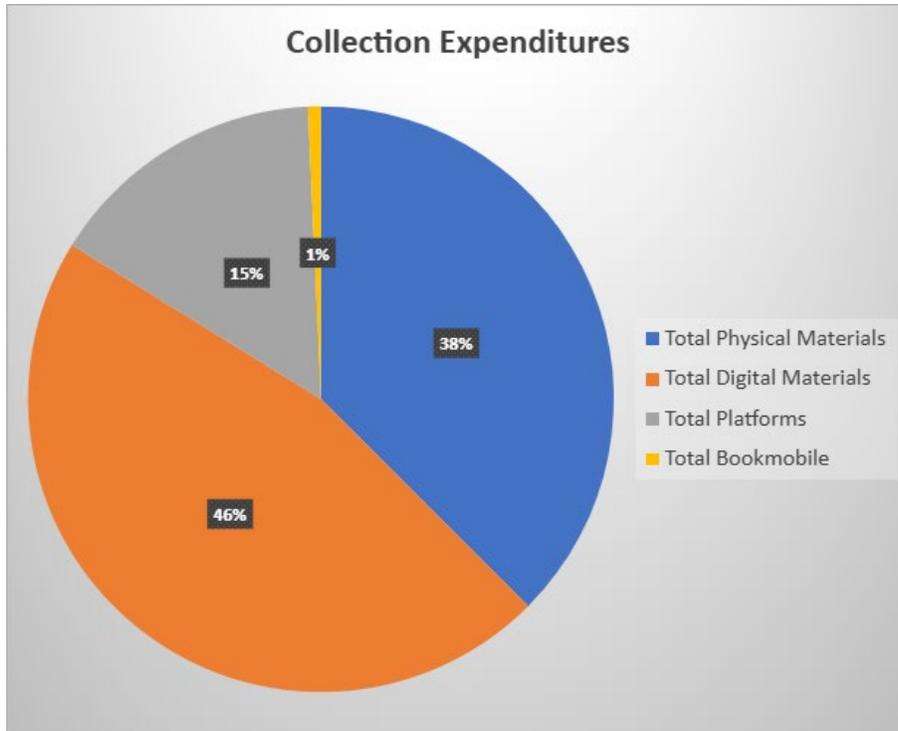
SUBJECT: Acquisitions Report for October 2025

DATE: November 24, 2025

MONTHLY STATISTICS

Total Budget	FY 2025-26	% Spent	FY 2024-25	% Spent
Library	\$290,000	36%	\$342,328	37%
Bookmobile	\$10,000	7%	\$90,000	0%
Total Budget	\$300,000	35%	\$432,328	29%

Collection Expenditures	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	FY 2025-26	FY 2024-25	% changed
Print Materials	\$702	\$4,376	\$28,326	\$34,530	-18%
Serial Subscription	\$0	\$0	\$2,965	\$1,468	102%
Audio Materials	\$2,009	\$370	\$3,308	\$5,173	-36%
Video Materials	\$0	\$1,661	\$1,189	\$2,576	-54%
LOTS	\$0	\$535	\$3,240	\$3,328	-3%
Total Physical Materials	\$2,711	\$6,942	\$39,027	\$47,074	-17%
Digital eBooks	\$2,779	\$3,157	\$11,435	\$11,121	3%
Digital eAudiobooks	\$7,646	\$6,752	\$28,351	\$23,739	19%
Digital Videos	\$753	\$1,645	\$2,917	\$6,079	-52%
Digital Magazines	\$5,018	\$47	\$5,093	\$5,411	-6%
Digital Music	\$106	\$124	\$439	\$6,459	-93%
Total Digital Materials	\$16,302	\$11,726	\$48,236	\$52,810	-9%
Online Learning Platforms	\$0	\$0	\$16,099	\$25,349	-36%
Total Platforms	\$0	\$0	\$16,099	\$25,349	-36%
Bookmobile Print Materials	\$0	\$0	\$746	\$136	449%
Bookmobile Audio Materials	\$0	\$0	\$0	\$0	0%
Bookmobile Digital	\$0	\$0	\$0	\$0	0%
Bookmobile LOTS	\$0	\$0	\$0	\$0	0%
Total Bookmobile	\$0	\$0	\$746	\$136	449%
Total Collection Expenditures	\$19,013	\$18,667	\$104,109	\$125,370	-17%



Titles Added	October 2025	October 2024	FY-T-D FY 2025-26	FY-T-D FY 2024-25	FY-T-D % changed
Print Materials	171	278	764	1,167	-35%
Serial Subscription	0	0	2	2	0%
Audio Materials	0	13	0	36	-100%
Video Materials	0	59	27	65	-58%
LOTs	0	0	0	0	0%
Total Physical Materials	171	350	793	1,270	-38%
Digital eBooks	1,001	1,191	4,367	4,628	-6%
Digital eAudiobooks	2,412	2,201	9,330	8,184	14%
Digital Videos	332	739	1,377	2,697	-49%
Digital Magazines	6,337	17	6,364	5,687	12%
Digital Music	71	81	290	319	-9%
Total Digital Materials	10,153	4,229	21,728	21,515	1%
Online Learning Platforms	0	0	4	5	-20%
Total Platforms	0	0	4	5	-20%
Bookmobile Print Materials	0	2	4	6	-33%
Bookmobile Audio Materials	0	0	0	0	0%
Bookmobile Digital	0	0	0	0	0%
Bookmobile LOTs	0	0	0	0	0%
Total Bookmobile	0	2	4	6	-33%
Total Titles Added	10,324	4,581	22,529	22,796	-1%

All Materials Held	October	September	Month to Month
	2025	2025	% changed
Total Library Physical	75,834	79,159	-4%
Total Digital	2,152,898	2,110,957	2%
Total Bookmobile Physical	2,579	2,590	0%
Total All Materials	2,231,311	2,192,706	2%

Library Children's Physical Materials Held	October	September	Month to Month
	2025	2025	% changed
Children's Fiction	23,838	23,770	0%
Children's Nonfiction	11,494	13,513	-15%
Children's Spanish	3,161	3,175	0%
Children's Audiobook	1,215	1,219	0%
Children's DVD/Video	1,478	1,478	0%
Children's LOTS	70	70	0%
TOTAL Library Children's Physical Material	41,256	43,225	-5%

Library Adult/Teen Physical Materials Held	October	September	Month to Month
	2025	2025	% changed
Adult Fiction	14,942	14,834	1%
Adult Nonfiction	11,305	12,760	-11%
Adult Foreign Language	1,351	1,353	0%
Adult Audiobook	845	851	-1%
Adult DVD/Video	2,944	2,939	0%
Adult LOTS	156	157	-1%
Vinyl Records	199	195	2%
Video Games	404	405	0%
Teen Fiction	2,197	2,204	0%
Teen Nonfiction	235	236	0%
TOTAL Library Adult/Teen Physical Material	34,578	35,934	-4%

Digital Material Held	October	September	Month to Month
	2025	2025	% changed
eBooks	1,136,418	1,118,700	2%
Digital Audiobooks	383,167	368,735	4%
Digital Videos	93,775	92,863	1%
Digital Magazines	6,341	6,369	0%
Digital Music	533,191	524,284	2%
Online Learning Platforms	6	6	0%
TOTAL Library Digital Material	2,152,898	2,110,957	2%

Library of Things Held	October	October	FY-T-D
	2025	2024	% changed
Children's LOTs Items	69	67	3%
Adult LOTs Items	96	119	-19%
Total LOTs Items	165	186	-11%

Library of Things Updates	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	FY 2024-25	FY 2023-24	% changed
New LOTs Items Added	0		12		
LOTs Items Replaced	1		9		
LOTs Items Removed	3		7		

Bookmobile Children's Physical Materials Held	October	September	Month to Month
	2025	2025	% changed
Children's Fiction	1,433	1,433	0%
Children's Nonfiction	687	687	0%
Children's Spanish	297	308	-4%
Children's Audiobook	0	0	0%
Children's DVD/Video	0	0	0%
Children's LOTs	0	0	0%
TOTAL All Children's Physical Material	2,417	2,428	0%

Bookmobile Adult/Teen Physical Materials Held	October	September	Month to Month
	2025	2025	% changed
Adult Fiction	44	44	0%
Adult Nonfiction	0	0	0%
Adult Spanish	0	0	0%
Teen Fiction	77	77	0%
Teen Nonfiction	41	41	0%
TOTAL All Adult/Teen Physical Material	162	162	0%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for October 2025

DATE: November 24, 2025

Net Revenue Summary for October 2025

			YTD	YTD
	Oct-25	Oct-24	2025-2026	2024-2025
Passport	9,450	10,115	51,857	50,220
Passport Photos	3,520	3,940	21,759	20,000
Fines & Fees	2,231	1,215	8,226	5,689
Meeting Room	765	150	1,800	1,193
TOTAL	\$ 15,966	\$ 15,420	\$ 83,642	\$ 77,102



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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 2025

DATE: November 24, 2025

			YTD	YTD
	Oct-25	Oct-24	2025-2026	2024-2025
Separation	2	0	3	0
Retirement	0	0	0	0
Appointments	0	1	1	4
Open Positions	0	0	0	2
Workers' Compensation Leave	0	0	0	0
TOTAL	2	1	4	6

SEPARATION:
 Esther Canedo – On-Call Library Assistant
 Demitri Gonzales – PT Library Page

RETIREMENT:
 None

APPOINTMENTS:
 None

OPEN POSITIONS:
 None

WORKERS COMPENSATION LEAVE:
 None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through October 2025
DATE: November 24, 2025

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2025-2026						
Jul-25	7/28/2025	3,039.62	291.20	26.28	0.00	3,357.10
Aug-25	*	*	*	*	*	*
Sep-25	*	*	*	*	*	*
Oct-25	10/14/2025	3,039.62	873.60	26.10	0.00	3,939.32
Nov-25						
Dec-25						
Jan-26						
Feb-26						
Mar-26						
Apr-26						
May-26						
Jun-26						
	TOTAL	\$6,079.24	\$1,164.80	\$52.38	\$0.00	\$7,296.42

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for October 2025**

DATE: November 24, 2025

May Meetings:

October 1st & 2nd

- Public Library Directors Retreat (PLDR): Library Director

October 6th

- Meeting with prospective PLFF Board Member, Mr. Wali Hanifzai: Library Director with Gae Wood

October 7th

- OLE Project Meeting: Library Director, Assistant Library Director, and Business Manager met with Accenture and Shelby Electric to provide a project update and confirm that moving forward, all completed work will be coordinated directly with the District.
- Meeting with prospective PLFF Board Member, Mr. Jeff Chang: Library Director with Gae Wood
- Meeting with District Counsel: Library Director

October 9th

- Meeting with President Carline: Library Director

October 11th

- Heritage Parade: Board members, Library Director, and Executive Assistant

October 13th

- LMT Meeting
- Banking Reference Meeting: Business Manager attended virtual meeting with Library Director from Buena Park Library District to discuss banking references.

October 18th

- Celebration of Life for Priscilla Riess (Kim Roudebush's mother, bookstore volunteer): Library Director
- Celebration of Life for Faith Arrula (former City Administrator's daughter): Secretary Nelson, Robin Nelson, and Library Director

October 20th

- Hotspot Meeting: Assistant Library Director met with a representative from Kajeet Services to discuss pricing and options for procuring hotspots for the LOTs collection. Staff will conduct a thorough evaluation of all proposed vendors' pricing and services to identify the most efficient and cost-effective approach for acquiring the remaining hotspots needed for this fiscal year.

October 21st

- PLDR Setup: Library Director
- Spectrum VOIP Meeting: Business Manager met with Spectrum sales representative to discuss VOIP services.

October 22nd

- Public Library Directors Retreat: Library Director, Assistant Library Director attended the Director's Retreat, an event dedicated to fostering professional growth and collaboration among library leaders. There, she actively engaged in networking opportunities, participated in training on key topics such as advocacy and the applications of artificial intelligence in libraries, and joined breakout sessions to delve deeper into these subjects with her peers.

October 24th

- PLFF Fiesta Reception for Members: President Carline, Trustee Dahl, and Library Director
- California Library Association Gala: Assistant Library Director attended the gala where she, Trustee Beverage, and several staff proudly accepted the PRExcellence award for the Taylor Swift (Library Version) program series.

October 25th

- Outdoor Library Experience Grand Opening Ceremony: Board Members, Library Director, Assistant Library Director, Business Manager, and Executive Assistant attended the grand opening ceremony for the Placentia Library District's Outdoor Library Experience.
- California Library Association (CLA) Conference Meeting: Library Director

October 27th

- Library Board Meeting: Administration Team

October 28th

- All Staff Meeting: Administration Team

October 29th

- Interview Panel for the City of Torrance: Library Director

October 30th

- PLDR Debrief Meeting: Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for October 2025

DATE: November 24, 2025

Children's Circulation - Subtotals	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Children's Fiction Physical: PLD	10,365	9,749	42,417	40,829	4%
Children's Fiction Digital	1,148	1,206	4,864	5,281	-8%
Children's Fiction Physical Subtotal	10,365	9,749	42,417	42,213	0%
Children's Fiction Digital Subtotal	1,148	1,206	4,864	5,281	-8%
Children's Fiction TOTAL	11,513	10,955	47,281	47,494	0%
Children's Nonfiction Physical: PLD	2,605	2,706	10,531	11,602	-9%
Children's Nonfiction Digital	109	122	430	519	-17%
Children's Nonfiction Physical Subtotal	2,605	2,706	10,531	11,602	-9%
Children's Nonfiction Digital Subtotal	109	122	430	519	-17%
Children's Nonfiction TOTAL	2,714	2,828	10,961	12,121	-10%
Children's Magazine Digital	33	23	103	137	-25%
Children's Magazine TOTAL	33	23	103	137	-25%
Children's Audiobook Physical: PLD	1,012	996	4,775	4,089	17%
Children's Audiobook Digital	715	910	2,965	3,361	-12%
Children's Music Digital	2	5	14	31	-55%
Children's Audio Media Physical Subtotal	1,012	996	4,775	4,089	17%
Children's Audio Media Digital Subtotal	717	915	2,979	3,392	-12%
Children's Audio Media TOTAL	1,729	1,911	7,754	7,481	4%
Children's Visual Media Physical: PLD	284	277	1,115	1,426	-22%
Children's Visual Media Digital	42	61	176	281	-37%
Children's Visual Media Physical Subtotal	284	277	1,115	1,426	-22%
Children's Visual Media Digital Subtotal	42	61	176	281	-37%
Children's Visual Media TOTAL	326	338	1,291	1,707	-24%
Children's Library of Things (LOTs): PLD	36	37	163	144	13%
Children's Library of Things (LOTs) TOTAL	36	37	163	144	13%

Children's Circulation - TOTAL	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
TOTAL All Children's Physical Content	14,302	13,765	59,001	58,090	2%
TOTAL All Children's Digital Content	2,049	2,327	8,552	9,610	-11%
TOTAL All Children's Content	16,351	16,092	67,553	67,700	0%

Children's Circulation: Non-English Materials	October	October	FY-T-D	FY-T-D	FY-T-D
<i>*These stats are accounted for in the sections above.</i>	2025	2024	2025-26	2024-25	% change
Children's Non-English Language Materials*	833	836	7,220	3,539	104%

Teen Circulation - Subtotals	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Teen Fiction Physical: PLD	254	269	1,206	1,352	-11%
Teen Fiction Digital	419	473	1,728	2,088	-17%
Teen Fiction Subtotal	673	742	2,934	3,440	-15%
Teen Nonfiction Physical: PLD**	21		82		
Teen Nonfiction Digital	23	18	81	74	9%
Teen Nonfiction Subtotal	44	18	163	74	120%
Teen Audiobook Digital	585	550	2,235	2,374	-6%
Teen Audio Media Subtotal	585	550	2,235	2,374	-6%

Teen Circulation - TOTAL	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
TOTAL All Teen Physical Content	275	269	1,288	1,352	-5%
Teen Digital Content	1,027	1,041	4,044	4,559	-11%
TOTAL All Teen Content	1,302	1,310	5,332	5,911	-10%

Adult Circulation - Subtotals	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Fiction Physical: PLD	2,665	2,014	11,586	9,589	21%
Adult Fiction Digital	2,945	3,488	12,537	14,579	-14%
Adult Fiction Subtotal	5,610	5,502	24,123	24,168	0%
Adult Nonfiction Physical: PLD	1,428	1,442	5,719	5,937	-4%
Adult Nonfiction Digital	821	964	3,363	4,010	-16%
Adult Non-Fiction Subtotal	2,249	2,406	9,082	9,947	-9%
Adult Magazine Digital	1,114	743	3,836	2,805	37%
Adult Magazine Subtotal	1,114	743	3,836	2,805	37%
Adult Audiobook Physical: PLD	64	86	302	343	-12%
Adult Audiobook Digital	6,935	6,727	26,895	26,680	1%
Adult Music Physical	67	133	274	430	-36%
Adult Music Digital	69	76	276	288	-4%
Adult Audio Media Subtotal	7,135	7,022	27,747	27,741	0%
Adult Movies and BluRays Physical: PLD	356	482	1,679	2,295	-27%
Adult Video Games Physical	338	415	1,477	1,519	-3%
Adult Visual Media Physical TOTAL	694	897	694	897	-23%
Adult Visual Media Digital	290	668	290	668	-57%
Adult Visual Media Subtotal	984	1,565	984	1,565	-37%
Adult Library of Things (LOTS): PLD	87	105	357	428	-17%
State Parks Pass: PLD	59	48	313	246	27%
Total Adult Library of Things (LOTS)	146	153	670	674	-1%
Adult Circulation - TOTAL	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Physical Content: PLD	5,064	4,725	21,707	20,787	4%
TOTAL ALL Adult Physical Content	5,064	4,725	21,707	20,787	4%
Adult Digital Content	12,174	12,666	48,102	50,155	-4%
TOTAL All Adult Content	17,238	17,391	69,809	70,942	-2%
Adult Circulation: Non-English Materials	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Non-English Language Materials*	191	88	676	508	33%

All Circulation - TOTAL	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Total Circulation Physical: PLD	19,641	18,759	81,996	80,229	2%
Total Circulation Digital	15,250	16,034	60,698	64,324	-6%
Total All Circulation	34,891	34,793	142,694	144,553	-1%

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2025	2024	2025-26	2024-25	% change
ABC Mouse	1,102	661	8,008	2,995	167%
Novelist Plus	57	116	257	449	-43%
Novelist Select	1,364	1,877	7,455	8,209	-9%
Scholastic Teachables	77	93	469	294	60%
TOTAL PLD DATABASE USAGE	2,600	4,003	16,189	17,092	-5%

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2025	2024	2025-26	2024-25	% change
Britannica	23	58	87	212	-59%
ProQuest	17	5	20	14	43%
ProQuest Culture Grams^	3	0	18	5	260%
Teaching Books for Libraries	440	575	1,778	1,868	-5%
National Geographic Kids (Gale)^	3	16	18	51	-65%
Gale in Context: Environmental Studies^	0	6	5	6	-17%
Gale Interactive: Science^	0	28	1	28	-96%
Alexander Street	0	4	0	6	-100%
PebbleGo Science K-2	0	3	17	5	240%
TOTAL CSL DATABASE USAGE	486	695	1,944	2,756	-29%
TOTAL ALL DATABASE USAGE	3,086	4,698	18,133	19,848	-9%

**New statistic for FY 25-26

^Mathematically impossible to divide by 0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for October 2025

DATE: November 24, 2025

Number of Programs by Type	October 2025	October 2024	FY-T-D 2025-26	FY-T-D 2024-25	FY-T-D % change
Storytime	7	9	33	35	-6%
Children's Programs	6	13	35	46	-24%
Hangar	6	0	21	3	600%
Teen Programs	2	2	8	10	-20%
Self-Directed	6	3	18	10	80%
Outreach	3	3	10	9	11%
TOTAL Children/Teen	30	30	125	113	11%

Program Attendance by Type	October 2025	October 2024	FY-T-D 2025-26	FY-T-D 2024-25	FY-T-D % change
Storytime	427	344	1,677	1,694	-1%
Children's Programs	321	575	4,097	3,501	17%
Hangar	50	0	212	44	382%
Teen Programs	21	12	82	63	30%
Self-Directed	475	519	754	814	-7%
Outreach	801	250	1,443	465	210%
TOTAL Children/Teen	2,095	1,700	8,265	6,581	6

The Hangar Makerspace	October 2025	October 2024	FY-T-D 2025-26	FY-T-D 2024-25	FY-T-D % change
Hangar Activity Hour Visits	411	256	1,198	740	62%

ACHIEVEMENTS

- Daisy Badge planned and conducted Family Storytime on October 4.

- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on October 10 and 24.
- Daisy Badge facilitated Morning Meetups on October 10 and 24.
- Daisy Badge was part of the OLE permanent furniture committee with Megan Tolman.
- Margaret Hatanaka organized the annual In-N-Out Cover-To-Cover reading program which runs from October 4 to November 11.
- Alex Aguirre, Daisy Badge, and Mayli Apontti planned, set up, cleaned up, and attended the OLE Grand opening on October 25.
- Mayli Apontti was part of the OLE Grand Opening decorations committee with Tim Balen and Natalie McCard.
- Mayli Apontti and Daisy Badge planned, coordinated and assembled the Dia de los Muertos Community Ofrenda, which went live on October 19.
- Mayli Apontti facilitated Read to the Dogs on Monday, October 6.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on October 3.
- Mayli Apontti facilitated Morning Meetups on October 3.
- Mayli Apontti planned and conducted Family Storytime on October 11 and 25.
- Mayli Apontti planned and conducted Halloween Storytime on October 31.
- Alex Aguirre planned and conducted PTAC on October 16. Tim Balen conducted the October 2 program.
- Alex Aguirre facilitated STEAM Labs! On October 9.
- Alex Aguirre planned and conducted Creating with Cricut on October 19.
- Alex Aguirre planned and set up crafts for the Hangar for the month of October.
- Damean Sanz attended Lot 318 Cypress for Homework Club on October 6
- Damean Sanz attended Lot 318 Gomez for Homework Club on October 7
- Damean Sanz, Daisy Badge, Mayli Apontti and Michelle Meads participated in community outreach at the City of Placentia's Trunk or Treat event on October 23.

MEETINGS

- October 2, Daisy Badge attended the Lunch at the Library Community of Practice #7 meeting where results and highlights of Outputs Surveys were presented.
- October 9, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where the October 11 Heritage Parade and October 25 Drug Take Back program event organized by the DEA on October 25 were discussed.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for October 2025

DATE: November 24, 2025

MONTHLY STATISTICS

Number of Programs by Type	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Programs	4	2	11	7	57%
History Room	0	0	0	0	0%
Literacy	42	44	131	141	-7%
General Interest	1	1	2	1	100%
Self-Directed	4	0	10	3	233%
TOTAL Adult	51	47	154	152	1%

Program Attendance by Type	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Adult Programs	38	39	93	113	-18%
History Room	0	0	0	0	0%
Literacy	377	359	1,197	1,235	-3%
General Interest	154	29	206	29	610%
Self-Directed	164	0	335	115	191%
TOTAL Adult	733	427	1,831	1,492	23%

History Room Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
History Room Visitors	1	10	1	22	-95%
Memory Lab Appointments	26	10	103	22	368%

Volunteer Hours	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
History Room	0	0	0	0	0%
PLFF	196.5	284.5	849	1,104	-23%
General Library	95.65	60	444	490	-9%
Adult Literacy	462.25	478.5	1,698	1,456	17%
PTAC	39	12.4	142	49	191%
Teen Volunteers	195.75	91.85	794	820	-3%
Total Volunteer Hours	989.15	927.25	3,927	3,919	0%
FTE Equivalent	5.71	5.35	22.65	22.61	0%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2025-26	2024-25	% change
Adult Literacy Students	20	26	-23%
Adult ESL Students	92	48	92%
Adult Literacy Tutors	21	30	-30%
Adult ESL Tutors	85	46	85%

ACHIEVEMENTS

- Sally Federman and Esther Canedo facilitated a Learner Discussion at the Whitten Center on Wednesday, October 1.
- Sally Federman facilitated a Writing Workshop on Monday, October 13.
- Sally Federman facilitated a Game Day on Friday, October 3.
- Sally Federman coordinated Literacy Reads – Beg. Book Club on October 1, 8, 22.
- Sally Federman facilitated Literacy Reads – Int. Book Club on October 7, 14, 21, 28.
- Sally Federman coordinated Read, Write, Speak Club on October 3, 10, 17, 24, 31.
- Laurel Dennis facilitated ESL Conversation Class at the Whitten Center Tuesdays and Thursdays on October 2, 7, 9, 14, 16, 21, 23, 28, 30.
- Laurel Dennis facilitated ESL Conversation Class at PLD Tuesday afternoons on October 7, 14, 21, 28.
- Laurel Dennis facilitated ESL Conversation Class at PLD Thursday mornings on October 2, 9, 16, 23, 30.

- Sally Federman facilitated Citizenship class on October 2, 9, 16, 23, 30.
- Ruchika Sharda facilitated a Financial Literacy class on October 15.
- Sally Federman coordinated TV Talk with Erin on Wednesday, October 29.
- Natalie McCard held Book Club on October 14th.
- Natalie McCard held Get Hooked! Crochet and Knitting Circle on October 26th. (Hangar)
- Natalie McCard held Adult Craft Night on October 28th. (Hangar)
- Natalie McCard and Tim Balen coordinated Pumpkin Book Character Decorating Contest in October.
- Tim Balen coordinated the Science Fiction, Fantasy & Graphic Novel Book Club on October 9.
- Tim coordinated PTAC on October 2.
- Tim Balen coordinated Tech Help appointments on October 3 and October 4.
- Tim Balen coordinated Garden Game Night on October 16.
- Tim Balen coordinated Dia de los Muertos Paint Night on October 30.
- Tim Balen coordinated the 2025 Reading Program: Read around the World on Beanstack in October.
- Tim Balen, Michelle Meades, Natalie McCard joined other staff members to plan and coordinate the OLE Grand Opening on October 25.
- Michelle Meades completed Sexual Harassment training on October 14th.

MEETINGS

- On October 8, Tim Balen was interviewed by a Cal State Fullerton student for a Human Services course assignment about what services the Placentia Library offers to residents, patrons and the community.
- On October 1 Sally Federman attended a CLLS Final Report Q&A virtual meeting about the 24/25 CLLS report.
- On October 3 Sally Federman met with Allyson Jeffredo to discuss questions about the final report for the grant.
- On October 7 Sally Federman attended a SCLLN networking meeting to discuss upcoming events and resources.
- On October 15 Sally Federman attended a CLLS networking meeting to discuss the new volunteer website called, Idealist and updates from the State Library.
- On October 1st, Michelle Meades attended the Rotary meeting where they discussed preparations for the bingo night.
- On October 2nd Michelle Meades attended the City/Library meeting where upcoming programs were shared.
- On October 2, Michelle Meades attended the Bibliotheca virtual demonstration.
- On October 24th Michelle Meades attended the PRExcellence award to represent PLD at the event.

PROFESSIONAL DEVELOPMENT

- On October 24, Tim Balen attended and presented at the 2025 California Library Association (CLA) Conference. The CLA Conference examined library trends, programming and collection development strategies, and technology and vendor updates, while also providing networking and professional development opportunities. Tim presented “Taylor Swift (Library Version): Planning a Library Program Series Focused on Arts, Music, and Entrepreneurship,” with co-presenter Crystal Haryanto, founder of UC Berkeley’s “Artistry, Policy, & Entrepreneurship: Taylor’s Version” and the author of “The Glory of Giving Everything: The Taylor Swift Business Model,” and attended various presentations, as well as a social and gala.
- On October 28 and 29, Megan Tolman attended a conference for Sirsi clients to learn about recent updates in the company and their products. There were also discussions about the unprecedented times for libraries, in terms of AI, book bans, aggressive patrons, and Baker & Taylor going out of business. The company Harris has purchased Sirsi and hopes to make good on some promises that have not been fulfilled in last few years. They plan to make advancements in the Bloud Cloud line of products.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for October 2025

DATE: November 24, 2025

MONTHLY STATISTICS

Computer and Wi-Fi Usage	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Children Computer Usage	254	410	1,326	1,500	-12%
Children AWE Learning Usage	586	409	2,724	1,779	53%
Teen Computer Usage	71	137	335	573	-42%
Adult Computer Usage	1,143	836	4,336	3,788	14%
Total Computer Usage	2,054	1,792	8,721	7,640	14%
Wi-Fi Usage	1,441	1,594	7,255	6,098	19%
Guest Passes	65	68	345	309	12%

Website Traffic	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Website visits	15,129	17,997	98,311	71,747	37%
Page Hits	24,044	28,022	145,973	118,258	23%
Users	10,769	12,949	76,884	52,077	48%
Placentia Library Online Catalog Usage	4,528	2,673	14,319	11,933	20%

App Usage	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
App Downloads	70	60	337	304	11%
App Launches	2,058	1,402	8,868	5,322	67%
Searches	2,670	9,992	11,689	39,695	-71%
Requests Placed	439	223	1,547	768	101%
Renewals Done	804	515	2,792	1,660	68%
App Catalog Usage	3,109	10,730	13,236	40,978	-68%

Technology Updates**Completed Projects:**

- OLE Security camera system project
- OLE Audio system project
- OLE Temp Cameras Project
- Internal Network Upgrades Project (For OLE)
- Bookmobile Technology Equipment install and programming
- Windows 11 catalog search replacements
- Cyber Security Incident Management (SonicWALL)
- Enterprise upgrade
- CA Library Directors Retreat Support

Ongoing Projects:

- Workstation Windows 11 upgrade/replacement
- Windows 11 print release and catalog search replacements
- New Supervisor Printers
- POS Automated reports project

Upcoming Projects:

- History Room Online Archive Portal
- Domain migration to ca.gov
- Website Accessibility upgrades “Doc Access”
- Hoopla Webservices Upgrade

During the past month, the IT consultant engaged in a comprehensive, hands-on approach to supporting and enhancing the library’s technological ecosystem. This work involved systematically addressing and resolving a diverse range of service tickets, ensuring continuity of operations and minimizing disruptions to patron services. Beyond technical troubleshooting, the consultant collaborated closely with numerous staff members across departments, providing targeted guidance and training designed to strengthen digital literacy and elevate overall technical proficiency.

Significant time was dedicated to project management on multiple fronts including bookmobile technology, OLE security cameras and audio systems, general security camera upgrades, access control project management, and point of sale (POS) data analytics processing.

Primary goals for November will include assisting with establishment of SOPs for bookmobile technology, the OLE technology SOP’s, and public computer windows 11 updates.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for October 2025

DATE: November 24, 2025

Attendance	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Number of Days Open	31	31	121	121	0%
Number of Hours Open	286	289	1,110	1,103	1%
Attendance	21,823	21,112	91,918	87,348	5%

Card Holders	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Child Card Holders	16,809	15,977	66,950	63,474	5%
Teen Card Holders	4,854	4,736	19,321	18,882	2%
Adult Card Holders	54,575	49,746	215,083	197,116	10%
Total Card Holders	76,238	70,459	301,354	279,472	8%
New Patron Registration	568	363	2,370	1,623	46%
New Virtual Library Cards	283	100	1,109	372	198%

Information Desk Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Reference Questions -- in person	2,705	1,959	10,290	7,732	33%
Reference Questions -- telephone	558	444	2,195	1,931	14%
Reference Questions -- email/chat	11	5	21	19	11%
Total Reference Questions	3,274	2,408	12,506	9,682	29%
Assistance in Spanish	121	62	490	205	139%
Assistance with Passports	317	334	1,617	1,661	-3%
Curbside Usage	0	8	0	20	-100%
Study Room Usage	264	301	1,003	907	11%
PODs*	213	8	777	8	9613%

Passport Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2025	2024	2025-26	2024-25	% change
Passports Processed	260	288	1,474	1,433	3%
Photos Processed	173	198	1,056	1,003	5%

**New Statistic for FY 2024-25*

ACTIVITIES

- Angie processed 112 new books.
- Yomara mailed 81 billing notices.
- Meeting room was used by 3 outside renters: Greentree HOA, Broadmoor HOA and Corte Vista HOA
- Meeting Room was used 33 times for library related activities/programs.
- Meeting Room was used by 2 library partners: Kiwanis, Miss Placentia/Yorba Linda
- Staff filled 595 requests from the pull list.
- Staff pulled 179 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: Employee of the Year Presentation

DATE: November 24, 2025

PRESENTATION

President Carline will present the 2025 Employee of the Year Recognition and service pin to Alex Aguirre, Library Assistant.

Alex began his employment with the Placentia Library District on March 18, 2024. He is a truly outstanding member of our team whose hard work, positivity, and dedication have made an incredible impact on our library, community, particularly our teens.

Alex has consistently demonstrated an exceptional work ethic and a genuinely great attitude. A true team player, Alex is always willing to lend a hand, support colleagues, and step in wherever needed. His leadership and care shine especially bright in The Hangar, which has grown into a beloved community hub under his vision. Attendance continues to rise, and patrons eagerly look forward to every new creative craft and hands-on activity he brings to life.

Alex's commitment to excellent customer service is unmatched. Whether going the extra mile to help someone, taking the time to answer questions, or offering thoughtful recommendations, Alex makes every visitor feel welcomed and valued. His warm smile has become a familiar and uplifting part of the patron experience and a bright spot for our team as well.

This year's nominees also include: Angelina Fuentes, Carlo Maskarino, Daisy Badge, Lina Nguyen, Tim Balen, and Yomara Solis. We would also like to extend a heartfelt congratulations to these remarkable nominees. Their exceptional contributions continue to make our District a must-visit library.

The District also recognizes and acknowledges the dedication of our staff, honoring those who reach key years-of-service milestones, including their first year and 5-year increments starting with the 5th year. Each honoree will be recognized not only for their tenure, but also for their exemplary contributions within their respective departments.

Staff represent a diverse range of professional functions across the District, including Public Services and Support Services. Their collective efforts ensure delivery of high-quality programs and services.

The Board will introduce each of the following honorees:

- Alex Aguirre, Library Assistant, Employee of the Year, 1 year service pin
- Andrew Nguyen, Library Page, 1 year service pin
- Angie Fuentes, Library Clerk, 5 year service pin
- Ceyda Kalkanci, Substitute Library Assistant, 1 year service pin
- Laura Serrano, Substitute Library Assistant, 1 year service pin
- Laurel Dennis, Library Assistant, 1 year service pin
- Megan Tolman, Librarian, 5 year service pin
- Natalie McCard, Librarian, 1 year service pin
- Ruchika Sharda, Library Assistant, 1 year service pin
- Ruth Relf, Substitute Library Assistant, 1 year service pin
- Tim Balen, Librarian, 15 year service pin

We are grateful to each and everyone of them.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Policy 6035 – Fee Schedule to reflect rental fee for the Outdoor Learning Experience (OLE) space as presented.**

DATE: November 24, 2025

BACKGROUND

The Placentia Library District recently completed the development of the Outdoor Library Space, a multi-use public area designed to support literacy programming, community gatherings, cultural events, and library outreach activities. As a newly built District asset, the space includes:

- Landscaped seating areas
- Shade structures and lighting
- Electrical access
- Flexible program zones
- ADA-compliant pathways and features
- Decorative panels and improved fencing
- Space suitable for private and public events
- Sound system
- Security cameras
- Fully furnished
- Wi-Fi access
- 4,018 SF
- Capacity: 80

With growing community interest in reserving this outdoor space for meetings, small performances, receptions, and library-partnered programming, staff evaluated comparable public sector rental rates across Orange County and identified the need to formally adopt a rental fee structure. The fee categories reflect typical public sector rental parameters, including resident and non-resident rates, nonprofit pricing, set-up and clean-up time, staffing fees (if required), and optional equipment and furniture rentals.

The District's current Policy 6035 - Fee Schedule does not include rental rates for outdoor facilities. As interest grows in reservable outdoor amenities, especially for family-friendly, health-conscious, and socially engaging events. It is necessary to formalize rental pricing to ensure equitable access, manage wear and tear, and support long-term maintenance.

Implementing a rental program for the Outdoor Library Space contributes to community vitality and supports the District’s mission in multiple ways:

1. **Expanded Access to Public Space**
The Outdoor Library Space provides access to an inclusive, inviting, and private venue for the community.
2. **Support for Local Nonprofits & Civic Groups**
Discounted nonprofit rates encourage local organizations, clubs, and educational groups to utilize the space for meetings, fundraisers, and outreach.
3. **Revenue Generation for Long-Term Sustainability**
Rental fees provide a modest but meaningful ongoing revenue source to maintain and enhance the Outdoor Library amenities, ensuring their availability for years to come.

Below is a sample of facility rental fees from neighboring agencies/organizations:

Facility	Room	Square Footage	Capacity	Hourly Rate
				\$12,000 - \$15,000 plus \$2,000-\$3,000 ceremony fee
Alta Vista Country Club	Banquet	Unknown	250	
City of Anaheim	Multiple	2,448	200	\$54 - \$190/hour
Outdoor facility (weddings, ceremony only, 6 hours)	Oak Canyon Nature Center	Unknown	200	\$1,116 + \$154 security deposit
City of Brea	Community Room	3,200	180	\$150/hour
				\$200 - \$970 (3-hour block ceremony only)
City of Fullerton	Trellis Courtyard	Unknown Unknown	250 150	\$250 - \$3,520/hour
City of Huntington Beach	Parkview Room with patio	1,717	120-165	\$95 - \$175/hour \$55 - \$68/hour + equipment rental fees
City of Irvine	Gazebo	Unknown	200	
City of Orange	Community Room	Unknown	100 60-348 (300 capacity are gyms)	\$ 65 - \$70/hour
City of Placentia	Multiple	Varies		\$99 - \$177/hour + \$180 damage deposit
City of Yorba Linda	Yorba Room	4,100	248-506	\$75 - \$310/hour
	Imperial Room	3,400	184-400	\$65 - \$280/hour
	Grass Area (must rent in conjunction with room)	Unknown	Unknown	\$50 - \$250/hour
Placentia Roundtable Women’s Club	Six hours max rental	2,720	200	\$100/hour + \$300 setup fee \$215 - \$350/hour + staffing \$10 - \$80/hour + equipment rental, technician fees, custodial fees
Placentia Yorba Linda Unified School District	Multiple		266-752	

Proposed Outdoor Library Space Rental Fees:

Category	Proposed Fee
Resident	\$75 per hour
Non-Profit	\$100 per hour
Non-Resident / Private Use	\$200 per hour
After Hours Flat Rate (up to 4 hours)	\$500 Resident \$700 Non-Profit \$1,000 Non-Resident / Private Use
Staff Support (required for after hours rental)	\$50 per hour per staff member
Equipment Use (tables, chairs, sound system, etc.)	Additional fees – Policy 6035

The Outdoor Library Space is a valuable addition to the Placentia Library District, offering enhanced opportunities for community engagement and events. Establishing a rental fee structure ensures proper management, fiscal responsibility, and broadened program potential. Staff recommends authorization of the proposed fee schedule amendment.

Attachment A is a copy of Policy 6035 – Fee Schedule.

RECOMMENDATIONS

1. Authorize amendments to Policy 6035 – Fee Schedule as presented, inclusive of input received from the Library Board of Trustees.
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Fee Schedule
POLICY NUMBER: 6035

A completed rental form must be turned in at the Information Desk during normal business hours at least 24 hours prior to the requested rental date. Please see the attached rental form application (Attachment A).

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$1.25 each
Tables, 6' (24 hr. period)	\$8.50 each
Meeting Room (See Revised chart attached)	
- Non-profit Resident	\$35.00/hr.
- Non-profit Non-Resident	\$50.00/hr.
- Private/For Profit Resident	\$75.00/hr.
- Private/For Profit Non-Resident	\$100.00/hr.
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$50.00
- After hour fee / Staff attendee	\$40/hr., per staff with prior approval from the Library Director
- Projector	\$15.00
- Set-up fee	\$35.00
- Refundable security deposit / cleaning fee	\$100.00
- Breakdown fee	\$35.00
- No show fee	\$25 in addition to the room rental fee
LOST OR DAMAGED MATERIALS	
An item that is 30 days overdue will become a "Lost" item. If a "Lost" item is returned in its exact condition and damage-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with balances of \$40 or more will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.	

