



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, June 21, 2010
6:30 P.M.
Meeting Room

The Vision of the Placentia Library District is to inspire exploration, open minds and bring people together.

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

- 📖 Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
- 📖 Provide literacy outreach and services to the community.
- 📖 Provide a special collection to document and preserve Placentia's History and Authors.
- 📖 Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- 📖 Promote the Library's vision through consistent messages to the public.

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.

CALL TO ORDER

rec #3 A-1

present AS, RD, BE, JT,

1. Call to Order 6:30 PM Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

absent: GW

Other: JC, RH, YB, WT, KM - exit @ 7:55

JH, Brandon Gallagher w/COIT A - exit @ 6:57

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

m1 BE
m2 JT all

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.

Handwritten notes: @ Ban Voyage for missp. outstanding teen
② PLFF B& Mtg
JT - @ Chamber Mixer @ PL Hospital @ Chamber mixer @ Hilton @ PLFF Mtg

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.

Handwritten notes: BB - nothing to report
RD - @ Comm. Network Mtg @ Chamber mixer @ Holiday Inn

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

Handwritten notes: JT - May 11 7 vol. hrs @ 1900 bookstore @ 1200 vending machine
RD - @ Comm. Network Mtg @ Chamber mixer @ Holiday Inn

Handwritten notes: \$ 254K in acct's
#170 Edward Jones inv.
other - Union Bank

CONSENT CALENDAR (Items 8 - 26) - working on rough calendar

Presentation: Library Director

Recommendation: Approve by Motion plan to give \$50/yr starting in July for next 3 years.

Items 8 - 26 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.

Handwritten initials: m2 RD
m2 BE all

MINUTES (Item 8)

8. Minutes of the May 17, 2010 Library Board of Trustees Regular Meeting, May 26, 2010 Library Board of Trustees Special Meeting, and June 2, 2010 Library Board of Trustees Special Meeting. (Receive & File and Approve)

Handwritten notes: JT - 21 & 22
RD - 15 see #27, in budget
AS - 14 - budget #706 4B confirmed now not restricted

CLAIMS (Items 9 - 12)

- 9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- 10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- 11. Current Claims and Payroll. (Receive & File and Approve)
- 12. FY2008-2009 Cash Flow Analysis through May 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

- 13. Financial Reports for May 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for May 2010. (Receive & File)
- 15. Acquisitions Report for May 2010. (Receive & File)

16. Entrepreneurial Activities Report for May 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for May 2010. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for May 2010.
21. Library Services Manager's Report for May 2010. *JT-confirmed IT consultant cut mid-year*
22. Children's Services Report for May 2010. *JT- high attendance w/ Lap Sit +11*
23. Literacy / Volunteer Services Report for May 2010.
24. Reference and Adult Services Report for May 2010.
25. Local History Room Report for May 2010.
26. Placentia Library Web Site & Technology Report for May 2010.

PUBLIC HEARING

27. Public Hearing for Fiscal Year 2010-2011 Budget.
Presentation: Library Director
Recommendations: Conduct Public Hearing on the Budget for Fiscal Year 2010-2011 as published; and

Finalize the Placentia Library District Budget for all Funds for 2010-2011 Fiscal Year; and

Motion to read Resolution 11-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County; and

Motion to adopt Resolution 11-03 by a roll call vote; and

Authorize the President and Secretary of the Placentia Library District Board of Trustees to sign the Orange County budget Forms.

CONTINUING BUSINESS

28. Staff Appreciation Dinner
Presentation: Trustee Wood
Recommendation: Action to be determined by the Library Board of Trustees.
29. Library Director Performance Evaluation Guidelines
Presentation: Secretary DeVecchio

- Recommendations: 1) Authorize changes to the Placentia Library District Policy #2000 – Job Description, Executive Officer, as presented; and
- 2) Authorize a change to the Placentia Library District Policy #2170 – Performance Evaluation, as presented.
30. Computer Lab Update
Presentation: Library Services Manager
Recommendation: Action to be determined by the Library Board of Trustees.
31. Placentia Library District Policy #6050 – Meeting Room
Presentation: Library Director
Recommendation: Authorize the amendment of Placentia Library District Policy #6050 – Meeting Room to reflect the changes, effective upon adoption and approval of Fines & Fees Schedule for Fiscal Year 2010-2011.
32. Establish Fines and Fees Schedule for Fiscal Year 2010-2011 and set Public Hearing for Monday, July 19, 2010 at 6:30 p.m.
Presentation: Library Director
Recommendations: Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2010-2011; and
- Authorize the amendment of Placentia Library District Policy #6035 – Fines & Fees Schedule to reflect the changes; and
- Set the Fines & Fees Schedule for Fiscal Year 2010-2011 for Public hearing on Monday, July 19, 2010 at 6:30 p.m.
- NEW BUSINESS**
33. Establish the District's Appropriation Limitations (Gann Limit) at \$3,468,648 for Fiscal Year 2010-2011 by Resolution 11-04.
Presentation: Acting Human Resources/Finance Analyst
Recommendations: 1) Read Resolution 11-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2010-2011.
- 2) Adopt Resolution 11-04 by Roll Call Vote.
34. KOHA Presentation – An Open Source Integrated Library System
Presentation: Library Services Manager
Recommendation: Authorize library staff to present proposal and cost analysis to the Library Board of Trustees at the July 19, 2010 Regular Meeting.
35. IT Management & Networking Service
Presentation: Library Director
Recommendation: Authorize library staff to proceed with Request For Proposals for the Placentia Library District's IT Management & Networking needs based on the specifications presented.
36. Digital Signage and Media
Presentation: Library Services Manager
Recommendation: Action to be determined by the Library Board of Trustees.
37. Placentia Library District Policy #2010 – Hours of Work and Overtime

Presentation: Library Director
Recommendation: Authorize the amendment of Placentia Library District Policy #2010 – Hours of Work and Overtime to reflect the changes, effective immediately.

38. Placentia Library District Policy #6020 – Internet Access Policy

Presentation: Library Services Manager

- Recommendations: 1) Authorize a revision of Placentia Library District Policy 6020.2.2 to read “Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual’s total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.”
- 2) Authorize a renumbering of Placentia Library District Policy 6020.1.7 to read 6020.2.8.
- 3) Authorize Placentia Library District Policy 6020 be renamed as “Public Computer and Internet Access Policy”.

39. Accounting Recommendations

Presentation: Acting Human Resources/Finance Analyst

- Recommendations: 1) Close county Funds 702, 703, 706, 708 and transfer all balances to a restricted general reserve account within Fund 707.
- 2) Close Bank of the West Literacy Fund, COE Checking, and COE Savings, and transfer all balances to GF Savings Money Market Account.
- 3) Close CD with Cal national Bank and transfer fund to a restricted general reserve account within Fund 707.

40. CSDA Conference

Presentation: Library Director

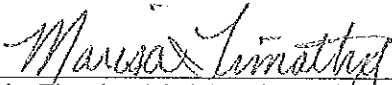
- Recommendations: 1) Determine which Library Board of Trustees will attend the Annual CSDA Conference in Newport Beach and authorize staff to proceed with the Early Bird registration.
- 2) Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with the reservations.

ADJOURNMENT

41. Agenda Preparation for the July Regular Date Meeting which will be held on Monday, July 19, 2010 unless re-scheduled by the Library Board of Trustees.
42. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
43. Adjourn 8:04 pm

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the June 21, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 9, 2010.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 17, 2010

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 17, 2010 at 6:32 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, and Trustee Gaeten Wood.

Members Absent: None.

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Katherine Matas, Toby Silberfarb, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley.

ADOPTION OF AGENDA

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt the agenda as presented:

AYES:	Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATION

Library Staff Katherine Matas referred to Agenda Item #29, Attachment B and suggested that the Library be closed on Monday, July 5th, as observed by Federal and State agencies.

TRUSTEE REPORTS

President Shkoler reported that he attended the annual Rotary fundraiser as well as the Chamber Member Breakfast. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa attended the Super STAR program at the Library, the Chamber Member Breakfast, and the American Business Women's Awards banquet at which Librarian Lori Worden was honored. She also visited El Dorado High School to view the Senior projects.

Trustee Turner attended the Placentia Library Friend's Foundation's Annual Meeting as well as their monthly Board Meeting. She also attended the Adult Book Discussion at the Library and the American Business Women's Awards banquet.

Trustee Wood attended the annual Rotary fundraiser. She thanked the Placentia Library Friends Foundation for having a table at the event and supporting Placentia Rotary, encouraging collaboration. (Item 6)

PLFF REPORT

Trustee Turner reported that the Placentia Library Friends Foundation located a broker for their recently released funds and is discussing possible donations to the Library. They have a final Author's Luncheon report for 2010. They continue to have a good supply of volunteers and funds generated from the bookstore, silent auction, and vending machines. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Trustee Wood to approve Agenda Items 8-26, with the requested amendment to the Minutes of April 26th to read 'endorse' rather than 'nominate'.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2009-2010 Cash Flow Analysis through March 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for March 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for March 2010 (Item 14)

Acquisitions Report for March 2010 (Item 15)

Entrepreneurial Activities Report for March 2010 (Item 16)

GENERAL CONSENT

Personnel Report for March 2010 (Item 17)

Circulation Report for March 2010 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for March 2010 (Item 20)

Library Services Manager's Report for March 2010 (Item 21)

Children's Services Report for March 2010 (Item 22)

Literacy / Volunteer Services Report for March 2010 (Item 23)

Reference and Adult Services Report for March 2010 (Item 24)

Local History Room Report for March 2010 (Item 25)

Placentia Library Web Site & Technology Report for March 2010 (Item 26)

**CONTINUING
BUSINESS**

Library Director Contreras presented the Proposed Budget for Fund 707 for Fiscal Year 2010-2011 including the Revenue Budget and Expenditures Budget. She announced that there will be an estimated \$76,500 revenue carryover from Fiscal Year 2009-2010. This has allowed for her recommendation that staffing be held as is, with no furlough days. She also recommended that no COLA be applied, while Merit Increases remain. The Projected Revenue presented was based on a 5% reduction in property tax revenue. There was discussion on specific items that had significant changes, with explanations provided by staff. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt the Budget for Fund 707 for Fiscal Year 2010-2011 as presented by a Roll Call vote: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Wood and seconded by Trustee Turner to set the Budget for Fund 707 for Public Hearing on Monday, June 21, 2010: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**NEW
BUSINESS**

**GANN LIMIT
RESOLUTION 10-09**

Library Director Contreras explained that the District's auditor, Macias, Gini & O'Connell recommended that the GANN amount for Fiscal year 2009-2010 be amended to correct an overstatement of \$22,023 and presented Resolution 10-09 to establish an amendment for the Gann Limitation for Placentia Library District for Fiscal Year 2009-2010. It was moved by Trustee Wood and seconded by Secretary DeVecchio to read Resolution 10-09 by Title Only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish Amendment for the Appropriations Limitation for Fiscal Year 2009-2010: (Item 28)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Turner and seconded by Trustee Wood to adopt resolution 10-09 by a Roll Call vote: (Item 28)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**HOLIDAY AND
LIBRARY CLOSURE
SCHEDULE
RESOLUTION 11-01**

Library Director Contreras presented information regarding the Holiday and Library Closure Schedule for the Library including Placentia Library District Policy #2030 – Holidays, and the proposed Holiday and Library Closure Schedule for years 2010 and 2011. She recommended maintaining the holidays as listed and removing the two (2) floating holidays. Discussion with staff input was made regarding the staff recommendation that the Library be closed on Monday, July 5th. It was moved by Trustee

Turner and seconded by Trustee Wood to add July 5th as a closed day. After further discussion on the matter and further issues were raised, the motion was withdrawn. It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011 as presented: (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

After discussion regarding the recommendation of elimination of two floating holidays, it was moved by Trustee Turner and seconded by Trustee Wood to eliminate the two floating holidays as presented in the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011: (Item 29)

AYES: Shkoler, Escobosa, Turner, Wood
NOES: DeVecchio
ABSTAIN: None
ABSENT: None

It was moved by Secretary DeVecchio to eliminate the phrase: "and receive at least two four-day weekends per year" on Policy number 2030.6. There was no second on the motion. It was moved by Trustee Turner and seconded by Trustee Wood to read Resolution 11-01 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011: (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Resolution 11-01 by a roll call vote: (Item 29)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**FINES & FEES
SCHEDULE**

Library Director Contreras presented the recommended changes to Placentia Library District Policy #6035 – Fines & Fees Schedule. After initial discussions, President Shkoler directed that the Agenda Item be tabled until the next Regular Meeting. (Item 30)

**SALARY SCHEDULES
FOR FY 2010-20111**

Library Director Contreras reviewed information regarding the current Salary Schedules including a Cost of Living Report from the U.S. Department of Labor. She recommended that no changes be made to the current Salary Schedules for the 2010-2011 Fiscal Year. It was moved by Trustee Wood and seconded by Trustee Escobosa to read Resolution 11-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2010-2011: (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None

ABSENT: None

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Resolution 11-01 by a roll call vote: (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF APPRECIATION
DINNER**

Library Director Contreras provided a brief summary of last year's Staff Appreciation Dinner and suggested that this year's event be held at the Marriot in Fullerton, by Cal State Fullerton. The site provides a nice venue with reasonable pricing. Discussion and identification of possible dates was made. Library Director Contreras will proceed to secure a date and obtain a quote to present to the Placentia Library Friends Foundation, which funded last year's event. (Item 32)

**AGENDA
PREPERATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, June 21st, 2010 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 17, 2010 adjourned at 8:02 P.M.

NEXT MEETING

The next meeting will be on June 21, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 26, 2010

CALL TO ORDER President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on April 26, 2010 at 4:02 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, and Trustee Gaeten Wood

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Marisa Timothy

ADOPTION OF AGENDA It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as presented:

AYES:	Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATION

There was no oral communication made at this time.

NEW BUSINESS

FLOORING PROJECT

Library Director Contreras presented a PowerPoint presentation of pictures of the current library flooring, circulation and reference desks as well as images of proposed new desks and circulation area wall. She then presented the four proposals to re-floor the library entrance, lobby, checkout, and reference desk areas. Discussion was made regarding the location of the new flooring as well as the flooring material specifications. Concerns were expressed regarding the longevity of the product and the variance of details or lack thereof provided in the bids. Library Director Contreras offered to get more detailed, matching bids and to obtain information in order to compare the name brand to the generic brand materials. Discussion was then made regarding the Board's availability for another Special Meeting. (Item 5)

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District on May 26, 2010 adjourned at 4:40 P.M.

NEXT MEETING

The next meeting will be on June 21st, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
June 2, 2010

CALL TO ORDER

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on April 26, 2010 at 4:00 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, and Trustee Jean Turner

Members Absent: Trustee Gaeten Wood

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra (departed at 4:45pm), Roger Hiles, Marisa Timothy

**ADOPTION OF
AGENDA**

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt the agenda as presented:

AYES:	Shkoler, DeVecchio, Escobosa, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	Wood

**ORAL
COMMUNICATION**

There was no oral communication made at this time.

FLOORING PROJECT

Library Director Contreras presented three revised proposals for the re-flooring project with a staff report designating the cost differences for the two materials options. Samples were passed and viewed. Discussion was made regarding the difference in quality of the samples. The discussion then focused on funding, including the contingency fund and previous budget concerns. The Board requested clarification on where the funds for the project were to be drawn from. Library Director Contreras explained that there are funds available from property tax income for capital improvements and that the \$76,500 surplus will remain. Human Resources/Finance Analyst Yesenia Baltierra confirmed that the Prop 1A funds have been received. President Shkoler recommended that the project be suspended until next year's budget and revenues are confirmed. Secretary DeVecchio asked about previous budget cuts, in particular the book budget and also expressed concern for a one percent contingency fund. Secretary DeVecchio expressed that it would not be prudent to move forward with the project at this time and also expressed concern regarding the noise level of the flooring. President Shkoler reiterated the two primary expressed concerns: noise level and cost. Trustee Escobosa said that the safety and liability of the flooring needs to be addressed and recommended a three month wait. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to wait three months on the flooring project in order to confirm funding for the next fiscal year 10-11 and have time to explore using carpeting with other configurations: (Item 5)

AYES:	Shkoler, DeVecchio, Escobosa,
NOES:	Turner
ABSTAIN:	None
ABSENT:	Wood

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District on June 2, 2010 adjourned at 4:49 P.M.

NEXT MEETING

The next meeting will be on June 21st, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



**BOARD OF TRUSTEES
MEETING CALENDAR**

January 2010 – December 2010

MONTH	DATE	TIME	LOCATION
January	25	6:30 p.m.	Meeting Room
February	16	6:30 p.m.	Meeting Room
March	15	6:30 p.m.	Meeting Room
April	19	6:30 p.m.	Meeting Room
May	17	6:30 p.m.	Meeting Room
June	21	6:30 p.m.	Meeting Room
July	19	6:30 p.m.	Meeting Room
August	16	6:30 p.m.	Meeting Room
September	20	6:30 p.m.	Meeting Room
October	18	6:30 p.m.	Meeting Room
November	15	6:30 p.m.	Meeting Room
December	20	6:30 p.m.	Meeting Room

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims
DATE: June 21, 2010

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: June 21, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	5/19/10	5301	\$25,922.79
	5/25/10	5302	\$ 5,793.40
	6/02/10	5303	\$ 4,503.21
	6/02/10	5304	\$ 397.50
		TOTAL	\$36,616.90



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: June 21, 2010

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	06/21/10	5305	\$14,533.97
707	06/21/10	5306	\$23,228.72
707	06/21/10	5307	\$ 794.05
<i>Subtotal for Claims</i>			<i>\$38,556.74</i>

Payroll

On Demand Wire	07/15/10	#1	\$40,000.00
<i>Subtotal for Payroll</i>			<i>\$40,000.00</i>

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$78,556.74**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/21/10
REPORT NO: 5305

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC7210-90 County of Orange P.O. Box 567 Santa Ana, CA 92702	05-25-10 CB0511	1900	0740		\$ 6,703.00		
VC5764 Union Bank of California PARS #6746022400	06-03-10 6746022400	0200			\$ 2,865.90		
Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	06-14-10 6746022400	0200			\$ 2,854.39		
					\$ 5,720.29		
VC5465-3 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	06-02-10 8448400250124877	0700	0702		\$ 160.26		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	06-01-10 00426 06-01-10 00426	1900 1300	0739		\$ 925.00 \$ 380.82 \$ 1,305.82		
VC6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	06-01-10 10-5-4926	1400	0710		\$ 455.31		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	06-01-10 71498	1300			\$ 33.00		
VC4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	06-01-10 197011	1900	0741		\$ 107.40		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	06-11-10 522409918001	1800	0725		\$ 48.89		
TOTAL REMITTANCE:					\$ 14,533.97		

The claims listed above (totaling \$14,533.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/21/10
REPORT NO: 5306

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	05-10-10	2801					
	59696				\$ 10,436.12		
	05-10-10	0700	0701		\$ 43.22		
	59696				\$ 9,632.16		
	05-10-10	1400	0712		\$ 834.22		
	59696				\$ 2,283.00		
	06-08-10	1800	0726		\$ 23,228.72		
	59689						
TOTAL REMITTANCE:					\$ 23,228.72		
<p>The claims listed above (totaling \$23,228.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/21/10
REPORT NO: 5307

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	05-27-10	2400	0760				
		3545			\$ 74.93		
	05-27-10	2400	0760				
		3544			\$ 499.55		
					\$ 574.48		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	06-02-10	2400	0760				
		4009401954			\$ 86.29		
	06-04-10	2400	0760				
		4009442129			\$ 6.57		
	06-14-10	2400	0760				
		4009423157			\$ 16.89		
	06-14-10	2400	0760				
		4009423158			\$ 15.83		
	06-14-10	2400	0760				
		4009423159			\$ 25.69		
	06-14-10	2400	0760				
	4009423160			\$ 33.35			
06-14-10	2400	0760					
	4009423161			\$ 17.79			
06-14-10	2400	0760					
	4009423162			\$ 17.16			
					\$ 219.57		
TOTAL REMITTANCE:					\$ 794.05		
The claims listed above (totaling \$794.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:



County of Orange
On Demand Wire

A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector at: cashmgmt@tfc.ocgov.com or Fax to: (714) 834-2912

Please Pay \$ 40,000.00 on 07/15/2010

Transaction Reference (select one): Automated Clearing House (ACH) Wire Transfer (WT)

A WT will have a settlement date that is the same as the date on the ODW form. An ACH will have a settlement date of one business day after the date on the form.

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #1

Description: Placentia Library District's Payroll.

Department / Agency

Contact: Trinh Jeanette Contreras
Name and Title
(714) 528-1925 | (714) 579-1082
Phone Number | FAX Number

CODE	DEPT	ID
AUDITOR COPY SUBMITTED TO:	A/C ACTS PAYABLE	<input checked="" type="checkbox"/>
	A/C CHECK WRITING	<input type="checkbox"/>

Vendor/Customer Code: vc-6532

DEPARTMENT'S USE -- COMPLETE IN DETAIL									
FUND	DEPT	BUDGET CTRL	UNIT	OBJ REV BSA	SUB OBJ SUB REV SUB BSA	DEPT OBJ DEPT REV DEPT BSA	JOB NUMBER	AMOUNT	
707	v700	707	0900	0100				\$40,000.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO								TOTAL PAYMENT	\$40,000.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY			APPROVED DAVID E. SUNDSTROM, AUDITOR-CONTROLLER		
CLAIMANT		DATE		AUTHORIZED SIGNER		DATE		DEPUTY	DATE

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals:	Transaction Reference
Claims & Disbursing:	MDW Transaction #: _____
Over Limit: <u>\$100,000 (1)</u> <u>\$500,000 (2)</u> <u>\$1,000,000 (3)</u>	Treasurer-Tax Collector Information:
Claims & Disbursing Management: _____	Released By / Ref #: _____
Check Writing: _____	



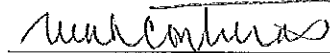
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through May 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: June 21, 2010

Summary of Cash and Investments as of May 31, 2010

Cash with Orange County Treasurer Fund 702	10,232.50
Cash with Orange County Treasurer Fund 703	12,201.70
Cash with Orange County Treasurer Fund 706	175,728.16
Cash with Orange County Treasurer Fund 707	1,341,201.92
Cash with Orange County Treasurer Fund 708	11,906.25
County Exempt Checking – Bank of the West	59,330.06
County Exempt Savings – Bank of the West	121,768.18
General Fund Checking – Bank of the West	39,356.62
General Fund Savings – Bank of the West	96,563.67
Literacy Fund Savings – Bank of the West	14,414.77
Payroll Checking – Wells Fargo Bank	145,708.71
Payroll Emergency CD – California National Bank	26,368.05

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); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is June 27, 2010.



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
May 31, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,593,108	1,756,552	-163,444	110.3%
6220		Property Taxes - Current Unsecured	73,640	65,192	8,448	88.5%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	940	-	940	0.0%
6250		Taxes - Spec Dist Augmentation	7,520	4,171	3,349	55.5%
6280		Property Taxes - Curr Supplemental	36,760	15,391	21,369	41.9%
6300		Property Taxes - Prior Supplemental	1,104	6,155	-5,051	557.5%
6540		Penalties & Costs on Delinq Taxes	0	1,646	-1,646	100.0%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	21,800	8,533	13,267	39.1%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	14,320	13,133	1,187	91.7%
6970		State - Other	20,000	26,236	-6,236	131.2%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	89,388	27,310	62,078	30.6%
		Passports	40,000	90,378	-50,378	225.9%
		Impact Fees (Restricted)	0	42,732	-42,732	100.0%
		Pass Thru Payment Adj.; City of Placentia	0	1,362		
		RDA Tax Sharing Agreement; City of Placentia	0	3,435		
		DVD Rental	0	6,122	-6,122	100.0%
		Meeting Room	10,000	4,390	5,610	43.9%
		Test Proctor	0	2,602		
7680		6-MO Expired (Outlawed) Checks	0	-	0	100.0%
TOTAL REVENUES FY 09/10:			1,898,580	2,075,339		109.3%

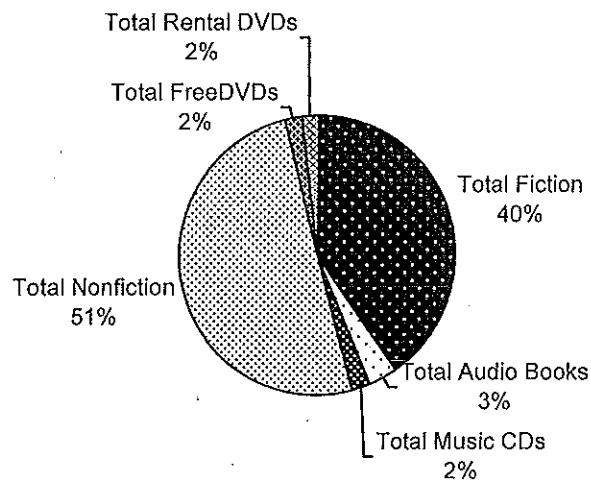
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
May 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,029,376	895,598	0.87	\$133,778
0200	Retirement	110,000	92,414	0.84	\$17,586
0301	Unemployment Insurance	5,000	5,631	1.13	-\$631
0306	Health Insurance	100,900	89,131	0.88	\$11,769
0308	Dental Insurance	13,000	10,889	0.84	\$2,111
0309	Life Insurance	11,000	10,983	1.00	\$17
0310	AD & D Insurance	7,000	5,137	0.73	\$1,863
0319	Vision Insurance	4,000	2,046	0.51	\$1,954
0350	Workers' Compensation Insurance	10,000	5,880	0.59	\$4,120
	TOTAL	\$1,290,276	\$1,117,709	0.87	\$172,567
SERVICES & SUPPLIES					
0700	Communications	10,000	11,571	1.16	-\$1,571
0900	Food	1,300	951	0.73	\$349
1000	Household Expenses	9,000	7,826	0.87	\$1,174
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	20,141	0.67	\$9,859
1400	Maintenance, Buildings & Improvements	17,197	62,745	3.65	-\$45,548
1600	Memberships	1,500	4,518	3.01	-\$3,018
1800	Office Expenses	40,000	31,310	0.78	\$8,690
1803	Postage	5,000	4,239	0.85	\$761
1900	Prof./Specialized Services	134,000	131,439	0.98	\$2,561
1912	Investment Administrative Fees	2,000	792	0.40	\$1,208
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	423	0.28	\$1,077
2200	Rents & Leases - Buildings & Improvements	73,500	61,313	0.83	\$12,187
2400	Books/Library Materials	160,307	138,653	0.86	\$21,654
2600	Transportation & Travel	2,000	1,475	0.74	\$525
2700	Meetings	5,000	4,186	0.84	\$814
2800	Utilities	80,000	53,445	0.67	\$26,555
	TOTAL	\$586,304	\$548,364	0.94	\$37,940
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$1,876,580	\$1,666,073	0.89	\$210,507
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$3,469	0.14	\$21,531
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$25,000	\$3,469	0.14	\$21,531
TOTAL BUDGET (Fund 707)					
		\$1,908,580	\$1,669,542		\$239,038
707-	General Reserves	\$10,000	\$0	0.00	\$10,000
702-	Equipment & Structural Repair Fund	\$13,072	\$2,584	0.20	\$10,488
703-	Automated Replacement Fund	\$12,369	\$10	0.00	\$12,359
706-	Interest & Sinking Bond Redemption	\$197,268	\$19,020	0.10	\$178,248
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$10	0.00	\$12,065

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF MAY 2010

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$51,055	3,300	4,128
Total Non-Fiction	\$63,844	2,318	4,194
Total Music CDs	\$2,718	146	148
Total Audio Books	\$4,225	54	54
Total Free DVDs	\$2,567	93	93
<u>Total Rental DVDs</u>	<u>\$2,416</u>	<u>87</u>	<u>89</u>
TOTAL MATERIALS	\$126,824	5,998	8,706



The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF MAY 2010

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$21,430	1,225	1,477	\$0	0	0	\$21,430	1,225	1,477	\$1,338	50	52	\$22,768	1,275	1,529
Adult Circulating Non-Fiction	\$30,555	1,379	1,401	\$0	0	0	\$30,555	1,379	1,401	\$1,095	42	42	\$31,650	1,421	1,443
Adult Reference	\$1,222	22	22	\$0	0	0	\$1,222	22	22	\$355	5	5	\$1,577	27	27
Adult magazines	\$6,274	128	1,818	\$0	0	0	\$6,274	128	1,818	\$0	0	0	\$6,274	128	1,818
Adult online databases	\$10,102	3	0	\$0	0	0	\$10,102	3	0	\$0	0	0	\$10,102	3	0
Total Adult Non-Fiction	\$48,153	1532	3241	\$0	0	0	\$48,153	1532	3241	\$1,450	47	47	\$49,602	1579	3288
TOTAL ADULT PRINT MATERIALS	\$69,583	2757	4718	\$0	0	0	\$69,583	2757	4718	\$2,787	97	99	\$72,370	2854	4817
Adult Music CDs	\$2,375	129	129	\$0	0	0	\$2,375	129	129	\$940	64	64	\$3,315	193	193
Adult Audio Books	\$4,107	52	52	\$0	0	0	\$4,107	52	52	\$35	1	1	\$4,142	53	53
Adult Free DVDs	\$1,748	55	55	\$0	0	0	\$1,748	55	55	\$40	3	3	\$1,788	58	58
Adult Rental DVDs	\$1,610	57	57	\$0	0	0	\$1,610	57	57	\$582	32	32	\$2,202	87	89
TOTAL ADULT NON-PRINT MATERIALS	\$9,840	293	293	\$0	0	0	\$9,840	293	293	\$1,607	98	101	\$11,447	391	394
TOTAL ADULT MATERIALS	\$79,423	3050	5011	\$0	0	0	\$79,423	3,050	5,011	\$4,395	195	200	\$83,818	3,245	5,211
Juvenile Fiction	\$21,323	1,421	1,970	\$0	0	0	\$21,323	1,421	1,970	\$103	6	6	\$21,426	1,427	1,976
Young Adult Fiction	\$8,301	654	654	\$0	0	0	\$8,301	654	654	\$171	9	11	\$8,472	663	662
Total Juvenile Fiction	\$29,625	2,075	2,624	\$0	0	0	\$29,625	2,075	2,624	\$274	15	17	\$29,898	2,090	2,668
Juvenile Circulating Non-Fiction	\$12,115	631	752	\$0	0	0	\$12,115	631	752	\$648	35	35	\$12,762	666	787
Young Adult Circulating Non-Fiction	\$2,070	109	110	\$0	0	0	\$2,070	109	110	\$0	0	0	\$2,070	109	110
Juvenile Reference	\$466	29	29	\$2,148	163	163	\$2,634	192	192	\$0	0	0	\$2,634	192	192
Juvenile Magazines	\$522	16	62	\$0	0	0	\$522	16	62	\$0	0	0	\$522	16	62
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$15,591	786	953	\$2,148	163	163	\$17,839	949	1,116	\$648	35	35	\$18,487	984	1,151
TOTAL JUVENILE PRINT MATERIALS	\$45,315	2,861	3,804	\$2,148	163	163	\$47,464	3,024	3,767	\$922	50	52	\$48,385	3,074	3,819
Juvenile Music CDs	\$343	17	19	\$0	0	0	\$343	17	19	\$0	0	0	\$343	17	19
Juvenile Audio Books	\$118	2	2	\$0	0	0	\$118	2	2	\$0	0	0	\$118	2	2
Juvenile Free DVDs	\$819	38	38	\$0	0	0	\$819	38	38	\$28	2	2	\$847	40	40
Juvenile Rental DVDs	\$806	30	32	\$0	0	0	\$806	30	32	\$45	2	2	\$851	32	34
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,086	87	91	\$0	0	0	\$2,086	87	91	\$73	4	4	\$2,159	91	95
TOTAL JUVENILE MATERIALS	\$47,402	2948	3695	\$2,148	163	163	\$49,550	3,111	3,858	\$995	54	56	\$50,545	3,165	3,914
Total Fiction	\$51,055	3,300	4,128	\$0	0	0	\$51,055	3,300	4,128	\$1,611	65	68	\$52,666	3,365	4,197
Total Non-Fiction	\$63,844	2,318	4,194	\$2,148	163	163	\$65,992	2,481	4,357	\$2,097	82	82	\$68,089	2,563	4,439
Total Music CDs	\$2,718	146	148	\$0	0	0	\$2,718	148	148	\$940	64	64	\$3,658	210	212
Total Audio Books	\$4,225	54	54	\$0	0	0	\$4,225	54	54	\$35	1	1	\$4,260	55	55
Total Free DVDs	\$2,567	93	93	\$0	0	0	\$2,567	93	93	\$68	5	5	\$2,635	98	98
Total Rental DVDs	\$2,416	87	89	\$0	0	0	\$2,416	87	89	\$538	32	32	\$2,953	119	121
TOTAL MATERIALS	\$126,924	5998	8706	\$2,148	163	163	\$128,973	6,161	8,669	\$5,389	249	256	\$134,362	6,410	9,125

Outstanding Orders as of May 2010
General Fund \$1,278
Adopt-a-book \$0
TOTAL \$1,278

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for May 2010
DATE: June 21, 2010

May 2010 Net Revenue Summary

	May-10	May-09	YTD 2009-2010	YTD 2008-2009
Passport	11,492.00	10,825.00	77,838.00	58,471.00
Passport Photos	1,885.00	1,420.00	12,540.00	8,580.00
Test Proctor	100.00	50.00	2,602.00	1,010.00
Meeting Room	250.00	410.00	4,390.00	6,285.00
DVD Rentals	524.00	0.00	6,122.00	0.00
Total	14,251.00	12,705.00	103,492.00	74,346.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for May 2010
DATE: June 21, 2010

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: June 21, 2010

MONTHLY STATISTICS

May 2010

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	May 10.	May 09.		2009-10	2008-09	% change
NEW PATRON REGISTRATIONS	449	350		4,107	3,982	4.3%
TOTAL CIRCULATION	18,367	19,562		297,123	186,061	37.4%
ATTENDANCE	24,582	25,098		272,033	194,198	28.6%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	854	492	638	834	764	3,582
10:00	0	486	686	508	810	698	3,188
11:00	0	478	530	474	740	852	3,074
12:00	0	698	634	472	724	850	3,378
1:00	1,256	696	648	690	696	800	4,786
2:00	1,104	832	672	532	776	1,068	4,984
3:00	1,184	886	682	904	764	1,154	5,534
4:00	1,152	1,048	1,084	1,074	990	894	6,242
5:00	0	974	1,208	1,016	962	0	4,160
6:00	0	856	910	1,054	938	0	3,758
7:00	0	952	694	1,044	784	0	3,474
8:00	0	698	778	788	740	0	3,004
Total/Day	4,696	9,458	9,018	9,194	9,758	7,040	
							Grand Total 24,582

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	17	17
10:00	0	0	0	0	0	22	22
11:00	0	0	0	0	0	24	24
12:00	0	0	0	0	0	27	27
1:00	27	0	0	0	0	9	36
2:00	25	0	0	0	0	10	35
3:00	30	16	13	11	7	8	85
4:00	21	19	10	13	5	9	77
5:00	0	13	9	11	6	0	39
6:00	0	11	11	14	7	0	43
7:00	0	10	13	9	6	0	38
8:00	0	5	7	5	4	0	21
Total/Day	103	74	63	63	35	126	
							Grand Total 370

STAFF ACTIVITY

- May 3, 2010-Meeting with Yesenia Baltierra to discuss library personnel assignments.
- May 3, 2010-Meeting with Estella Wnek to discuss issues with schedules.
- May 6, 2010-Meeting with Yesenia Baltierra to discuss issues with schedules.
- May 6, 2010-Meeting with Yesenia Baltierra to discuss assignment tasks.
- May 6, 2010-Meeting with Estella Wnek to discuss issues for the weekend events.
- May 13, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- May 13, 2010-Meeting with Beatrice Quintanar to discuss workroom supplies and program setups for the weekend.
- May 13, 2010-Meeting with Estella Wnek to discuss schedules.
- May 16, 2010-Meeting with Shawn Robison to discuss passport supplies.
- May 18, 2010-Staff Meeting.
- May 20, 2010- Meeting with Yesenia Baltierra to discuss library personnel and schedules.
- May 20, 2010-Completed and discussed personnel evaluations with Yesenia Baltierra.
- May 20, 2010- Meeting with Estella Wnek to discuss program setups.
- May 24, 2010-Circulation Meeting.
- May 26, 2010-Meeting with Lori to discuss children's program setup.
- May 27, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- May 27, 2010-Meeting with Estella Wnek to discuss schedules and program setups.

ONGOING PROJECTS

- May 9, 2010-Examined all the fire extinguishers in the library.

NEW PROJECTS AND ACTIVITIES

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: June 21, 2010

** - billing still missing as of 7/29/10*

*cc - JC
iub
mt*

CITY OF PLACENTIA
INVOICES

PERIOD COVERED FY2009-2010	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25			70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30			12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53			12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*			12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05			12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42			*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11			*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11			*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50			14.39	5,564.61
Apr-10	05/10/10	*	1,605.36	142.50			14.39	1,762.25
May-10	05/10/10	*	1,605.36	142.50			14.44	1,762.30
Jun-10	05/10/10	*	1,605.36	142.50			*	1,747.86
TOTAL		44,499.08	19,264.32	1,518.77			165.07	65,447.24
AVG		4,944.34	1,605.36	138.07			20.63	5,453.93

*still missing **

*still missing **

*still missing **

*still missing **

Feb March April

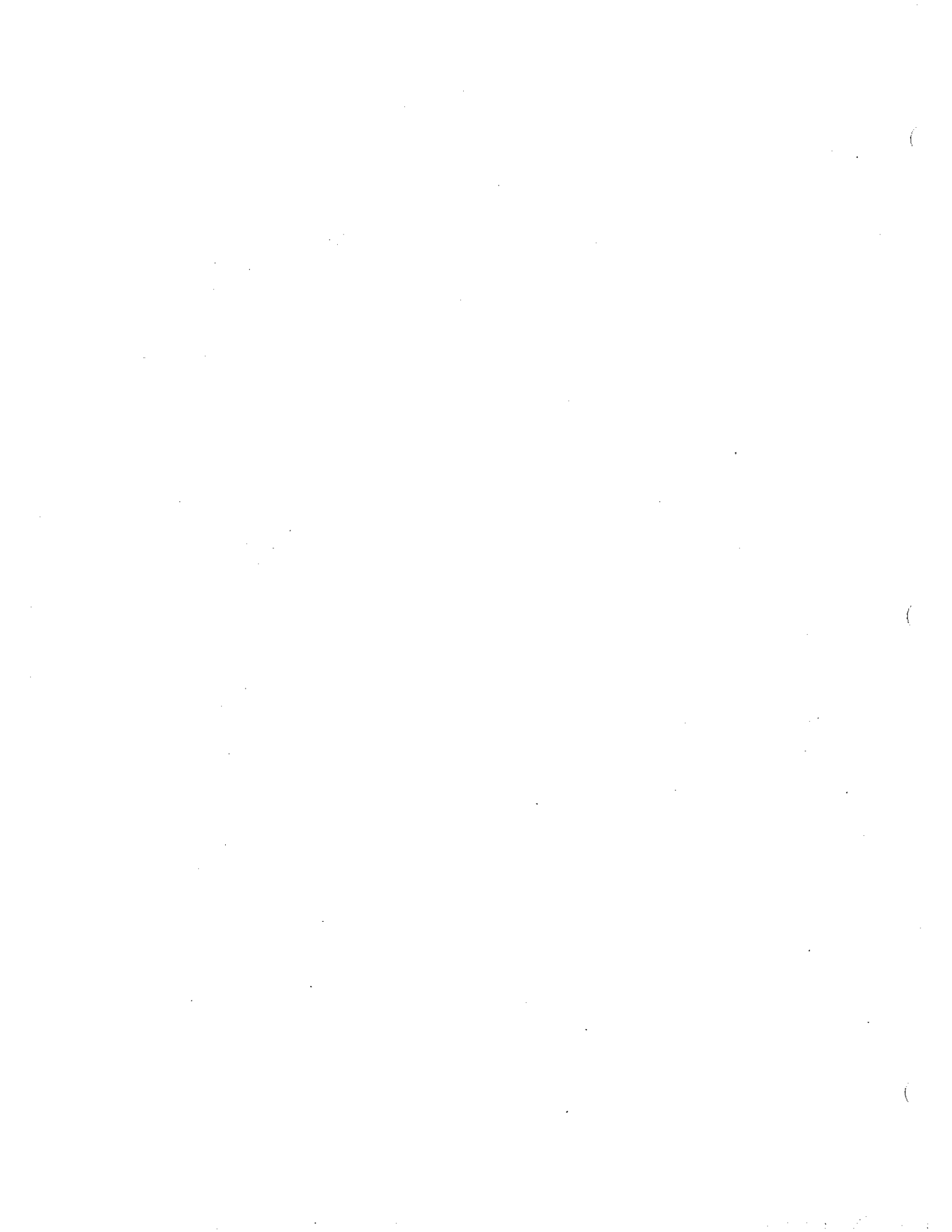
*May # 1442
INV # 59767*

5/28 - 6/29

*# 7,07321
INV # 59767*

* City Billing Not Received

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	07/29/08	*	*	*	*	*		
Aug-08	08/27/08	6,700.24	1,150.57	259.55	*	*		8,110.36
Sep-08	09/26/08	14,218.85	1,150.57	126.90	*	*		15,496.32
Oct-08	10/29/08	5,128.31	1,150.57		*	*		6,278.88
Nov-08	*	7,465.13	1,150.57	150.27	*	*		8,765.97
Dec-08	8/20/09	*	1,150.57	*	*	*		1,150.57
Jan-09	8/20/09	3,613.69	1,150.57	134.24	*	*	7.67	4,906.17
Feb-09	8/20/09	*	1,150.57	145.42	*	*	7.70	1,303.69
Mar-09	8/20/09	3,236.95	1,150.57	136.67	*	*	7.70	4,531.89
Apr-09	8/20/09	4,187.79	1,150.57	137.17	*	*	7.78	5,483.31
May-09	08/20/09	4,700.35	1,150.57	137.17	*	*	7.75	5,995.84
Jun-09	08/20/09	7,534.05	1,150.57	137.25	*	*		8,821.87
TOTAL		56,785.36	12,656.27	1,504.47			38.60	\$70,844.87
AVG		6,309.49	1,150.57	150.45			7.72	\$6,440.45



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: June 21, 2010

Accomplishments

- Continued to meet with managers to prepare for and discuss the budget for fiscal year 2010-2011.
- Finalized the performance evaluation guidelines and procedures for the Library Director with Secretary DeVecchio.
- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.

Community / Outreach

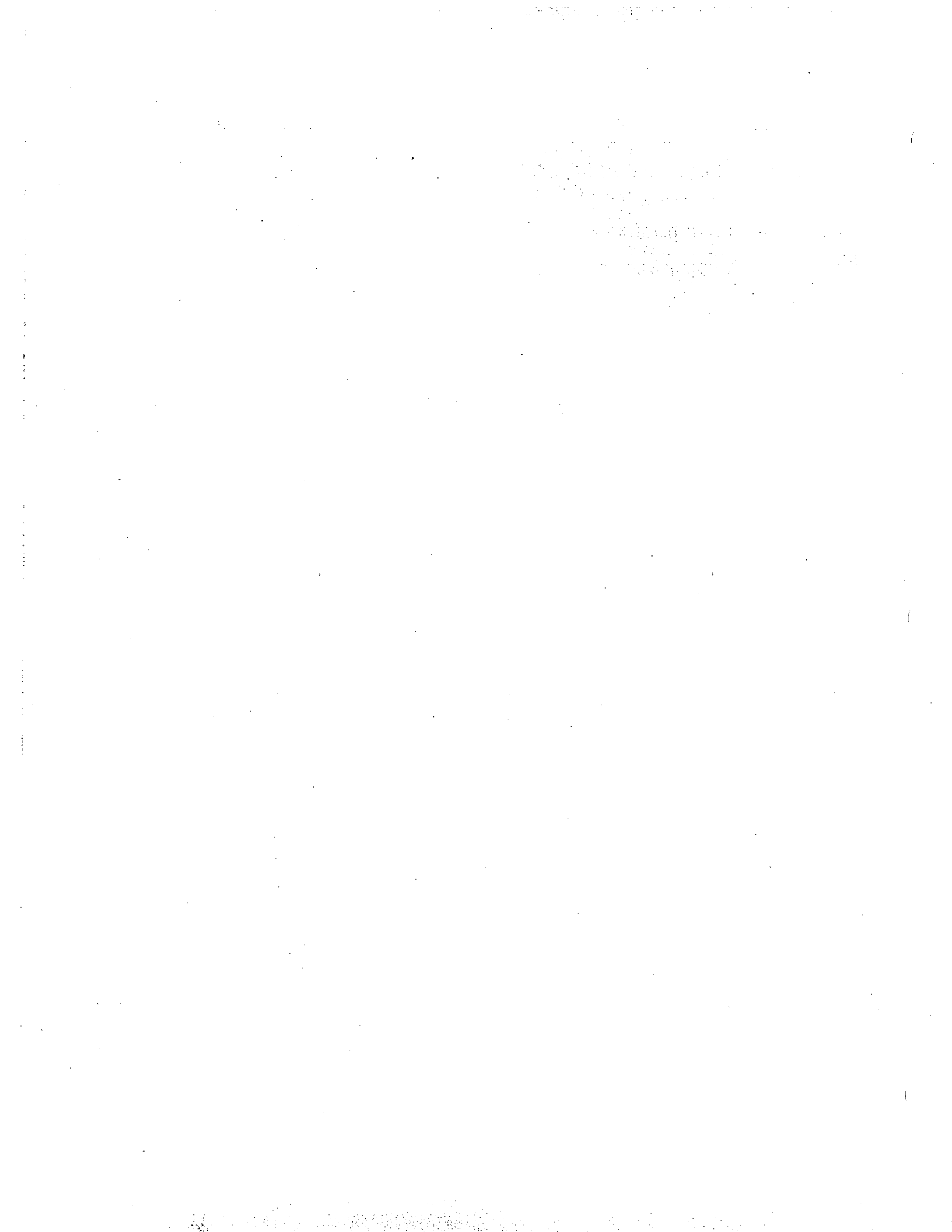
- Rotary Club of Placentia weekly meetings – May 5th, 12th & 19th.
- Rotary Scholarship Judging at El Camino High School – May 19th.
- Placentia Roundtable Women's Club meeting – May 5th.
- Rotary Cowabunga Fundraiser – May 14th.
- Fullerton Public Library Groundbreaking Ceremony – May 18th.
- Chamber Mixer at the Placentia Yorba Linda Hospital – May 20th.

Meetings

- Library Board of Trustees meeting – May 17th, 26th
- All Staff Meeting – May 18th.
- Manager's Meeting – April 1st, 6th, 13th, 15th, 21st & 29th.
- PLFF – May 10th.
- PLFF to discuss organization's goals and objectives – May 19th.
- City of Placentia – May 18th.
- Performance Evaluation with Administrative Assistant – May 25th.
- Digital Signage Demonstration – May 25th.
- Meeting with Library Services Manager – May 27th.

Projects in Progress

- Strategic Plan
- Computer Lab Project
- Technology Plan



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Services Manager Report for May 2010
DATE: JUNE 21, 2010

Activities Report:**Achievements**

Attended City of Placentia Public Service luncheon on May 6.

Directed (and assisted in) relocation of AV and magazine shelving and collections as part of the plan for the computer lab on May 21-22.

Worked with Adult Services and Children's staff to finalize 24 press releases for the various parts of this year's Summer Reading Programs.

Arranged a vendor presentation on digital signage for the Library Director on May 25.

Researched service desk specifications, cabling and wiring needs on May 24.

Trained the Children's staff in the basics of OpenOffice software on May 26.

Purchased and set up online faxing system for Administration on May 29.

Completed a circulation report on the Children's collection on May 29. Children's circulation is up 10% over last year and is approaching 100,000.

Completed performance evaluation of the Children's Librarian on June 2.

Worked on day-to-day computer problems in place of the IT technician after budget cuts reduced his availability. Major items: Trouble-shooting for printer problems, arranging for replacement of PC still under warranty. (9 hours).

Projects in Progress

Library Email System – created and sent out final introductory lesson on features of the new system. Completed training material for staff in-service. Training will be in June. Email syncing and system management training are also planned for June.

Customer Service Review – Continued regular meetings of the Adult Services and Children's staffs to review and coordinate customer service procedures. Ongoing.

Collection Management in Adult Collection – working with Adult Services staff on planning incorporate oversize books into main collection, and also separating fiction into genre sections (Mystery, Science Fiction, Western), all to improve circulation and “browse-ability”.

Collection Development Plan for Children's Collection – Presented sample plan to Children's Librarian and met to discuss the project's process and goals. Due: December

Computer infrastructure – Worked with IT technician on deployment of an additional (re-purposed) computer for the children's staff. Action on computer refresh plan awaits final budget approval.

Computer Lab – “Burn-in” of new equipment scheduled for June. Selected switch and router. Lab printer tested.

History Room – Continued working with History Room librarian on new program plan. Anticipated completion: Spring 2010.

Literacy Program – Continued working with Literacy/Volunteer Coordinator on a new program plan. Anticipated completion: Summer 2010.

Website Redesign – Waiting for time to resume working on project. Anticipated project completion: TBD.

Library Photostream – Training materials completed, staff “photo people” training will be in June.

Library Twitter account – continued updating library twitter feed.

PLFF Twitter and Facebook accounts – continued updating feeds.

PLFF Paypal Account – setting up account so the PLFF can accept online donations. Anticipated completion: June 2010.

Training

I viewed online training materials on the “Career Transitions” online resource. We will be adding access to this resource for the public in June thanks to our membership in the Southern California Library Cooperative. I will be doing staff training on this on June 8

Meetings

I met with the Children's Librarian on May 6, 13, 20 and 29.

I chaired the combined Adult Services/Children's Staff meeting on May 11.

I attended the Board of Trustees meetings on May 17, May 26 and June 2.

I attended the Library Staff meeting on May 18.

I attended a Children's staff meeting to review Summer Reading Program preparations on May 25.

I chaired the Adult Services Staff meeting on May 26.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian
SUBJECT: Children's Services Monthly Activity Report for May 2010
DATE: June 2, 2010

MONTHLY STATISTICS

Childrens Desk Activity

	May 2010	May 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference	31	12	288	234	23.08%
In person reference/research	559	528	5,901	6,491	-9.09%
Total Reference	590	540	6,189	6,725	13.99%
Total Number of Programs	25	22	282	197	43.15%
Total Programs Attendance	851	637	9,443	5,933	59.16%

*FY08/09 Partial year due to closures and missing statistics

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	24
Preschool Story Times I & II: 3-6 years	8	154
Pocket Tales: Stories, music, and movement.	4	163
Lap Sit 24 months & younger	4	177
P-TAC Meetings	2	24
Family Game Day	1	41
Super S.T.A.R.	1	28
5/1 El Día de los Niños, El Día de los Libros (Children's Day, Book Day)	1	100
5/20 Ruby Drive Elementary Even Start	1	55

5/27 Ruby Drive Elementary 5 th Grade Library Tour	2	60
Total May 2010	25	851
Total May 2009	22	637
Current FY to date	282	9,443
Previous FY to date	196	7,064

Achievements:

- Brenda Ramirez presented stories in Spanish and English, as well as songs, crafts, and refreshments for the El Dia de los Libros (Children's Book Day) program on May 1.
- A senior student at Esperanza High School shadowed Lori Worden on May 4 as part of a senior project on career exploration.
- Children's staff attended the City of Placentia luncheon for employees of the City and the district.
- Children's staff presented a "Children's Book Week" display in the Children's department.
- Coleen Wakai attended an SCLC YA Interest Group meeting on May 20.
- Brenda Ramirez and Coleen Wakai attended the May Hill Arbuthnot Children's Literature Lecture on May 11.
- Brenda Ramirez successfully completed an Infopeople Workshop on storytimes for preschoolers.
- Brenda Ramirez and Lori Worden conducted library tours and presented information about the library catalog and computers for 5th grade classes from Ruby Dr. Elementary School on May 27.
- Lori Worden presented a tour and stories for Even Start parents and their preschool children.
- Children's staff attended the monthly Children's/ Adult staff meeting on May 11.
- Children's staff, along with Roger Hiles, attended a Children's staff meeting to discuss progress for the Summer Reading Program.
- P-TAC teen volunteers assisted with programs in the Children's department including F.I.R.S.T., Family Game Day, and the Children's Book Day program.