SPECIAL SERVICES & REPLACEMENTS	
Credit and Debit Card Processing Fee	2.5% per transaction
Collection Services Fee	\$25.00
Reshelving Fee	\$1.00 per item
Program No Show Fee	\$25.00
Library card replacement	\$2.00 each
Barcode replacement	\$2.00 each
Book jacket cover / mylar replacement / RFID tag	\$2.00 each
Audiobook disc replacement	\$10.00 per disc up to the value of the audiobook
Audiobook case replacement	\$10.00 each
DVD case replacement	\$2.00 each
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Passport Processing Fee	\$35.00 per application (subject to
Passport Photos	\$20.00
Library of Things (LOTS)	\$40.00 Cleaning Fee per item/room rental
Equipment Rental	Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Authorize an Electric Vehicle Charging Policy as a First Reading**

DATE: November 24, 2025

BACKGROUND

In recent years, the adoption of electric vehicles (EVs) has increased significantly across California, driven by state climate goals, local air quality initiatives, and rising consumer demand. Public agencies, including library districts, are increasingly installing EV charging stations at their facilities to support sustainable operations, reduce greenhouse gas emissions, and provide convenient charging options for employees. With increased staff interest in EV charging and growing statewide emphasis on zero-emission vehicle usage, the District requires a formal policy to ensure fair access and maintain compliance with California regulations governing public resources. Clear guidelines will help manage station availability, safety protocols, user responsibilities, and cost recovery if charging fees.

The Placentia Library District has installed two CP6000 AC fast chargers as part of broader sustainability initiatives, long-range facilities planning, and efforts to improve accessibility and modernization of library services. This was part of the grant the District received from Assemblyman Phillip Chen’s office.

While the primary intent of library-owned EV chargers is for operational needs, and District vehicles, currently an electric bookmobile, staff use of the stations can help promote sustainable commuting and reduce the District’s carbon footprint. At the same time, the District must ensure that staff usage does not increase operational costs beyond budget and is managed consistently and fairly.

This policy provides guidance on staff eligibility, appropriate use, fees, time limits, and operational expectations to ensure EV charging stations are used responsibly, equitably, and in support of the District’s mission and fiscal stewardship.

Below is a table of EV charging fees from neighboring jurisdictions, including a few agencies that currently do not offer public charging stations.

Buena Park Library District	Not available
City of Anaheim	Free - Parking is \$1-\$5/hour (Civic Center Parking Garage)
City of Huntington Beach	\$.35/kWh
City of Irvine	\$.34/kWh Level 2; \$.39/kWh for DC fast

City of Mission Viejo	For city vehicles only
City of Newport Beach	\$.47/kWh off peak (public)
City of Santa Ana	Not available
City of Yorba Linda	\$.25/kWh + \$1/hour for use of space for first 4 hours (public)
Orange County Law Library	Not available

Additionally, below are rates for agencies located outside of Orange County and University of California, Irvine (UCI):

Carmel Area Wastewater District	No charge to employees	4 hour maximum
City of San Diego	\$.50/kWh	
Contra Costa County	\$.25/kWh	
Los Angeles County	\$.30/kWh off peak	\$.45/kWh 4-9pm
Palos Verdes Library District	\$1/hour for first 4 hours, free after	\$.43/kWh Level 3 5pm
San Mateo County		
Santa Clara County	\$.20/kWh for first 4 hours plus \$.017/min overstay (max \$50)	\$.20/kWh \$1.00/hour for level 2 level 1
UCI		

Edison is presently assessing the District the following rates for electrical consumption:

Charges	Summer (June - September)	Winter (October – May)
Delivery	On peak \$.39 (4pm-9pm)	Mid peak \$.05 (4pm-9pm)
(Electricity itself)	Off peak \$.12 (all hours except 4pm-9pm)	Off peak \$.026 (9pm-8am) Super off peak \$.04 (8am-4pm)
Generation	On peak \$.35 (4pm-9pm)	Mid peak \$.13
(Transmission & Distribution)	Off peak \$.06 (all hours except 4pm-9pm)	Off peak \$.08 Super off peak \$.04

Below is a comparison of full-charge costs for four different vehicles based on two different charge fees - \$.20 for off peak and \$.70 for on peak time.

Vehicle Model	Average Full-Charge	Cost per kWh	Cost for Full-Charge
Jeep Wrangler 4xe	17.3 kWh	\$.20 / \$.70	\$ 3.46 / \$12.11
Prius Prime	10.9 kWh	\$.20 / \$.70	\$ 2.18 / \$ 7.63
	12.4 kWh	\$.20 / \$.70	\$ 2.48 / \$ 8.68
RAV4 Prime Plug In	14.4 kWh	\$.20 / \$.70	\$ 2.88 / \$10.08
	18.1 kWh	\$.20 / \$.70	\$ 3.62 / \$12.67
Tesla Model 3	50 kWh	\$.20 / \$.70	\$10.00 / \$35.00
	82 kWh	\$.20 / \$.70	\$16.40 / \$57.40

Staff recommends adopting a fee structure for EV charging station use, with final fee amounts to be established by the Library Board of Trustees.

Attachment A is a copy of the proposed Policy.

RECOMMENDATIONS

1. Authorize an Electric Vehicle Charging Policy as a First Reading.
2. Roll Call Vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Electric Vehicle (EV) Charging Stations

POLICY NUMBER: TBD

Purpose

The purpose of this policy is to establish clear guidelines for Library staff use of Electric Vehicle (EV) charging stations located on District property. The Library's EV charging stations are intended primarily to support sustainability goals, and operational needs while ensuring safety, equity, and responsible use of public resources.

Violations of policy may result in loss of privilege or disciplinary action.

Applicability

The policy applies to all District employees, and District-owned or leased electric vehicles, including the bookmobile.

Staff Use Guidelines

1. Permitted Use
 - a. Staff may charge their personal EVs during their work shift.
 - b. Staff must register their vehicle with Administration before use of chargers.
 - c. Non-registered vehicles will result in access revocation by said staff.
2. Time Limits
 - a. Maximum of 4 hours per workday, unless approved by the Library Director.
 - b. Vehicles must be moved promptly once charging is complete or the 4-hour maximum has expired.
3. Prohibited Uses
 - a. Charging non-road vehicles (e-bikes, scooters, tools, etc.)
 - b. Using chargers while off duty, except with prior approval from the Library Director.
 - c. Modifying, repairing, or tampering with any equipment.

Fees and Costs

1. Staff shall pay ?? per kWh off peak hours and ?? per kWh during on peak hours.
 - a. On Peak hour is defined as
 - i. Summer (June-September) – 4pm-9pm
 - ii. Winter (October-May) – 4pm-9pm
 - b. Off peak hour is defined as
 - i. Summer (June-September) – all hours except 4pm-9pm
 - ii. Winter (9pm-8am)

2. Staff may not use charging stations outside their scheduled work hours unless otherwise approved by the Library Director.
3. Amendments to rates shall be presented to the Library Board for consideration as part of the biennial budget presentation.

Equity and Fair Access

1. No staff may “reserve” a station in advance.
2. Rotating or sharing among staff is encouraged when high demand exists.

Safety and Compliance

1. Staff must follow all posted instructions and may not modify, extend, or tamper with charging equipment.
2. Malfunctions must be reported to Administration immediately.
3. Chargers are for intended EVs only, no extension cords or power adapters are permitted.
4. Keep cables off walkways to prevent tripping hazards.

Liability & Assumption of Risk

The District is **not responsible** for:

1. Damage to personal vehicles
2. Charging system downtime
3. Loss of use or delays
4. Theft, vandalism, or personal injury

Employees use chargers at their own risk.

Data & Monitoring

To support facility planning reporting, the District may track usage, energy consumption, time of use, and fees. Employees consent to this monitoring by using the charging stations.

Policy Review

This policy will be reviewed periodically or as required by updates to California laws, building codes, or energy programs.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Authorize an Automated External Defibrillator (AED) Policy as a First Reading.**

DATE: November 24, 2025

BACKGROUND

The Placentia Library District served over 248,000 patrons last fiscal year, including children, families, older adults, and individuals participating in high-traffic programs and events. Given the library's role as a welcoming and frequently visited community space, having resources in place for unexpected medical situations, including sudden cardiac arrest, supports overall safety.

Bystander use of AEDs remains low, estimated at 2% to 5%. According to a study from the Centers for Disease Control and Prevention, survival rates can be as high as 70% if AEDs are used within two minutes of collapse during a cardiac arrest.

California law and best-practice guidance from public safety agencies strongly encourage AED placement in public assembly areas. An AED provides a safe, simple-to-use, and life-saving tool that can be operated by trained staff or any bystander guided by the device's automated instructions. Installing an AED also aligns with the District's commitment to community well-being, emergency preparedness, and maintaining a safe environment for patrons and employees.

Installing an AED in the library will:

- Dramatically improve response time in the event of sudden cardiac arrest.
- Enhance patron and staff safety in a highly visited public facility.
- Align with California public safety recommendations and community expectations.
- Demonstrate proactive risk management and fulfill the District's commitment to a safe public environment.

For these reasons, it is recommended that the Placentia Library District proceed with the purchase, installation, and implementation of an AED program, including appropriate staff training and coordination with local EMS, and implementation of a policy.

The City of Placentia has a public access AED program and the Police and Fire Departments each have a public safety/ EMT AED program. Placentia PD has a public safety AED program for the law enforcement vehicles and an AED in the police station.

The public buildings that have been outfitted with a public access AED are:

- Tynes Gym
- Kock Park
- Senior Center
- Aguirre Building
- City Yard
- City Hall
- Backs Building
- PHLSD HQ front office
- Gomez Community
- Whitten Community

Attachment A is the proposed policy.

RECOMMENDATIONS

1. Authorize the First Reading of an Automated External Defibrillator (AED) Policy as presented, inclusive of input received from the Library Board of Trustees.
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Automated External Defibrillator (AED)
POLICY NUMBER: TBD

Purpose

The purpose of this policy is to support the rapid deployment and use of automated external defibrillator (AED) equipment in the event of sudden cardiac arrest (SCA) on District premises, to reduce risk of death or serious injury. The District recognizes its role as a public gathering space and commits to appropriate AED placement, training, maintenance, and coordination with emergency medical services (EMS).

H&S §1797.196 a building owner that acquires an AED must:

1. Notify an agent of the local EMS, in the case of the District, it would be the OC Health Care Agency. Notification form attached) of the existence, location, and type of AED
2. Ensure the AED is maintained and tested according to the manufacturer guidelines
3. Ensure the AED is tested at least biannually and after each use
4. Ensure inspection of AEDs at least every 90 days for operability issues
5. Ensure maintenance and testing records are maintained
6. Notify any tenants as to the location and a contact for AED or CPR training
7. Offer a demonstration at least once a year to at least one person associated with the building on proper AED use in an emergency
8. Post instructions next to the AED on how to use it in no less than 14-point type.

Scope

This policy applies to all District facilities operated by the Placentia Library District, all employees, volunteers, and any other authorized personnel who may respond to medical emergencies on site.

1. Definitions

AED: Automated External Defibrillator — a portable device that delivers an electrical shock through the chest wall to the heart to restore a normal rhythm in certain types of sudden cardiac arrest.

2. Authorized Responder: A District employee or designated volunteer who has successfully completed approved CPR and AED training, and is authorized by the District to use the AED.

3. EMS: Emergency Medical Services — 911 dispatch, paramedics, fire/rescue, etc.

Authorized Personnel & Training

Only employees or volunteers who have successfully completed an approved CPR and AED training course (for example by the American Heart Association or American Red Cross) shall be designated as Authorized Responders.

The District shall maintain a current list of Authorized Responders and keep on file evidence of their training (certificates/cards) and expiration dates. Recertification must occur prior to certificate expiration for continued AED responder status. All staff shall be aware of AED locations, basic CPR steps, how to call EMS (911) and who is designated to retrieve the AED in an emergency.

AED Device Location & Accessibility

The AED(s) shall be placed in clearly marked, easily accessible locations within District facility. The location(s) will be documented and signage provided. Placement of the AED will be at the Information Desk. The device shall be mounted or stored in a protected, visible enclosed cabinet, kept at ambient room temperature unless outdoor or exposed location requires climate-controlled cabinet.

The District shall register the AED location with local EMS agency or registry as required by state/local law.

Maintenance, Inspection & Readiness

The District shall implement a maintenance program for each AED in compliance with manufacturer's instructions and applicable state regulations. Typical maintenance includes periodic checks of battery/pad expiration, self-diagnostic indicators, cleanliness and accessibility.

A designated staff member shall conduct routine inspections (e.g., weekly or monthly) of the AED unit and accessories. Any malfunction or usage shall trigger immediate action to repair/replace the unit to ensure readiness. After any use of the AED, the device shall be cleaned, re-armed, and the event documented.

The District shall maintain a replacement plan for expiring pads, batteries, or units. The District shall keep documentation of inspections, maintenance, and replacement events in a program file.

Activation & Use Procedure

In the event of suspected sudden cardiac arrest (unresponsiveness, absence of normal breathing), the nearest staff member shall immediately:

- a. Call 911 (or direct a colleague to do so)
- b. Retrieve the AED unit or send for it while beginning CPR (chest compressions) if trained to do so
- c. Apply AED pads to victim per manufacturer guidance and follow AED voice/visual prompts
- d. Continue to follow AED and CPR instructions until EMS arrives or victim recovers a pulse and normal rhythm

The District shall maintain general liability insurance coverage per its regular policy; however, the AED program shall be disclosed to and coordinated with the District's insurer to confirm appropriate coverage.

The District shall educate staff and use signage consistent with state law about device availability and location, as well as the statement that device use is for emergency responders or trained staff.

Good Samaritan Protection

California law provides immunity from civil liability for individuals and entities who, in good faith and not for compensation, render emergency care using an AED. This protection extends to rescuers, purchasers, property owners, physicians, and trainers, provided that the AED is properly maintained and tested, and that the user has complied with the applicable regulations.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Gayle Carline, Board President

SUBJECT: Adjustment to Compensation of Library Director

DATE: November 24, 2025

BACKGROUND

Each year, the Board of Library Trustees conducts a review of the Library Director's compensation to ensure it remains competitive with comparable public library systems and consistent with the District's goals of recruitment, retention, and equity. Following the annual performance evaluation conducted during a closed session on October 27, 2025, the personnel committee, consisting of President Carline and Secretary Nelson, recommends that the Board consider a salary adjustment for the Library Director retroactive to September 8, 2025.

The Board also evaluated the Director's accomplishments, which include:

- Implementation of key capital projects such as the Outdoor Library space and the Bookmobile acquisition.
- Advancement of digital and AI-based service initiatives.
- Strong fiscal stewardship and balanced budget adoption for FY 2023-2025.
- Continued emphasis on community engagement, innovation, and staff development.

Attachment A is the 2024-2025 Accomplishments.

DISCUSSION

The Board of Trustees appoints the Library Director and annually reviews the Library Director's performance and determines whether an adjustment to the compensation provided to the Library Director is appropriate. That review has taken place and the Board sub-committee of President Carline and Secretary Nelson is recommending that the Board of Trustees approve a salary increase of 10%, an additional one hour of sick leave increase per month, and amendments to the Employment Agreement to reflect updated information. All other terms of compensation remain the same.

Pursuant to the Brown Act, specifically Govt. Code § 54953, a summary report of any recommendation on the compensation to be paid to a local agency executive, in this case the Library Director, must be made orally.

RECOMMENDATIONS

1. The personnel committee recommends that the Board of Trustees approve by motion, a 10% salary increase, an additional one hour of sick accrual per month, and amendments to the Employment Agreement (Section 1B reflecting ending date of December 31, 2029 and Section 5 reflecting new salary), as presented.
2. Motion to authorize the recommendations as presented.
3. Roll call vote.



**PLACENTIA LIBRARY DISTRICT
MEMORANDUM**

To: Library Board of Trustees

From: Jeanette Contreras, Library Director

Subject: **Library Director's Accomplishments**

Date: October 27, 2025

Dear Trustees,

This past year has been a period of significant achievement and growth for our Placentia Library District. Through the dedication of our staff, volunteers, and community partners, we successfully expanded our services, enhanced our physical spaces, and deepened our community impact. Among our most notable accomplishments were the grand opening of our new outdoor space, a major milestone in our efforts to create an inspirational, and flexible space for learning and community connections. The new outdoor space will quickly become a vibrant extension of our district, offering programming opportunities, outdoor learning spaces, and a welcoming environment for all.

Additionally, we are truly proud of our first ever bookmobile which will allow us to bring library services directly to our neighborhoods, schools, and community gathering places. This service will remove barriers to access and strengthening our connection with underserved populations, ensuring that all residents, regardless of transportation or mobility challenges, have access to books, technology, and literacy opportunities. By combining innovation with accessibility through bookmobile services, our district has deepened its impact through educational equity, community connections, and commitment to lifelong learning for all.

I am honored to be the Library Director for the Placentia Library District for over 17 years. I thank the Library Board of Trustees for your trust and support throughout my tenure.

COMMUNITY ENGAGEMENT & FUNCTIONS

- Chaired the Public Library Directors Forum
- Two newsletters
- Library Director's Messages
- PLFF fundraisers & development
 - Author's Luncheon (marketing, publicity, setup, attendance, celebrity hosts, corporate sponsors)
 - Membership Fiesta Reception
 - Recruited three new board members for PLFF

- State of the City
- Heritage Parade
- Santiago Library System Executive Council Representative
- Outdoor Learning Experience (OLE) and Loading Dock Projects
 - Secured and worked with IDS Group to finalize plans for permit approval
 - Secured Construction Management with Anser
- Committed to Safety for public and staff – exclusion of patron

BUDGET

The District continues to demonstrate strong fiscal responsibility and efficient management of public funds. For the 2024-2025 Fiscal Year, total expenditure remained under 5% of total revenue, underscoring our commitment to prudent budgeting, cost control, and the effective use of taxpayer and grant dollars.

Despite significant achievements, including the grand opening of our new outdoor space and the acquisition of the District's first ever bookmobile, expanding outreach and programming, the District operated well within its means. Through thoughtful planning, grants secured, and community partnerships, our team was able to deliver exceptional service enhancements without exceeding our budget.

2024-2025 Key Financial Highlights and Summary

- Adoption of Resolution 2025-04: Adopting the 2025-2027 Fiscal Year Budget
- Adoption of Resolution 2025-05: Establishing appropriations limitation for the 2025-2026 Fiscal Year
- Awarded the following grants:

Funding Source	Amount	Projects
State Library	\$ 69,375	ESL
	\$ 42,152	Adult Literacy
	\$ 22,500	Privacy booth
	\$ 5,733	Lunch @ the Library
	\$10,000	Zipbooks
PLFF	\$ 34,301	Programming & Staff Appreciation
	\$ 3,792	Taylor Swift Program Series
Federal Communications Commission (FCC)	\$ 28,723	Bookmobile, workroom & server room projects
	\$20,000	Hotspots and laptops
Dollar General	\$ 990	New readerspress materials
	\$A848	GED test preparation materials
Placentia Community Foundation	\$ 3,000	3 rd grade visits
Kiwanis Club	\$500	Summer Reading Celebration
Rotary Club	\$500	Summer Reading Celebration
24/25 Teacher Training	\$999	ESL and Literacy tutor materials
PLFF	\$34,801	Programs and services
IMLS	\$2,996	History Room digitization project

Revenue Analysis:

Total Revenue: \$4,275,800

Revenue by Source:

Property Tax & Interest: \$3,338,198
 Grants: \$138,879
 PLFF: \$34,801
 Fines & Fees: \$18,607
 Passport/Photos: \$299,660
 Meeting Room: \$3,055

Year-over-Year Comparison: Revenue increased by 6% from the previous fiscal year with an increase from property taxes and passport activities.

Cash and Investments: \$4,636,253.14
 Impact Fees (Restricted): \$1,093,686.11

Expenditure Analysis

Total Expenses: \$4,064,057
 Expenses by Category:
 Salaries & Benefits: \$2,347,558
 Services & Supplies: \$1,218,124
 Fixed Assets & Taxes: \$137,795

- CLASS investment gain (through January 2025): \$62,883

GOVERNANCE

This year also marked important progress in governance and leadership. The Library Board demonstrated its continued commitment to transparency, representation, and effective oversight through several key actions.

A significant milestone was the successful decision of a new trustee to fill the District 1 vacancy. Following a thorough and inclusive selection process, the Board forwarded its recommendation of Mr. Nithin Jilla to the Board. The formal appointment in December will ensure that all areas of our service population are fully represented, maintaining a balanced and responsive governance structure.