In Progress:

- Children's staff worked on all components of planning the summer reading program for preschoolers, elementary school age children, and teens, including planning programs, preparing flyers, press releases, purchasing prizes, preparing displays, and training volunteers.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers

SUBJECT: Literacy / Volunteer Report for May, 2010

DATE: June 21, 2010

MONTHLY STATISTICS:

Volunteer Hours:

	May 2010	May 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room	77	179	407.5	674.5	-39.58%
PLFF	517	503	3799	2105	80.48%
Library (General)	341.5	222	2,987.5	505	491.58%
Technical	6	0	73	0	N/A
Homework Club	88	179	810	420	92.86%
H.I.S. House Homework club	0	0	38	0	N/A
Tutors (Adult Literacy)	51.5	49	397	161	146.58%

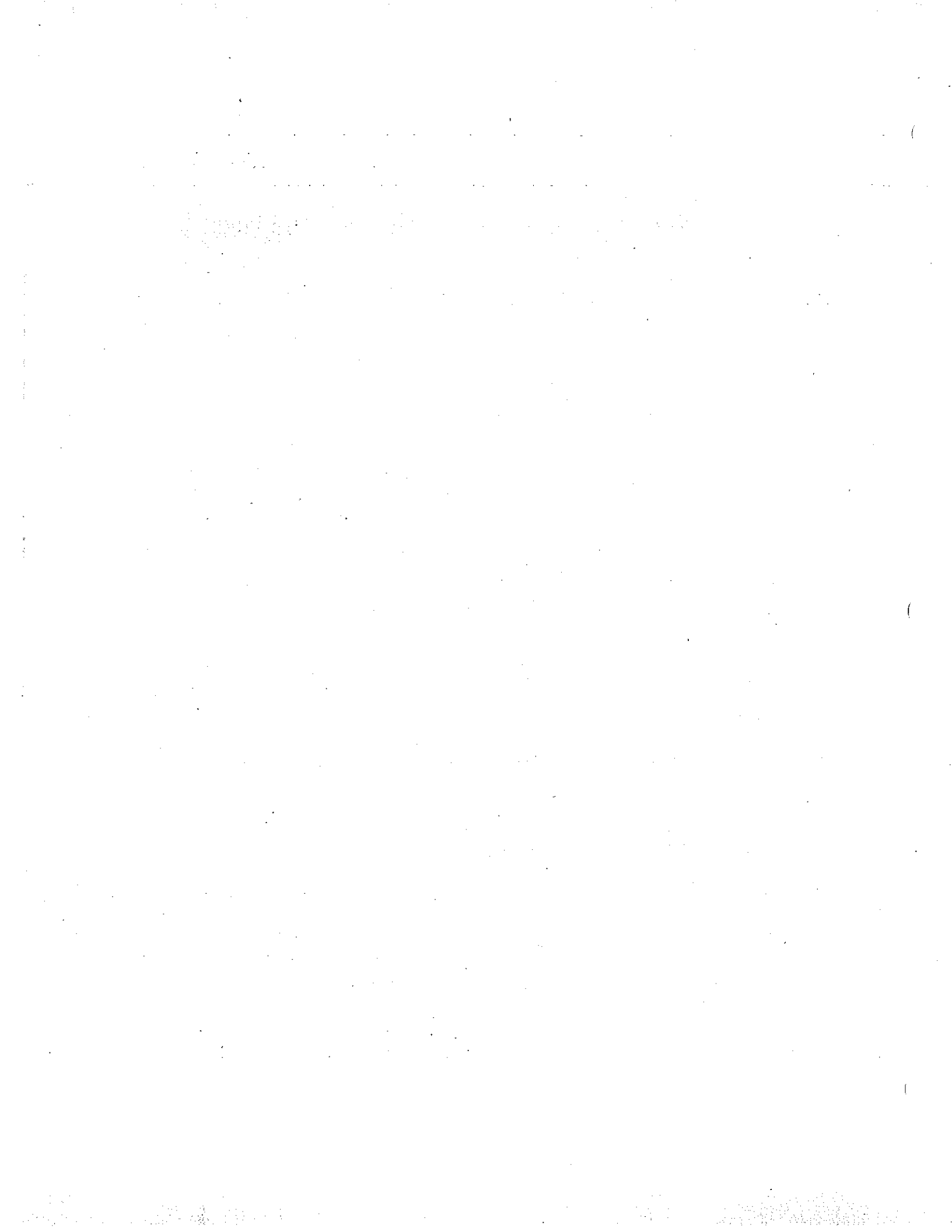
**FY08/09 Partial year due to closures and missing statistics*

Achievements:

- HIS House Homework Club has been on-going.
- The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- Adult Literacy Services tutor/student pairs continue to meet according to schedule.
- The on-site homework club has been averaging 8 to 12 students everyday.
- Proctored 2 exams for distance learning students.
- Helped 113 children in the homework club.
- Submitted a letter of inquiry for a JP Morgan Chase Foundation grant.

Projects in Progress:

- Preparing for my new assignment in the Children's Department.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Adult Services Monthly Activity Report for May 2010
DATE: JUNE 21, 2010

MONTHLY STATISTICS

Reference Desk Activity

	May 2010	May 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
Phone reference:	373	239	3592	1714	109.57%
In person reference/research:	1,307	1,684	13,819	12,201	13.26%
Guest passes:	35	26	234	83	181.93%
E-mail reference/research:	0	13	1	15	-93.33%
Electronic: databases/Internet/catalog instruction:	31	169	487	846	-42.43%
Electronic: public computers (desktops):	2,824	2,766	31,679	21,626	46.49%
express Internet stations (laptops):	1,510	1570	16,268	1,570	936.18%
Technology: computer/printer troubleshooting:	795	481	7,373	3,076	139.69%
In library use: ready reference:	24	40	262	279	-6.09%
In library use (cleanup):	3,801	3,713	38,071	23,482	62.13%

*FY08/09 Partial year due to closures and missing statistics

ACHIEVEMENTS

- *Gary Bell* coordinated and co-hosted (with Jean Turner) the May 5th, Play Reading Program of "Sex Please, We're Sixty" by Michael and Susan Parker. Six people attended the program.
- *Nadia Dallstream* prepared a "National Barbecue Month" display and book trough for May which is National Barbecue Month.
- *Kathy Staymates* led the May 11th, book discussion of *The Road* by Cormac McCarthy. Five people attended the program.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Toby Silberfarb* continues to coordinate the Tech Volunteer Program. Two volunteers continue to assist patrons on Wednesday evenings.

- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Nadia Dallstream* weeded the 000s Oversized collection.
- *Kathy Staymates* weeded the 100s and 200s Oversized collection.

TRAINING/WORKSHOPS/CONFERENCES

- *Nadia Dallstream* is participating in an Infopeople Online Workshop, "Jobs and Workforce Recovery."

MEETINGS

- *Gary Bell, Nadia Dallstream, Kathy Staymates, Toby Silberfarb* attended the Adult Services and Children's Services Combined Staff Meeting on May 11th.
- *Gary Bell, Nadia Dallstream, Katie Matas and Toby Silberfarb* attended the Library Staff Meeting on May 18, 2010.
- *Gary Bell, Nadia Dallstream, Katie Matas, and Toby Silberfarb* attended the Adult Services Meeting on May 26th.

IN PROGRESS

- *Gary Bell* is preparing for the June 8th, book discussion of *The Help* by Kathryn Stockett.
- *Nadia Dallstream* is preparing for the "Reading and Raffle" portion of the Summer Reading Program.
- *Gary Bell* is preparing for a "Name That Tune" event for the Summer Reading Program.
- *Toby Silberfarb and Nadia Dallstream* are preparing for a "Book to Movie" event for the Summer Reading Program.
- *Nadia Dallstream* is preparing for a book discussion of *The Art of Racing in the Rain* by Garth Stein for the Summer Reading Program.
- *Kathy Staymates* is preparing for a series of three gardening programs for the Summer Reading Program.
- *Nadia Dallstream and Coleen Wakai* are preparing for an Adult and Teen "Storytelling Workshop" event for the Summer Reading Program.
- *Toby Silberfarb and Katie Matas* are preparing for a book discussion of *Eternal on the Water* by Joseph Monninger for the Summer Reading Program.
- *Gary Bell* is preparing for a "Book Trivia" event for the Summer Reading Program.
- *Nadia Dallstream* is weeding Fiction.
- *Gary Bell and Katie Matas* are weeding the 700s, 800s and 900s Oversized collection.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for May, 2010
DATE: June 21, 2010

History Room Statistics:

	May 2010	May 2009	Y-T-D 2009-10	Y-T-D* 2008-9	Y-T-D % change
History Room Visitors	8	11	91	62	46.77%
History Room Volunteer Hours	77	131	479	133	260.15%

Achievements:

- I hosted and participated, with Jean Turner, in the fifth play reading of the year: **Sex Please We're Sixty** by Michael and Susan Parker.
- I weeded 139 books from the Oversize 700 collection.
- I requested and received, from the Fullerton Public Library's Launer History room, a photograph and obituary of Faustina Nenno for the Placentia Round Table Women's Club upcoming history.
- I assisted patrons in research on the history of the Union Oil company.
- I commissioned Marie Schmidt to contribute an article, for National Museum Month, to the newspaper, showcasing the Bradford House, the George Key ranch and our History Room.
- I assisted the Placentia Historical Committee in locating, from our files, information on the OnTrac program.
- I assisted patrons in locating local high school yearbooks and letters were sent requesting this year's yearbooks.

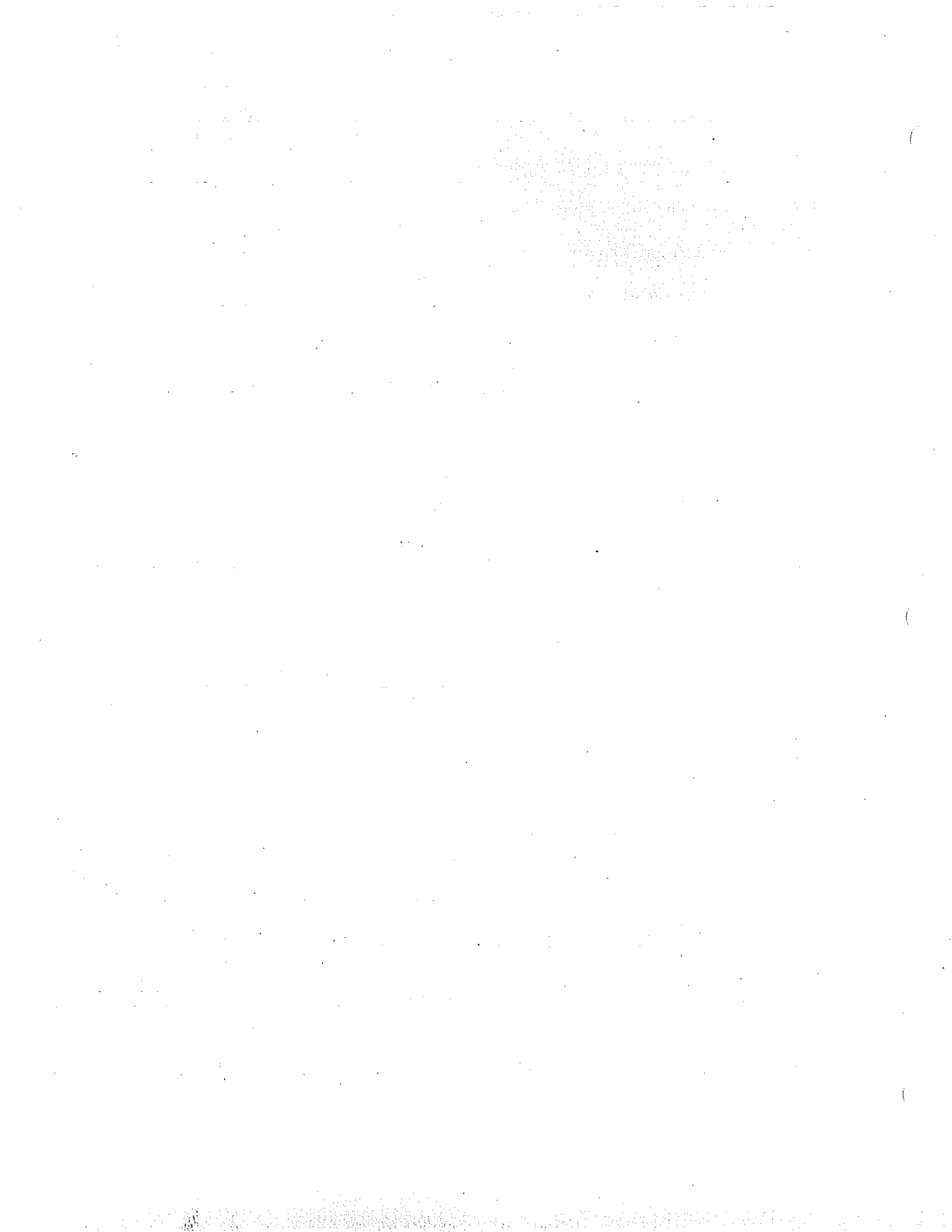
Activity in Progress:

- Work continues on the planning of the DVD project.
- The Placentia Round Table Women's Club is making photo selections for their upcoming history.
- On May 4th, Eddie Castro's oral history was presented at a City Council meeting and a copy was obtained for the History Room.
- The Bancroft books are being organized for re-binding.
- Work continues with volunteers on accessioning, filing, and identifying materials acquired to the archives.

- Pat Irot has relocated materials lent out to the Placentia Round Table Women's Club and is reorganizing the PRT scrapbooks.

Meetings:

- I attended 2 Reference meetings, a staff meeting and presented an electronic resource at a reference meeting.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for May 2010
DATE: June 21, 2010

MONTHLY STATISTICS

Online database usage:

	May 2010	May 2009	Y-T-D 2009- 10	Y-T-D 2008- 9	Y-T-D % change
Ancestry.com (not renewed for 2010)	0	16	4,943	1,655	199%
General Reference Center	814	65	5,578	309	1,705%
Newsbank	62	269	512	1,180	-57%
Heritage Quest	1,932	9,109	19,350	27,622	-30%
Learning Express	1	3	67	155	-57%
Novelist	54	14	564	287	97%
World Book (began 12/2009)	88	0	594	0	NA
Tumblebooks	417	216	4,516	2,923	54%
Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.)	NA	0	729	818	-11%
Reference USA	97	21	895	621	31%
	3,465	9,713	37,748	35,570	6%

Website traffic for May 2010:

In May 2010 we had 17,000 visitors to our website. In May 2009 there were 39,456 page hits. Last year we had 15,126 visitors and 38,561 page hits in May.

STAFF ACTIVITY

- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie attended a reference staff meeting.
- Katie attended an all staff meeting.

ONGOING PROJECTS

- Jesus and Roger continue to update Library events on the website.
- Katie updates the messages on the telephone system.
- Katie updates the messages on the outside digital sign.
- Nadia updates the Library's Facebook account.
- Roger updates the Library's Twitter and Flickr accounts.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Fiscal Year ~~2000~~-2010 Budget Hearing
DATE: June 21, 2010

BACKGROUND

The Fiscal Year 2010-2011 Budget for the General Fund was presented to and reviewed by the Library Board of Trustees at its May 17, 2010 Regular Meeting and scheduled for Public Hearing at the Library Board's June 21, 2010 Regular Meeting Date.

BE *consider:*
Capital Projects for the Library Board of Trustees' consideration for the Fiscal Year 2010-2011 Budget includes the following estimates:

- Re-flooring Project - \$60,000
- Automatic Door Replacement - cost to be determined
- Security Camera System - \$5,000
- PC Management System - \$17,000
- Staff Computer Upgrades - \$8,000
- Meeting Room Enhancements - \$10,000
- Multimedia Signage - \$6,000

JC - not one-time decision, to be presented
RD built in? JC - yes, most built-in
AS - where? JC - Attach C 1300 maint
- from surplus? 4200
1900 - spltd.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2010-2011 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website on June 10, 2010.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for 2010-2011 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Proposed Budget

Attachment B is Proposed Revenue Budget for Fund 707 for Fiscal Year 2010/2011.
Attachment C is Proposed Expenditures Budget for Fund 707 Fiscal Year 2010/2011.

Budget Resolution

The Fiscal Year 2010-2011 Budget for all District Funds needs to be adopted by Resolution 11-03.
Attachment D is Resolution 11-03.

RECOMMENDATIONS:

1. Conduct Public Hearing on the Budget for Fiscal Year 2010-2011 as published.
2. Finalize Placentia Library District Budget for Fiscal Year 2010-2011.
3. Motion to read Resolution 11-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 11-03 by a roll call vote.

AS - open
AS closed 7:06 PM

MZ RD all
MZ BE

MZ JT
MZ RD all
AS - yes
RD - yes
BE - yes
JT - yes
GW - absent

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees President
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing Procedures
DATE: June 21, 2010

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.



RESOLUTION 11-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2010-2011 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2010-2011 was adopted at the Regular Meeting of the Board of Trustees on May 17, 2010; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2010-2011, and implements such on July 1, 2010 as follows: Fund Budget Unit 702 for \$10,265, Fund Budget Unit 703 for \$12,236, Fund Budget Unit 706 for \$175,985, Fund Budget Unit 707 for \$3,044,964, and Fund Budget Unit 708 \$11,939.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-first day of June 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of June 2010.

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District

GENERAL FUND DESIGNATIONS

Fund 702-Equipment & Structural Repair Fund

Fund 703-Automated Replacement Fund

Fund 706-Interest & Sinking Bond Redemption

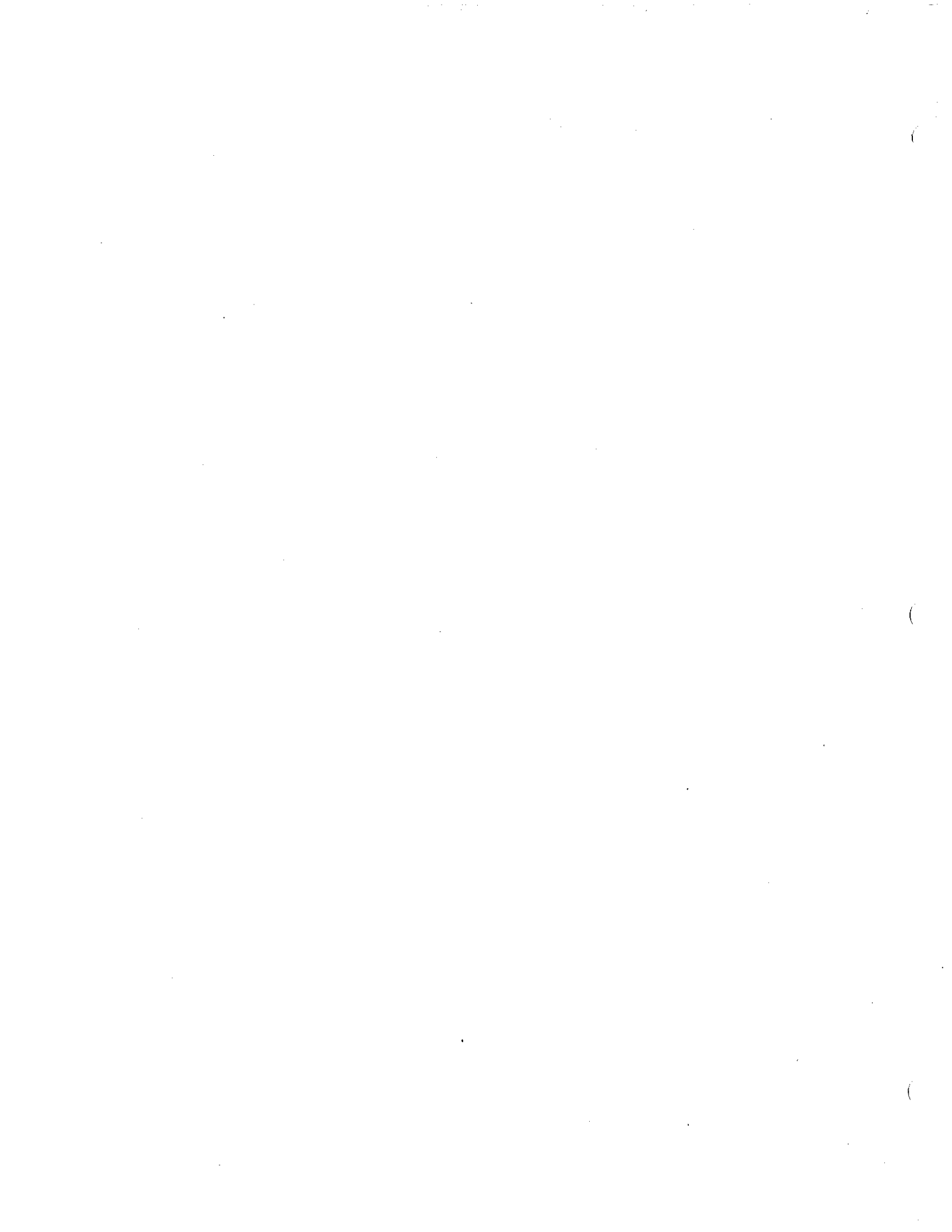
Fund 707-General

Fund 708-Unused Sick Leave Payoff Reserve

lacentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2010/11

Object Code	Category	FY2007-2008 Actual	FY2008-2009 Budget	FY2009-2010 Adopted	FY2009-2010 Estimated	FY 2010-2011 Proposed
6210-00	Current Secured	1,660,403	1,706,335	1,569,828	1,731,665	1,645,082
6210-01	Public Utility	0	34,000	23,280	24,887	23,882
6210-04	Teeter Plan - Current Delinquent	0	0	0	0	0
	SUB-TOTAL CURRENT SECURED	1,660,403	1,740,335	1,593,108	1,756,552	1,668,964
6230-00	Prior Secured	0	17,500	0	0	0
	TOTAL SECURED	1,660,403	1,757,835	1,593,108	1,756,552	1,668,964
6220-00	Current Unsecured	72,410	67,000	73,640	65,192	61,932
6240-00	Prior Unsecured	2,785	750	940	0	0
	TOTAL UNSECURED	75,195	67,750	74,580	65,192	61,932
6690	HOMEOWNER	16,214	16,000	14,320	13,133	12,476
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,751,812	1,841,585	1,682,008	1,834,877	1,743,372
6250	SPECIAL DISTRICT AUGMENTATION	8,701	6,000	7,520	4,171	3,962
60/6540	PENALTIES/DELINQUENCIES	0	0	0	1,646	1,563
6280-00	SUPPLEMENTAL - CURRENT	62,856	53,000	36,760	15,391	14,621
6300	SUPPLEMENTAL - PRIOR	0	1,200	1,104	6,155	5,847
6610-00	INTEREST	47,412	40,000	21,800	8,900	8,455
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	118,969	100,200	67,184	36,263	34,449
TOTAL PROPERTY TAX REVENUE		1,870,781	1,941,785	1,749,192	1,871,140	1,777,821
6970	STATE LIBRARY & STATE	89,106	90,000	20,000	28,206	18,844
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	0	0	0
7670	LOCAL REVENUE	265,960	290,000	139,388		
	Fines & Fees				29,962	30,000
	Passports				101,378	62,800
	Meeting Room Fees				5,005	4,000
	DVD Rentals				6,622	4,000
TOTAL STATE & LOCAL REVENUE					142,967	119,644
SURPLUS FROM 2009-2010 FISCAL YEAR						262,713
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	0	0	0	0
TOTAL REVENUE		2,225,847	2,321,785	1,908,580	2,042,313	2,160,178



PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2010/2011

Agenda Item 27

Attachment C

Page 1 of 1

OBJECT CODE	DESCRIPTION	FY2007-2008 ACTUAL	FY2008-2009 ACTUAL	FY2009-2010 Adopted	FY2009-2010 YE Estimation	FY 2010-2011 PROPOSED
0100	Salaries & Wages	1,235,614	913,830	1,029,376	935,000	1,080,094
0200	Retirement (Pension Contribution)	97,635	66,601	110,000	96,000	77,295
0301	Unemployment Insurance	0	5,013	5,000	7,000	6,000
0306	Health Insurance	110,653	92,468	100,900	93,000	106,622
0308-0319	Ancillary Benefits	29,494	21,625	35,000	35,000	31,608
0350	Workers Compensation - General	3,567	9,039	10,000	10,000	10,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,476,963	1,108,576	1,290,276	1,176,000	1,311,619
0700	Communications	12,844	9,621	10,000	14,000	17,000
0900	Food	478	210	1,300	1,100	1,000
1000	Household Expense	15,958	12,484	9,000	8,000	8,000
1100	Insurance	14,924	14,053	13,000	13,500	15,000
1300	Maintenance of Equipment	8,207	28,870	30,000	26,000	25,000
1400	Maintenance of Building & Grounds	60,801	40,253	17,197	67,000	65,000
1600	Memberships	5,798	4,647	1,500	5,000	4,700
1700	Miscellaneous Expense	0	12,581	0	0	0
1800	Office Supply Expense	92,089	43,770	40,000	35,000	35,000
1803	Postage Expense	5,203	2,289	5,000	5,000	5,000
1900	Specialized Services - General Fund	208,275	126,753	134,000	145,000	149,100
1912	Investment Administrative fees for Orange County	1,094	831	2,000	1,500	1,500
2000	Legal Notices	489	165	1,000	0	1,000
2100	Rents/Leases-Equipment	1,588	1,086	1,500	1,000	1,000
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center	118,732	66,410	73,500	35,000	35,000
2400	Library Materials/Program	158,658	175,629	160,307	145,000	150,000
2600	Transportation/Travel - Local Mileage	4,564	1,325	2,000	2,500	2,000
2700	Transportation/Travel - Meetings, Conferences, Training	4,564	9,511	5,000	5,000	6,500
2800	Utilities	39,969	50,635	80,000	74,000	85,000
	TOTAL SUPPLIES & SERVICES	754,234	601,122	586,304	583,600	606,800
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,624	5,097	7,000	7,000	7,000
4000	Equipment (Fixed Asset)	25,810	0	25,000	3,000	10,000
4200	Structures/Improvements (Fixed Asset)	0	20,706	0	0	100,000
5200	Contingencies/Reserves	0	0	0	10,000	124,759
	TOTAL EXPENSES	\$2,237,821	\$1,714,795	\$1,908,580	\$1,779,600	\$2,160,178
Estimated Revenue					\$2,042,313	\$2,160,178
Revenue - Expense					\$262,713	\$0

JC → RD Library materials restored

JC - confirmed General Fund allocations for Prop. Taxes

RD - acct #0100, salaries - why increase? JC - sub. cuts, hours limited
merit increase & bi-lingual pay @ full capacity

RESOLUTION 11-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2010-2011 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2010-2011 was adopted at the Regular Meeting of the Board of Trustees on May 17, 2010; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2010-2011, and implements such on July 1, 2010 as follows: Fund Budget Unit 702 for \$10,265, Fund Budget Unit 703 for \$12,236; Fund Budget Unit 706 for \$175,985, Fund Budget Unit 707 for \$3,044,964, and Fund Budget Unit 708 \$11,939.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-first day of June 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of June 2010.