Governance Accomplishment Highlights:

- Authorization of Amendments to Policies:
 - 2012 – Dress code
 - 2015 – Employee Status
 - 2022 – Employee of the year benefits
 - 2030 – Holidays
 - 2275 – Social media
 - 2320 – Marketing Communications Specialist
 - 3090 – Records retention
 - 6005 – Operating hours
 - 6010 – Materials selection policy in compliance with AB 1825
 - 6035 – Fee schedule
 - 6040 – Beverage and food
 - 6050 – Community meeting room
 - 6056 – Program development
 - 6065 – Rules of Conduct

- 6067 – Patron Exclusion
- Board Development Commitments:
 - CSDA Legislative Days
 - ALA Conference
 - CSDA Annual Conference

PERSONNEL

The District remains committed to fostering a workplace culture that values professional excellence, inclusivity, and professional growth. The Board's continued support for conference attendance and professional development days has been instrumental in enhancing staff expertise. Staff attended regional and national conferences focused on library innovation, technology integration, community engagement, and leadership. These opportunities have allowed staff to bring back fresh ideas, best practices, and new skills that directly benefit our community.

The passage and implementation of the Library Employment Access Program (LEAP) has strengthened our internal capacity by supporting employment and mentorship opportunities for the special needs community and it's another level of commitment by the Board to promote a diverse and inclusive workforce.

Recognizing staff dedication remains our personnel philosophy. This year, we will introduce a new recognition program, the Star of the Month Recognition program.

Personnel Highlights:

- Staff development and training approval
 - Staff Development Days
 - Conferences – CLA, PLA, CSDA Board Secretary, SMFO, Computers in Libraries, SDRMA Spring Education Day, CSDA General Manager Leadership Summit, Consumer Electronics Show
- Expansion of staff roles and responsibilities
 - Hired one 20-hour LEAP employee
 - Hired History Room Librarian
 - Extended contract with IT consultant
- Workforce by Generation
 - Generation X 11%
 - Baby Boomers 3%
 - Generation Y 18%
 - Generation Z 3%
- Employee Recognition Program & Activities
 - Employee of the Year Recognition
 - Monthly birthday acknowledgments
 - Hosted Pasta Lunch for staff
 - Administrative Assistant Day Recognition for Executive Assistant
 - Staff Recognition and Appreciation – Bowling

- Adoption of Resolution 2025-06: Adopting the Library Employment Access Program (LEAP) and affirming the District's commitment to providing employment opportunities for individuals with special needs.

STATISTICS (2024 – 2025 Fiscal Year)

- Collection
 - 9% increase in children's LOTs items
 - 4% increase in total materials held
 - 4% increase in digital collection
- Circulation
 - 20% increase in children's fiction digital collection
 - 7% increase in children's physical audiobooks
 - 20% increase in children's digital audiobooks
 - 17% increase in adult digital fiction collection
 - 30% increase in adult digital magazines
 - 27% increase in adult digital audiobooks
 - 5% increase in teen physical fiction collection
 - 5% increase in teen digital fiction collection
 - 19% increase in total digital collection
- Programming
 - 11% increase in number of storytimes offered
 - 8% increase in teen programs offered
 - 26% increase in outreach activities
 - 8% increase in storytime attendance
 - 35a% increase in children's programs attendance
 - 21% increase in outreach attendance
 - 11% increase in Hangar activity attendance
 - 20% increase in number of adult programs offered
 - 172% increase in history room attendance
 - 27% increase in literacy attendance
 - 100% increase in adult ESL students participation
 - 110% increase in adult ESL tutors participation
 - 13.33% increase in Memory Lab appointments
 - 192% increase in PLFF volunteer hours
 - 199% increase in adult literacy volunteer hours
- Computer/Wi-Fi/Virtual Services
 - 107% increase in Placentia Library District funded database usage
 - 89% increase in California State Library funded database usage
 - 36% increase in website visits
 - 34% increase in page hits
 - 53% increase in website users
 - 816 app downloads
 - 104,147 searches through app
 - 108,591 total catalog usage through app

- Customer Service
 - 9% increase in number of days open
 - 26% increase in total visits
 - 6% increase in children card holders
 - 2% increase in teen card holders
 - 8% increase in adult card holders
 - 13% increase in new patron registration
 - 35% increase in new virtual library card registration
 - 10% increase in telephone reference answers provided
 - 6% increase in in-person reference answers provided
 - 16% increase in study room usage
 - 27% increase in passports processed
 - 138% total photos walk ins/application

Technology Highlights:

- District
 - Installed security cameras, sound system, and wi-fi for OLE
 - Increased hot spot devices and services for checkout
 - AB 1637 compliance with new url www.placentialibrarydistrict.ca.gov
 - New website 99% transparency and records compliance
- PLFF
 - Built PLFF website for fundraisers
 - Installed security camera for bookstore
 - Provided QR code for fundraisers

This year's accomplishments reflect the power of collaboration between the District, our community, and our team. Collectively, we have created new spaces and services that welcome everyone, programs that continue to empower inspiration, learning, and bringing people together. We continue to be committed to being responsible stewards of public funds while offering impactful services and programs.

I am proud of what we have been able to accomplish during the 2024-2025 fiscal year.

With profound gratitude for the Board's support, I move forward with renewed purpose and optimism, ready to write the next chapter for our District's story of service and innovation.

Thank you for your continued support and trust.

Respectfully,



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Review a Building Rental Request from the Tata Elxsi group.**

DATE: November 24, 2025

BACKGROUND

The District received an inquiry from a representative of Tata Elxsi, a global design and technology services company headquartered in India, requesting to rent the entire Placentia Library facility for a 10-hour period to conduct a private research project. The request includes full exclusive use of the library building.

Tata Elxsi has not previously rented District facilities and has no prior relationship with the Placentia Library District. This request is unique in that it involves complete building access after library hours.

The District's existing Meeting Room and Facility Use Policy allows rentals of designated meeting spaces but does not expressly address private rental of the entire library building. The District has no precedent for closing the facility for a full day for a private commercial entity. Key considerations include:

- **Policy Gaps:** Existing policy may require Board interpretation or temporary exemption.
- **Insurance & Risk:** The renter would need to provide a Certificate of Liability Insurance naming the District as additional insured, in an amount consistent with municipal risk management standards.
- **Security & Staffing Requirements:** Exclusive rentals require but not limited to on-site staff for security, building access, systems oversight, and custodial support.

If approved, the rental would result in:

- Full closure to the public for the duration of the 10-hour event during library closing hours.
- Additional staffing costs, including:
 - Building monitor(s)
 - Facilities support/custodial staff
 - Technology staff (if requested or needed)
- Need for pre- and post-event walkthroughs to document condition of building, furnishings, and equipment.

If the Board authorizes the rental to occur only during non-public hours, the request would need coordination, as 10 hours of after-hours access does not align with standard staffing schedules or safety protocols.

Staff has requested clarification; however, given the involvement of an international corporate research entity, staff recommends requiring a detailed scope of work prior to any agreement.

Under the District's fee categories, Tata Elxsi qualifies as a commercial entity, and rentals of this scale are subject to:

- Commercial hourly rate for full-facility use (or Board-established special event rate)
- Full-day facility closure fee, if applicable
- Staffing charges (actual cost recovery for required personnel)
- Security services
- Custodial and cleaning fees
- Damage deposit

If approved, staff recommends the Library Board of Trustees to consider the following rate options:

Option A

Standard Cost-Recovery Model

\$600 - \$900 per hour or \$6,000-\$9,000 for 10 hours

Required additional fees – Staffing - \$55-\$85/hour per staff

Refundable Damage Deposit - \$5,000 minimum

Option B

Premium Commercial Rate

\$15,000 - \$25,000 flat rate for up to 10 hours

Mandatory add-ons – Staffing - \$2,000-\$6,000

Refundable Damage Deposit - \$10,000

Option C

Square Footage Rate (20,800sf)

\$57,616 - \$64,480

\$2.77 - \$3.10 per SF

Required additional fees – Staffing - \$55-\$85/hour per staff

Refundable Deposit - \$10,000

Facility rates for neighboring include:

Attachment A – City of Anaheim

Attachment B – City of Brea

Attachment C – City of Fullerton

Attachment D – City of Huntington Beach

Attachment E – City of Irvine

Attachment F – City of Orange
Attachment G – City of Placentia
Attachment H – City of Yorba Linda
Attachment I – Placentia Yorba Linda Unified School District
Attachment J – Request from Mr. Aryan Gupta

Please note that these agencies do not offer rental rates for renting an entire building outside their normal operating hours.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

Rental Rates

Multipurpose Room Rental (MP)

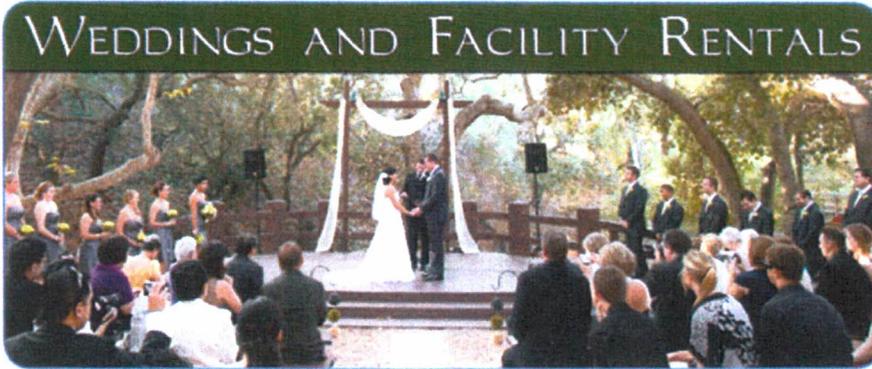
- Monday - Friday and Sunday - 4 Hour Minimum
- Saturday - 8 Hour Minimum

Applicant Category	East-MP	West-MP	MP	MP	PATIO
	Monday-Friday & Sunday			Saturday	Mon-Sun
Resident	\$64/hour	\$54/hour	\$117/hour	\$135/hour	\$54/hour
Resident/Non-Profit	\$59/hour	\$49/hour	\$107/hour	\$129/hour	\$54/hour
Resident Commercial	\$92/hour	\$67/hour	\$159/hour	\$192/hour	\$54/hour
Non-Resident	\$86/hour	\$64/hour	\$150/hour	\$196/hour	\$54/hour
Non-Resident/Non-Profit	\$81/hour	\$59/hour	\$140/hour	\$190/hour	\$54/hour
Non Resident Commercial	\$105/hour	\$81/hour	\$184/hour	\$202/hour	\$54/hour
Application Processing Fee	\$22	\$22	\$22	\$22	\$22
Set-Up Fee	\$44	\$27	\$81	\$81	\$22
Before/After Hours Fee ◦ 2 Hour Minimum	\$54/hour	\$54/hour	\$54/hour	\$54/hour	\$54/hour
Damage Deposit (Refundable)	\$175 - \$1,000 (Based on room, type of event, and number of guests)				

Applicant category	A, B, C, or D	B+C Combined
	Monday-Sunday	
Resident	\$39/hour	\$61/hour
Resident/Non-Profit	\$32/hour	\$52/hour
Resident Commercial	\$49/hour	\$78/hour
Non-Resident	\$49/hour	\$78/hour

Applicant category	A, B, C, or D	B+C Combined
Non-Resident/Non-Profit	\$49/hour	\$78/hour
Non Resident Commercial	\$59/hour	\$94/hour
Application Processing Fee	\$22	\$22
Set-Up Fee	\$22	\$27
Damage Deposit (Refundable)	\$175 - \$500 (Based on room, type of event, and number of guests)	

Weddings and Facility Rentals



Looking for the perfect place to hold your next wedding, gala, or special event?

Discover one of Orange County's best kept secrets! Share that special day with family and friends under a majestic canopy of coastal oaks, and enjoy the peace and tranquility of our year-round stream. Oak Canyon Nature Center offers a unique, picturesque venue for your wedding ceremony.

For more information on holding your event at the Oak Canyon Nature Center, please call us at (714) 998-8380 or by [email](#).

Ceremony Package

We are a ceremony-only venue.

Fees

- Anaheim Resident: \$1,043
- Non-Residents: \$1,116

Availability

- 8 a.m. to 12 p.m. on Saturdays and Sundays.
- 2 p.m. to 6 p.m. on Fridays, Saturdays, and Sundays.
- Includes: 4-hour rental of the amphitheater, use of our state-of-the-art sound system, 2-hour rehearsal, indoor restrooms, and seating for up to 200 guests.

Deposit

A security/damage deposit of \$154 is included in the full payment in order to reserve your date. Receptions cannot be booked at the Nature Center. We apologize for the inconvenience.

Payment

We accept Discover, Visa, Mastercard, and check.

Wedding Resources

- [Facility Rental Regulations](#)
- [Wedding FAQs](#)
- [Sound System Information](#)
- [Wedding Flyer](#)



Community Rooms A&B

3,200 sq. ft.	RESIDENT	NON-RESIDENT
NON-PROFITS	\$96 per hour	\$136 per hour
INDIVIDUALS	\$107 per hour	\$142 per hour
BUSINESSES	\$119 per hour	\$150 per hour

Community Rooms A or B (half room)

1,600 sq. ft.	RESIDENT	NON-RESIDENT
NON-PROFITS	\$55 per hour	\$64 per hour
INDIVIDUALS	\$61 per hour	\$70 per hour
BUSINESSES	\$68 per hour	\$77 per hour

Conference Center

60 seating	RESIDENT	NON-RESIDENT
NON-PROFITS	\$55 per hour	\$64 per hour
INDIVIDUALS	\$61 per hour	\$70 per hour
BUSINESSES	\$68 per hour	\$77 per hour

NOTE

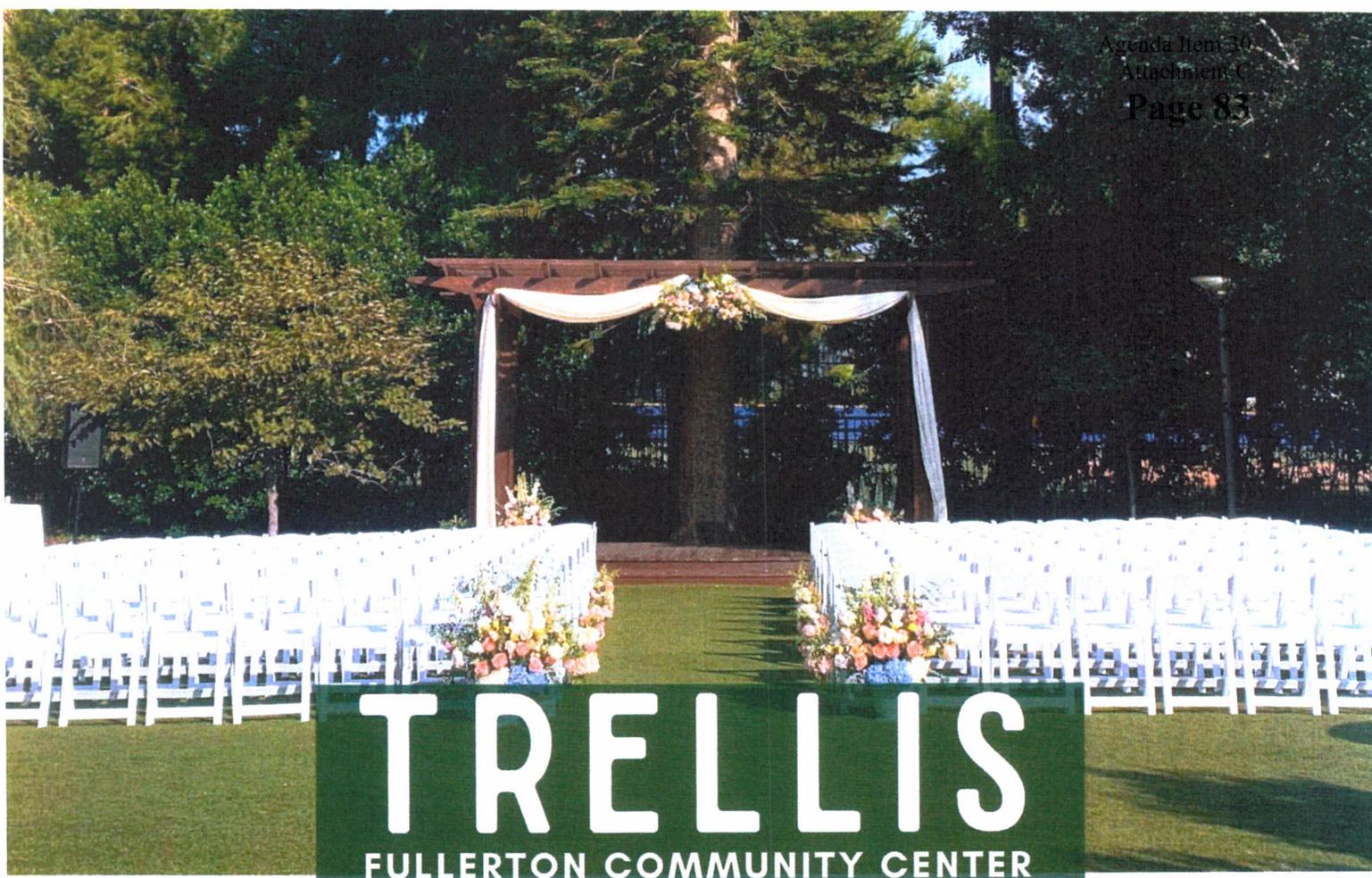
- Resident is one who lives, works, or attends school in Brea. Proof of residency is required to receive resident rate.
- Rentals include tables, chairs, event staff, and free parking.
- If food is being served, the client must use a caterer/restaurant with a valid Health Department Permit.
- Rental deposit is required to confirm/reserve space. Deposit is refundable approximately 2-3 weeks after the event if no damage is done to the property, space is left cleaned, rental is completed on time and all guidelines were followed.

Miscellaneous Fees

Cleaning/Security Deposit:
\$500 non-alcohol rental; \$700 alcohol rental with 100 or less people; \$1,000 alcohol rental with 101+ people.

Minimum Rental Hour:
Four-hour minimum rental required in Community Rooms on Friday, Saturday and Sunday. Two-hour minimum rental required on all other days.

Kitchen Use:
\$80 flat rate



TRELLIS

FULLERTON COMMUNITY CENTER

The Ceremony Trellis at the Community Center is a rustic and modern structure that provides the perfect backdrop for any ceremony. Take advantage of the discounted Trellis fee for any event reserving the Trellis along with a blocked rate in the Grand Hall/ Courtyard at the Fullerton Community Center. Rental includes 3 hours of blocked time, access to our lounge for getting ready during the reserved time, and up to 250 ceremony chairs. Your 3 hour blocked time will be either be 3pm - 6 pm for ceremony + reception, or 9 am - 12 pm for ceremony only.

- Group 1: Fullerton Based:** Individuals, nonprofit organizations, public school districts, and government agencies.
- Group 2: Fullerton Based:** Commercial businesses, private schools and other Fullerton based organizations.
- Group 3: Non-Fullerton Based:** Individuals and commercial businesses.
- Group 4:** Individuals, commercial, or organizations that conduct company oriented or other activities which are profit-oriented or intended to raise funds.

TRELLIS PRICING

3 - HOUR BLOCK	GROUP 1	GROUP 2 & 3	GROUP 4
Monday - Thursday	\$200	\$300	\$420
Friday & Sunday	\$400	\$600	\$820
Saturday	\$650	\$800	\$970

OPTIONAL FEES:

- Billards Room \$60 per hour

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COURTYARD

FULLERTON COMMUNITY CENTER

The Courtyard is the Community Center's elegant outdoor space. Take advantage of the California weather with our beautifully landscaped Courtyard. Friday-Sunday evening rentals are only available in a 4pm-12am block. All other times are rented on an hourly basis. The rental of this space includes the removal of our patio furniture, along with the set-up of a customized floor plan that includes standard event tables, standard chairs, and bistro string lighting.

- Group 1: Fullerton Based:** Individuals, nonprofit organizations, public school districts, and government agencies.
- Group 2: Fullerton Based:** Commercial businesses, private schools and other Fullerton based organizations.
- Group 3: Non-Fullerton Based:** Individuals and commercial businesses.
- Group 4:** Individuals, commercial, or organizations that conduct company oriented or other activities which are profit-oriented or intended to raise funds.