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gaeten Wood, Trustee
SUBJECT: Staff Appreciation Dinner
DATE: June 21, 2010

BACKGROUND

The Staff Appreciation Dinner has been traditionally hosted to recognize employees for a job well done. The last dinner was held on November 12, 2009 at the Spadra Ristorante in Fullerton. Last year, the Placentia Library Friends Foundation (PLFF) donated \$1,500 towards the appreciation dinner. A request for \$2,000 was submitted to PLFF for this year's dinner. PLFF will provide a reply at their July meeting.

Two possible dates discussed at the May 17, 2010 Library Board of Trustees meeting were Fridays October 22 and November 12, 2010. The Marriott Hotel by CSUF has reserved both of those dates for the Library.

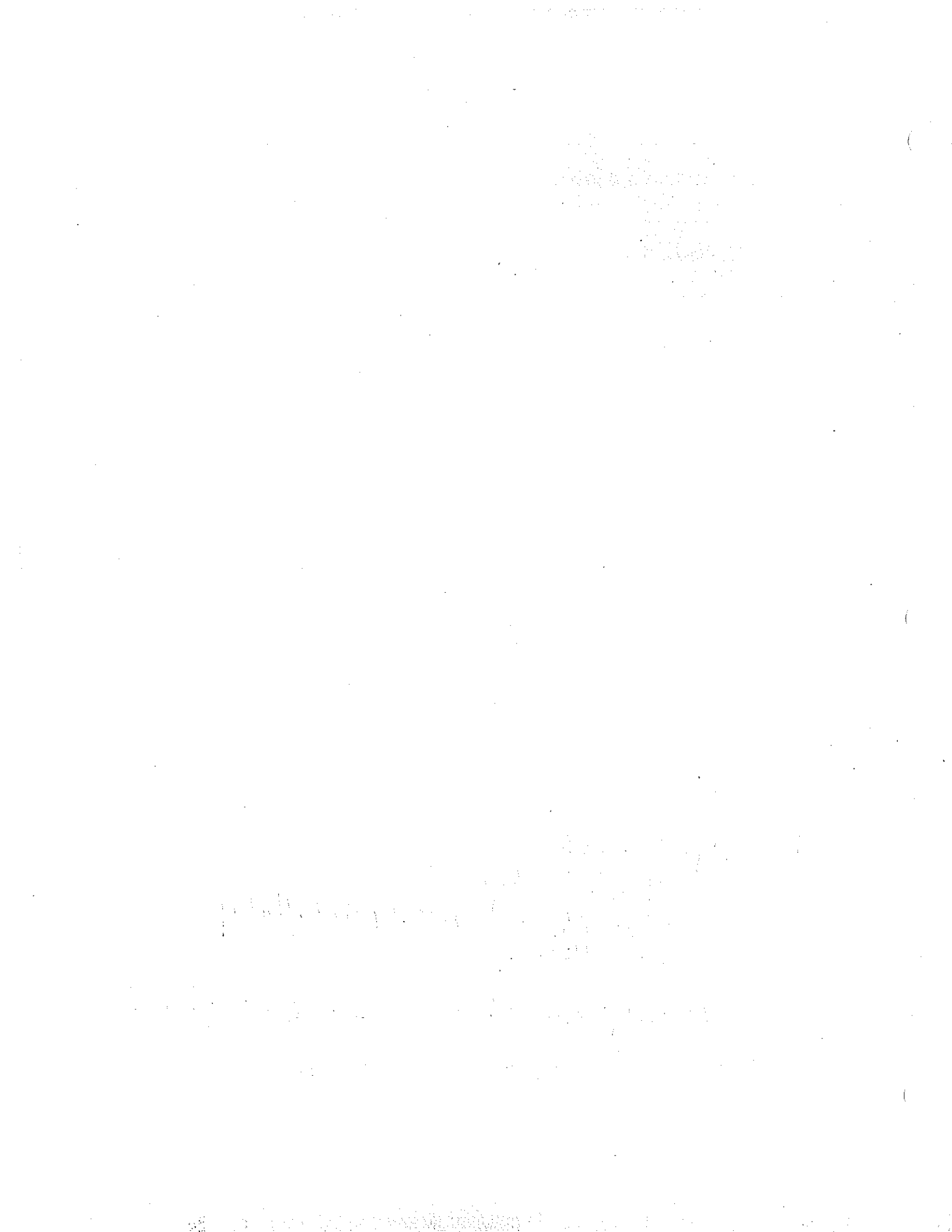
Attachment A is the proposal from the Marriott Hotel.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

*J - seeking other quotes
Alta Vista - high
also Elk's Club → recc. by Jack Hanley
? Roundtable*

*AS - @ PLFF mtg ^{SOME} expressed concerns for high cost/request
JC - \$500 more because of possibly higher attendance*

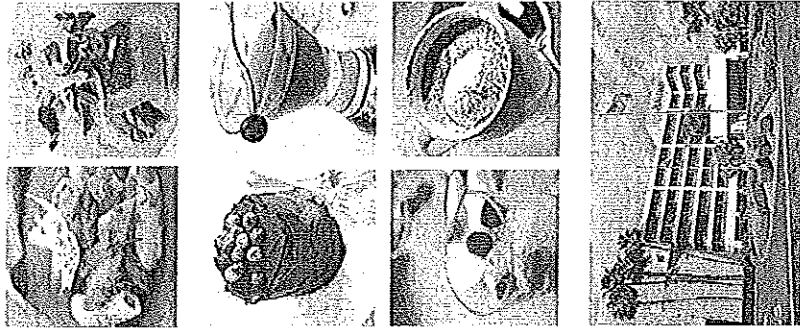


Marriott.
FULLERTON AT
CALIFORNIA STATE
UNIVERSITY

by Marriott

events

season
delight
essence
flavor
authentic
flavors
taste
infuse
spice
season
delight
essence
flavor
authentic
flavors
taste
infuse
spice
season
delight
essence
flavor
authentic



Fullerton Marriott
2701 East Nutwood Ave
Fullerton, CA 92831

Created by:
Kevin Siu
Catering Manager
Direct: 714-447-6658
Fax: 714-738-0288
ksiu@marriottfullerton.com

Presents:
Menu Proposal for Ms. Jeanette Contreras
Especially Designed for

Placentia Library
Appreciation Dinner

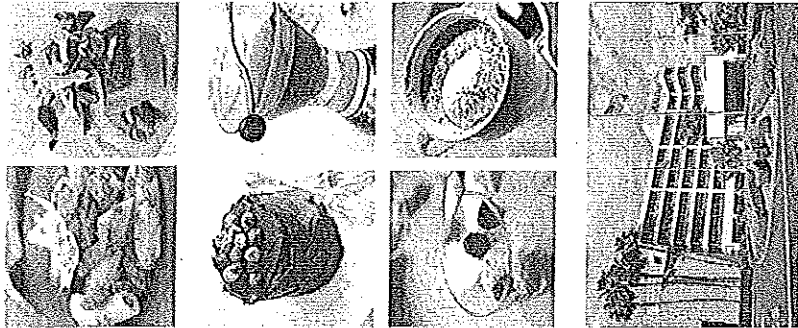
October 22, 2010 or November 12, 2010

Marriott.
FULLERTON AT
CALIFORNIA STATE
UNIVERSITY

by Marriott

EVENTS

season
delight
essence
flavor
authentic
flavorless
essence
infuse
spice
season
delight
essence
flavor
authentic



Fullerton Marriott Hotel

The Fullerton Marriott is proud to offer our premier service for this memorable celebration. Our experienced service team will focus on every guests' needs to guarantee the highest level of customer service. Our talented culinary team is here to ensure that your attendees are treated to a creative and delicious assortment of food and beverage.

At the Fullerton Marriott we take pride in offering the best service as we always strive to go above and beyond your expectations. Excellent service is not just a goal but a promise. The Fullerton Marriott is recognized as one of the Top 25 Marriott hotels in overall guest satisfaction so you be sure that all your guests will have a great Marriott experience.

Fullerton Marriott Goes Green

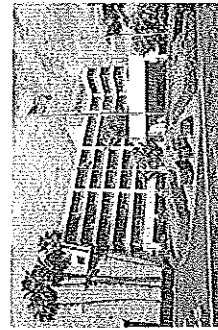
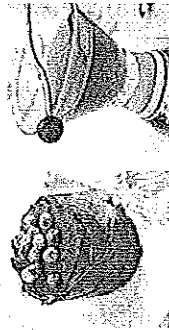
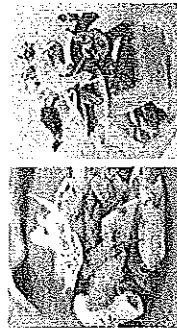
Fullerton Marriott feels we can make a difference in the world by taking steps to reduce our footprint on the environment. This is just the beginning of an evolving program that continues to add green products as we become an Eco-Friendly hotel.

- *Replaced light bulbs with energy-efficient bulbs
- *Installed low-flow showerheads and toilets
- *Introduced water/energy saving linen program
- *Operates the most Energy Star certified properties in the industry
- *Involves its Global Workforce in Eco-Volunteerism
- *Recycling program in common areas, administration offices, kitchen and hotel rooms
- *Use programmable on/off timers/sensors for lighting in low traffic occupancy areas

Marriott.
FULLERTON AT
CALIFORNIA STATE
UNIVERSITY

season
weight
essence
flavor
authentic
flowers
taste
infuse
sketch
season
delight
essence
flavor
authentic
flavorless
taste
mix
side
season
delight
essence
flavor
authentic

by Marriott
events



Menu

Bread Rolls and Butter

~Salad~

Signature Fullerton Salad

Mixture of Baby Field Greens, Tomatoes, Cucumbers, and Carrots Shavings served with Raspberry Vinaigrette on the side

~Entrée~

Chicken Picatta

Sautéed with Lemon and Garlic White Wine Sauce and Capers

Fresh Seasonal Vegetables

Choice of Wild Rice Pilaf, Red Roasted Potatoes, Mashed Potatoes

~Dessert~

Chef's Choice of Dessert

Freshly Brewed Regular and Decaf Coffee

Hot Tea and Iced Tea

Water

Plated Menu: \$25.00 inclusive of tax and service charge per person

Buffet Menu: \$27.00 inclusive of tax and service charge per person

Add-Ons:

(2) Pitchers of Soda per table during Dinner Service - \$2.50 inclusive per person

Assorted Soda Bar during Dinner Service - \$5.00 inclusive per person

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 8.75%), and service charge (currently 22%).

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Richard DeVecchio, Secretary
SUBJECT: Library Director Performance Evaluation Guidelines
DATE: June 21, 2010

BACKGROUND

Secretary DeVecchio will make a presentation on the proposed guidelines and procedures for the Library Director Performance Evaluation process.

RECOMMENDATIONS

- 1) Authorize changes to the Placentia Library District Policy #2000 - Job Description, Executive Officer, as presented; and
- 2) Authorize a change to the Placentia Library District Policy #2170 - Performance Evaluation, as presented.

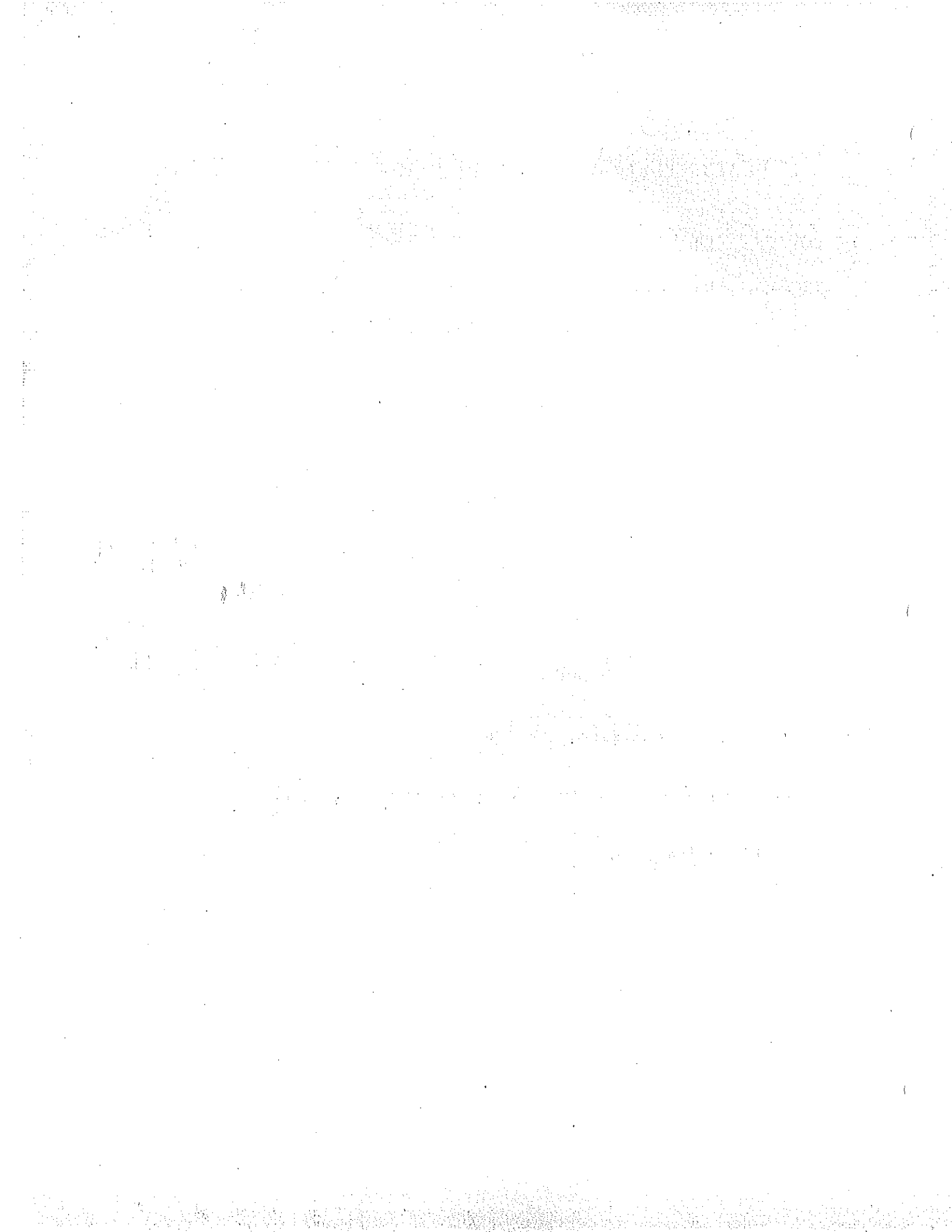
m1 BE
m2 JT all

m1 JT all
m2 RD

RD - to be conducted in July/Aug

AS - @ PLFF mtg - stated forms already completed

JT - thank you.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The Library Director will be the Executive Officer of Placentia Library District.

2000.2 The terms and conditions of the Library Director's employment may be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the Library Director and the Board of Trustees is in conflict with any District policy, said agreement of employment will prevail.

2000.4 The Library Director works at the pleasure of the Board of Trustees and is considered to be an at-will employee. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Library Board. Nothing in this handbook will limit the right to terminate at-will employment. No manager, supervisor, or employee of the Library has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. The Board of Trustees has the sole authority to make any such agreement and that agreement is binding only if it is in writing.

2000.5 Each year the Library Board of Trustees will conduct an evaluation of the Library Director within the sixty days prior to the Library Director's anniversary date of employment. The Library Board of Trustees may use Form A in their individual evaluation of the Library Director. Semi-annually, on even numbered years; the Library Board of Trustees may elect to include regular (30 hours) staff members in the evaluation process (See Form B). Members of the Placentia Library Friends Foundation (PLFF) as well as community members familiar with the workings of the Library and the Library Director may be included in the evaluation (See Form C).

Although input from sources other than the Library Board of Trustees is important, the final determination concerning the evaluation of the Library Director is exclusively the right and obligation of the Library Board of Trustees.

2000.6 The Library Director will receive an annual performance evaluation from the Library Board of Trustees with the following purposes:

- Providing the Library Director with formal feedback on his/her job performance.
- Providing a tool for motivation, encouragement, and direction.
- Providing the Library Board of Trustees with valuable information about the operations and performance of the Library.
- Helping to establish a record of unsatisfactory performance if there is ever cause to discipline the Library Director or terminate employment.
- Providing the Library Board of Trustees and the Library Director a formal opportunity to evaluate the job description and adjust it as necessary.

Though it is the Library Board of Trustees as a whole that is responsible for oversight of library operations and the activities of the Library Director, the Library Board of Trustees will seek the input from library staff, the Placentia Library Friends Foundation, and the community at large as they prepare the final evaluation for review with the Library Director. It is very helpful to have the Library Director fill out review forms as a self-assessment as well.

The performance review shall be based on three factors:

- The Library Director's performance as it relates to the written job description as outlined on Placentia Library District's Policy #2000 – Job Description, Executive Officer.
- A list of objectives for the preceding year jointly written and agreed upon by the Library Director and the Library Board of Trustees.
- The success of the Library in carrying out service programs, as well as the Library Director's contribution to that success.

2000.6.1 The performance evaluation review meeting shall be conducted by the Library Board of Trustees Personnel Committee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

2170.2 The Library Board of Trustees will conduct a scheduled performance review for the Library Director. The Manager of Public Services, the Manager of Technical Services or the Manager of Administrative Services-Library Services Manager and the Analyst will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

2170.3 Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

2170.4 Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.5 Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

2170.6 The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.7 Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Computer Lab Update
DATE: June 21, 2010

BACKGROUND

Expenses as of June 15, 2010
\$3,547.25-Architecture Drawings
\$12,598.36-Equipment
\$16,145.61-Total

*JC - thanks/acknowledgment to YB
for efforts to gather bids*

RD - discuss room layout - for training

Funding

PLFF (\$3,547.25 Drawings & \$1,004.54 Equipment)
Klein Foundation (\$6,593.82 Equipment)
City of Placentia (\$5,000.00 Equipment)

PLFF Total	\$ 4,551.79
Other Sources	\$11,593.82

Contractors

Contractors we have worked with previously and additional contractors found in the Yellow Pages were contacted. In addition, the RFP was also posted on Bid Clerk, Service Magic.com, and LocalFinder.com, as well as the Library's posting board.

Walkthroughs of the building were conducted with the following companies:

Dalke Construction
Triple E Construction
Evergreen Construction
Hanna Construction

Triple E Construction is the only one that had concerns/questions regarding cabling and HVAC drawings. The cabling questions were addressed. The HVAC drawings are the only item pending. Wayne Tani provided a quote of HVAC drawings for \$600. Triple E Construction is the only company that asked about the drawings.

Hanna Construction did a walkthrough of the building with its electrician, cabling, and HVAC sub-contractors. They have experience with technology/computer rooms and will provide all the references with their proposal. They got the RFP late in the process and will submit their bid late, by 6/16/10 no later than 5pm.

One proposal was received from Dalke for \$65,815. The deadline has been extended one week to compare prices with more companies.

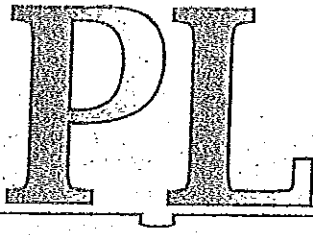
Attachment A is the Request for Proposals.

Attachment B is the architectural drawings from Wayne Tani Architects.

Attachment C is the Proposal from Dalke Construction, Inc.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



Placentia Library District

AGENDA ITEM 30
ATTACHMENT A
Page 1 of 5

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925 Phone
714-528-8236 Fax
www.placentialibrary.org
administration@placentialibrary.org

Jeanette Contreras, Library Director

Board of Trustees

Al Shkoler
President
Richard DeVecchio, Ed.D.
Secretary
Betty Escobosa
Trustee
Jean Turner
Trustee
Gaeten M. Wood
Trustee

Date: May 25, 2010

SUBJECT: Request For Proposals (RFP) - Computer Lab

Submit Written Bid To: Placentia Library District
Attn.; Administration
411 E. Chapman Ave.
Placentia CA 92870
714-528-1925 x201

Written Bids Shall Be Submitted By:

Date: June 15, 2010

Extended: June 22, 2010

Time: 5:00 p.m., PST

NO EXCEPTIONS

Late submittals will not be considered.

Written bids must be received by the time and at the location specified above.

Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.

Note: All submitted bids shall be sealed.

The Placentia Library District of Orange County is requesting proposals from qualified vendors for design-build services to construct a separate room within the existing library facility for use as a Computer Lab.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to the Acting Human Resources/Finance Analyst at:

Yesenia Baltierra,
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925 x 201
ybaltierra@placentialibrary.org

CONDITIONS

Successful bidder will be required to provide invoices for all completed work and submit to Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Administration. The Library is open Monday-Thursday from 9:00 a.m. - 9:00 p.m., Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 1:00 p.m. - 5:00 p.m. The Library is closed on Fridays. The Administration staff is available Monday-Thursday from 9:00 a.m. - 6:00 p.m.

The successful bidder shall submit the appropriate Conflict of Interest Statement, provide proof of insurance coverage to the satisfaction of the Placentia Library District, including a Comprehensive General Liability policy, a Professional Errors and Omissions policy, a Worker's Compensation policy, performance and completion bonds, and confirm with Architect, depending upon the nature of the services or personal property requested.

The term provide, as used herein, is intended to mean "furnish and install"

All materials, equipment, and workmanship shall be guaranteed to be free of defects and shall be operational for 5 years after completion of construction and acceptance thereof.

Work is to be done in an existing active occupied building in areas which are used by the public and which shall continue to be in use during construction. The vendor shall provide appropriate barriers and signage around the construction zone and shall protect persons and property from any construction related injury or damage.

Work shall be done in conformance to the current editions of the California Building Codes, including any amendments or local requirements established by Orange County and/or the City of Placentia. Procurement of appropriate permits for the work and arrangement of inspections by the authorities having jurisdiction is required. Upon completion of the work, submitted certificates of inspection and acceptance as well as waivers from sub contractors and suppliers liens are required before final payment.

Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of Award. The bidder may request clarifications from the Placentia Library District regarding these conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Placentia Library District. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Placentia Library District on account of failure of the Bidder to know the local laws and conditions. Bidder must conform to conceptual criteria and requirements as indicated on architectural drawings A1, A2, and A3 as prepared by Wayne Tani Associates.

Bidder is expected to visit and examine the location of the Placentia Library District and the proposed area for the computer lab and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost. At that time bidder will receive a copy of the architectural drawings.

BID DOCUMENTS

Bidder is expected to examine all instructions, forms, terms, and requirements in the RFP document. Failure to furnish all information required by the bid document or submit a bid not substantially responsive to the RFP document in every respect may result in the rejection of the Bid. All proposals will have to be submitted in hard bound form with all pages numbered. The bids must be submitted by Tuesday, June 22, 2010 to Administration of Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870. Any bid received after 5:00 p.m. on June 22, 2010, will be rejected and returned unopened to the Bidder.

Thank you for your interest in the Placentia Library District.

SCOPE OF WORK

A. General Description

Construct a Computer Lab of approximately 14' x 20' feet consisting of three walls that will adjoin an existing wall in the interior of the Placentia Library. Bidder must conform to requirements of the RFP and any related amendments or addenda. The walls of the lab shall be as hereinafter described, and will have two doors (in the east and west walls). Room must meet all ADA requirements for handicapped access. Provide electrical work including lighting, light switches, receptacles, data outlets, HVAC modifications, as required for occupancy.

The project will also include relocation of an existing server rack (into a room near the proposed lab) and three added computer cables (approximately 200 feet in length) in the library building (using space above the ceiling grid). Bidder must inspect electrical cabling in the server room and determine if upgrades are needed.

The bidder must undertake all necessary activities for establishing the Computer Lab at 411 East Chapman Avenue, Placentia CA 92870. Bidder must also consider the existing ceiling and lighting, lack of air conditioning vent, cabling requirements, and the removal of a existing water fountain including capping off water supply.

The bidder must complete work as specified by the drawings provided (Drawings specify dimensions and materials which should be used for walls, ceilings, floor, doors, hardware, etc.).

Prepare and submit completed Working Drawings including applicable details and documentation to be submitted to City of Placentia Departments for permits to construct for any related General (including Structural), Electrical, HVAC, and Plumbing work which is to be performed.

Submit manufacturers documentation identifying materials which are proposed for installation. This shall include, but not limited to:

- Doors
- Hardware
- Glazing and Frames
- Lighting Fixtures (including exit signs)
- Wiring Devices

Line Voltage and Low Voltage Conductors and Cabling Air Terminal and Control Devices

B. Electrical Wiring and Equipment

All line voltage (120 V and greater) electrical work shall conform to the current edition of the California Electrical Code (CEC).

Lighting: Relocate 2 existing 2x4 recessed grid mounted lighting fixtures. Furnish and install new switches allowing 2 level lighting in the room. Add exit lights above each new door.

Receptacles: Furnish and install nine (9) new 20A, 120V duplex receptacles and three (3) 20A, 120V quad receptacles at locations as directed. Serve from four (4) existing spare circuits with not more than 4 receptacles per circuit. Inspect circuit capability and determine if upgrades are needed. Computer Lab electrical must

C. IT Circuiting

All low voltage (100 V and below) electrical work shall conform to the current edition of the California Electrical Code (CEC).

Provide Cat 6 cabling and wall-mounted ports that are to be included in the interior of the lab to connect with the adjacent server room. Install in conduit within walls and terminate in metal outlet boxes with outlet devices and plates. Conduit termination in ceiling shall be bushed and insulated.

Cat 6 cables shall be UL Listed, plenum rated.

D. Heating Ventilating and Air Conditioning (HVAC)

The existing HVAC System is deemed to be adequate to serve the building.

A Testing and Balancing sub contractor shall be engaged to identify and perform tests on the existing multi zone air handling unit (AHU) presently serving the area proposed for the new Computer Lab. Submit a report showing existing AHU performance including zoning, fan performance, air delivery to individual outlets (supply, return, exhaust) and locations of the existing zone thermostats. Install new thermostat to control Computer Lab's air delivery.

Re-balance system to establish air delivery to Computer Lab room of 500 CFM \pm 5% (supply and return) using existing ceiling diffusers.

Re-balance system to establish air delivery to the proposed server room of 200 CFM \pm 5% (supply and return). using existing ceiling diffusers.

Alternate: State the additional charge for providing variable volume supply and return terminal boxes with ductwork and controls interlocked with the room lights to reduce air delivery to 150 CFM when unoccupied – lights off.

The bidder must undertake to supply electrical outlets and wiring sufficient for the lab's expected complement of computers, monitors, printers and other IT equipment, as well as lighting. Cat 6 cabling and wall-mounted ports are to be included in the interior of the lab to connect with the adjoining server room. In addition, three dual-port wall-mounted ports and three electrical outlets are to be included on the outward facing walls of the lab on the east, west and north sides. Bidder is required to submit an electrical layout design as part of the implementation plan to be submitted to the Placentia Library District along with the Technical Bid.

E. LAN Equipment

Bidder will supply wall mounted Ethernet ports sufficient for 14 computers and a cable conduit in the existing (north) wall for a monitor cable for the instructor's workstation.

F. LAN set up

Bidder must install cabling for 14 computers, and other allied accessories. Install access panel in the location indicated in the architectural drawings.

G. Schedule of Events

Bidder will provide a timeline of activities for the computer lab project with indication for anticipated completion date, job must be completed 2 months after signing contract.

H. Miscellaneous Items

1. Fire Extinguisher

Bidder will provide one handheld fire extinguisher of carbon dioxide as per IS specification located at strategic location in the computer lab to ensure minimum safety standards. Relevant test certificate and end user acceptance certificate in similar environment should be provided for the quoted makes.

2. White Board

Bidder will install a white board of size 3' x 2' in the computer lab. Bidder has to ensure proper placement of white board keeping in view the projector placement and wall hanging monitor.

3. Demolition

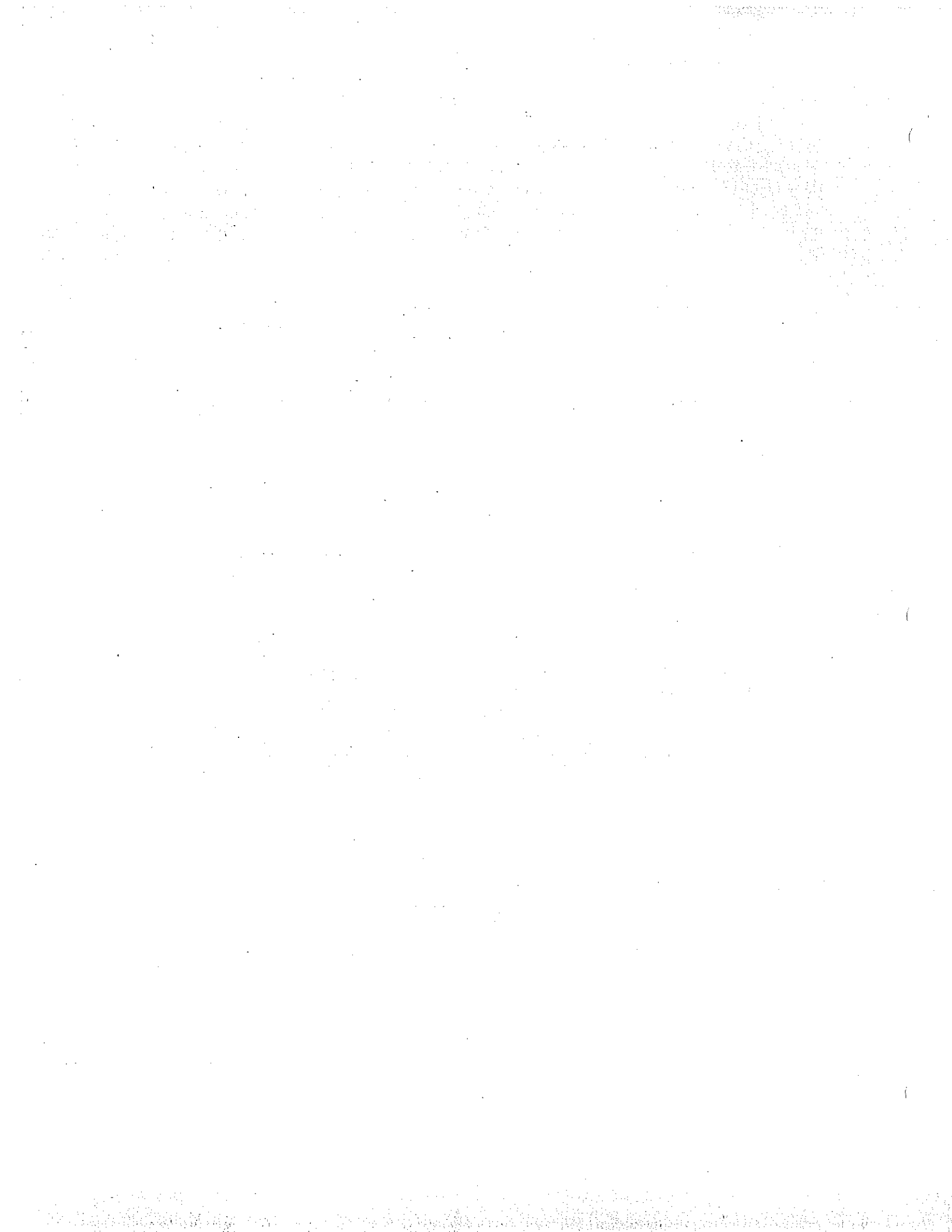
Bidder will provide labor and material to remove existing water fountain and dispose of debris.

4. Signs

Install self powered exit signs on each door and install Computer Lab sign done in conformance to the current editions of the California Building Codes.

5. Furniture/Equipment

Bidder will move and install existing server to new server room location.



PLACENTIA LIB. - COMPUTER ROOM

411 EAST CHAPMAN AVENUE PLACENTIA, CA 92870

GENERAL NOTES
 GOVERNING CODE
 2006 CALIFORNIA BUILDING CODE
 2006 CALIFORNIA MECHANICAL CODE
 2006 CALIFORNIA PLUMBING CODE
 2006 CALIFORNIA ELECTRICAL CODE
 2006 CALIFORNIA FIRE CODE

WVA
 WALTER V. ANDERSON ARCHITECTS
 312 ADKLEY LANE
 PLACENTIA, CA 92870
 Tel: (714) 998-1376
 Email: wva@wvaarch.com

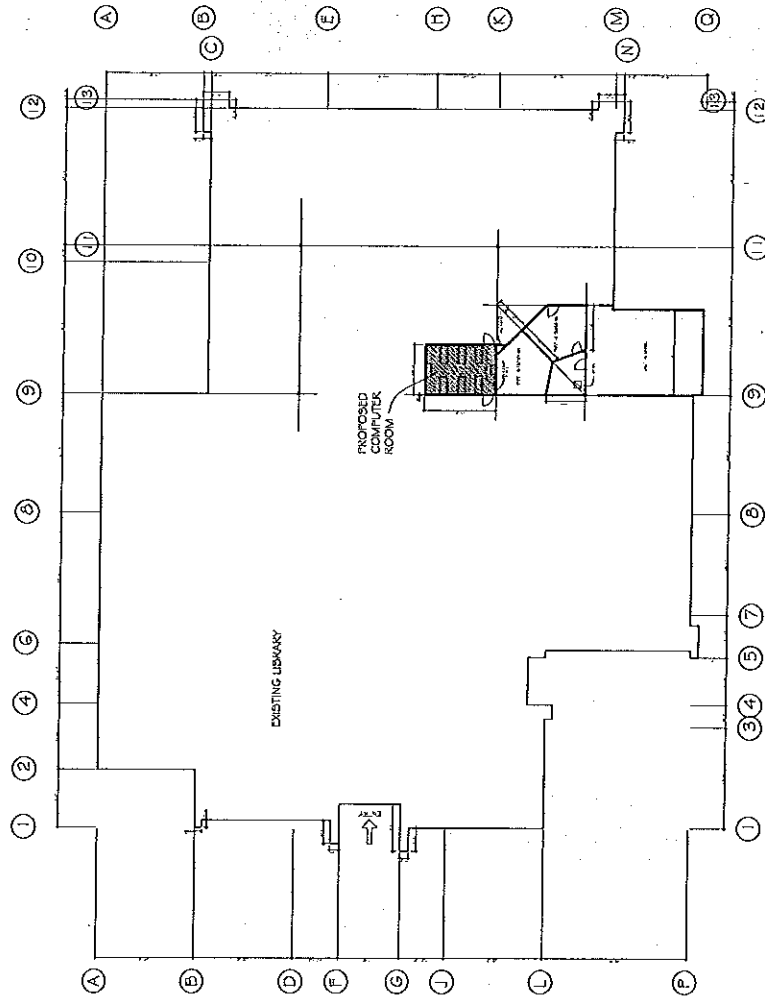
No.	Revisions/Hours	Date

PLACENTIA LIBRARY
 COMPUTER ROOM ADDITION
 411 EAST CHAPMAN AVE.
 PLACENTIA, CA 92870
 (714) 998-1998



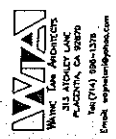
PLACENTIA LIBRARY
 COMPUTER ROOM ADDITION
 411 EAST CHAPMAN AVE.
 PLACENTIA, CA 92870
 (714) 998-1998

Agenda Item 30
 Attachment B
 Page 1 of 3



FLOOR PLAN
 1/16" = 1'-0"

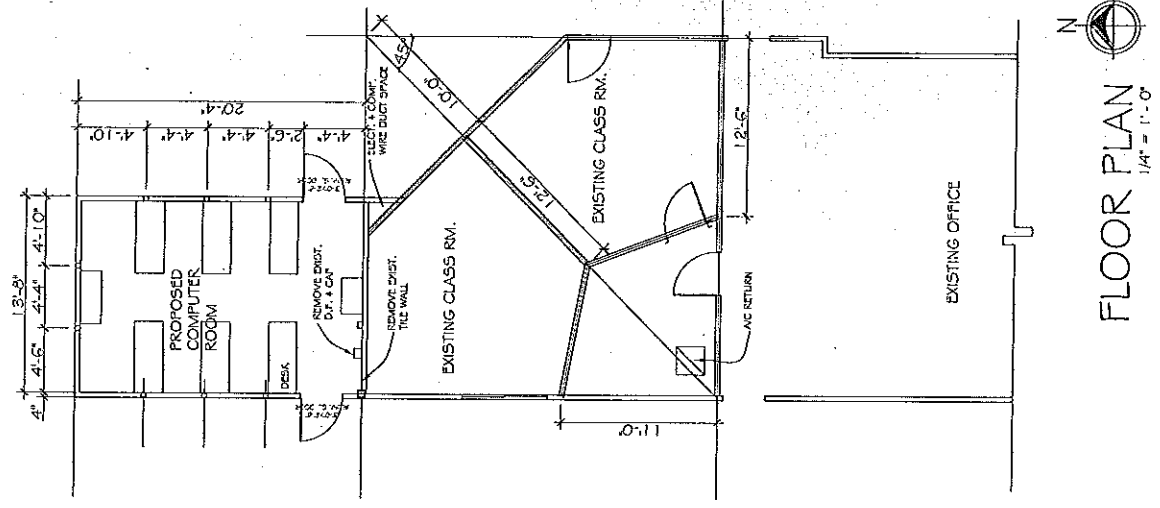
GENERAL NOTES



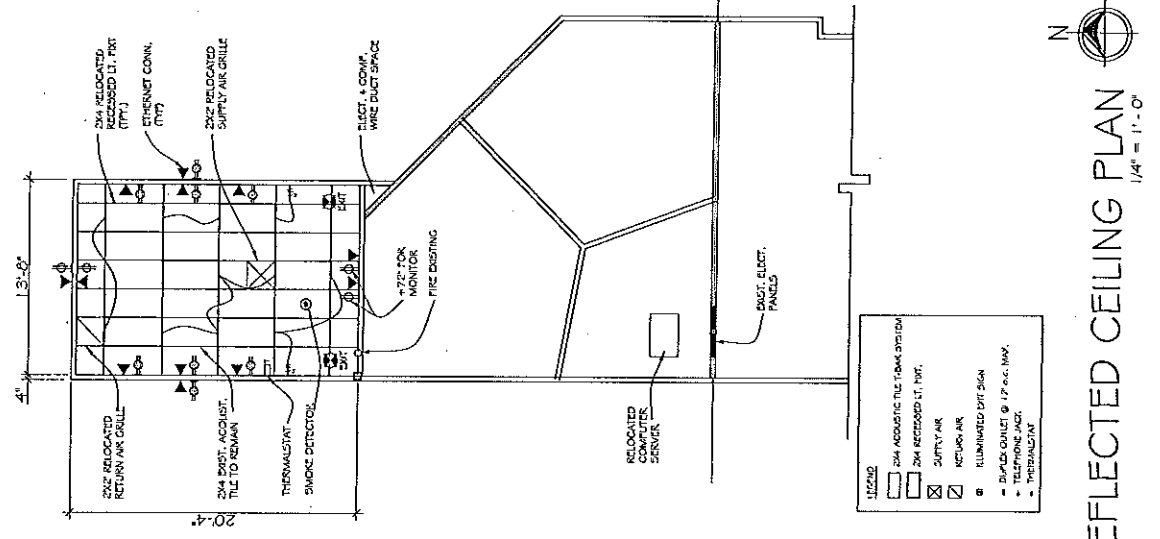
PLACENTIA LIBRARY
COMPUTER ROOM ADDITION
411 EAST CHAPMAN AVE.
PLACENTIA, CA 92670
(714) 981-1866



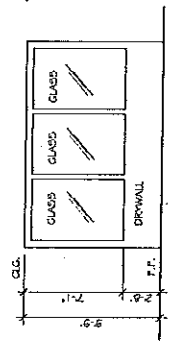
PROJECT NO. 03-01-2010
DATE: 03-01-2010
SCALE: AS SHOWN



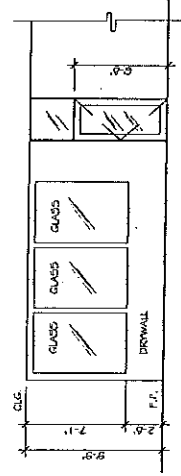
FLOOR PLAN
1/4" = 1'-0"



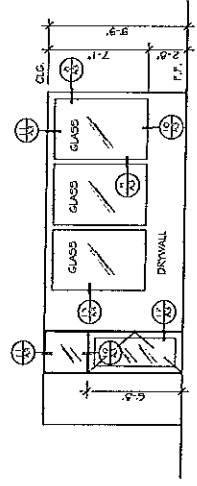
REFLECTED CEILING PLAN
1/4" = 1'-0"



NORTH ELEVATION
1/4" = 1'-0"



WEST ELEVATION
1/4" = 1'-0"



EAST ELEVATION
1/4" = 1'-0"

INTERIOR ELEVATIONS

- LEGEND
- 2x4 ACOUSTIC TILE TRIM SYSTEM
 - 2x4 RECESSED ST. FWT
 - SAFETY AIR
 - RETURN AIR
 - ILLUMINATED DIFT SIGN
 - BLACK GRILLE @ 12" o.c. INV.
 - TELEPHONE JACK
 - THERMISTAT

GENERAL NOTES

WMA
 WAYNE LAW ARCHITECTS
 215 ADLEY LANE
 PLACENTIA, CA 92669
 TEL: (714) 996-1276
 EMAIL: waynelaw@waynelaw.com

No.	Approved/Revised	Date

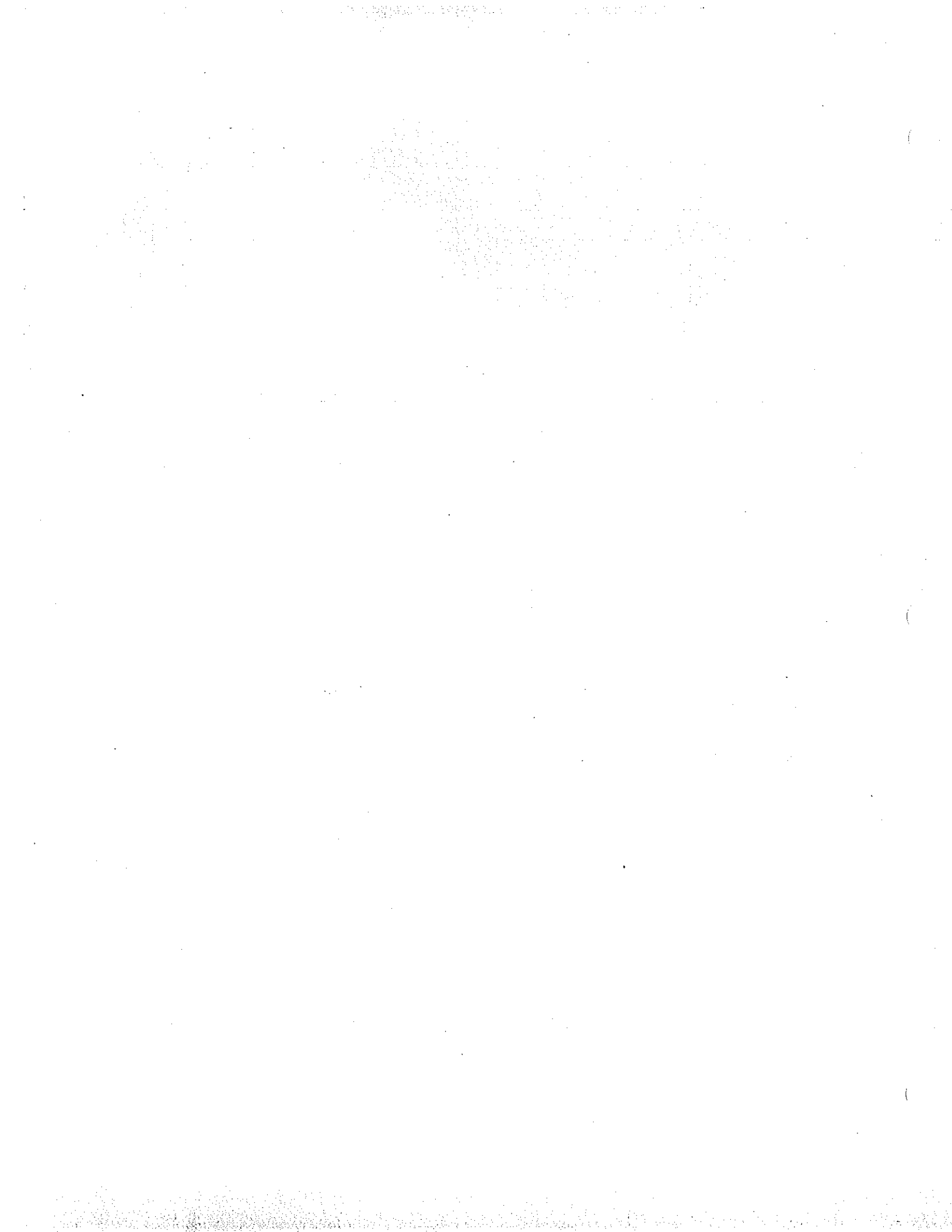
PLACENTIA LIBRARY
 COMPUTER ROOM ADDITION
 411 EAST CHAPMAN AVE
 PLACENTIA, CA 92669
 (714) 258-1866



Agenda Item 30
 Attachment B
 Page 3 of 3

ROOM ADDITION
 10-04-2010
 J.C. SHERRY

DETAILS





DALKE & SONS CONSTRUCTION, INC.

PROPOSAL

June 15, 2010

Placentia Library District
Attention: Administration
411 E, Chapman Ave.
Placentia, CA 92870

RE: Bid Proposal
Project Name: Placentia Library Computer Room
Project Location: Placentia Library

Dear Sirs,

We propose to furnish and install all labor, materials and equipment to construct a computer lab per plan sheets A1, A2, and A3 dated 5-4-2010 and the scope of work/specs, including the following:

- Demo existing drinking fountain and tile, and cap plumbing off behind the wall.
- Construct a new full height walls from floor to underside of existing acoustic ceiling, out of 3-5/8" steel studs and 5/8" drywall both sides with 4" thick fiberglass insulation. Patch wall at demolished drinking fountain and prep for paint.
- Install new aluminum framed storefront windows and doors. Door hardware to include lever handles hardware with key lock to secure room as necessary.
- Paint new walls to match existing as close as possible.
- Repair and/or modify the existing acoustical ceilings to accommodate the new walls.
- Relocate copper water lines in the new server room to a location above the finish ceiling.
- Install new rubber top set floor base to match as close as possible.
- Install new room identification signage.
- Furnish and install one CO2 fire extinguisher in new lab.
- Furnish and install one 3' x 2' markerboard.
- Relocate existing server to new server room.
- Provide data cabling as specified, including all required plans and permits.
- Provide electrical as shown on the plans and outlined in the scope of work, including all required plans and permits.
- Existing electrical panels are assumed to have sufficient breaker space for new requirements.
- Provide one independent smoke detector with battery back up inside the computer lab (no fire alarm modifications included)

Page 1 of 2

4585 Allstate Drive, Riverside, CA 92501 • Phone: 951-274-9880 • Fax: 951-274-0319 • License #612500

Page 2 of 2

- Perform test on existing air handling unit, provide new thermostat to control computer labs air delivery, rebalance computer lab and new server room, relocate HVAC grilles as required, and provide all required plans and permits.
- Provide additional architectural plans as required for building depart permits.
- Dust protection (visqueen plastic walls) and clean up of areas as required
- All work to be performed during normal business hours.

TOTAL PRICE **\$58,640.00**

Add Alternate 1- VAV box for Computer Room:

- Provide a VAV box complete with controls, ducting and terminal box, interlocked with the computer rooms light switching

Additive Alternate Price 1 **\$7,175.00**

Exclusions: Permits fees (owner to reimburse Dalke & Sons for actual costs), code deficiency corrections that may be required by the building department or inspectors, cabinetry & furniture, relocating of owner's furniture, carpet or flooring, fire alarm, fire sprinklers, after hours or weekend work, telephone cabling hazardous materials abatement and structural engineering.

If this bid is not accepted within thirty (30) days we reserve the right to review, change or cancel this bid.

Sincerely,

Barry Dalke

Barry Dalke
Vice President – Bidding & Estimating

DALKE & SONS CONSTRUCTION, INC.

4585 Allstate Drive, Riverside, CA 92501 • Phone: 951-274-9880 • Fax: 951-274-0319 • License #612500

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Revision proposal for the Placentia Library District Policy #6050 – Meeting Room Policy

DATE: June 21, 2010

BACKGROUND

At the February 17, 2009 Library Board of Trustees Unusual Date meeting, the Trustees voted to revise the meeting room policy which includes new fees for rental of the room and equipment, administrative fees, cancellation fees and a minimum of three hour rental. The Bridge Club was granted a \$50.00 rental fee for four hours.

A request from the MOMS south club was presented to the Library Board of Trustees at the June 30, 2009 special meeting, asking for a fee waiver and/or discount. The Trustees asked that staff provide additional information regarding meeting room rental since the implementation of the new policy, including number of groups who no longer utilize the meeting room and requests from groups who have voiced their concerns about paying the revised fees. The MOMS south club did not receive a fee waiver and/or discount.

At the August 17, 2009 Library Board of Trustees meeting, the Trustees voted to remove the three hour minimum requirement.

The meeting room rental revenue for the last three fiscal years are:

2007-2008	\$6,230
2008-2009	\$6,930
2009-2010	\$5,005

The decline in revenue is approximately 24% compared to the average for the two fiscal years prior. Eight organizations no longer utilize our meeting room since the new fee was implemented.

Attachment A is the proposed changes to the Placentia Library District Policy #6050 – Meeting Room Policy

Other library districts charge the following:

	Placentia	Altadena	Buena Park	Palos Verdes
Rental Fee Non-Profit	\$20/hr. non profit \$35/hr. others	\$20/hr. or fraction thereof with a minimum charge of three hours	\$25/hr. -- small room \$30/hr. -- boardroom \$35/hr. -- auditorium	Based on a minimum of 3 hours \$10/hr. -- open/open \$60/hr. -- open/closed \$60/hr. -- closed/open \$95/hr. -- closed/closed \$110/hr. -- private/open \$200/hr. -- private/closed
Rental Fee Other	\$25/hr. after hours	\$35/hr. or fraction thereof with a minimum charge of three hours	\$ 45/hr. -- small room \$65/hr. -- boardroom \$85/hr. -- auditorium	Based on a minimum of 3 hours \$60/hr. -- open/open \$95/hr. -- open/closed \$110/hr. -- closed/open \$150/hr. -- closed/closed \$250/hr. -- private/open \$300/hr. -- private/closed
Equipment Fee Television Projector	Piano - \$25 Television - \$15 Projector - \$15 Santa Chair - \$25	N/A		VCR/DVD & Projector -- \$25 TV & VCR -- \$25 Slide projector w/screen -- \$25 Wireless microphone -- \$10 Multiple microphones -- \$25 LCD projector -- \$25 OH projector for transp. -- \$25 Piano -- \$30
Other Fee	Set up -- \$15 Administrative Fee for cancellation notices less than two weeks in advance - \$25 Security Deposit - \$50 Library staff attendance -- \$25/hr.	N/A	Set up -- Non-Profit \$10/hr. -- small room \$15/hr. -- boardroom \$20/hr. -- auditorium Set up -- Other Groups \$20/hr. -- small room \$25/hr. -- boardroom \$35/hr. -- auditorium Library staff attendance \$25/hr. Security Deposit/Cleaning \$50/hr.	Administrative Fee (if cancellation notice is less than two weeks) -- \$30

RECOMMENDATION

Authorize a revision to the Placentia Library District Policy #6050 -- Meeting Room, as presented, effective upon adoption and approval of the Fines & Fees Schedule for Fiscal Year 2010-2011.