COURTYARD PRICING

BLOCKED TIMES & HOURLY OPTIONS

	GROUP 1	GROUP 2	GROUP 3	GROUP 4
Hourly	\$250/hr	\$270/hr	\$290/hr	\$330/hr
Friday & Sunday 4pm-12am	\$1,550	\$2,000	\$2,000	\$2,470
Saturday 4pm-12am	\$2,500	\$3,000	\$3,000	\$3,520

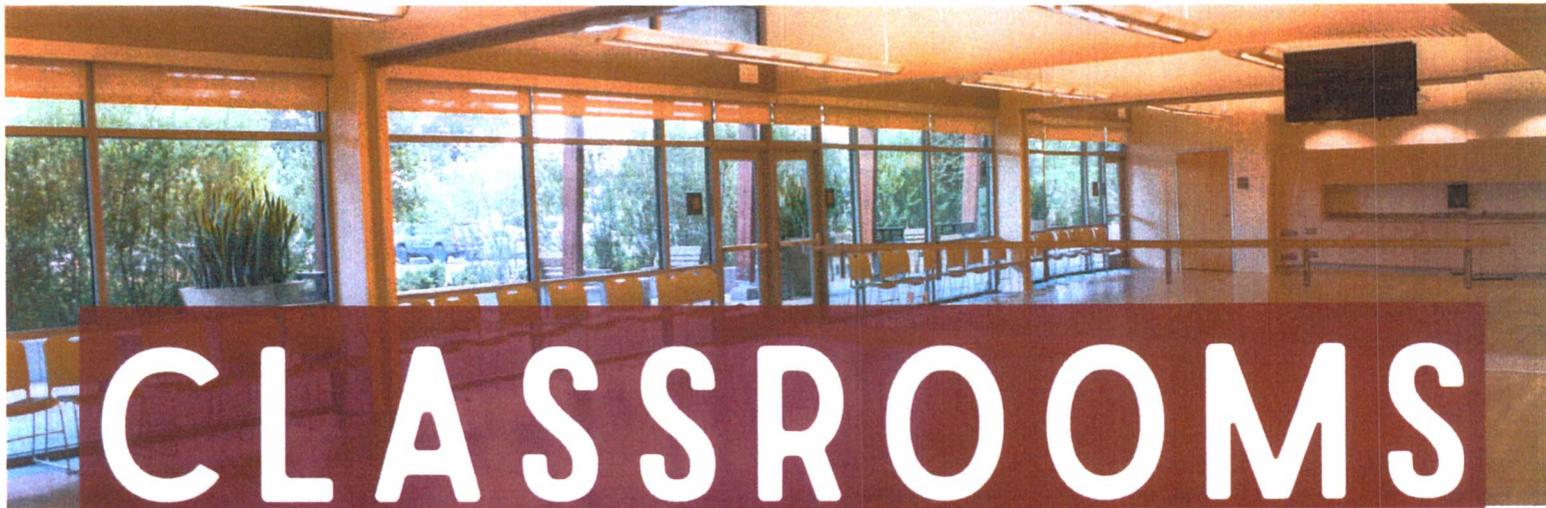
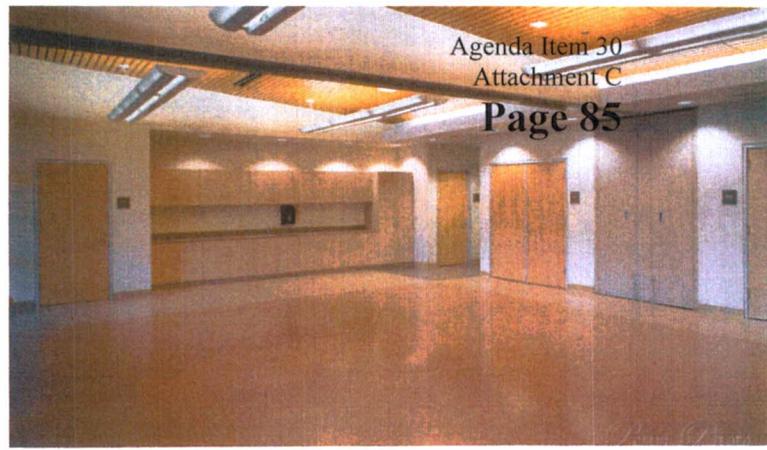
ADDITIONAL FEES:

- Staff \$30/hr per staff for all events outside of operating hours
- On Site Cooking Fee \$250 (Parking Lot Only)
- Security Guards \$35/hr per 150 guests
- Extra Staff fee \$180 for over 150 guests
- White Folding Ceremony Chairs \$2.50 each
- Como Chairs \$2.50 each
- Alcohol Fee \$250
- Kitchen Fee \$150

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CLASSROOMS

FULLERTON COMMUNITY CENTER

The Fullerton Community Center houses 2 Classrooms, 1 Dance Room and a Boardroom that perfectly accommodate smaller private events, meetings and classes. All rentals include the set-up of standard rental tables and standard rental chairs based on a customized floorplan. The boardroom is equipped with one large conference table and 30 comfortable office chairs.

Group 1: Fullerton Based: Individuals, nonprofit organizations, public school districts, and government agencies

Group 2: Fullerton Based: Commercial businesses, private schools and other Fullerton based organizations

Group 3: Non-Fullerton Based: Individuals and commercial businesses.

Group 4: Individuals, commercial, or organizations that conduct company oriented or other activities which are profit-oriented or intended to raise funds.

PRICING

BLOCKED TIMES & HOURLY OPTIONS

	GROUP 1	GROUP 2	GROUP 3	GROUP 4
Classroom Hourly	\$60/hr	\$70/hr	\$80/hr	\$110/hr
Classroom 1A & 1B Hourly	\$30/hr	\$35/hr	\$40/hr	\$65/hr
Boardroom Hourly	\$50/hr	\$60/hr	\$70/hr	\$100/hr

ADDITIONAL FEES:

- Staff \$30/hr per staff for all rentals outside of operating facility hours (2 staff members required to keep building open)

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PHONE 714.738.6575 www.cityoffullerton.com/fccrentals





GRAND HALL

FULLERTON COMMUNITY CENTER

The Grand Hall is the Community Center's most popular and versatile room. The Grand Hall can be divided into three sections with an impressive stage in section "A". Friday-Sunday evening rentals are only available in a 4pm-12am block. All other times are rented on an hourly basis. The rental of this space includes the placement of our standard event tables and standard event chairs, based on a customized floor plan.

Group 1: Fullerton Based: Individuals, nonprofit organizations, public school districts, and government agencies.

Group 2: Fullerton Based: Commercial businesses, private schools and other Fullerton based organizations.

Group 3: Non-Fullerton Based: Individuals and commercial businesses.

Group 4: Individuals, commercial, or organizations that conduct company oriented or other activities which are profit-oriented or intended to raise funds.

GRAND HALL PRICING

BLOCKED TIMES & HOURLY OPTIONS	GROUP 1	GROUP 2	GROUP 3	GROUP 4
Friday & Sunday 4pm-12am	\$1,550	\$2,000	\$2,000	\$2,470
Saturday 4pm-12am	\$2,500	\$3,000	\$3,000	\$3,520
Monday - Thursday 4pm-9pm	\$800	\$950	\$950	\$1,020
Grand Hall Hourly	\$250/hr	\$270/hr	\$290/hr	\$330/hr
Sections AB or BC Hourly	\$170/hr	\$190/hr	\$210/hr	\$260/hr
Sections A, B, or C Hourly	\$100/hr	\$110/hr	\$120/hr	\$150/hr

ADDITIONAL FEES:

- Staff \$30/hr per staff for all events outside of operating hours
- On Site Cooking Fee \$250
- Security Guards \$35/hr per guard for all events with alcohol
- White Folding Ceremony Chairs \$2.50 each

- Extra Staff Fee \$180 for over 150 guests
- Alcohol Fee \$250
- Como Chairs \$2.50 each
- Kitchen Fee \$150



City of Huntington Beach

Master Fee and Charges Schedule



Effective Dates:

Fire and Public Works Fees: August 3, 2024

All Other Fees: July 1, 2024

Library - User Fees

No.	Description		Adopted Fee
	Library Card Fees		
L-1	Replacement Card		\$
L-2	Replacement Card - Children's		\$
	Material processing fees and Media Rental Charges		
	<i>The Director of Library Services has the authority to waive fines and penalties, up to \$25.</i>		
	Processing Fees:		
L-6	Processing Fee (for lost materials)		\$
L-7	Processing Fee (for damaged materials)		\$
L-8	Processing Fee (for replacement materials)		\$
	Damaged Materials Fees:		
L-9	Damaged Audiobook CD		\$
L-10	Damaged Audiobook case		\$
L-11	Damaged music CD case		\$
L-12	Damaged DVD/Video case		\$
L-13	Damaged Radio Frequency ID tag		\$
L-14	Damaged Chromebook		\$
L-15	Actual Replacement Cost		actual cost
	Reserve Request Fees:		
L-16	Interlibrary loan request - book		\$
L-17	Interlibrary loan request - microfilm		\$
	HOURLY RATES		
L-34	Full-time		\$
L-35	Part-time		\$
	<i>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</i>		

Notes

Library - Charges

Central Library Theater and Meeting Room Rental Charges [1]		Adopted Charges
	<u>Cleaning/Security Deposit</u>	
L-22	Theaters, Rooms C&D combined, Talbert Room	
	Without Alcohol	\$ 500
	With Alcohol	Additional \$200
L-23	Maddy, B, C, D, E, Balboa Rooms	
	Without Alcohol	\$ 300
	With Alcohol	Additional \$200
L-24	<u>Technician Fee for Theater per hour per technician</u>	\$ 40
	<u>Room Rental with Alcohol</u>	Additional \$20 per hour
	<u>Setup/Takedown</u>	
L-27	Setup/Takedown Charge (charged in addition to room rental rate)	\$ 85
L-28	Setup/Takedown Charge - Rooms C&D (mandatory; charged in	\$ 150
L-29	<u>Cleaning Services</u>	\$ 65
	<u>Reservations and Cancellations Policy</u>	
L-30	Standard Cancellation Fee (plus 10% of total room rental x number of	\$ 50
L-31	Less than 20 days (Penalty) in advance of event date	Entire Rental Charge
L-32	Date Change	\$ 30
L-33	Security staff - minimum of 1 for up to 100 people (City requirement) -	\$ 30
Facility Rental Charges (per hour unless otherwise noted)		
Small Study Rooms		\$ 5.00
B Room	Non Profit (501c3) - Residential	\$ 50.00
	Non Profit (501c3) - Non Residential	\$ 60.00
	Business/private - Residential	\$ 80.00
	Business/private - Non Residential	\$ 90.00
Balboa Room	Non Profit (501c3) - Residential	\$ 50.00
	Non Profit (501c3) - Non Residential	\$ 60.00
	Business/private - Residential	\$ 80.00
	Business/private - Non Residential	\$ 90.00
C Room (piano)	Non Profit (501c3) - Residential	\$ 100.00
	Non Profit (501c3) - Non Residential	\$ 110.00
	Business/private - Residential	\$ 135.00
	Business/private - Non Residential	\$ 150.00

Library - Charges

Central Library Theater and Meeting Room Rental Charges [1]		Adopted Charges
D Room	Non Profit (501c3) - Residential	\$ 100.00
	Non Profit (501c3) - Non Residential	\$ 110.00
	Business/private - Residential	\$ 135.00
	Business/private - Non Residential	\$ 150.00
C/D Room	Non Profit (501c3) - Residential	\$ 160.00
	Non Profit (501c3) - Non Residential	\$ 190.00
	Business/private - Residential	\$ 225.00
	Business/private - Non Residential	\$ 255.00
C/D Room		
<i>flat rate package</i>	Non Profit (501c3) - Residential	\$ 960.00
8 hour maximum	Non Profit (501c3) - Non Residential	\$ 1,140.00
	Business/private - Residential	\$ 1,350.00
	Business/private - Non Residential	\$ 1,530.00
E Room	Non Profit (501c3) - Residential	\$ 50.00
	Non Profit (501c3) - Non Residential	\$ 60.00
	Business/private - Residential	\$ 70.00
	Business/private - Non Residential	\$ 80.00
Maddy Room	Non Profit (501c3) - Residential	\$ 60.00
	Non Profit (501c3) - Non Residential	\$ 80.00
	Business/private - Residential	\$ 95.00
	Business/private - Non Residential	\$ 110.00
Talbert Room	Non Profit (501c3) - Residential	\$ 95.00
	Non Profit (501c3) - Non Residential	\$ 105.00
	Business/private - Residential	\$ 145.00
	Business/private - Non Residential	\$ 155.00
Library Theater	Non Profit (501c3) - Residential	\$ 135.00
Monday-Thursday	Non Profit (501c3) - Non Residential	\$ 165.00
	Business/private - Residential	\$ 235.00
	Business/private - Non Residential	\$ 255.00
Library Theater	Non Profit (501c3) - Residential	\$ 165.00
Friday, Saturday, Sunday	Non Profit (501c3) - Non Residential	\$ 200.00
	Business/private - Residential	\$ 350.00
	Business/private - Non Residential	\$ 380.00
Tabby Theater	Non Profit (501c3) - Residential	\$ 80.00
	Non Profit (501c3) - Non Residential	\$ 100.00
	Business/private - Residential	\$ 170.00
	Business/private - Non Residential	\$ 200.00

[1] Charges for use of City Facilities may be waived for City or Library sponsored or co-sponsored events, per Resolution 2014-15.

Community Services - User Fees

No.	Description		Adopted Fee
CS-28	Specific Events	[1]	
	Application Fee		
	Under 2,000 Estimated Overall Attendance		\$ 225.00
	Over 2,000 Estimated Overall Attendance		\$ 450.00
	Other Department Staff Charges		As Applicable
CS-29	Special Events	[1]	
	Application Fee		\$ 110.00
	Other Department Staff Charges		As Applicable
CS-30	Ticketed Event Fee (based on ticket price charged by event operator)		
	\$0 - \$50.00		\$2 per ticket
	\$51.00 - \$200.00		\$4 per ticket
	\$201.00 +		\$6 per ticket
	Hourly Rate:		
	Community Services		\$ 136
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.		

Notes

[1] Fees for City Sponsored or Co-Sponsored programs & events may be waived per Resolution 2014-16

Community Services - Facility Rentals and Recreational Services Charges [1]

Description	Adopted Charges
<u>FACILITIES</u>	
Group I = City Department Activity	
Group II = City Department Co-Sponsored Activity	
Group III = Civic and Nonprofit Organizations	
Group IV = Residents or misc. HB Groups (2-hr min)	
Group V = Non-Residents (2-hr. min)	
Group VI = Commercial, Business, For Profit (2-hr min)	
Facility Reservation Change Fee	\$10.00
Facility Reservation Cancellation Fee	\$25.00
Room Rental Security Deposit	varies (up to \$1,000 maximum)
Room Set up & Cleaning Charge	Varies (up to \$350 maximum)
Additional Staffing	\$20.00/staff/hour
Edison/Murdy Community Centers (hourly)	
Hall A	
Group I & II	N/A
Group III	\$70.00
Group IV	\$80.00
Group V	\$110.00
Group VI	\$140.00
Hall B	
Group I & II	N/A
Group III	\$55.00
Group IV	\$60.00
Group V	\$80.00
Group VI	\$95.00
Hall C & D	
Group I & II	N/A
Group III	\$55.00
Group IV	\$60.00
Group V	\$80.00
Group VI	\$95.00
Studio	
Group I & II	N/A
Group III	\$55.00
Group IV	\$60.00

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
	Group VI	\$95.00
Edison/Murdy Community Centers with Alcohol (additional hourly amount)		Hourly Rate + \$10.00/hour
Kitchen		\$10/hour
City Gym & Pool (hourly):		
Gym & Lockers		
	Group I & II	N/A
	Group III	\$65.00
	Group IV	\$75.00
	Group V	\$100.00
	Group VI	\$130.00
Pool & Lockers		
	Group I & II	N/A
	Group III	\$75.00
	Group IV	\$85.00
	Group V	\$115.00
	Group VI	\$150.00
Room A		
	Group I & II	N/A
	Group III	\$50.00
	Group IV	\$55.00
	Group V	\$70.00
	Group VI	\$85.00
Room B		
	Group I & II	N/A
	Group III	\$55.00
	Group IV	\$60.00
	Group V	\$80.00
	Group VI	\$95.00
Conference Room		
	Group I & II	N/A
	Group III	\$35.00
	Group IV	\$40.00
	Group V	\$50.00
	Group VI	\$55.00
City Gym Half Court Rentals		
	Group I & II	N/A

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
	Group IV	\$43.00
	Group V	\$55.00
	Group VI	\$70.00
Kitchen		\$10/hour
Pool Lifeguard (hourly)		\$25.00/staff/hour
Memorial Hall (hourly):		
	Group I & II	N/A
	Group III	\$40.00
	Group IV	\$45.00
	Group V	\$70.00
	Group VI	\$90.00
Senior Center in Central Park (hourly except as noted below)		
Parkview Room, Stage & Patio included*		
*6 hour minimum rental: Fri. after 3 pm, Sat. & Sun. all day		
	Group I & II	N/A
	Group III	\$145.00
	Group IV	\$195.00
	Group V	\$225.00
	Group VI	\$295.00
Parkview Room South, stage included		
	Group I & II	N/A
	Group III	\$95.00
	Group IV	\$115.00
	Group V	\$135.00
	Group VI	\$175.00
Parkview Room North, patio included		
	Group I & II	N/A
	Group III	\$95.00
	Group IV	\$115.00
	Group V	\$135.00
	Group VI	\$175.00
Note: Parkview Rooms available separately Mon-Thurs, Friday until 3:00 pm		
Edinger Medical Group -- Room 1		
	Group I & II	N/A
	Group III	\$65.00
	Group IV	\$85.00
	Group V	\$95.00

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
Edinger Medical Group -Room 2		
	Group I & II	N/A
	Group III	\$55.00
	Group IV	\$75.00
	Group V	\$85.00
	Group VI	\$105.00
Game Room		
	Group I & II	N/A
	Group III	\$65.00
	Group IV	\$85.00
	Group V	\$95.00
	Group VI	\$115.00
Dance Room		
	Group I & II	N/A
	Group III	\$65.00
	Group IV	\$85.00
	Group V	\$95.00
	Group VI	\$115.00
Group Exercise Room		
	Group I & II	N/A
	Group III	\$65.00
	Group IV	\$85.00
	Group V	\$95.00
	Group VI	\$115.00
Computer Lab Room		
	Group I & II	N/A
	Group III	\$65.00
	Group IV	\$85.00
	Group V	\$95.00
	Group VI	\$115.00
Kitchen (vendor use with room rental only)		
	Group I & II	N/A
	Group III	\$20.00 ≤ 4 hours \$100 flat fee > 4 hours
	Group IV	\$20.00 ≤ 4 hours \$100 flat fee > 4 hours
	Group V	\$20.00 ≤ 4 hours \$150 flat fee > 4 hours
	Group VI	\$20.00 ≤ 4 hours \$150 flat fee > 4 hours

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
Additional Charges		
Room Rental with alcohol (not available for Dance Room or Group Exercise Room)		Additional \$20.00 per hour
Reduction for Group III		Reduce 50% Mon - Thurs, 8:00 am to 10:00 pm; based on availability
Event Accessories		\$10.00 - \$300.00 per use
Wedding Package #1 (ceremony + reception)		\$3,000.00 flat fee
Wedding Package #2 (reception only)		\$2,000.00 flat fee
Art Center (hourly):		
Multi-Purpose Room (hourly)	Group I & II	N/A
	All Others	\$70/hour
Multi-Purpose Room with Alcohol (additional hourly amount)		Hourly Rate + \$10.00/hour
Technical assistance/Security during closed hours		\$15.00/hour
Galleries - Dinner Event		\$150.00/hour (5 hour min)
Galleries - Wedding Reception		\$3,000.00 (8 hour max)
Kitchen - Per Month		\$500.00
Kitchen - Per Day		\$100.00
Newland Barn (hourly):		
	Group I & II	N/A
	Group III	\$60.00
	Group IV	\$90.00
	Group V	\$110.00
	Group VI	\$135.00
	Newland Barn with Alcohol (additional hourly amount)	