*mz RD
mz BE all*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Meeting Room Policy
POLICY NUMBER: 6050

6050.1 The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature ~~provided that these activities are nonprofit, nonpartisan, and nonsectarian~~. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

6050.2 A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.

6050.3 Application for use of the room will be made through the **Administration Office** ~~office of the Library Director~~ on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application without approval by the Library Director.

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6050.4 Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.

6050.5 Permission to use the room is not transferable.

6050.6 ~~Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District.~~ Admission will not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.

6050.7 Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.

6050.8 Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of ~~\$20~~**\$25** per hour is charged.

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6050.9 The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.

6050.10 Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

6050.11 Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.

6050.12 No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.

6050.13 Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for serving refreshments.

6050.14 There is a \$50 refundable security deposit/cleaning fee required at time of application.

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6050.15 Alcoholic beverages are prohibited.

6050.16 The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes and endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization.

6050.17 Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

6050.18 Permits may be revoked by the Library Director whenever there has been a violation of these rules.

6050.19 The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event are related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.

6050.20 Meeting rooms must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.

6050.21 If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

6050.22 Capacity limitations: When used as one room, the maximum capacity will be ~~1369~~ standing and seating will be limited to 100. When the room is divided, each side will be limited to 50 people.

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6050.23 Organizations requiring the presence of a staff member, will incur a \$25/hour the cost of that staff member's wages and benefits.

6050.24 Equipment available for the Meeting Room

6050.24.1 ~~74~~85 Chairs

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6050.24.2 ~~120~~ Tables (6' x 2 ½')

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6050.24.3 1 Lectern

6050.24.4 3 Wall Screens

6050.24.5 ~~Laser Pointer~~

6050.24.56 Piano (\$25 Rental Fee)

6050.24.7 ~~Television Set (\$15 Rental Fee)~~

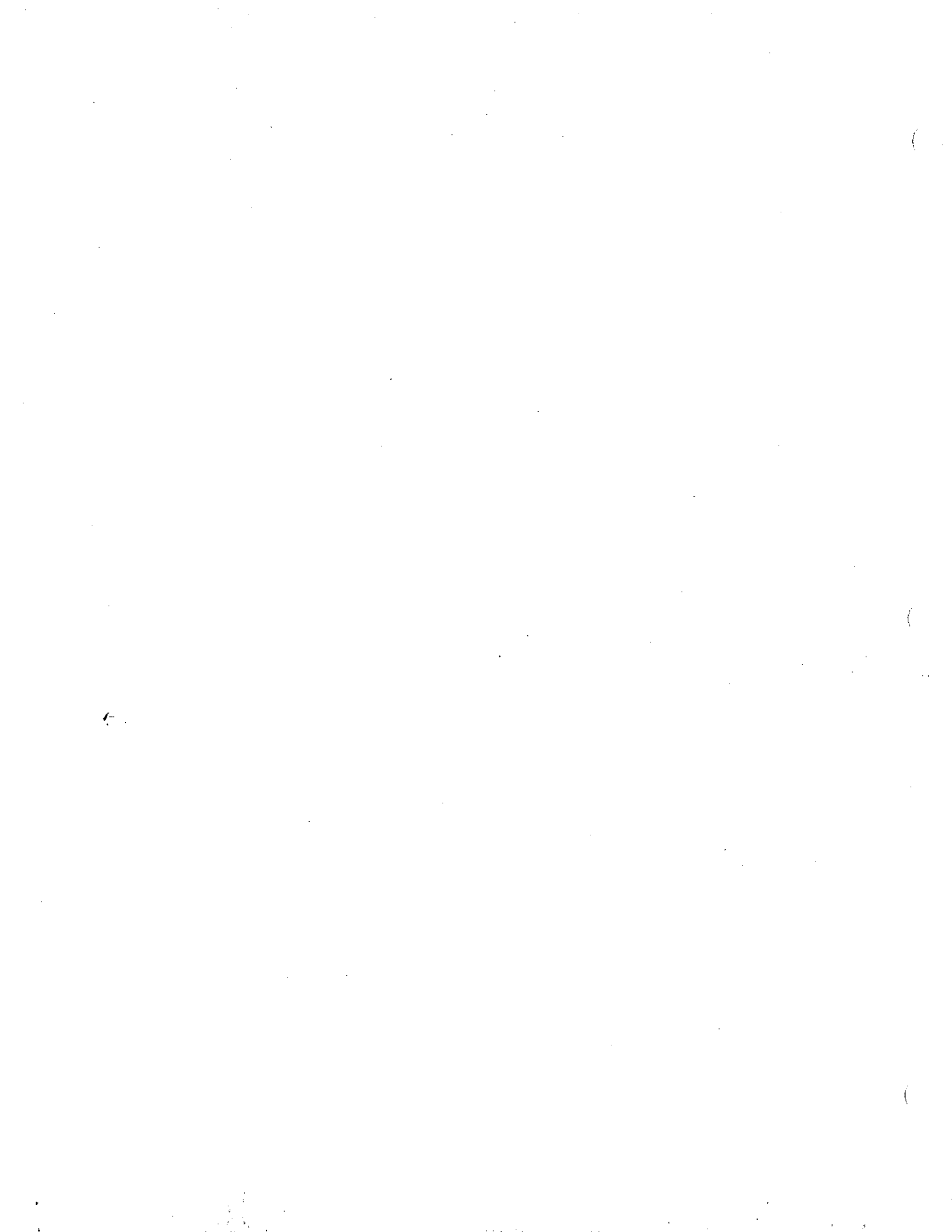
6050.24.68 2 Flags (American and State flag)

6050.24.79 ~~Writing White Board/Cork Board~~

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6050.24.84 ~~Santa Chair (\$25 Rental Fee)~~

6050.24.94 ~~Projector (\$15 Rental Fee)~~



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish Fines and Fees Schedule for Fiscal Year 2010-2011 and set Public Hearing for Monday, July 19, 2010 at 6:30 p.m.
DATE: June 21, 2010

BACKGROUND

At the May 17, 2010 Library Board of Trustees Regular Meeting, Policy #6035 – Fines & Fees Schedule, was discussed and postponed for further discussion.

Attachment A is the Placentia Library District Policy #6035 – Fines & Fees Schedule, adopted August 25, 2003 and revised August 15, 2005, August 20, 2007, February 17, 2009, and August 17, 2009.

Staff is recommending the following changes for Fiscal Year 2010-2011, effective July 5, 2010:

- Passport pictures – from \$10 to \$12
- Maximum fines – from \$10 to \$20
- Lost material surcharge – for cataloged adult and children’s books from \$20 to \$30; uncataloged paperbacks from \$5 to \$20 and media from \$15 to \$20
- Returned checks – from \$30 to \$25
- Report to Collection Agency – from \$15 to \$25
- History Room reproductions – from a flat \$7.50 fee to \$10 for non-commercial use and \$75 for commercial use
- Meeting Room rental – \$20/hr. for non-profit and \$35/hr. for other groups; Administrative Fee (for cancellation notices less than two weeks in advance) \$25; After Hour fee \$25/hr.; Staff Attendee \$25/hr.

*AS fiscal impact
RD- passport fees, up in general
recently 2 for \$5-*

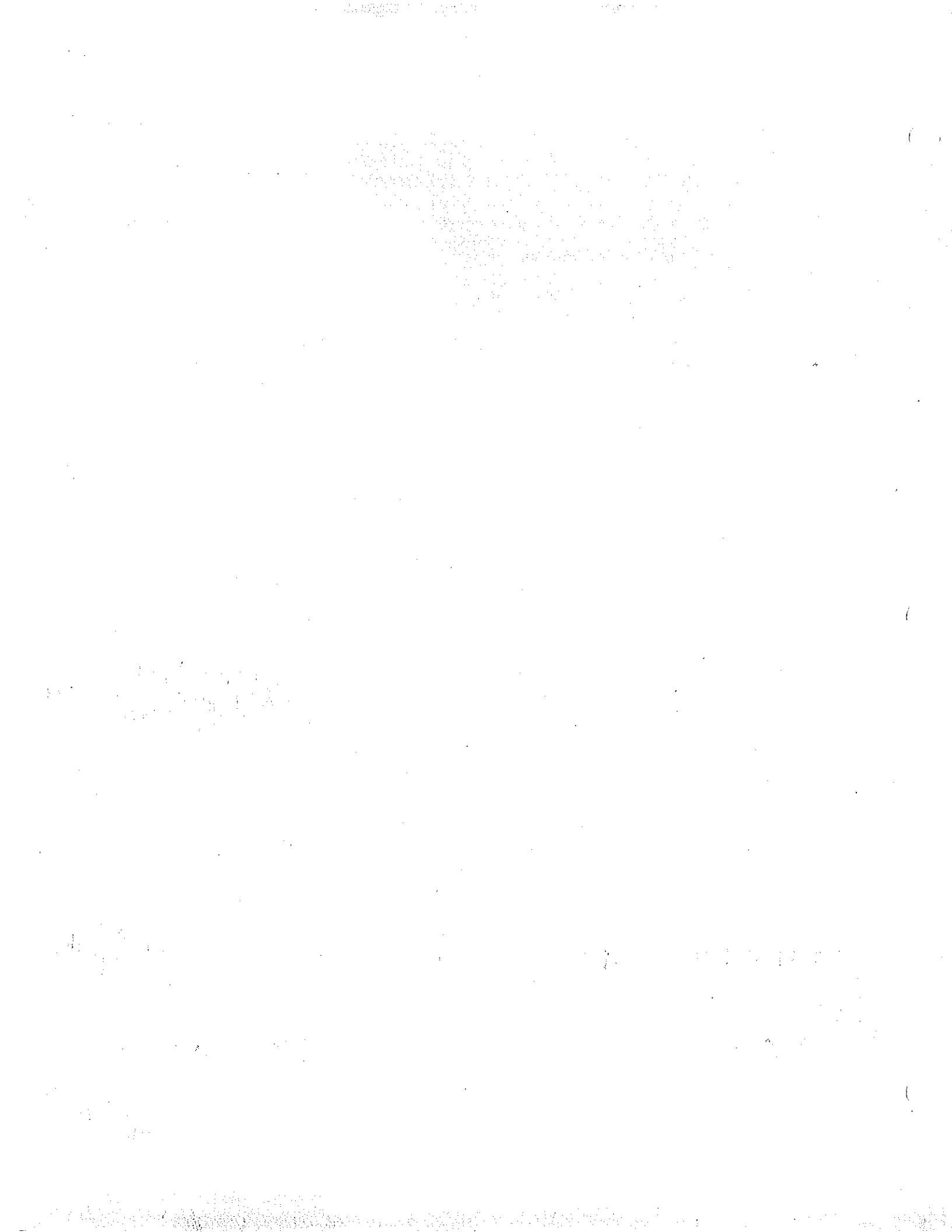
ADD: Headset/ Earbuds #1-
RECOMMENDATIONS

- 1) Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2010-2011; and
- 2) Authorize the amendment of Placentia Library District Policy #6035 – Fines and Fees Schedule to reflect the changes; and
- 3) Set the Fines and Fees Schedule for Fiscal Year 2010-2011 for Public Hearing on Monday, July 19, 2010 at 6:30 p.m.

*omit
per AS*

*M1 BE all
M2 JT*

*M1 BE all
M2 RD*



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,
Revised February 17, 2009, Revised August 17, 2009

FINES PER DAY

DVD's:

New Feature Films	\$ 1.00
Old Feature Films.....	\$ 1.00
Mini Series	\$ 1.00
All Other Items	\$.20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.

RENTAL FEE

DVD's:

New Feature Films	\$ 1.00 For Two (2) Days
Old Feature Films.....	\$ 1.00 Per Week
Mini Series	\$ 1.00 Per Week

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 210.00

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RESERVES & SHELF CHECKS.....	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	5.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books	Item Cost + \$ 5.00	\$ 230.00
Uncataloged Paperbacks	Item Cost + \$ 5.00	520.00
Magazines/Pamphlets.....	No Processing Fee.....	3.00
Cassettes.....	No Processing Fee.....	10.00
CDs, CD ROMs & Videos.....	Item Cost + \$ 5.00.....	15-20.00
Audio Books (all formats).....	Item Cost + \$ 5.00	50.00

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**Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES	PER ITEM
Library card replacement.....	\$ 2.00
Fax per document (outgoing or incoming) plus \$.10 per page	2.00
Laminating, per sheet	1.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping 7.50 10.00 for non-commercial use;	
\$75.00 for commercial use	
Printing & Photocopy, black ink, per page, paid by cash or credit/debit card	0.15
Printing & Photocopy, black ink, per page, paid by Library Card deposit account	0.10
Printing & Photocopy, color, per page, paid by cash or credit/debit card	0.50
Printing & Photocopy, color, per page, paid by Library Card deposit account	0.45
Passport check preparation	5.00
Passport Photos.....	12.00
Test monitoring, per exam	50.00

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MEETING ROOM

Per hour	\$ 320.00 \$ 3520.00
for non-profit and \$35 for other groups	
Refundable Security Deposit/Cleaning fee	50.00
Set-up & clean-up combination	30.00
Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hour Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee	20.00
Clean-up fee ..	20.00

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SURCHARGES

Returned check, up to 30 days	\$ 3025.00 \$ 3025.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	1525.00 1525.00

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DAMAGES

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 video cassettes, audio cassettes, or other library materials or equipment of any type. (Adopted by the Library Board of Trustees, January 18, 1993.)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Establish the District's Appropriations Limitations (Gann Limit) at \$3,468,648 for Fiscal Year 2010-2011 by Resolution 11-04.

DATE: June 21, 2010

BACKGROUND

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2010-2011.

Attachment C is Resolution 11-04 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2010-2011 in the amount of \$3,468,648.

RECOMMENDATION

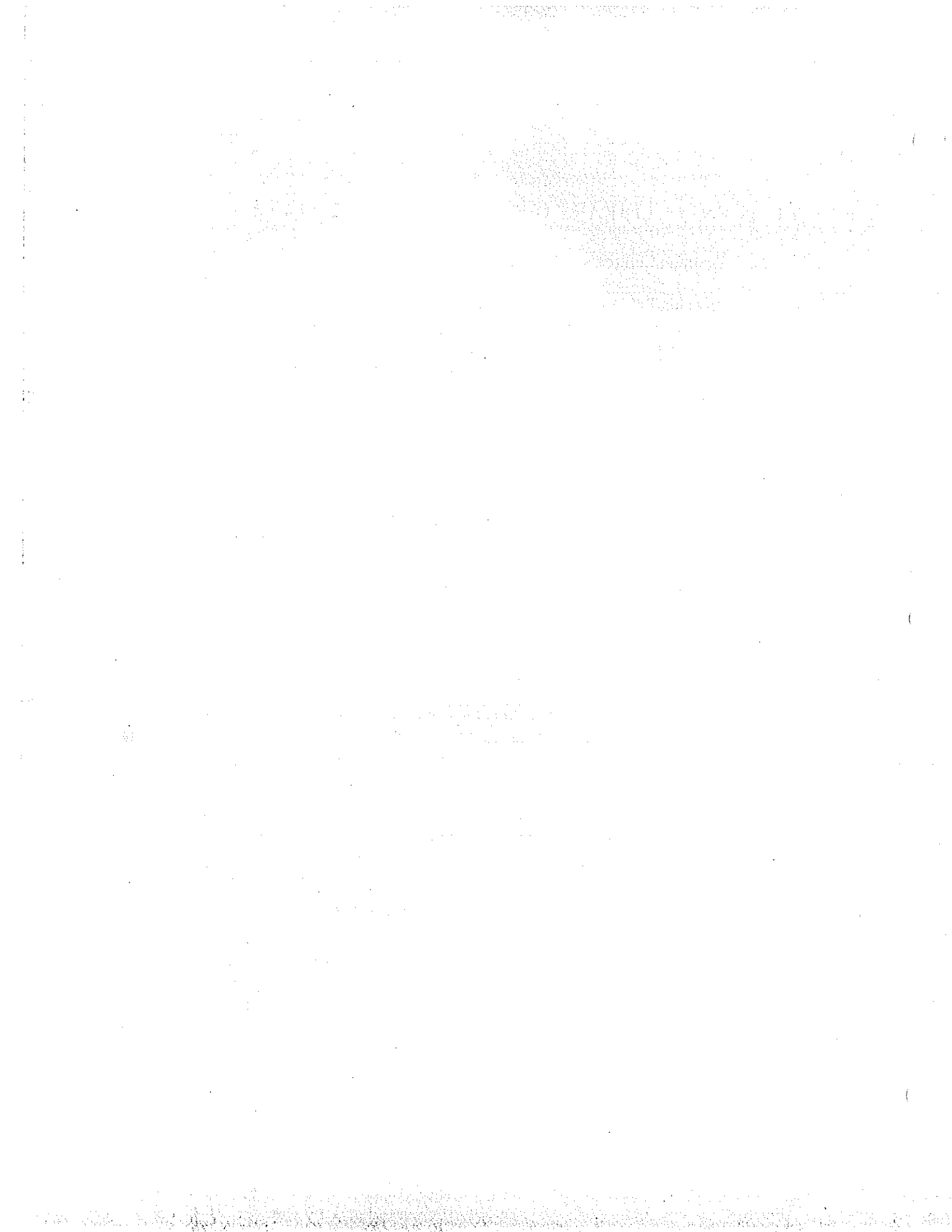
1. Read Resolution 11-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2010-2011.
2. Adopt Resolution 11-04 by Roll Call Vote.

*m7 RD all
m2 JT*

*m7 JT all
m2 RD*

roll call

AS yes
RD yes
BE yes
JT yes
GW - absent



Placentia Library District
 Gann Limitation Worksheet
 June 21, 2010

	2007-2008	2008-2009	2009-2010	2010-2011
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)	1.0442	1.0072	1.0103	1.0084
"Population Change Factor" For City of Placentia (provided by CA. Dept. Finance)	1.012	1.0429	1.0062	0.9746
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"	1.0567304	1.05040888	1.016564	0.98278664
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 3,326,242	\$ 3,493,915	\$ 3,529,400	\$ 3,468,648

"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)
 "Population Change Factor" For City of Placentia (provided by CA. Dept. Finance)
 Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"
 Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation

A. LAST YEAR'S Limit	\$ 3,529,400			
		<u>.84+ 100</u>	1.0084	1
B. ADJUSTMENT FACTORS		100		0.98278664
1. Population %	0.84%			
2. Inflation %	-2.54%			-1.72%
		<u>97.46</u>	0.9746	
		100		
Total Adjustment %	-1.72%			
C. ANNUAL ADJUSTMENT \$	\$ (60,753)			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ (60,753)			
F. CURRENT YEAR LIMIT	\$ 3,468,648			

FY 10/11



ARNOLD SCHWARZENEBGER, GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DDF.CA.GOV

May 2010

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2010, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2010-2011. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2010-2011 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county's and incorporated area's summed population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriation limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2010.

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

May 2010

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2010-2011 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2010-2011	-2.54

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2010-2011 appropriation limit.

2010-2011:

Per Capita Cost of Living Change = -2.54 percent
Population Change = 1.03 percent

Per Capita Cost of Living converted to a ratio: $\frac{-2.54 + 100}{100} = .9746$

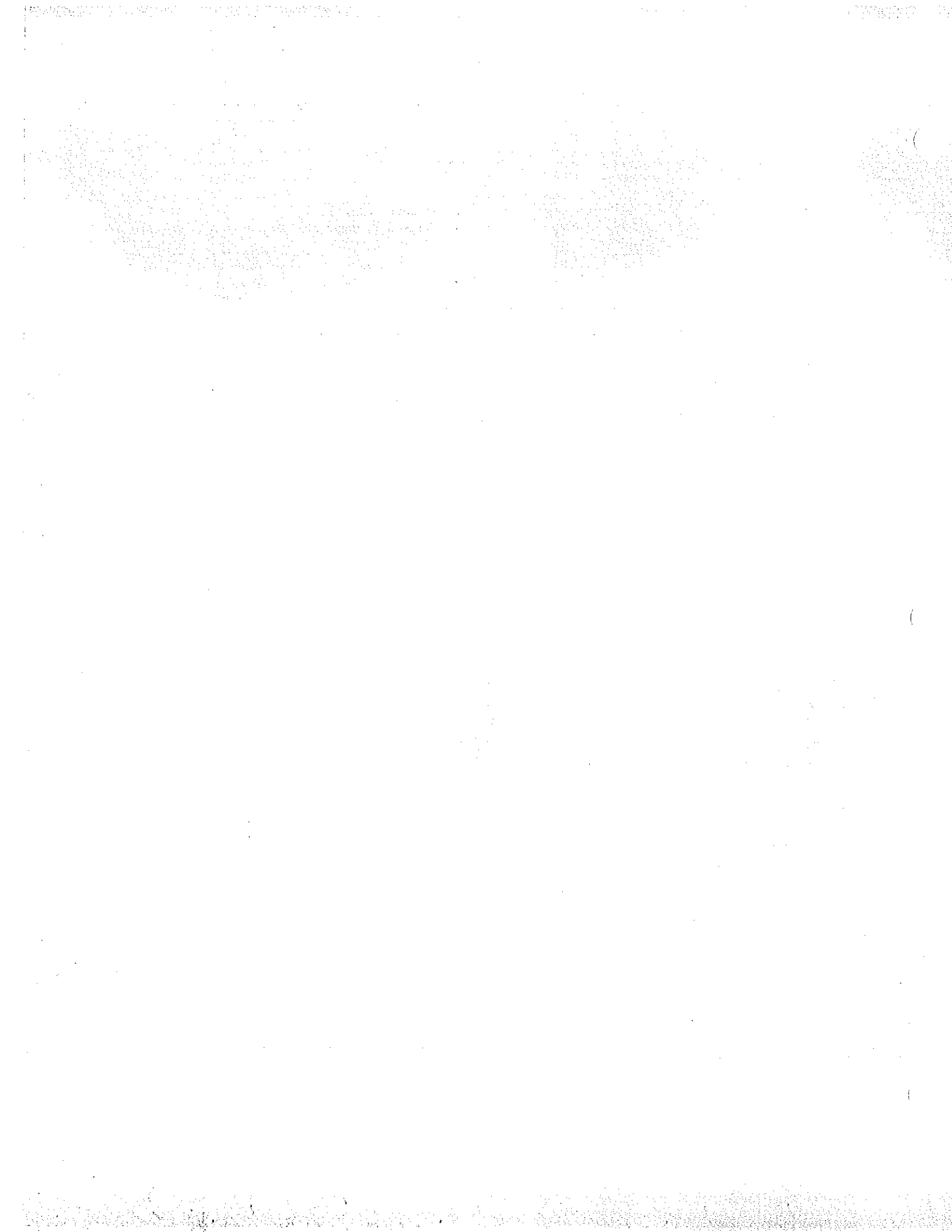
Population converted to a ratio: $\frac{1.03 + 100}{100} = 1.0103$

Calculation of factor for FY 2010-2011: $.9746 \times 1.0103 = .9846$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2009 to January 1, 2010 and Total Population, January 1, 2010

County City	Percent Change 2009-2010	--- Population Minus Exclusions ---		Total Population
		1-1-09	1-1-10	1-1-2010
Orange				
Aliso Viejo	1.07	45,634	46,123	46,123
Anaheim	1.61	348,041	353,643	353,643
Brea	0.63	40,126	40,377	40,377
Buena Park	1.03	83,281	84,141	84,141
Costa Mesa	0.76	115,827	116,713	117,178
Cypress	0.80	49,586	49,981	49,981
Dana Point	0.78	37,037	37,326	37,326
Fountain Valley	0.86	58,239	58,741	58,741
Fullerton	0.84	137,459	138,610	138,610
Garden Grove	0.64	174,498	175,618	175,618
Huntington Beach	0.62	202,230	203,484	203,484
Irvine	2.42	212,541	217,686	217,686
Laguna Beach	0.71	25,175	25,354	25,354
Laguna Hills	0.60	33,392	33,593	33,593
Laguna Niguel	0.82	67,117	67,666	67,666
Laguna Woods	1.59	18,453	18,747	18,747
La Habra	0.70	62,747	63,184	63,184
Lake Forest	0.60	78,249	78,720	78,720
La Palma	0.72	16,187	16,304	16,304
Los Alamitos	0.57	12,201	12,270	12,270
Mission Viejo	0.60	100,122	100,725	100,725
Newport Beach	0.69	86,145	86,738	86,738
Orange	0.88	141,462	142,708	142,708
Placentia	0.84	51,869	52,305	52,305
Rancho Santa Margarita	0.61	49,643	49,945	49,945
San Clemente	0.78	68,234	68,763	68,763
San Juan Capistrano	1.10	36,827	37,233	37,233
Santa Ana	0.71	355,224	357,754	357,754
Seal Beach	0.63	25,813	25,976	26,010
Stanton	0.93	39,432	39,799	39,799
Tustin	1.39	74,736	75,773	75,773
Villa Park	0.61	6,269	6,307	6,307
Westminster	1.20	93,172	94,294	94,294
Yorba Linda	1.40	68,314	69,273	69,273
Unincorporated	0.92	118,994	120,088	120,088
County Total	1.01	3,134,276	3,165,962	3,166,461

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



RESOLUTION 11-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2010-2011

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2010-2011.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$3,468,648 for Fiscal Year 2010-2011.

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-first day of June 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of June 2010.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Koha - An Open Source Integrated Library System
DATE: JUNE 21, 2010

M1 - authorize BE to seek further
 M2 - JT all
 get quotes

BACKGROUND

An Integrated Library System (ILS) is the software that a Library uses to check books in and out, track fines and fees owed, and present the collection online. Currently, we contract with the City of Anaheim for access to their ILS. Based on a contract signed in 1993 and still in force, Anaheim ensures that the ILS works properly and that we have access to it to add our records and transactions. For this we pay Anaheim an annual fee, which last year was \$35,101.

Koha is an "Open Source" Integrated Library System. This means the software can be used and enhanced by it's users, and is not owned by a corporation. Libraries wanting new features in Koha pay developers to create them, then the enhancement is incorporated into the software for all to use. In this way, libraries around the world have joined together to add and maintain features for Koha since it was launched in 2000. Since libraries need not pay for product development, the cost of using Koha can be much less than that of a traditional ILS.

Koha support can be purchased from various companies, and may include hosted access so that no hardware purchase or additional staff is necessary.

RECOMMENDATION

Authorize library staff to present to the Board of Trustees a proposal and cost analysis for a migration to the Koha ILS at the July 19, 2010 Regular Meeting.

RH - currently w/ Anaheim system
 intro Brenden Gallagher provides support Koha = 'a gift' (with strings)
 'Open Source' - open to all to download

Koha now worldwide, with thousands of libraries using.
 Values ① better search, more accurate & comprehensive
 ② 3 day training

AS- capabilities

AS- security issues? i.e. website problems in past.

BG- steps are in place, specifics are outlined in contract
 - codes tested before released - viruses, hacker security, etc.
 - can use preference controls

BE - other libraries using?

BG - 1,000 in US any hacking? not yet
salinas, Los Gatos, Nelsonville
2 yrs.

BE - cost est?

JT - Training avail? yes, 3 days

AS - Hardware req:

① dedicated server w/ good back-up

or

② 'cloud' back-up w/ hosting '3-2-1' protocol

AS - very interesting

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: IT Management & Networking Service
DATE: JUNE 21, 2010

BACKGROUND

The Placentia Library depends to a considerable extent upon the operations of its information technology infrastructure. Staff and public computers, printers, network and telecommunications equipment and software represent a significant investment, and we could not function as a modern library without it.

The resources to support this crucial aspect of library operations have in recent years been a single, part-time consultant/technician working from 5 to 20 hours per month. With this investment of resources, we are barely able to keep up with routine problems and breakdowns. Problems outside the expertise of the technician can require long periods of working with outside support staffs which can delay resolution of some problems for many weeks.

The importance and complexity of our IT systems suggest that it is time to outsource IT operations to a support firm to better operate them. Such companies have larger staffs and competencies in technologies and equipment that no single technician could match. Outsourcing IT operations has become a popular option to small organizations unable to afford an in-house IT staff.

Attachment A is the specifications for the IT Management & Networking request for proposal.

Attachment B is a recent article from Network World which explains some benefits of outsourcing IT management.

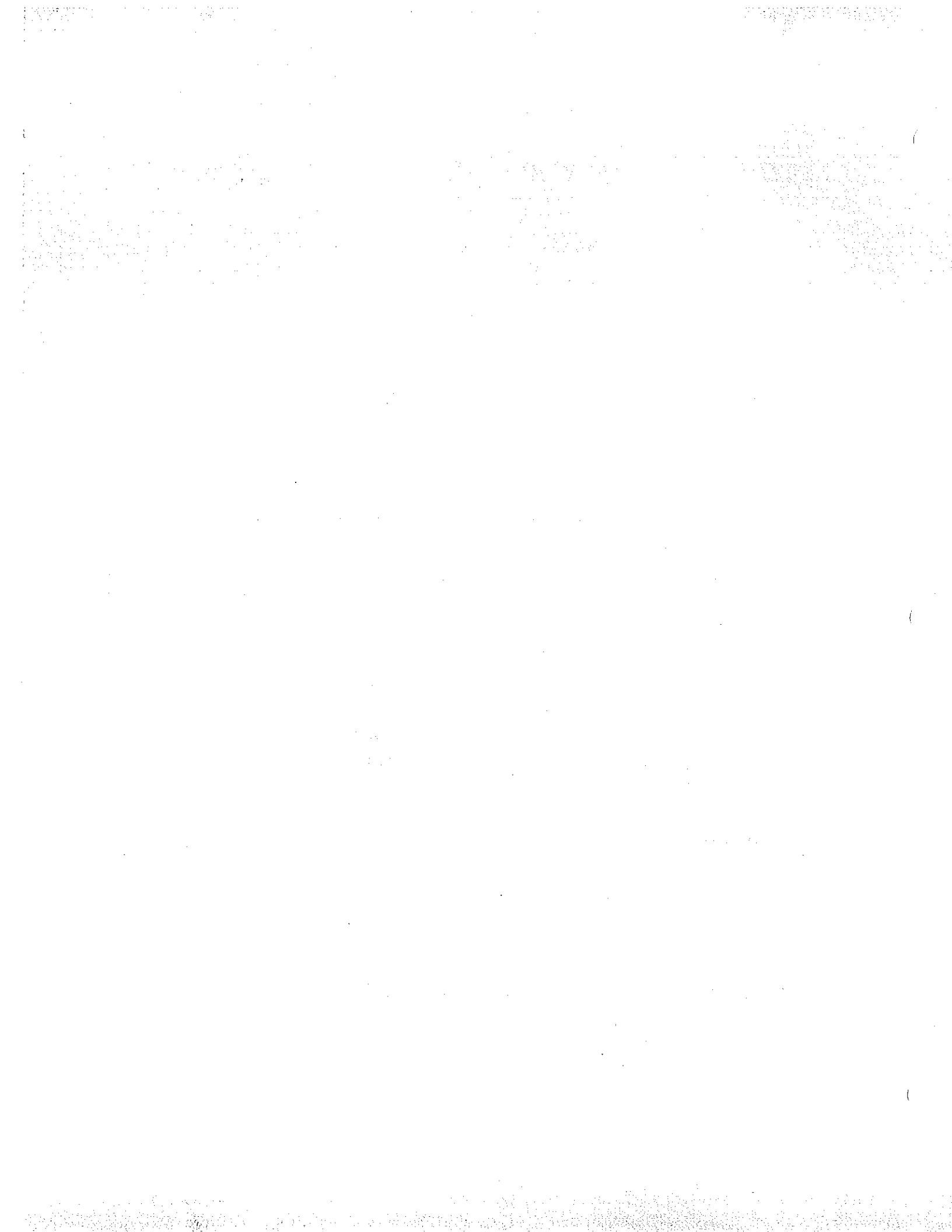
RECOMMENDATION

Authorize library staff to proceed with Request For Proposal to outsource IT Management & Networking needs based on the specifications presented.

MZ
MZ

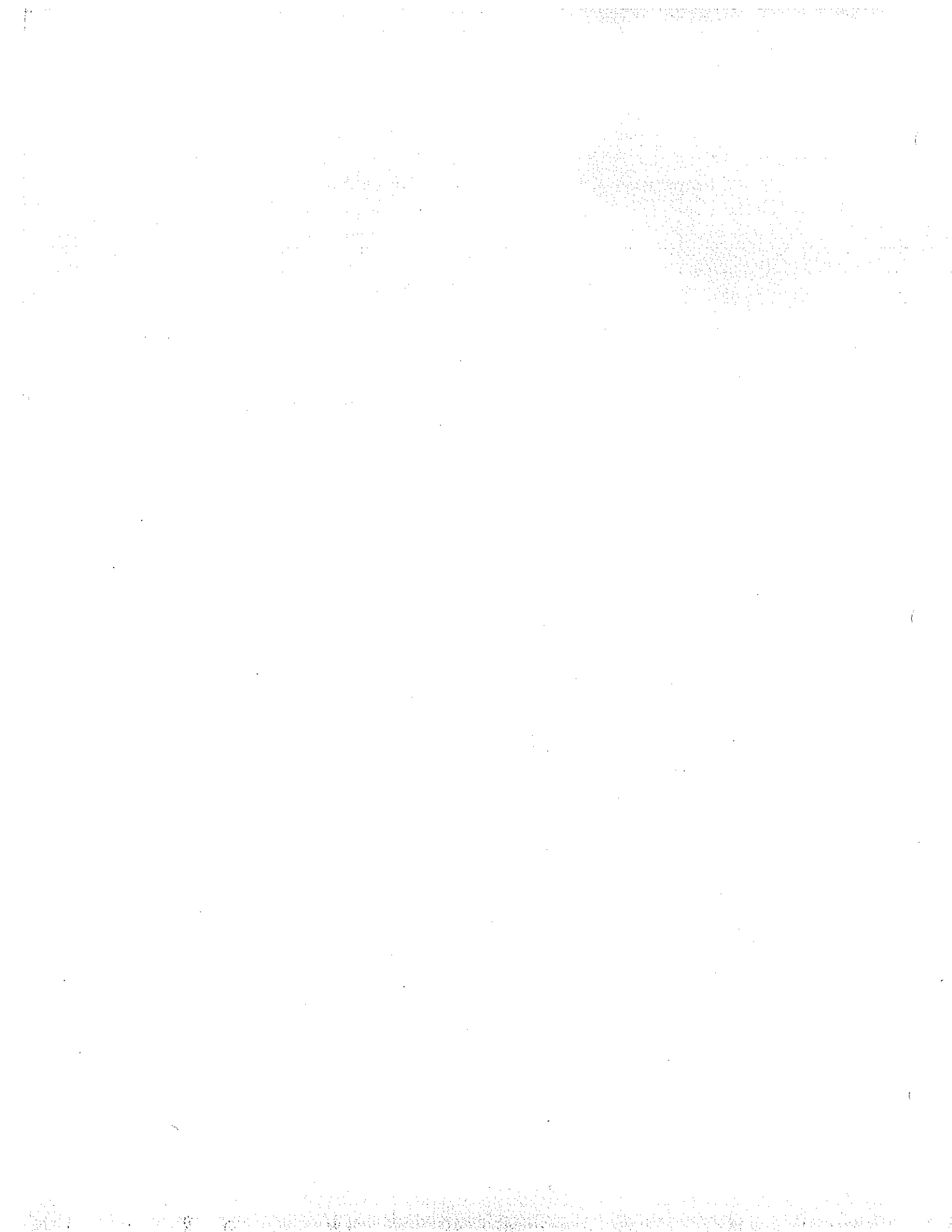
JC - needs not all addressed w/ current help

AB - this is all in your field - no vote needed.



Comparison of IT services – Current vs. Proposed

	Current	Proposed
Routine repairs and maintenance	✓	✓
Install and configure popular software	✓	✓
Install and configure popular hardware	✓	✓
Monitor network for routine problems	✓	✓
On-site technical help as needed	✓	✓
Update and back up website content management system	✓	✓
Manage and add functionality to website		✓
Diagnose and perform complex repairs and maintenance		✓
Software specialists available		✓
Hardware specialists available		✓
Network analysis and planning		✓
Telecommunications management and planning		✓
Computer life-cycle management		✓
Systems Integration		✓
Telephony management and planning		✓



From Network World May 2010:



Strategic outsourcing reduces costs, increases productivity

By Terry Flood, President and CEO of Logicalis

The need to reduce costs while being more productive has been the primary motivator for IT departments to selectively outsource IT management functions, and most adopters find it does more than save money.

Outsourcing can help fill the gaps while also saving money. The savings are accomplished in many ways, including reduced downtime, access to experienced experts on an as-needed basis, streamlined procedures and the overall efficiencies that come from a proactive approach to infrastructure support.

IT departments today are under tremendous pressure not just to provide uninterrupted technology services, but also to do everything from enhance customer service to help take market share from competitors. But few IT departments have the manpower or skills to provide the full range of services they are being asked to deliver, hence the interest in outsourcing specific tasks.

Outsourcing can help fill the gaps while also saving money. The savings are accomplished in many ways, including reduced downtime, access to experienced experts on an as-needed basis, streamlined procedures and the overall efficiencies that come from a proactive approach to infrastructure support. Some savings reflect harsh realities. A manufacturer in the Northeast, for example, more than offset the cost of a \$38,000 monthly managed services fee by subtracting the salaries, benefits and training of seven full-time employees.

Beyond the savings, strategic outsourcing also delivers measurable IT productivity gains by enabling the group to redeploy skilled staff from mundane tasks, such as monitoring routers and resolving user problems, to strategic projects that use their core competencies to directly support business initiatives.

If you ask a CIO what his job is, he'll tell you it's to serve his customers better. That's the new starting point. Using technology to better serve customers is — or should be — the IT department's core competency, and this is where it should focus its attention, not on routine infrastructure management.

Your CFO will tell you that every asset, including every device and every employee, has to be allocated to a source of revenue. Outsourcing select services is one way IT departments can align themselves with growing the business.

Some of the reservations people have about outsourcing come from the early days of the boom in the managed services market when start-ups that were little more than two guys with beepers and a couple of Wintel servers, jumped into the market. Surrendering control of information services to this early wave of managed service providers, in fact, proved to be a bad risk on many counts.

Those days, and those guys, are gone. The market in managed services has matured and become increasingly competitive. Technologically and fiscally strong outsourcing providers today can be trusted with your information services.

Strategic outsourcing is not a hand off. It's a partnership. The technology for outsourcing select services — such as server and storage back-ups, e-mail management, security and help desk services — has evolved to keep you in control at all times. The intelligent force behind the evolution of outsourcing services is customer demand. The ability to customize all aspects of selected services gives you the flexibility to develop coverage that fits your unique situation exactly, and then change the coverage as your situation changes.

New IT service management (ITSM) tools, for example, not only provide enhanced portal functionality for ticket

handling, ticket timers and workflow, but also allow customers to apply all of the ITIL v3 best practices to systems they're supporting on their own, essentially delivering state-of-the-art service management efficiencies right out of the box.

Virtualization, cloud computing and other technology advances have abstracted the resources that IT departments depend on and demonstrated the reliability and efficiency of remote access.

It may have taken bad economic news to drive some IT departments to outsource select services as a way to cut costs. But the good news is that outsourcing services not only reduces cost, but also enables IT to escape the revolving door of crisis-to-crisis management that has kept IT professionals running in place ever since open standards unleashed the last major evolutionary surge in information technology.

The next evolutionary leap toward the vision of computer processing as a utility is already in motion. Strategic outsourcing offers a connection to that vision for those who can look beyond the short-term need to cut costs and see the long-term opportunity to gain competitive advantage.

Flood is president and CEO of Logicalis in Farmington Hills, Mich., an international provider of integrated information and communications technology (ICT) solutions and services founded on a superior breadth of knowledge and expertise in communications and collaboration; data center optimization; application development and integration; and outsourcing and managed services.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Digital Signage
DATE: JUNE 21, 2010

BACKGROUND

Digital Signage systems, which are essentially a large monitor in a public area either including a built-in computer or attached to one, can be used to advertise many programs in one prominent place. Incorporating eye-catching graphics, they have proven effective in advertising programs in many settings, including libraries.

The Library has solicited three bids from vendors of digital signage systems. Each includes one 42 inch display unit and a control unit or network interface used to manage display content:

Attachment A is the quote for "Brightboard" from PopAdvisions is \$4590. There is no annual maintenance fee.

Attachment B is the quote from Captive Indoor Media is \$5137. This product can include an optional news ticker for \$7 per month. Annual maintenance costs after the first year would be \$1260-1344.

Attachment C is the quote for "The Potomac System" from Interface Electronics is \$4995. Annual maintenance costs after the first year would be \$777.

RECOMMENDATION

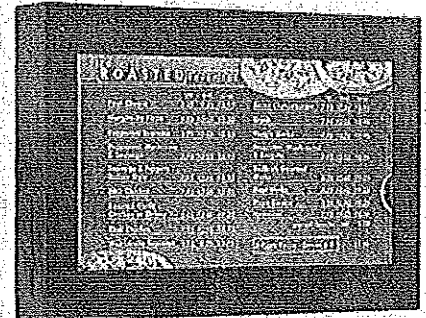
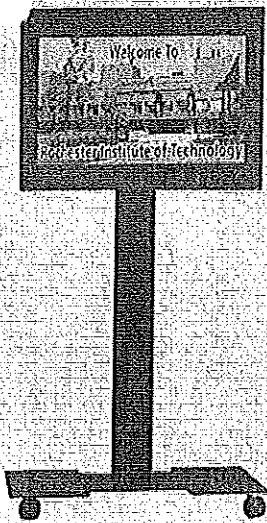
1) Action to be determined by the Library Board of Trustees.

AS - could be set-up incl. ? look into software sub. only
RD - no distraction
AS - include in re-flooring proj.
☐



Brightboard Professional Series Digital Signage System

Agenda Item 36
Attachment A
Page 1 of 1



Brightboard Professional Series *

		Price
PSW20	20.1" Wall Mount Configuration	\$ 1745
PSP20	20.1" Pedestal Configuration	\$ 1795
PSW32	32" Wall Mount Configuration	\$ 2995
PSP32	32" Pedestal Configuration	\$ 3095
PSW37	37" Wall Mount Configuration	\$ 3395
PSP37	37" Pedestal Configuration	\$ 3495
PSW42	42" Wall Mount Configuration	\$ 3595
PSP42	42" Pedestal Configuration	\$ 3695

* All products above are standalone operation where no computer or network is required for operation (unless otherwise specified above). All products 32" and larger can be assembled in either "Landscape" or "Portrait" orientation. No additional hardware is needed. Special content creation skills needed when using "Portrait" orientation.

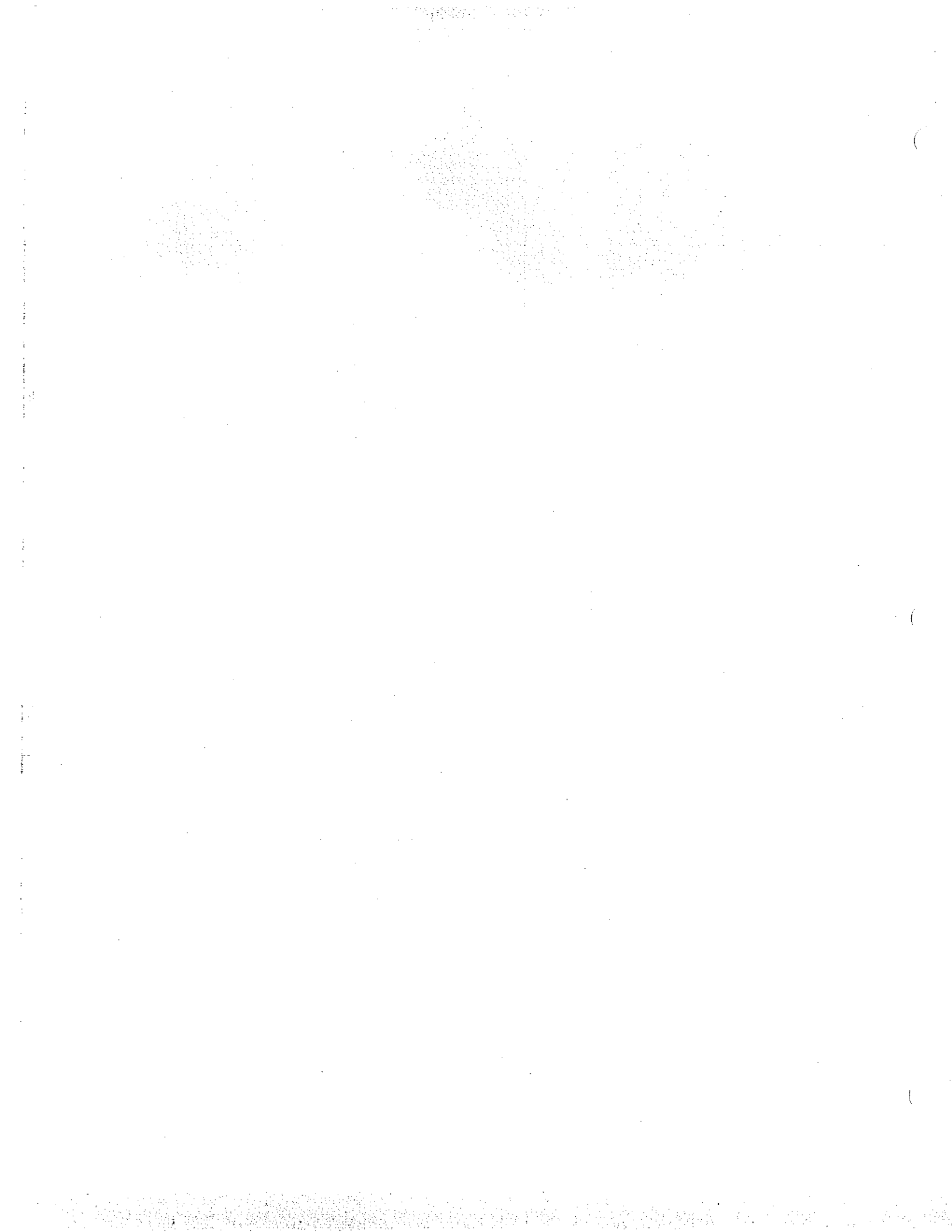
Optional Accessories

		Price
OP01	Advanced Network Player Upgrade - All 20" - 42" Products	\$ 995
OP02	Additional 2GB Memory Card	\$ 35
OP03	Ceiling Mount Upgrade For Wall Mount Configurations	\$ Call



772-221-0537

www.popadvisions.com





Prepared for

Placentia Library



Roger Hiles
411 East Chapman Avenue
Placentia, CA
714.528.1906

Purpose

The purpose of this proposal is to provide information in order to establish desired system functionality and cost for a Digital Signage Display System. The information in this proposal is based on preliminary conversations and a demonstration and will serve as the basis of design concepts in this document. Upon project acceptance, Captive Indoor Media will provide detailed Engineered Documentation and Scope of Work for a complete functional system based on a thorough needs assessment survey.

Project Summary

The objectives of the Captive Indoor Media service are to enable the marketing department to promote products and services directly to the customer in a dynamic medium utilizing graphics, animations, video and audio in the branch lobby and possibly drive thru venues.

Terms

Upon proposal acceptance Captive Indoor Media will enter into an agreement to perform the services with customer, as defined in this document. Payment schedule is as follows:

- Equipment and Installation Cost – Paid in advance
- Monthly Recurring – Net 30

Implementation Schedule

Complete installation of Codigo™ System between _____ 2010 and _____, 2010.

Customer Responsibilities

All electrical work necessary for the project as specified by Captive Indoor Media System design. All alterations or modifications to building structure in order to accommodate Audio Visual equipment. IP addresses and network connectivity for player computer system. Adequate space for specified equipment in designated equipment area.

***Captive Indoor Media contracts with a network of reputable and carefully screened National Audio/Visual integrators.*

System Detail

Digital Signage System

42" LG LCD displays are networked to Hosted content service for creating, scheduling and maintaining advertising and information from a central location.

Commercial Grade Display & Mounting System

It is recommended that 42" LG LCD display screens be professionally installed behind the teller counter in the center at eye level to maximize sales uplift at desired locations.

Media Player/PC

*Please see attached.

Professional A/V Installation Service (Cost Varies widely)

Experienced and certified installation service. Cost varies widely depending on structure of facility and desired mounting.

Miscellaneous Cables, Connectors, Hardware & Supplies (Varies Widely)

All High Resolution VGA cables, connectors, coax cable, audio cable, hardware and supplies.

Codigo™ (3.0) Client Software License

Captive Indoor Media Client Software application for local branch display computer. Includes the configuration of PC.

Codigo™ Server Hosting Service

Captive Indoor Media Content and Management Hosting Services. Includes 1GB of storage per number of client applications installed in a network.

Financial Content

Captive Indoor Media content creation team develops 10 new high impact eye catching financial media files every month.

Entertainment Content

Captive Indoor Media content creation team develops 10 new high impact eye catching media files including movie, music, and sports trivia. Inspirational messages, famous quotes and riddles are also included.

Stock Ticker

Information listed is Company Name (DELL), Company Symbol (DELL), Price, Price Change, Price Change %, Trade Volume. Positive and Negative price changes are highlighted in either Green or Red to indicate the change visually. The Stock Information is customizable with up to 25 stock symbols available in each string. If you have specific companies in your area which you want to be shown, you can request those. Access to NASDAQ, NYSE, AMEX but we also have access to international markets as well as local commodities exchanges.

News Feed Ticker

Choose from a large selection of RSS news provided by All Headline News and the Associated Press to be displayed in chosen scrolling zones on the display.

Custom Content Creation Service

Captive Indoor Media's content creation team can incorporate highly specific content to create a fully customized message.

System Cost

		Cost Per Unit	Option 1 1 locations w/ equipment	Option 2 1 locations w/o equipment
<u>One-Time (Non-Recurring) Costs</u>				
Codigo Licenses	1	\$600.00	\$600.00	\$600.00
Content Library	1	\$250.00	\$250.00	\$250.00
Custom Content (Per Piece)	5	\$400.00	\$2,000.00	\$2,000.00
Total Software & Content			\$2,850.00	\$2,850.00
Media Player-PC	1	\$700.00	\$700.00	\$0.00
42" LCD TV Screens	1	\$1,100.00	\$1,100.00	\$0.00
VGA Extender over CAT5 with Cables	1	\$200.00	\$200.00	\$0.00
TV Mounts *	1	\$175.00	\$175.00	\$0.00
Total Equipment/Hardware			\$2,175.00	\$0.00
<u>Recurring Monthly Costs (per Unit)</u>			Monthly	Monthly
Codigo Bundle (includes): Codigo Hosted Access News Feeds (700+) Weather Stock Ticker Entertainment Content Monthly Financial Files Training/Support	1	\$105.00	\$105.00	\$105.00
AP News Feeds (optional)	1	\$7.00	\$7.00	\$7.00
Total Recurring Content Feeds			\$112.00	\$112.00
TOTAL			\$5,137.00	\$2,962.00

*Installation services are quoted separately pending further technical discussions and/or a site survey. The costs generally run \$500 to \$750 for complete turnkey installation.

**If ceiling mounts are required, the charge per mount is \$390.00.*

Customer agrees to all terms on this proposal and attached software license agreement.
Total due at signing fully outfitted including one year of content

Customer Signature _____

Agenda Item
Attachment B
Page 4 of 4



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy 2010 – Hours of Work Revision
DATE: JUNE 21, 2010

BACKGROUND

Placentia Library District Policy 2010 – Hours of Work establishes the rules governing employment hours for non-exempt employees.

Recently, questions have been raised about whether district employees who voluntarily elect to attend Board of Trustees meetings occurring during their normal work hours should be able to consider the time as part of their paid work hours.

A review of other libraries reveals that the common practice is for non-exempt employees to be paid for attendance at meetings of governing bodies only if they have been specifically assigned to attend.

The proposed revision to Policy 2010 would incorporate this common practice into formal policy.