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
Lake View Clubhouse (hourly):		
	Group I & II	N/A
	Group III	\$35.00
	Group IV	\$40.00
	Group V	\$60.00
	Group VI	\$70.00
Lake View Clubhouse with Alcohol (additional hourly amount)		Hourly Rate + \$10.00/hour
Lake Park/Harbour View Clubhouse (hourly):		
	Group I & II	No Charge
	Group III	\$50.00
	Group IV	\$55.00
	Group V	\$80.00
	Group VI	\$100.00
Lake Park/Harbour View Clubhouse with Alcohol (additional hourly amount)		Hourly Rate + \$10.00/hour
Lake Park BBQ Facility		\$175.00
		\$275.00 (nonresident)
		\$375.00 (commercial)
Huntington Central Park		
	<u>Amphitheater (daily rate)</u>	
	Nonprofit/City Sponsored	\$150.00
	<u>Park Site Reservation</u>	
	Nonprofit/Resident	\$75.00 per day
	Nonresident	\$150.00 per day
	Commercial	\$250.00/day OR
		\$100.00/day + 10% gross revenue -- whichever is greater
	<u>Band Stand</u>	
	Nonprofit/City Sponsored	\$175.00 (daily rate)
	Nonresident	\$250.00/day
	Commercial	\$350.00/day
	Youth Group Camping - Per Person/Per Night	\$4.00
	Jumper/ Bounce House/ Trailer with mounted Merry-Go-Round Permit	\$25.00

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
<u>Courts</u>		
Tennis/Racquetball/Bocci Ball Courts		
Group I - City Department Activity		N/A
Group II - City Department Co-Sponsored Activity	[1]	N/A
Group III - HB Civic and HB Nonprofit Organizations/HB Organized 55+ Senior Groups		\$9.00 per hour or \$81.00 per day
Group IV - Residents or Misc. HB Groups		\$9.00 per hour or \$81.00 per day
Group V - Non-resident Groups/Nonprofit Organizations		\$18.00 per hour or \$108.00 per day
Group VI - Commercial, Business, For Profit (Tournaments, Camps, Clinics)		\$25.00 per hour or \$125.00 per day
<u>Fields - Soccer/Softball/Artificial Turf Fields (Edison, Murdy, Worthy, Greer,</u>		
Field without Lights:		
Group I - City Department Activity		N/A
Group II - City Department Co-Sponsored Activity	[1]	N/A
Group III - HB Civic and HB Nonprofit Organizations/HB Organized 55+ Senior Groups		\$22.00 per hour or \$198.00 per day
Group IV - Residents or Misc. HB Groups		\$32.00 per hour or \$238.00 per day
Group V - Non-resident Groups/Nonprofit Organizations		\$37.00 per hour or \$285.00 per day
Group VI - Commercial, Business, For Profit (Tournaments, Camps, Clinics)		\$42.00 per hour or \$342.00 per day
Field With Lights		
		Additional \$10 per hour
Softball/Baseball Field Preparation Charge		
		\$25.00/field/per
<u>Adventure Playground</u>		
Residents		\$4.00/person
Non-Residents/Groups		\$4.00/person
Adults/Chaperones		No Charge
<u>COMMUNITY SERVICES PROGRAMS</u>		
Youth Sports Clinics (per person):		
		\$80.00 - \$100.00
Youth Sports Leagues (per person):		
		\$96.00 - \$116.00

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
Recreation/Human Services Events (per person):		
Pier Swim/with Shirt (pre-registration)		\$30.00
Pier Swim/no Shirt (day of event)		\$30.00
Surf Contest		\$50.00
Family Camp Out		\$25.00/Space + \$15.00/participant
Camp HB		\$205 - \$225/week
Camp HB Extended Hours		\$35 - \$50/week
Recreation Events & Material Fees		\$5.00 - \$100.00
Senior Center Dances & Events		\$5.00 - \$50.00
Recreation Classes/Workshops/Camps/Programs*		
Processing Fee		\$6.00 maximum
* Recreation events excepted		
Sands Community Services Guide Advertising		
Back Cover		\$3,625.00
Inside Front Cover - Full page		\$3,200.00
Inside Back Cover - Full Page		\$3,200.00
Full Interior		\$3,000.00
1/2 page		\$1,500.00
1/4 page		\$1,000.00
Inside Front Cover - 1/2 page		\$1,600.00
Inside Back Cover - 1/2 page		\$1,600.00
Aquatics Classes - Group (per lesson)		\$10.00 - \$15.00
Aquatics Classes - Private (per lesson)		\$25.00 - \$30.00
Senior Citizen Swim		\$3.00
Recreation Swim		\$4.00
Fitness Center Annual Membership (Senior Center in Central Park)		
Ages 50-79		\$120.00
Ages 80 +		\$80.00
Art Center (per person):		
Memberships		
Friends/Family		\$60.00
Student/Senior		\$40.00
Supporter		\$150.00
Sustaining		\$300.00
Director's Circle		\$1,000.00
Admission to Events		
General		\$15.00 - \$150.00
Members		Discount varies by event

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
Art Camp for Kids		\$160.00 - \$300.00
Independence Day Celebration		
Parade Entry Application		\$300.00 - \$3,000
Non-Judged Exempt (marching bands, drum & bugle corps, mounted equestrian)		Exempt
Parade/Fireworks Bleacher Seats		\$10.00 - \$50.00
Pier Plaza Festival Vendor Booths		\$500 to \$2,500
Official 4th of July Merchandise		\$5.00 - \$100.00
Surf City Run		
Children (12 years and under)		\$15.00 - \$50.00
Adults (13 years and over)		\$32.00 - \$55.00
VIP Package		\$25.00 - \$50.00
<u>Specific Events</u>		

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
less than 20 participants with no professional contracted services associated with event. These events do not require any set-up and do not require additional staff time or city services. These events should not impact the beach public in any way.		
<u>PARKING RATES</u>		
<u>South Beach Attended Lots - Off-Peak Season</u>		
Auto, pickup truck, motorcycle		\$15.00/day
Autos with disabled person (DP) placard		\$10.00
Bus - 24 passengers or less		\$50.00/day
Bus - 25 passengers or more		\$100.00/day
Vehicles over 20 ft in length, including overhangs		\$15.00 per occupied space*
Vehicles over 20 ft in length, inc overhangs, with disabled person (DP) placard		\$10.00 per occupied space*
<u>South Beach Attended Lots - Peak Season [3]</u>		
Auto, pickup truck, motorcycle		
Monday - Friday		\$15.00/day
Saturday & Sunday, Memorial and Labor Days		\$20.00/day
Autos with disabled person (DP) placard		\$10.00
Bus - 24 passengers or less		\$50.00/day
Bus - 25 passengers or more		\$100.00/day
Vehicles over 20 ft in length, including overhangs		
Monday - Friday		\$15.00 per occupied space*
Saturday & Sunday, Memorial and Labor Days		\$20.00 per occupied space*
Vehicles over 20 ft in length, inc overhangs, with disabled person (DP) placard		\$10.00 per occupied space*

* Example: Three (3) occupied spaces x \$20 per space = \$60.00

Event Parking - Beach Lots (permitted events)**

Peak Season - Memorial Day weekend through Labor Day Weekend		\$15/day
Non-Peak Season - After Labor Day through October 31		\$10/day
Non-Peak Season - March 1 until Memorial Day Weekend		\$10/day
Off Season - November through the end of February		\$7/day

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
** Available only to Specific Event organizers for permitted events that take place annually and when participants will park in beach lots at full day rate.		
Notes:		
[3] Peak season: Memorial Day weekend - Labor Day weekend.		
<u>Beach Service Road Permit, Vendor Permit</u>		
Beach Service Road Permit, Vendor Permit		\$10.00/year
Beach Service Road Replacement Pass		\$5.00
<u>Resident Meter Pass</u>		
Resident Meter Pass		\$20.00/year
Resident Meter Replacement Pass		\$5.00
<u>Annual Beach Parking Permit [4]</u>		
Vehicles under 20 ft, including overhangs		
General		\$195.00
Senior (62+) (one pass per person)		\$100.00
Disabled Person (DP) Placard		\$100.00
Veterans (with proper identification)		\$125.00
Oversize Vehicles, up to 40 feet total length		\$400.00
Annual Beach Parking Replacement Pass		\$10.00
Surf Class Parking Pass		\$5.00/Semester
(Students must furnish proof of school enrollment for the current semester) - pass is valid only during class/practice times and location as indicated on the permit submitted by the authorized school representative.		
<u>Huntington Beach RV Campground</u>		
Winter Camping (Day after Labor Day - May 31)		
Recreational Vehicle (RV) plus auto		\$75.00/day Sun-Thurs \$100.00/day Fri-Sat and Holidays*
Senior (62+)		\$65.00/day Sun-Thurs \$90.00/day Fri-Sat and Holidays*
With Disabled Person (DP) Placard		\$65.00/day Sun-Thurs \$90.00/day Fri-Sat and Holidays*
Reservation Cancellation Fee (Greater than 2 days prior to arrival date)		\$25.00
Reservation Cancellation Fee (2 or less days prior to arrival date)		First Night's Daily Rate
Change Fee		\$10.00

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
<u>*Holiday Rates</u>		
Thanksgiving Week (Sunday preceding Thanksgiving through Saturday night following Thanksgiving)		
Christmas Week (day preceding Christmas through New Year's Eve)		
Day preceding Veterans Day (observed), Martin Luther King Jr. Day, Presidents' Day, Memorial Day		
Recreational Vehicle (RV) Event Camping Three-Day Air Show Pass		
(BY RESERVATION ONLY)		Up to \$1,600 (3 or 4 day pass) (Valid Thursday of the Air Show after 10 am through Monday, 10 am following completion of the Air Show)
<u>Parking Lots</u>		
Bluff Top	[5]	
Hourly Rate (Off-Peak)	[2]	\$3.00
Hourly Rate (Peak Season)	[3]	\$3.50
Dog Beach	[5]	
Hourly Rate (Off-Peak)	[2]	\$3.00
Hourly Rate (Peak Season)	[3]	\$3.50
First and Atlanta	[5]	
Hourly Rate (Off-Peak)	[2]	\$3.00
Hourly Rate (Peak Season)	[3]	\$3.50
First and Walnut	[5]	
Hourly Rate (Off-Peak)	[2]	\$3.00
Hourly Rate (Peak Season)	[3]	\$4.00
Pier Plaza Parking (between 1st and 7th streets)	[5]	
Hourly Rate (Off-Peak)	[2]	\$3.00
Hourly Rate (Peak Season)	[3]	\$4.00
Daily Flat Rate		\$30.00 per occupied space
Sports Complex		
Day Use		\$2.00
Season Parking Pass		\$20.00
Annual Parking Pass (3 seasons)		\$60.00
Vehicles over 20 feet, including overhangs, Day Use		\$20.00
Tournaments & Special Events		\$10.00 per day (Director Discretion)
Warner		
Hourly Rate (Off-Peak)	[2]	\$3.00
Hourly Rate (Peak Season)	[3]	\$3.50
<u>Main Promenade Parking Structure</u>		
Daily Rates:		
First 90 minutes		No Charge
After 90 minutes		\$1.00 / Each 20 Minutes (Off-Peak)
	[3]	\$1.00 / Each 15 Minutes (Peak Season)
Evening Rate: (After 9:00 pm)		Prevailing Hrly Rate or \$5.00 (Director Discretion)

Community Services - Facility Rentals and Recreational Services Charges [1]

Description		Adopted Charges
Maximum Daily Rate - Off-Peak		\$15.00
Maximum Daily Rate - Peak Season	[3]	\$20.00
Downtown Business Employee Pass		\$25.00/month
Downtown Business Employee Daily Stamped Validation		\$4.00/day
Main Promenade Parking Structure (4th of July Only)		\$30.00
Main Promenade Parking Structure (two additional days immediately preceding and/or following July 4th as selected by the Director of Community & Library Services)		
First 90 minutes		No Charge
After 90 minutes		\$2.00 / Each 20 Minutes
Maximum Daily Rate		\$30.00
Evening Rate: (After 9:00 pm)		Prevailing Hrly Rate or \$10.00
		(Director Discretion)
Main Promenade Parking Structure (Three-Day Air Show Event)		
First 90 minutes		No Charge
After 90 minutes		\$2.00 / Each 20 Minutes
Maximum Daily Special Event Rate		\$30.00
Evening Rate: (After 9:00 pm)		(Prevailing Hourly Rate or \$10.00)
		(Director Discretion)
Main Promenade Parking Structure - Permitted Event Days (as selected by the Director of Community & Library Services)		
First 90 minutes		No Charge
After 90 minutes		\$2.00 / Each 20 Minutes
Maximum Daily Special Event Rate		\$30.00
Evening Rate: (After 9:00 pm)		(Prevailing Hourly Rate or \$10.00)
		(Director Discretion)

Notes:

[1] Charges for City sponsored or co-sponsored programs & events may be waived per Resolution

[2] No charge for autos with disabled placards (DP) in marked DP parking spaces.

[3] Peak season: Memorial Day weekend - Labor Day weekend.

[4] Valid at City beach parking lots, the Main Promenade Parking Structure, and metered spaces on Pacific Coast Highway & Beach Blvd . Exceptions include July 4th, two days immediately preceding and/or following July 4th as selected by the Director of Community & Library Services and three days of the Air Show.

[5] Additional \$2.00 per hour on special event days including July 4th, two days immediately preceding and/or following July 4th as selected by the Director of Community & Library Services and three days of the Air Show.

IRVINE CIVIC CENTER

Facility Rental Fees

AREA	HOURLY FEES BY CATEGORY									
	DEPOSIT		A		B		C			
	SQ FEET		RESIDENT	NONRESIDENT	RESIDENT	NONRESIDENT	RESIDENT	NONRESIDENT	RESIDENT	NONRESIDENT
INDOOR RESERVATIONS										
Conference & Training Center*	2,156	\$200	\$26	\$100	\$73	\$110	\$97	\$121	\$97	\$121
Civic Center Lobby	3,200	\$150	\$26	\$100	\$73	\$110	\$97	\$121	\$97	\$121
Council Chamber*	1,628	\$400	\$24	\$94	\$69	\$103	\$92	\$115	\$92	\$115
Room L102	490	\$150	\$22	\$84	\$63	\$94	\$84	\$102	\$84	\$102
Civic Center Combo*	-	\$400	\$135	\$524	\$385	\$576	\$513	\$640	\$513	\$640
OUTDOOR RESERVATIONS										
Civic Center Piazza	20,009	\$200	\$48	\$188	\$137	\$206	\$183	\$228	\$183	\$228
ADDITIONAL FEES & NOTES	FEE									
Processing	\$30									
Premium Rooms	\$20									
Staging Kitchen (\$200 deposit)	\$40									
Vendor Permit	\$50									
Contract Support	Contract Terms									
Additional Staff Support	Varies									
Civic Center Lawn (\$200 deposit)	\$17 & \$34									
NOTES										
Fee is charged for each change involved in an approved reservation (Refer to Section 8.0 in Reservation Policy).										
Additional hourly fee charged for Premium Rooms during Primetime Hours as defined in Section 9.0 of the Reservation Policy (Note: Premium Rooms are noted with an asterisk *).										
Additional charge per reservation day. A kitchen reservation must be in connection with a reservation of the Conference and Training Center or Room L102.										
Fee is charged per event for each vendor (Refer to Section 10.0 in Reservation Policy).										
Reservation support from City contract personnel will be charged at current contract rates. (Examples include: parking management, porters, security.)										
Additional staff costs required for a reservation are charged to the applicant at full-cost to the City (Refer to Section 10.0 in Reservation Policy).										
On a limited basis, the Civic Center Lawn may be available for reservation with a reservation of the Civic Center Lobby and one additional room. The noncommercial (\$17) and commercial (\$34) rates are charged on an hourly basis.										



POLICIES & FEES

The City of Irvine Community Services Reservation Policy is established to ensure that the use of City facilities and parks aligns with City values, provides fair access to all users, remains fair priced, operates in a fiscally responsible manner, and supports a safe and sustainable community. View the Reservation Policy [here](#).

RESERVATION FEES & HOURS

Heritage Park Community Center's rooms are available for rent; hourly rates vary by room, group, and event type (see the Reservation Policy for more details). Please see the table below for a general overview of fees, or view a PDF version [here](#). Reservations outside of regular operating hours may be subject to additional fees, noted below.

ROOM	DEPOSIT	RESIDENT FEE/HOUR	NONRESIDENT FEE/HOUR
Multipurpose Room*	\$200	\$144	\$180
Lounge	\$150	\$95	\$118
Craft Room	\$150	\$78	\$94
Picnic Shelter	\$400	\$91	\$113
Gazebo	\$200	\$55	\$68

ADDITIONAL ROOMS & FEES

Kitchen	\$200	\$40 additional charge per reservation day, in addition to multipurpose room reservation fees.	
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*A \$20 additional hourly fee will be charged for reservations of premium rooms during primetime hours. Primetime hours are 5–9 p.m. Friday, 9 a.m.–10 p.m. Saturday, and noon–6 p.m. Sunday. Find more information on reservation hours and primetime fees [here](#).

Please note: The above fees apply to room rental only. Events including alcohol will incur additional fees. Other needed services, such as security, porter service, or equipment rentals, are available with additional fees.

EQUIPMENT RENTAL FEES

Indoor reservations include tables and chairs. Limited Equipment rentals are available at some City facilities. Please inquire about availability of rental equipment during the application process.

	Boomer Canyon Preserve Cattle Camp	Gyress Community Center	Deerfield Community Center	Harvard Community Center	Heritage Community Center	Lakeview Community Center	Las Lomas Senior Center	Los Olivos Community Center	Northwood Community Center	Portola Springs Community Center	Quail Hill Community Center	Rancho Community Center	Senior Center	Sweetshade Ability Center	Tabuco Center	Turtle Rock Community Center	University Center	Woodbury Community Center	
Integrated Media System	\$85																		
Projector with Screen	\$75	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sound System with Wired Microphone	\$40	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Television (Portable)	\$50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Piano	\$35																		
Dry Erase/White Board (Portable)	\$30																		
Misc. Catering Containers	\$10																		
Microphone (Wired)	\$10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Microphone (Wireless)	\$10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Microphone (Wireless Lapel)	\$10																		
Indoor/Outdoor Specialty Tables	\$6																		
Indoor/Outdoor Specialty Chairs	\$2																		



Orange Public Library & History Center Community Room



ADDRESS:
[407 E. Chapman Ave.](#)
[Orange, CA 92866](#)

PHONE:
(714) 288-2400

CATEGORIES:

- Library Meeting Rooms

Orange Public Library & History Center Community Room

- Room A and B - Seating Capacity: 100
- Room A (nearest to Library lobby) - Seating Capacity: 80
- Room B (near TV cabinet) - Seating Capacity: 49
- 22 tables (6' long) and 100 chairs available
- Projector screen, portable white board, podium, and flags
- Wi-Fi access
- Kitchen with sink and refrigerator

Equipment available for an additional fee

- 46" HDTV (available in Room B only), Blu-Ray DVD player. Inputs: HDMI, DVI, and VGA.
- Wireless microphones (2 available)

Renters are responsible for set-up and take down of tables and chairs for use during the rental period. Renters are responsible for returning the room to the standard set-up configuration at the end of the reservation time.

Rental Hours:

- [Available during library open hours](#)
- Reservations end 30 minutes prior to library closing
- Monday, Tuesday, Wednesday 10:00 am – 7:30 pm
- Thursday, Friday, Saturday 10:00 am – 5:30 pm

Community Services Department Schedule of Facility Fees



*Minimum two hour booking

Facility	Placentia Residents/ Non Profit NOT Based in Placentia			Commercial
	Non-Profit based in Placentia	Non-Resident	Commercial	
Aguirre and Gomez (60 Max) (8am-10pm)				
Aguirre - Champions Sports Complex (505 Jefferson St.)	Fri-Sun \$76.00 (per hour)	\$117.00 (per hour)	\$148.00 (per hour)	
Gomez - Parque de Los Ninos (1701 Atwood Ave.)	Mon-Thurs \$67.00 (per hour)	\$108.00 (per hour)	\$138.00 (per hour)	
Whitten A or B (75 Max) (8am-11pm)				
Whitten - McFadden Park (900 S. Melrose St.)	Damage Deposit \$121.00	\$121.00	\$121.00	
	Fri-Sun \$76.00 (per hour)	\$146.00 (per hour)	\$141.00 (per hour)	
	Mon-Thurs \$67.00 (per hour)	\$128.00 (per hour)	\$131.00 (per hour)	
	Damage Deposit \$180.00	\$180.00	\$180.00	
	Flat fee \$147.00	\$147.00	\$147.00	
Whitten Kitchen (ALL USERS)				
Backs/Whitten Main Room (150 Max) (8am-11pm)				
Backs - Kraemer Park (201 N. Bradford Ave.)	Fri-Sun \$97.00 (per hour)	\$148.00 (per hour)	\$177.00 (per hour)	
	Mon-Thurs \$76.00 (per hour)	\$128.00 (per hour)	\$167.00 (per hour)	
	Damage Deposit \$180.00	\$180.00	\$180.00	
Tynes Gym (303 Max) (7am-10pm) Oberle Gym (348 Max) (7am-10pm)				
Oberle Gym - (974 S. Melrose St.)	Mon-Sun \$70.00 (per hour)	\$90.00 (per hour)	\$99.00 (per hour)	
Tynes Gym - Tuffree Park (2101 N. Tuffree Blvd.)	Damage Deposit \$120.00	\$120.00	\$120.00	

Community Services Department Schedule of Facility Fees



*Minimum two hour booking

Parks, Picnic Shelters, and Pools

Kraemer Memorial Park Areas 1, 2, 3, 4

201 N. Bradford Ave.

Koch Park Areas 1, 2, 3, 4

2210 N. Valencia Ave.

Parque del Arroyo Verde

1001 E. Palm Dr.

Parque de Los Vaqueros 1, 2, 3

1200 N. Carlsbad St.

Champion Sports Complex

505 Jefferson St.

Tuffree Park

2101 N. Tuffree Blvd.

Special Event Fees (for grass areas)

Whitten Center Pool Rental

Gomez Center Pool Rental

	Resident	Non-Resident	Hours
Flat Fee	\$74.00	\$125.00	8am-8pm
Flat Fee	\$74.00	\$125.00	8am-8pm
Flat Fee	\$69.00	\$118.00	8am-8pm
Flat Fee	\$69.00	\$118.00	8am-8pm
Flat Fee	\$69.00	\$118.00	8am-8pm
Flat Fee	\$69.00	\$118.00	8am-8pm
Flat Fee	\$69.00	\$118.00	8am-8pm
Damage Deposit	\$121.00	\$121.00	8am-8pm
Per Hour	\$370.00	\$370.00	8am-8pm
Damage Deposit	\$360.00	\$360.00	
Bi-Hourly	\$357.00	\$357.00	Seasonal
Bi-Hourly	\$357.00	\$357.00	Seasonal
Damage Deposit	\$180.00	\$180.00	

NOTE: ALL DAMAGE DEPOSITS ARE PER AREA.

IN ADDITION TO HOURLY CHARGES, A NON-REFUNDABLE \$25 PERMIT PROCESSING FEE WILL BE CHARGED FOR EACH PERMIT ISSUED.

Updated 7/1/2025



Yorba Linda Community Center
 4501 Casa Loma Avenue, Yorba Linda, CA 92886 ~ (714) 961-7181

CITY of YORBA LINDA
 PARKS & RECREATION

ROOM CAPACITY CHART

Website: www.yorbalindaca.gov Email: YLCCEventRentals@yorbalindaca.gov

Banquet Rooms	Dimensions	Area Sq. Foot	Ceiling Height	Maximum Room Capacity Based on Seating Style						
				Theater	Classroom	Conference	U-Shape	Reception	Banquet w/Dance Floor	Banquet w/out Dance Floor
Yorba Room	82'x49'	4,018	15'	506	192	96	80	502	248	328
Yorba Room 1/3	27'X49'	1,323	15'	168	72	48	40	165	32	112
Yorba Room 2/3	55'X49'	2,695	15'	352	144	72	56	336	144	224
Imperial Room	75'x44'	3,300	13'	400	176	88	76	394	184	240
Imperial Room 1/3	24'x44'	1,056	13'	100	48	40	32	132	32	88
Imperial Room 2/3	48'x44'	2,112	13'	260	120	64	52	264	120	176
Meeting Rooms	Dimensions	Area Sq. Foot	Ceiling Height	Maximum Room Capacity Based on Seating Style						
				Theater	Classroom	Conference	U-Shape	Reception	Banquet w/Dance Floor	Banquet w/out Dance Floor
Activity Room A	32'x21'	672	9'	55	32	24	20	84	N/A	40
Activity Room B	32'x21'	672	9'	55	32	24	20	84	N/A	40
Club Room	31'x24'	744	10'	52	24	24	20	93	N/A	40
Game/Meeting Room	38'x29'	1,102	10'	70	40	32	28	134	N/A	64
Multi-Purpose Room	58'x28'	1,624	14'	120	64	64	56	203	N/A	80

Note: Room setups are based on maximum capacity of tables and chairs for each setup. Additional setup of bars, DJs, buffett tables, aisles etc. will reduce the maximum capacity. Capacity for the division of banquet rooms, 1/3 and 2/3, may vary based on room and setup. Please see individual room diagrams for more accurate figures.

Banquet

Generally used for wedding receptions and parties with meals and/or meetings involving small group discussions. Seating capacity is based on using five foot round table, seating eight people comfortably.

Classroom

The most desirable setup for medium to large-size lectures with extensive note-taking. Tables provide attendees with space for spreading out materials and taking notes. Eight foot rectangular tables seat four people comfortably.

Conference

Appropriate for interactive discussions and note-taking sessions, similar to "boardroom" style setups. Eight foot rectangular tables seat four people comfortably.

Reception

Stand-up social function where beverages and light foods are served. Cocktail tables are available and accommodate four people comfortably.

Theater

Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into groups as the chairs can be easily moved.

U-shape

Appropriate for groups discussions and ideal for interaction with a presenter situated at the front of the room.



Yorba Linda Community Center
 4501 Casa Loma Avenue, Yorba Linda, CA 92886 ~ (714) 961-7181

**CITY of YORBA LINDA
 PARKS & RECREATION**

FEE SCHEDULE: YORBA LINDA RESIDENT

Website: www.yorbalindaca.gov Email: YLCCEventRentals@yorbalindaca.gov

UPDATED 12/6/2022

YORBA ROOM				
	PRIVATE	COMMERCIAL	NON-PROFIT / PYLUSD / GOV. AGENCY	CHURCH
Mon-Fri: 2-hour minimum Sat-Sun: 7-hour minimum				
MONDAY - FRIDAY	\$155/hr	\$260/hr	\$35/hr	\$75/day + \$75/hr
SATURDAY - SUNDAY	\$170/hr	\$310/hr	\$118/hr	\$118/hr
1/3 DIVIDED (MON-FRI ONLY)	\$52/hr	\$87/hr	\$12/hr	\$25/day + \$20/hr
IMPERIAL ROOM				
	PRIVATE	COMMERCIAL	NON-PROFIT / PYLUSD / GOV. AGENCY	CHURCH
Mon-Fri: 2-hour minimum Sat-Sun: 7-hour minimum				
MONDAY - FRIDAY	\$125/hr	\$230/hr	\$27.50/hr	\$50/day + \$65/hr
SATURDAY - SUNDAY	\$140/hr	\$280/hr	\$97/hr	\$97/hr
1/3 DIVIDED (MON-FRI ONLY)	\$42/hr	\$77/hr	\$9/hr	\$15/day + \$22/hr
MEETING ROOMS				
	PRIVATE	COMMERCIAL	NON-PROFIT / PYLUSD / GOV. AGENCY	CHURCH
Mon-Sun: 2-hour minimum				
MONDAY - SUNDAY	\$33/hr	\$73/hr	\$8/hr	\$10/day + \$13/hr
GRASS AREA				
	PRIVATE	COMMERCIAL	NON-PROFIT / PYLUSD / GOV. AGENCY	CHURCH
Mon-Sun: 2-hour minimum Must be rented in conjunction with				
MONDAY - FRIDAY	\$100/hr	\$200/hr	\$50/hr	\$50/hr
SATURDAY - SUNDAY	\$150/hr	\$250/hr	\$100/hr	\$50/hr



Yorba Linda Community Center
 4501 Casa Loma Avenue, Yorba Linda, CA 92886 ~ (714) 961-7181

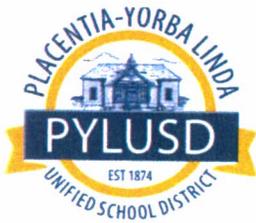
**CITY of YORBA LINDA
 PARKS & RECREATION**

FEE SCHEDULE: NON-RESIDENT

Website: www.yorbalindaca.gov Email: YLCCEventRentals@yorbalindaca.gov

UPDATED 12/6/2022

YORBA ROOM				
	PRIVATE	COMMERCIAL	NON-PROFIT / SCHOOL	CHURCH
Mon-Fri: 2-hour minimum Sat-Sun: 7-hour minimum				
MONDAY - FRIDAY	\$245/hr	\$275/hr	\$200/hr	\$200/hr
SATURDAY - SUNDAY	\$295/hr	\$325/hr	\$240/hr	\$240/hr
1/3 DIVIDED (MON-FRI ONLY)	\$82/hr	\$92/hr	\$67/hr	\$67/hr
IMPERIAL ROOM				
	PRIVATE	COMMERCIAL	NON-PROFIT / SCHOOL	CHURCH
Mon-Fri: 2-hour minimum Sat-Sun: 7-hour minimum				
MONDAY - FRIDAY	\$215/hr	\$245/hr	\$185/hr	\$185/hr
SATURDAY - SUNDAY	\$265/hr	\$295/hr	\$220/hr	\$220/hr
1/3 DIVIDED (MON-FRI ONLY)	\$72/hr	\$82/hr	\$62/hr	\$62/hr
MEETING ROOMS				
	PRIVATE	COMMERCIAL	NON-PROFIT / SCHOOL	CHURCH
Mon-Sun: 2-hour minimum				
MONDAY - SUNDAY	\$68/hr	\$78/hr	\$58/hr	\$58/hr
GRASS AREA				
	PRIVATE	COMMERCIAL	NON-PROFIT / SCHOOL	CHURCH
Mon-Sun: 2-hour minimum Must be rented in conjunction with Yorba or Imperial Rooms				
MONDAY - FRIDAY	\$175/hr	\$250/hr	\$150/hr	\$150/hr
SATURDAY - SUNDAY	\$225/hr	\$300/hr	\$200/hr	\$200/hr



Use of Facilities

User Group Fees
April 1, 2021 - June 30, 2022

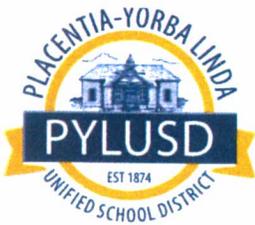
District Facilities

Theater Venues

Facility Use Fees	Direct Cost	Fair Rental
The Performing Arts Center El Dorado High School, Capacity 633	\$140/hr.	\$350/hr.
The Auditorium Theater Valencia High School, Capacity 752	\$100/hr.	\$240/hr.
The Forum Theater Yorba Linda High School, Capacity 266	\$90/hr.	\$215/hr.
Equipment Rental Fees		
Equipment availability varies by venue.	TBD - Quote Available	
Theater & Technician Fees		
Theater Technicians - Staffing levels vary based on venue and type of event. *A theater supplies charge will also be added based on size of event.	\$40/hr.	
Theater Supplies - Determined per event and based on size and duration of event. Covers miscellaneous expendable supplies. i.e. tape, batteries, fluid, gel, etc.	\$40 - \$80/event	
Custodial Fees		
Custodial Services - Staffing levels vary based on venue and type of event. *A custodial supplies charge will also be added based on size of event.	\$48/hr.	
Custodial Supplies - Based on size and duration of event.	\$10 - \$80 / day	
<p><i>The above pricing for theaters is provided solely as a guideline. Pricing will be quoted on a per-use basis by the district's Use of Facilities Department and will be based upon extent and type of facility usage. Required staffing will be evaluated and determined per use. Additional charges for staffing, ancillary facilities, support equipment and post-usage cleaning will apply. Call the Use of Facilities Department at 714-986-8745 for an estimate of charges and availability for your event.</i></p>		

Stadium Venues

Facility Use Fees	Direct Cost	Fair Rental
Shapell Stadium Yorba Linda High School, Capacity Home 2,743; Visitor 1,449	\$65/hr.	\$240/hr.
Bradford Stadium Valencia High School, Capacity Home 3,080; Visitor 2,125	\$65/hr.	\$250/hr.
Lighting Fees		
Stadium Lighting	\$30/hr.	
Equipment Rental Fees		
Equipment availability varies by venue.	TBD - Quote Available	
Grounds keeper Fees		
Grounds keeper - Staffing levels vary based on venue and type of event.	\$48/hr.	
Custodial Fees		
Custodial Services - Staffing levels vary based on venue and type of event.	\$48/hr.	
Custodial Supplies - Based on size and duration of event.	\$10 - \$80/day	
Stadium Cleaning - Bleacher and grounds cleaning following event.	starting at \$500/day	
<p><i>The above pricing for stadiums is provided solely as a guideline. Pricing will be quoted on a per-use basis by the district's Use of Facilities Department and will be based upon extent and type of facility usage. Required staffing will be evaluated and determined per use. Additional charges for staffing, ancillary facilities, support equipment, energy and post-usage cleaning will apply. Call the Use of Facilities Department at 714-986-8745 for an estimate of charges and availability for your event.</i></p>		



Use of Facilities

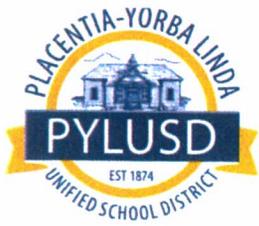
User Group Fees
April 1, 2021 - June 30, 2022

District Facilities

Professional Development Academy (PDA) & District Education Center (DEC) Facilities		
Athletic Facilities	Direct Cost per hour	Fair Rental per hour
DEC - Boardroom	\$40	\$50
PDA - Room A	\$40	\$50
PDA - Room B & C	\$5	\$13
Additional Fees		
Custodial Services, Dedicated - <i>Dedicated custodial services required during event.</i>	\$48/hr.	
Custodial Services, Shared - <i>Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.</i>	Fee based on number of site user groups. Calculated Daily.	
Custodial Supplies - <i>Based on size and duration of event.</i>	\$10 - \$80/day	

High School Facilities

El Dorado High School Facilities		
Athletic Facilities	Direct Cost per hour	Fair Rental per hour
Artificial Turf Field - <i>See Additional Fees 1, 2, 3, 4, 5, 6</i>	\$40	\$60
All-weather Track - <i>See Additional Fees 2, 3, 4, 5, 6</i>	\$10	\$15
Varsity Baseball and Softball Field - <i>See Additional Fees 2, 3, 4, 5, 6</i>	\$20	\$25
JV Baseball and Softball Field - <i>See Additional Fees 2, 3, 4, 5, 6</i>	\$10	\$15
Grass Soccer Field - <i>(approx. 100,000 sf.) - See Additional Fees 2, 3, 4, 5, 6</i>	\$5	\$8
Game Gym - <i>See Additional Fees 4, 5, 6</i>	\$70	\$120
Practice Gym - <i>See Additional Fees 4, 5, 6</i>	\$50	\$80
Pool - 12 Lanes available, approx. 23m - <i>See Additional Fees 4, 5, 6</i>	\$42	\$63
Tennis Courts - 8 courts available - <i>See Additional Fees 1, 4, 5, 6</i>	\$10	\$15
Wrestling Room - <i>See Additional Fees 4, 5, 6</i>	\$10	\$15
Indoor Facilities	Direct Cost	Fair Rental
Classrooms - <i>See Additional Fees 4, 5, 6</i>	\$5	\$13
Library, Gai Jones Theater - <i>See Additional Fees 4, 5, 6</i>	\$40	\$50
-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.	Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.	
Additional Fees		
1	Field Lighting - Artificial Turf & Tennis Court Lighting - <i>Required after sunset</i>	\$10/hr.
2	Grounds keeper - <i>Staffing is required for the duration of facility usage.</i>	\$48/hr.
3	Grounds keeper - <i>Staffing may be required for access and supervision.</i>	\$48/hr.
4	Custodial Services, Dedicated - <i>Dedicated custodial services required during event.</i>	\$48/hr.
5	Custodial Services, Shared - <i>Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.</i>	Fee based on number of site user groups. Calculated Daily.
6	Custodial Supplies - <i>Based on size and duration of event.</i>	\$10 - \$80/day

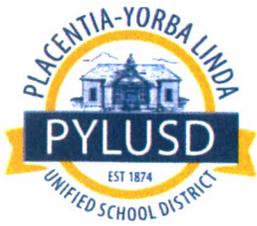


Use of Facilities

User Group Fees
April 1, 2021 - June 30, 2022

High School Facilities

Esperanza High School Facilities			
Athletic Facilities		Direct Cost per hour	Fair Rental per hour
Artificial Turf Field - See Additional Fees 1, 3, 4, 5, 6, 7		\$40	\$60
All-weather Track - See Additional Fees 1, 4, 5, 6, 7		\$10	\$15
Varsity Baseball and Softball Field - See Additional Fees 4, 5, 6, 7		\$20	\$25
JV Baseball and Softball Field - See Additional Fees 4, 5, 6, 7		\$10	\$15
Varsity Soccer Field - See Additional Fees 2, 4, 5, 6, 7		\$20	\$25
Grass Practice Area - West Campus (approx. 80,000 sf.) - See Additional Fees 4, 5, 6, 7		\$4	\$6
Game Gym - See Additional Fees 5, 6, 7		\$70	\$120
Practice Gym - See Additional Fees 5, 6, 7		\$50	\$80
Pool - 11 Lanes available, approx. 23m - See Additional Fees 5, 6, 7		\$38.50	\$57.75
Tennis Courts - 8 courts available - See Additional Fees 5, 6, 7		\$10	\$15
Wrestling Room - See Additional Fees 5, 6, 7		\$10	\$15
Indoor Facilities		Direct Cost	Fair Rental
Classrooms - See Additional Fees 5, 6, 7		\$5	\$13
Library, West Campus MPR - See Additional Fees 5, 6, 7		\$40	\$50
Little Theater - See Additional Fees 5, 6, 7		\$40	\$50
-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.		Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.	
Additional Fees			
1	Field Lighting - Artificial Turf & Track Lighting - Required after sunset	\$25/hr.	
2	Field Lighting - Varsity Soccer Field - Required after sunset	\$15/hr.	
3	Grounds keeper - Staffing is required for the duration of facility usage.	\$48/hr.	
4	Grounds keeper - Staffing may be required for access and supervision.	\$48/hr.	
5	Custodial Services, Dedicated - Dedicated custodial services required during event.	\$48/hr.	
6	Custodial Services, Shared - Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.	Fee based on number of site user groups. Calculated Daily.	
7	Custodial Supplies - Based on size and duration of event.	\$10 - \$80/day	



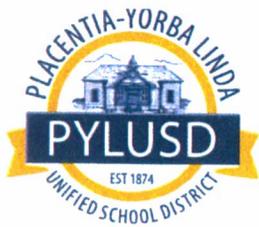
Use of Facilities

User Group Fees

April 1, 2021 - June 30, 2022

High School Facilities

Valencia High School Facilities		
Athletic Facilities	Direct Cost per hour	Fair Rental per hour
Artificial Turf Field - See Additional Fees 1, 3, 4, 5, 6, 7	\$40	\$60
All-weather Track - See Additional Fees 1, 3, 4, 5, 6, 7	\$10	\$15
Varsity Baseball and Softball Field - See Additional Fees 1, 2, 3, 4, 5, 6, 7	\$20	\$25
JV Baseball Field - See Additional Fees 3, 4, 5, 6, 7	\$10	\$15
Ag Field (old agricultural field) - (approx. 90,000 sf.) See Additional Fees 3, 4, 5, 6, 7	\$5	\$8
New Gym - See Additional Fees 5, 6, 7	\$70	\$120
Old Gym - See Additional Fees 5, 6, 7	\$50	\$80
Pool - 8 Lanes available, approx. 23m - See Additional Fees 5, 6, 7	\$28	\$42
Tennis Courts - 8 courts available - See Additional Fees 5, 6, 7	\$10	\$15
Wrestling Room - See Additional Fees 5, 6, 7	\$10	\$15
Indoor Facilities	Direct Cost	Fair Rental
Classrooms - See Additional Fees 5, 6, 7	\$5	\$13
Library, MPR - See Additional Fees 5, 6, 7	\$40	\$50
-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.		
Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.		
Additional Fees		
1	Field Lighting - Artificial Turf & Track Lighting - Required after sunset	\$30/hr.
2	Field Lighting - Varsity Baseball Field - Required after sunset	\$20/hr.
3	Grounds keeper - Staffing is required for the duration of facility usage.	\$48/hr.
4	Grounds keeper - Staffing may be required for access and supervision.	\$48/hr.
5	Custodial Services, Dedicated - Dedicated custodial services required during event.	\$48/hr.
6	Custodial Services, Shared - Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.	Fee based on number of site user groups. Calculated Daily.
7	Custodial Supplies - Based on size and duration of event.	\$10 - \$80/day



Use of Facilities

User Group Fees

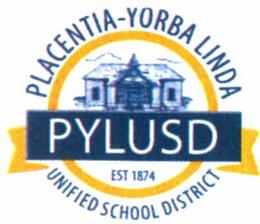
April 1, 2021 - June 30, 2022

High School Facilities

Yorba Linda High School Facilities		
Athletic Facilities	Direct Cost per hour	Fair Rental per hour
Artificial Turf Field - See Additional Fees 1, 2, 3, 4, 5, 6	\$40	\$60
All-weather Track - See Additional Fees 1, 2, 3, 4, 5, 6	\$10	\$15
Varsity Baseball and Softball Field - See Additional Fees 2, 3, 4, 5, 6	\$20	\$25
JV Baseball and Softball Field - See Additional Fees 2, 3, 4, 5, 6	\$10	\$15
Grass Field - (approx. 120,000 sf.) See Additional Fees 2, 3, 4, 5, 6	\$6	\$9
Game Gym - See Additional Fees 4, 5, 6	\$70	\$120
Practice Gym - See Additional Fees 4, 5, 6	\$50	\$80
Pool - 15 Lanes available, approx. 23m - See Additional Fees 4, 5, 6	\$52.50	\$78.75
Tennis Courts - 8 courts available - See Additional Fees 4, 5, 6	\$10	\$15
Wrestling Room - See Additional Fees 4, 5, 6	\$10	\$15
Indoor Facilities	Direct Cost	Fair Rental
Classrooms - See Additional Fees 4, 5, 6	\$5	\$13
Library, MPR - See Additional Fees 4, 5, 6	\$40	\$50
-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.		Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.
Additional Fees		
1	Field Lighting - Artificial Turf & Track Lighting - Required after sunset	\$30/hr.
2	Grounds keeper - Staffing is required for the duration of facility usage.	\$48/hr.
3	Grounds keeper - Staffing may be required for access and supervision.	\$48/hr.
4	Custodial Services, Dedicated - Dedicated custodial services required during event.	\$48/hr.
5	Custodial Services, Shared - Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.	Fee based on number of site user groups. Calculated Daily.
6	Custodial Supplies - Based on size and duration of event.	\$10 - \$80/day

All School Sites

Common Indoor Facilities		
Indoor Facilities	Direct Cost per hour	Fair Rental per hour
Classrooms	\$5	\$13
Multi-Purpose Rooms (MPR)	\$40	\$50
Additional Fees		
Custodial Services, Dedicated - Dedicated custodial services required during event.	\$48/hr.	
Custodial Services, Shared - Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.	Fee based on number of site user groups. Calculated Daily.	
Custodial Supplies - Based on size and duration of event.	\$10 - \$80/day	



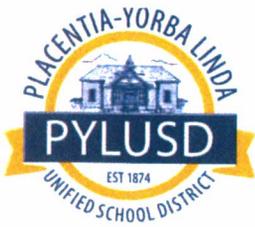
Use of Facilities

User Group Fees

April 1, 2021 - June 30, 2022

Middle Schools

Outdoor Facilities		
Bernardo Yorba Middle School		
	Direct Cost per hour	Fair Rental per hour
Grass Field - South	\$8	\$12
Grass Field - North, Track	\$3	\$5
Blacktop - South	\$10	\$20
Kraemer Middle School		
	Direct Cost per hour	Fair Rental per hour
Grass Field - P1, East	\$7	\$11
Grass Field - P2, West	\$7	\$11
Grass Field - P13, South	\$3	\$5
Grass Field - P17, North	\$7	\$11
Softball Field - SB1, East	\$10	\$15
Softball Field - SB2, West	\$10	\$15
Softball Field - SB1, South	\$10	\$15
Blacktop	\$10	\$20
Tuffree Middle School		
	Direct Cost per hour	Fair Rental per hour
Grass Field - West, P1	\$7	\$11
Grass Field - East, P2	\$7	\$11
Grass Field - South, Track, P3	\$3	\$5
Blacktop	\$10	\$20
<p>-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.</p>		
<p>Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.</p>		
Additional Fees		
<p>Custodial Services, Dedicated - <i>Dedicated custodial services required during event. This would apply to large special events and tournaments when dedicated staff are required to monitor facilities during an event.</i></p>	\$48/hr.	
<p>Custodial Services, Shared - <i>Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.</i></p>	<i>Fee based on number of site user groups. Calculated Daily.</i>	
<p>Custodial Supplies - <i>Based on size and duration of event.</i></p>	\$10 - \$80/day	

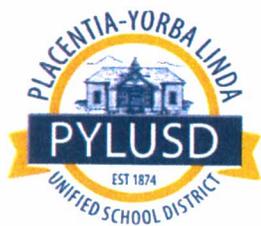


Use of Facilities

User Group Fees
April 1, 2021 - June 30, 2022

Elementary Schools

Outdoor Facilities		
Brookhaven Elementary		
	Direct Cost per hour	Fair Rental per hour
Grass Field	\$8	\$12
Blacktop - North	\$5	\$5
Blacktop - South	\$10	\$20
Bryant Ranch Elementary		
	Direct Cost per hour	Fair Rental per hour
Grass Field - East	\$6	\$9
Blacktop	\$10	\$20
Fairmont Elementary		
	Direct Cost per hour	Fair Rental per hour
Grass Field	\$7	\$10
Blacktop	\$10	\$20
George Key Elementary		
	Direct Cost per hour	Fair Rental per hour
Softball Field - North	\$10	\$15
Softball Field - South	\$10	\$15
Blacktop	\$5	\$10
Glenknoll Elementary		
	Direct Cost per hour	Fair Rental per hour
Grass Field	\$3	\$5
Blacktop	\$5	\$10
Glenview Elementary		
	Direct Cost per hour	Fair Rental per hour
Grass Field	\$8	\$12
Blacktop	\$10	\$20
Golden Elementary		
	Direct Cost per hour	Fair Rental per hour
Softball Field - East	\$8	\$12
Softball Field - West	\$8	\$12
Blacktop	\$5	\$10
Lakeview Elementary		
	Direct Cost per hour	Fair Rental per hour
Blacktop	\$5	\$10
Linda Vista Elementary		
	Direct Cost per hour	Fair Rental per hour
Grass Field	\$5	\$8
Blacktop	\$5	\$10
-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.		
Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.		
Additional Fees		
Custodial Services, Dedicated - Dedicated custodial services required during event. This would apply to large special events and tournaments when dedicated staff are required to monitor facilities during an event.	\$48/hr.	
Custodial Services, Shared - Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.	Fee based on number of site user groups. Calculated Daily.	



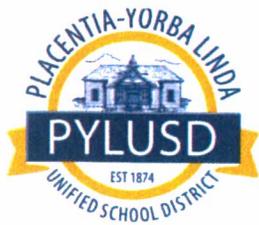
Use of Facilities

User Group Fees

April 1, 2021 - June 30, 2022

Elementary Schools

Outdoor Facilities			
Mabel Paine Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field - North		\$5	\$8
Lighting Fee		\$12	
Grass Field - South		\$4	\$6
Lighting Fee		\$6	
Blacktop - South		\$5	\$10
Morse Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field - North		\$5	\$8
Grass Field - South		\$5	\$8
Blacktop		\$5	\$10
Rio Vista Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field		\$8	\$12
Blacktop		\$5	\$10
Rose Drive Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field - North		\$3	\$5
Grass Field - South		\$4	\$6
Blacktop		\$10	\$20
Ruby Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field		\$6	\$9
Blacktop		\$10	\$20
Sierra Vista Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field		\$8	\$12
Blacktop		\$5	\$10
Topaz Elementary		Direct Cost per hour	Fair Rental per hour
Grass Field		\$6	\$9
Blacktop		\$5	\$10
-All facilities are charged for a 3 hour minimum per use. -Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.		Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments. -Non-school days are billed at either half or full day rates depending on use period.	
Additional Fees			
Custodial Services, Dedicated - Dedicated custodial services required during event. This would apply to large special events and tournaments when dedicated staff are required to monitor facilities during an event.		\$48/hr.	
Custodial Services, Shared - Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.		Fee based on number of site user groups. Calculated Daily.	
Custodial Supplies - Based on size and duration of event.		\$10 - \$80/day	



Use of Facilities

User Group Fees
April 1, 2021 - June 30, 2022

Elementary Schools

Outdoor Facilities

Outdoor Facilities		
Travis Ranch Elementary	Direct Cost per hour	Fair Rental per hour
Grass Field - Upper	\$8	\$12
Grass Field - Middle	\$8	\$12
Blacktop	\$15	\$30
Tynes Elementary	Direct Cost per hour	Fair Rental per hour
Grass Field - North	\$6	\$9
Blacktop - South	\$10	\$20
Van Buren Elementary	Direct Cost per hour	Fair Rental per hour
Grass Field - North	\$7	\$11
Blacktop	\$10	\$20
Wagner Elementary	Direct Cost per hour	Fair Rental per hour
Grass Field - North	\$5	\$8
Grass Field - East	\$5	\$8
Blacktop	\$10	\$20
Woodsboro Elementary	Direct Cost per hour	Fair Rental per hour
Grass Field	\$8	\$12
Blacktop	\$10	\$20

-All facilities are charged for a 3 hour minimum per use.
-Determination on staffing levels will be determined on a per event basis and are subject to the district's discretion.

Grass fields - Grass fields are billed in 2hr. (after school), 4 hr. (half day) or 8 hr. (full day) increments.
-Non-school days are billed at either half or full day rates depending on use period.

Additional Fees

Custodial Services, Dedicated - <i>Dedicated custodial services required during event. This would apply to large special events and tournaments when dedicated staff are required to monitor facilities during an event.</i>	\$48/hr.
Custodial Services, Shared - <i>Shared daily custodial services may be available depending on size and scope of event. Must be approved prior to event.</i>	<i>Fee based on number of site user groups. Calculated Daily.</i>
Custodial Supplies - <i>Based on size and duration of event.</i>	\$10 - \$80/day



Fw: Filming inquiry

From administration <administration@placentialibrary.org>

Date Wed 11/12/2025 9:59 AM

To Jeanette Contreras <jcontreras@placentialibrary.org>

 1 attachment (448 KB)

Research Study Letter - Tata.pdf;

Hello,

Please see attached and the email below.

Regards,

Lina Nguyen

Executive Assistant

Placentia Library District

411 E. Chapman Ave.

Placentia, CA 92870

714-528-1906 x200

placentialibrary.org

From: Aryan Gupta <info@directedbyaryan.com>

Sent: Thursday, November 6, 2025 11:27 AM

To: administration <administration@placentialibrary.org>

Subject: Filming inquiry

You don't often get email from info@directedbyaryan.com. [Learn why this is important](#)

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Placentia Library Board,

My name is Aryan Gupta. I would like to inquire about renting out your library for a research project we are conducting for Tata Group.

This is a global study being conducted by Tata about multicultural spaces. I am attaching a letter from them below that explains it in more detail.

They require the space for 10 hours after regular working hours. They are conducting this study using a prototype camera that they are currently working on, and thus their main priority is the security of

this prototype.

Their requirements are below:

Full access to the space, including a full lockout. This means that only their researchers and security team should be allowed inside while they are filming.

This study is currently being conducted in 77 locations across Orange County. They have previously done this same study in Japan, UAE, Thailand and India. I am now helping them with the US Phase. We have previously completed locations all over SF and LA County.

I would love to discuss rates etc for this project.

This would happen sometime after hours in December, and we are flexible on when.

We are also fully insured with a million-dollar insurance cover.

Please call me at 213-278-6121 if you need any further clarification. Would love to answer any other questions you need answered via email or the phone.

Best,

Aryan Gupta

213-278-6121



Request for utilizing the space for research project

Date: 31st October, 2025

To Whosoever it may concern

Hope you are doing well.

As a representative of Tata Elxsi, Bengaluru, India a global leader in design and technology services spanning diverse industries such as Automotive, Broadcast, Communications and Transportation. We specialize in reimagining products and services through a combination of design thinking and the application of innovative digital technologies.

Currently, we are embarking on a global research study aimed at comprehensively understanding Cultural aspects of various interior and exterior spaces/objects that people engage with. This research is vital to our pursuit of enhancing understanding of 3D space. To this end, we are seeking your kind permission to conduct this research on your property.

We would like to assure you that our study will have no impact on the integrity of your property. Any items that may need to be temporarily relocated for the purpose of our research will be meticulously restored to their original positions. We are committed to returning your property in the same condition as we received it. We want to assure you that we are committed to fully respecting all property rules and regulations, including those pertaining to smoking and any other restrictions.

Currently in association with Elite Films Production LLC, UAE embarking to research study of various interiors and exterior spaces /objects in the LA region. This study data would be used for R&D purpose only.

Your cooperation in this endeavor is appreciated, and we look forward to your favorable response. Should you have any questions or need more information, please contact us.

Thank you for considering our request, and we hope to hear from you soon.

Warm Regards,

Utkarsh Biradar

Chief Designer & JGM (Research & Design)

Tata Elxsi, Bengaluru, India



TATA ELXSI

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Tel +91 80 2297 9123

www.tataelxsi.com

(CIN L85110KA1989PLC009968)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Consideration of Whether to Continue Pursuing Reimbursement from Phoenix Cars, Inc.**

DATE: November 24, 2025

BACKGROUND

In October 2022, the Placentia Library District (“District”) entered into a contractual agreement with Phoenix MotorCars, LLC (“Vendor”) to provide bookmobile services intended to enhance outreach and accessibility of library materials to underserved areas in the community. The vendor was selected through a competitive process and agreed to build a customized electric bookmobile in the amount of \$231,606.

On October 17, 2022 the Library Board of Trustees awarded a bid to Phoenix MotorCars to build a customized electric bookmobile in the amount of \$231,606. Since then staff has executed the deposit payment of \$53,160.00 to begin production of the bookmobile.

Since the initiation of services, the vendor has failed to consistently meet key performance benchmarks, including but not limited to:

- Delayed or missed scheduled visits without prior notice.
- Lack of timely responses to District staff inquiries.
- Inadequate communication regarding performance and timeline issues and staffing gaps.

Despite the District authorizing two deadline extensions from the original delivery date of September 30, 2023:

- September 30, 2023 to February 15, 2025
- February 15, 2025 to July 2025

There has been very minimal progress made in the building of the electric bookmobile. The vendor was formally notified of the performance concerns at the March 12 and 13, 2025 meetings and a corrective action period was initiated, including an amended agreement to reflect the July 2025 delivery date. As April 22, 2025, the vendor has not executed the amended contract nor responded to multiple emails from staff.

Staff recommend terminating the agreement with Phoenix Motorcars, LLC.

Following the Board’s approval on April 28, 2025 to proceed with legal recovery of the deposit, the District secured \$8,956.16 in collected funds. After accounting for attorney fees of \$7,700.20, the net outcome is \$1,255.96.

The District continues to experience a remaining shortfall of \$51,904.04 from the original deposit of \$53,160.00.

Based on the above outcome, the Board must decide whether to proceed with efforts to recover the outstanding balance. It is important to note that there is no assurance that Phoenix Cars, Inc. will have funds accessible, and the District would be competing with other creditors and lienholders.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **LAFCO Updates from Trustee Beverage**
DATE: November 24, 2025

BACKGROUND

Trustee Beverage will provide an update on LAFCO activities.

Attachment A is LAFCO's agenda for the November 12, 2025 meeting.

**LOCAL AGENCY FORMATION COMMISSION OF
ORANGE COUNTY**

REGULAR MEETING AGENDA

**Wednesday, November 12, 2025
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/p49wpaNxyH4?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 8, 2025 – Regular Commission Meeting Minutes

The Commission will consider approval of the October 8, 2025 meeting minutes.

7. PUBLIC HEARING

No public hearing items scheduled.

8. COMMISSION DISCUSSION AND ACTION

a.) Fiscal Year 2024-25 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 2024-25.

b.) OC LAFCO Post-Municipal Service Review (MSR) Survey

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

c.) 2026 Meeting and Events Calendar

The Commission will consider adoption of the meeting and events calendar for 2026.

d.) Update on Southern Alliance of California Local Agency Formation Commissions

The Commission will receive an update on the current activities of the Alliance of Local Agency Formation Commissions.

e.) Cancellation of December 2025 Regular Meeting

The Commission will consider canceling the December 10, 2025, Regular Meeting due to a lack of business items requiring Commission action.

9. 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.

10. EXECUTIVE OFFICER'S REPORT

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

11. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items and announcements.

12. ADJOURNMENT OF REGULAR COMMISSION MEETING

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Roundtable Women's Club Updates from Trustee Dahl

DATE: November 24, 2025

BACKGROUND

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Legislative Updates from Secretary Nelson.**

DATE: November 24, 2025

BACKGROUND

Secretary Nelson will provide an update on legislative activities.

Attachment A is the California Special District Association are the Library Bills.



[BACK TO BILL TRACKING](#)

Library District Bills

Wednesday, November 19, 2025

[AB 1162](#) (Bonta D) Challenges to housing and community-serving projects.

Current Text: Amended: 4/28/2025 [html](#) [pdf](#)

Introduced: 2/20/2025

Status: 8/29/2025-Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. SUSPENSE FILE on 7/7/2025)(May be acted upon Jan 2026)

Location: 8/29/2025-S. 2 YEAR

Summary:

Current law provides that in a civil action brought by a plaintiff to challenge a housing development project that meets or exceeds the requirements for low- or moderate-income housing, a defendant may seek an order requiring the plaintiff to furnish an undertaking as security for costs and damages that may be incurred by the defendant if the bringing of the action would result in preventing or delaying the project, as specified. Current law authorizes the court to limit the amount of the undertaking or to decline to require the plaintiff to furnish an undertaking if the court determines that, based on evidence submitted by the plaintiff, furnishing an undertaking would cause the plaintiff to suffer undue economic hardship. This bill would expand the type of civil actions for which motions for undertaking may be filed to include actions that challenge a community-serving project, as defined.

Position: Watch

Assigned: AAvery

District Services: Fire Protection, General/All, Healthcare/Hospital, Library, Police Protection, Recreation and Park

Subject Area: Public Works, Facilities, and State Infrastructure Investment and Partnership

Issues: Legal Reform

Working Group: Public Works, Facilities, and State Infrastructure Investment and Partnership

Public Notes: 3/21/2025 I-2/20/2025 to: Watch
2/25/2025 I-2/20/2025 to: No position

AB 1185 (Hart D) California Library Services, Equity in Opportunity Act.

Current Text: Introduced: 2/21/2025 [html](#) [pdf](#)

Introduced: 2/21/2025

Status: 5/1/2025-Failed Deadline pursuant to Rule 61(a)(2). (Last location was ED. on 3/13/2025)(May be acted upon Jan 2026)

Location: 5/1/2025-A. 2 YEAR

Summary:

Would rename the California Library Services Act as the California Library Services, Equity in Opportunity Act, and would revise and recast the act to, among other things, state the intent of the Legislature to create access to opportunity for all Californians at public libraries, as provided. The bill would rename the California Library Services Board as the California Library Services, Equity in Opportunity Board and would reduce the size of the board to 11 members, appointed as provided. The bill would prescribe the duties of the state board to instead be to, among other things, advise the State Librarian on the adoption of rules, regulations, and general policies for the implementation of the act, as provided. The bill would require the State Librarian to ensure staff support for the state board.

Position: Oppose 3

Assigned: MDetwiler

District Services: Library

Subject Area: Governance

Issues: None

Working Group: Governance

Public Notes: 3/21/2025 I-2/21/2025 to: Oppose 3