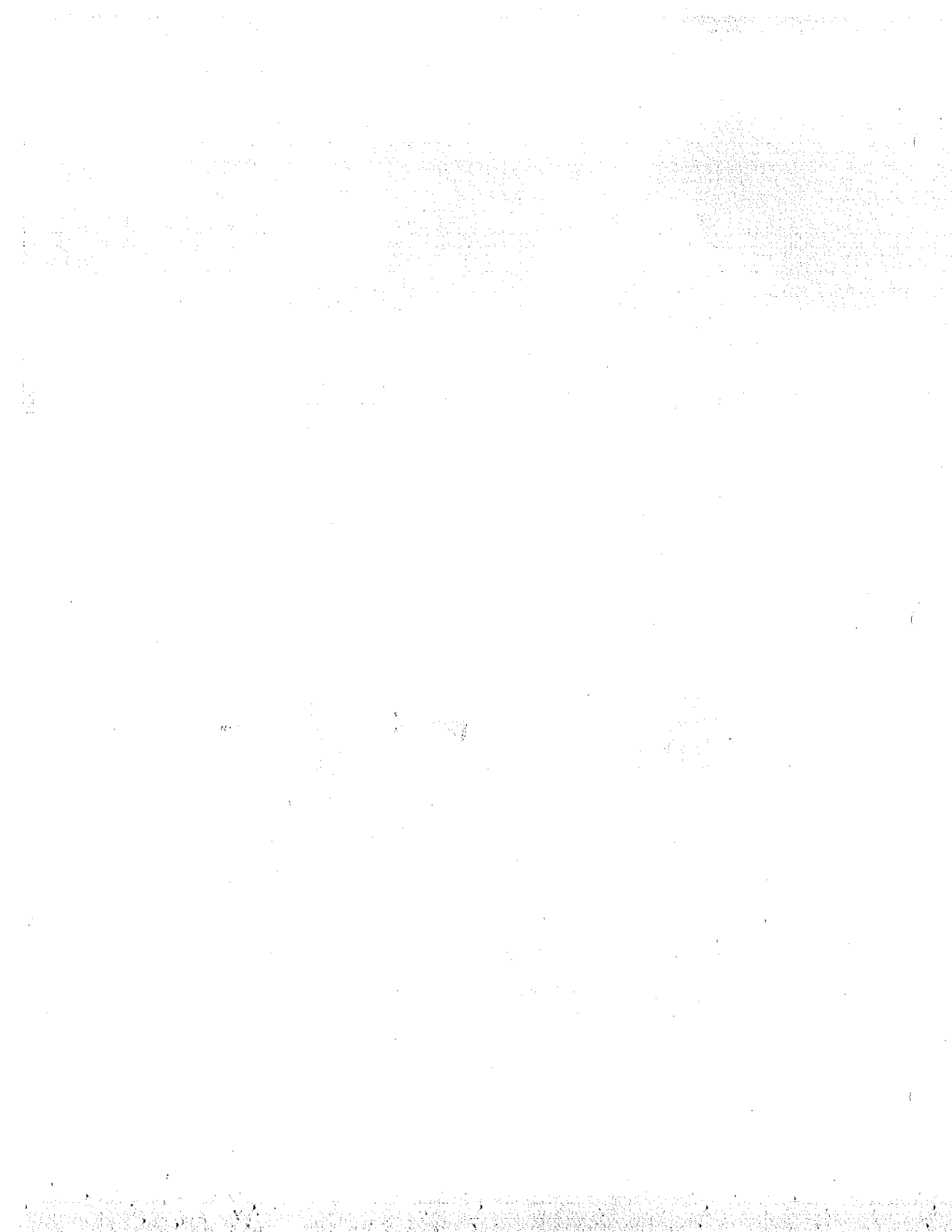
Please refer to Attachment A for the proposed revisions to PLD 2010 – Hours of Work.

RECOMMENDATION

Authorize a revision of Placentia Library District Policy 2010 to include section 2010.5 which allows non-exempt employees to be paid for attendance at Board meetings only when such attendance has been specifically assigned.

MZ JT all
MZ BE

JC - different views acc. to staff in past
KM - was told in past, should be on personal time
AS - history?
JC - staff paid
1 -> 3 hours.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy will apply to all non-exempt employees.

2010.2 The regular hours of work each day will be consecutive except for interruptions for meals and break periods.

2010.3 The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 80 hours in a pay period; or

2010.4.2 Time worked on a designated holiday.

2010.5 *Work shall be defined as activity in performance of assigned tasks.*

2010.5.1 *If employees are specifically assigned to attend Board of Trustees Meetings, the time shall be considered as part of their working hours for the pay period and their schedule shall be adjusted by their supervisor.*

2010.5.2 *Voluntary, non-assigned attendance at Board of Trustees Meetings shall not be considered as work for the purposes of this policy and attendance during regularly scheduled work hours shall be treated as time away from work and subject to Policy 2020.9 on vacation time.*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Placentia Library District Policy 6020 – Internet Access Policy
DATE: JUNE 21, 2010

BACKGROUND

Placentia Library District Policy 6020 – Internet Use Policy establishes the rules governing public access to electronic resources with District equipment. Section 6020.2.2 establishes a daily minimum, but no maximum daily limit, for patrons using the equipment. As public computer usage has increased over 50% in the last year, it has been observed that when patrons find all the computers in use, many will simply leave rather than wait for a “first available” reservation. Meanwhile, other patrons who are willing to wait for additional turns have been observed to use the computers for much of the day. The recommended action would establish a two hour maximum limit per patron per day in order to allow more equitable access for all patrons.

It is also proposed to renumber section 6020.1.7 as 6020.2.8 for consistency with the rest of the policy.

Finally, although Internet searching is a popular activity on public computers, the policy actually governs access to the computers, not just Internet use. It is proposed to rename the Policy 6020 as “Public Computer and Internet Access Policy”.

Please refer to Attachment A for the proposed revisions to PLD 6020 – Internet Access Policy.

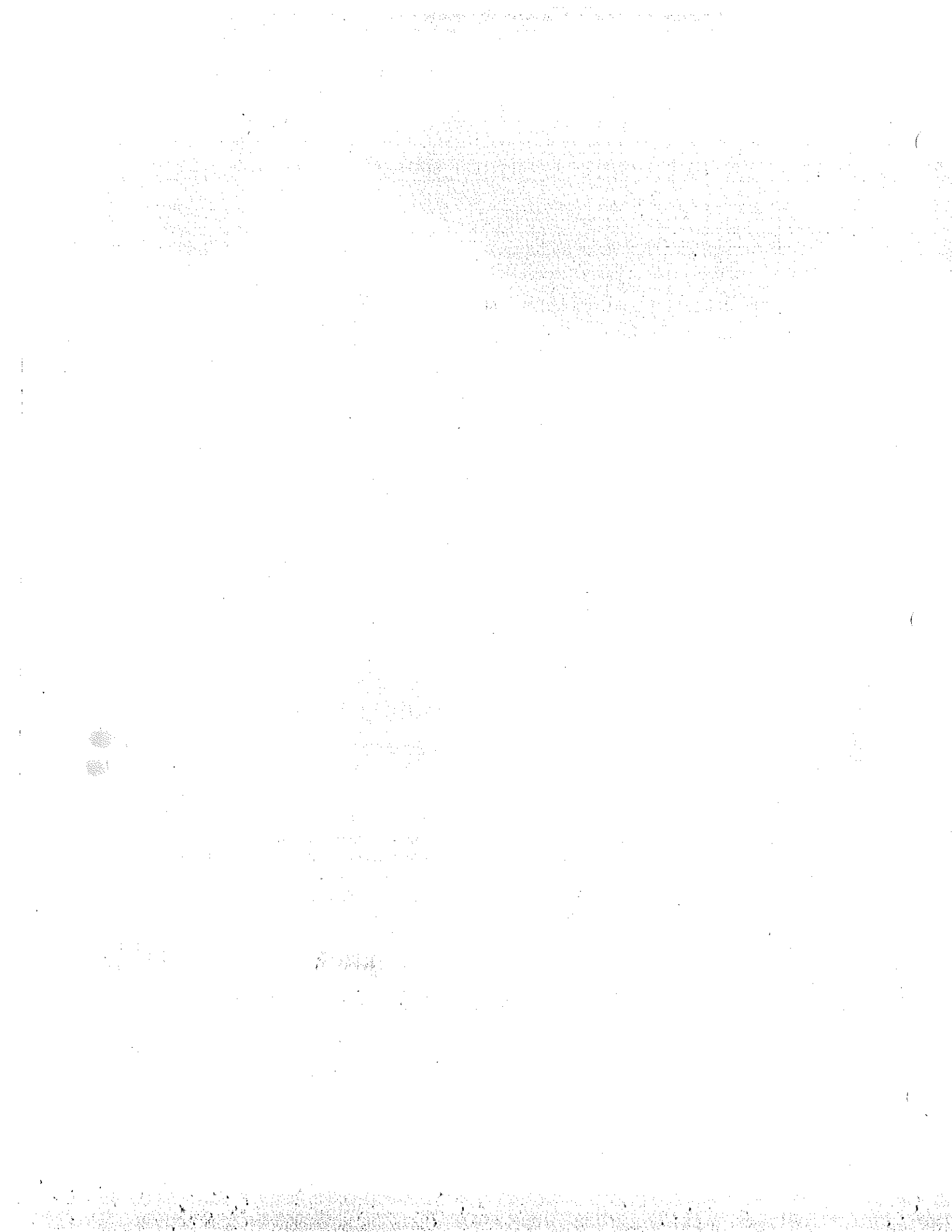
RECOMMENDATIONS

- 1) Authorize a revision of Placentia Library District Policy 6020.2.2 to read “Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual’s total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.”
- 2) Authorize a renumbering of Placentia Library District Policy 6020.1.7 to read 6020.2.8.
- 3) Authorize Placentia Library District Policy 6020 be renamed as “Public Computer and Internet Access Policy”.

*mz BE all
mz RD*

*mz RD all
mz BE*

*RD - PLD needs time limits, only library with-out time limit
AB - same group dominates use.*



Agenda Item 38
Attachment A
Page 1 of 1

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Computer and Internet Access Policy
POLICY NUMBER: 6020

6020.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.2.1 Users are required to enter their Library Card or Guest Pass number and personal identification number.

6020.2.2 Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.

6020.2.3 No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

6020.2.4 Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

6020.2.5 Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

6020.2.6 Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Unfiltered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth.

6020.1.7 6020.2.8 Patrons using unfiltered access must use a computer with a privacy screen.

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6020.2.7 No personal peripherals may be attached to Library computers other than a USB flash drive or headphones.



PLACENTIA LIBRARY DISTRICT

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Accounting Recommendations
DATE: June 21, 2010

Currently Placentia Library District maintains five fund accounts with the County of Orange, five bank accounts with Bank of the West, one account with Wells Fargo, and one CD with US Bank (formerly, Cal National Bank).

After reviewing the day to day transactions and the financial needs of the Library with Robert Housley, Financial Consultant, it was determined that the current number of accounts is unnecessary. The goal is to save time and money as well as provide a simplified accounting system that will allow management to provide improved financial reports.

Management would like to request the Board of Trustees' review of the following accounting recommendations and consideration for approval.

RECOMMENDATIONS

1. Close County Funds 702, 703, 706, 708 and transfer all balances to a restricted general reserve account within Fund 707.
2. Close Bank of the West Literacy Fund, COE Checking, and COE Savings, and transfer all balances to GF Savings Money Market Account.
3. Close CD with Cal National Bank and transfer fund to a restricted general reserve account within Fund 707.

- interest side part off

*MJT
M2 BE all
M1 RD all
M2 JT
M1 RD all
M2 JT*

YB - review of accts. Simplify Acctng system.

*#3 - CD for 'Emergency Payroll funds' acc. to records,
not enough for @ payroll (i.e. \$35K)
wells F payroll has reserve.*

*AS - does not change County handling
JT - can does req. County action
YB - funds can be designated 'restricted' or not.*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Trustees Activities for the California Special District Association Conference
DATE: June 21, 2010

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Newport Beach from September 20 through September 23, 2010.

Keynote speaker will be Mr. Tom Flick, a motivational speaker, training consultant, and former NFL quarterback. He will provide the opening presentation for the conference. Mr. Ralph Heim will close the conference with a presentation on "Understanding the State's Fiscal issues and What's Next for Special Districts."

Other programs include:

- Work Like Your Dog: New Dimensions in Team Building with Mr. Matt Weinstein
- Leadership for a Reenergized Workforce with Dr. Dick Ruhe
- The Gold Medal Process with Mr. John Naber, Olympic Gold Medal Swimming Champion

Attachment A is Schedule Overview and Registration Information.

RECOMMENDATIONS

1. Determine which Library Board of Trustees will attend the Annual CSDA Conference in Newport Beach and authorize staff to proceed with the Early Bird registration. *before Aug 6th*
2. Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.

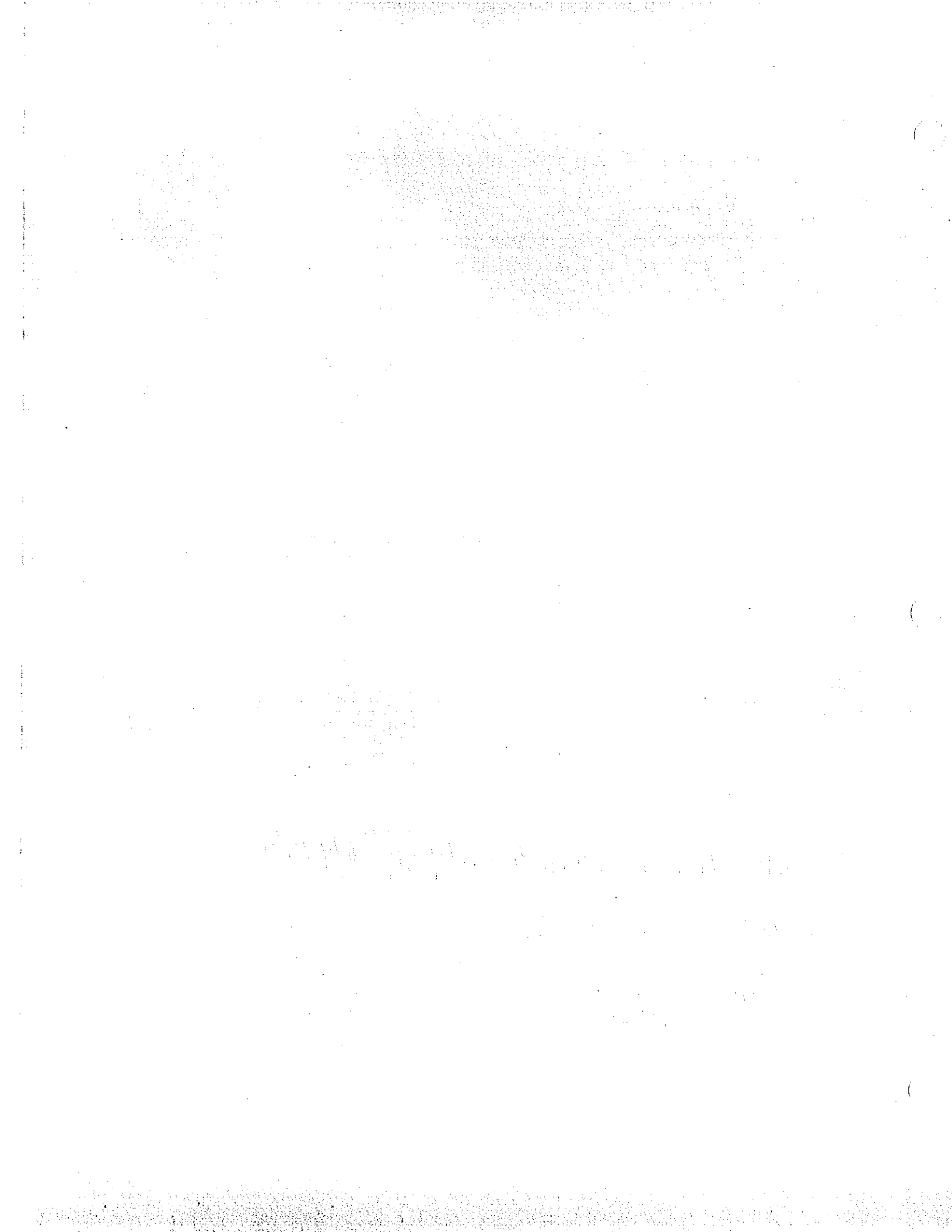
JC - Board members to verify by July 15th

BE, AS, - yes to attend

JT - to verify calendar

RD - probably not

no accommodations - will drive





**California Special
Districts Association**
2010 Conference & Exhibitor
Registration Materials

**Annual Conference & Exhibitor
Showcase September 20 - 23, 2010**

The Newport Inn and Marina Club / 2300 Newport Beach, CA

MONDAY, SEPTEMBER 20

9:00 – 11:00 a.m.	Special District Administrator (SDA) Exam – by the Special District Leadership Foundation
9:00 a.m. – 4:00 p.m.	Pre-Conference Workshop #1: Special District Leadership Academy Module 1: Governance Foundations
9:00 a.m. – 4:00 p.m.	Pre-Conference Workshop #2: Effective Strategic Planning for Your Special District
Noon - 5:00 p.m. (11 a.m. check-in)	3rd Annual CSDA Golf Tournament
1:30– 4:30 p.m.	Orange County Sanitation District & Ground Water Replenishment System Plant Tours Limited seating. Join us for a special tour of the OCSD/GWRS facilities. (see page 8 for details)
6:00 – 8:00 p.m.	CSDA Business Affiliates & Golf Awards Reception hosted by the Independent Special Districts of Orange County (ISDOC) ALL ATTENDEES WELCOME!!

TUESDAY, SEPTEMBER 21

9:00 – 10:45 a.m.	Welcome by Newport Beach Mayor Keith Curry Opening Keynote: Presentation and Continental Breakfast: "At the Heart of Leadership" by Tom Flick, Former NFL Quarterback
11:00 a.m. – 12:00 p.m.	Breakout Sessions <ul style="list-style-type: none">- Governance: Must Have Board/GM/Staff Communication Protocols – Liebert, Cassidy, Whitmore- Getting Reimbursed! Understanding SB90 and State Mandated Cost Reimbursement for Special Districts – Nichols Consulting and Local Government Consultants- Expert Panel: Why the Delta Matters to Your District – An Update on Major Water Issues, Legislation & the Statewide Bond – Best, Best and Kreiger- The Do's and Don'ts in Elections & Campaigns – ROM Consulting- Media Relations: Putting Your Best Face Forward- AB 1234 Required Ethics Training (Part 1) – Meyers Nave



Opening Keynote Session: Tom Flick - "At the Heart of Leadership"

As a motivational speaker and training consultant, Tom Flick has tackled the business world with the same passion, focus and spirit that earned him honors as a collegiate and NFL quarterback. For over ten years, Tom Flick has helped Fortune 500 companies and leading organizations meet the challenges of today's business environment.

"At the Heart of Leadership" presents the core drivers for the next great transformation of business. From corporate titans to public agencies, the skill and capacity to capture the hearts of people will be the decisive factor. No longer can one charismatic individual lead the vision alone. The catalyst for sustained high-level performance is leadership, from top-to-bottom, which empowers every individual.

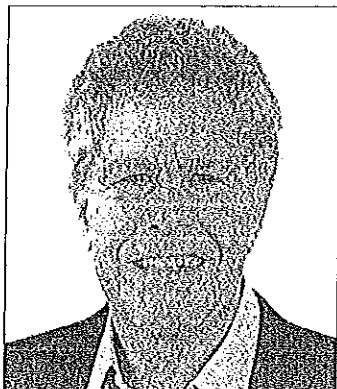
TUESDAY, SEPTEMBER 21 (continued)

Noon – 2:00 p.m.

Exhibitor Hall Grand Opening & Lunch

2:00 – 3:15 p.m.

Super Session: "Work Like Your Dog: New Dimensions in Team Building" by Matt Weinstein
Awards presented: Board President of the Year and General Manager of the Year



Super Session: Matt Weinstein – "Work Like Your Dog: New Dimensions in Team Building"

Matt Weinstein is the nation's foremost authority on the use of fun and humor in team building. Called "The Master of Playfulness" by PEOPLE Magazine and "America's Pied Piper of Play" by the Houston Post, his playful vision has been the subject of dozens of national newspaper articles, magazine features and television appearances. Matt Weinstein has recently been featured in The Wall St. Journal, The Los Angeles Times and CBS This Morning.

One way to work smarter, not harder, is to learn the skills of working like your dog. Dogs approach their work with dedication, loyalty, sensitivity and love, and also with joy, enthusiasm and a willingness to see their work as play. Based on Matt Weinstein's business bestseller, Work Like Your Dog.

3:30 – 4:30 p.m.

Breakout Sessions

- **Governance: Effective Leadership – 6 Must Have Best Practices** - BHI Consulting
- **Other Post Employment Benefits (OPEB) – Understanding the Reporting Requirements & Your Districts Options to Fund Them** - PARS
- **Navigating Permitting & Regulatory Approvals for Your Solar/Renewable Energy Project** – Best, Best and Kreiger
- **Keeping Up on LAFCo Issues & Trends** – Orange County LAFCo
- **How to Identify and Implement New Revenue Options for Your District** – NBS
- **AB 1234 Required Ethics Training (Part 2)** – Meyers Nave
- **Prevention Link - An Online Communication and Training Network for Your Agency** – Target Safety

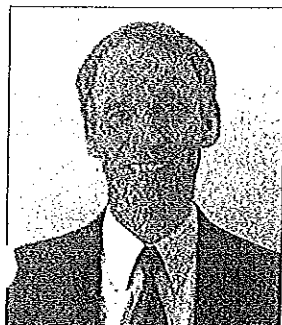
5:30 – 7:00 p.m.

President's Reception in the Exhibit Hall **(ALL ATTENDEES WELCOME)**

WEDNESDAY, SEPTEMBER 22

9:00 – 10:45 a.m.


SDRMA General Session/Keynote/Breakfast Dick Ruhe, Ph.D. – "Leadership for a Reenergized Workforce" - SDRMA Safety Awards will be presented



Keynote Session: Dick Ruhe, Ph.D. – "Leadership for a Reenergized Workforce"

Dr. Dick Ruhe is a specialist on leadership, change, quality and teambuilding. As a senior consulting partner for the Ken Blanchard Companies, he is the author of the training program Total Quality Leadership.

During this dynamic presentation, learn why good performers sometimes take so long to provide effective leadership. Leaders know how to preserve the organization's values while changing the way it operates. It is important to retrain and redeploy the workforce in order to merge organizational objectives with the goals of individuals. Both leadership and management have their places in capitalizing on the talents of people at all levels. It is important to be both visionary and practical and to be capable of moving from discussions of purpose to the details of actual practice.

sponsored by:  SDRMA

WEDNESDAY, SEPTEMBER 22 (continued)

11:00 a.m. – 12:00 p.m.	Breakout Sessions <ul style="list-style-type: none">- Ensuring Brown Act Compliance – Updates- Using Social Media as an Outreach Tool in Your District- Board Member Liability - There's No I in Board – SDRMA- Harnessing the Power of Community Partnerships: Case Studies – Carmichael Recreation & Park District- How Remarkable Women Lead in Tough Times – California Women Lead- Options for Funding Mission-Critical Capital Projects – CSDA Finance Corporation
12:00 – 1:30 p.m.	Lunch on your own
1:30 – 2:45 p.m.	Exhibit Hall Finale - Dessert with the Exhibitors/Grand Prizes
3:00 – 4:30 p.m.	CSDA Super Session – “The Gold Medal Process” – John Naber , Olympic Gold Medal Swimming Champion and Sports Broadcaster
5:30 – 7:00 p.m.	Chapters Reception – CSDA Chapter of the Year Award will be presented. All attendees are welcome.
7:00 – 9:00 p.m.	CSDA Awards Banquet and Entertainment Award Presentations: Excellence in Community Service, Innovative Program, Exceptional Public Outreach and the William Hollingsworth Award Entertainment by Mack Dryden Join us at this year's Awards Banquet with entertainment by professional comedian Mack Dryden. Dryden travels the country bringing his special brand of Motivation, Inspiration and Jubilation to thousands each year.



Super Session: John Naber, Olympic Gold Medal Swimming Champion and Sports Broadcaster - “The Gold Medal Process”

One of America's greatest Olympic champions, John Naber was America's most highly decorated Olympian at the 1976 Games in Montreal, earning four gold medals in swimming. Naber went on to earn the Sullivan Award as America's top amateur athlete of 1977. Today, he is one of America's top Olympic Ambassadors.

For over a quarter-century, John Naber has delighted audiences as a sports speaker, with stories of ordinary people accomplishing extraordinary results. What do Olympians go through on their way toward the awards platform? How can you feel like you're "going for the gold" in your field? John Naber explains an eight-step process, using humor and Olympic analogies that can help anyone reach their own personal and professional goals.



Awards Banquet Entertainment: Mack Dryden

From humble beginnings as “the funniest paper mill employee in Mississippi,” he won two Associated Press writing awards as a reporter in his home state, and finally became a professional comedian whose talent and perseverance landed him numerous TV appearances and got him hand-picked by Bill Maher to write on his acclaimed show. Now he spends his time writing and traveling the country bringing his special brand of Motivation, Inspiration and Jubilation to thousands each year. It hasn't been an easy road; but, as he says, “falling on your face is still moving forward!”

THURSDAY, SEPTEMBER 23

8:00 – 10:00 a.m.

Breakout Sessions

- **AB1825 Sexual Harassment Prevention Compliance Training - SDRMA**
- **CSDA Chapter Roundtable**

9:00 – 10:00 a.m.

Breakout Sessions

- **How to Make Board Meetings Effective & Efficient: Meeting Management Techniques That Work!** – Richards, Watson & Gershon
- **What Every Public Agency Should Know About Prevailing Wage** – Contractor Compliance & Monitoring
- **How to Advocate at the State Capitol** – California Special Districts Association
- **Design-Build and Public-Private Partnerships – Options and Case Studies**
- **Getting Up-To-Speed Quickly on the Latest Audit & Accounting Standards** – Macias, Gini & O'Connell

10:00 a.m. – 12:00 p.m.

CSDA Keynote Program & Brunch - Ralph Heim, Public Policy Advocates and Orange County Supervisor
John M.W. Moorlach



Closing Keynote & Brunch: Ralph Heim, "Understanding the State's Fiscal and Reform Issues and What's Next for Special Districts"

Join us for a closing brunch as CSDA Legislative Advocate Ralph Heim gives attendees the most up-to-date information on the state of the state budget and special district revenues. 2010 has been an exceptionally challenging year for local government and the state and Heim will give attendees the most current information on the issues facing both.



"As a general manager, I have found the CSDA conference to be three full days of education, information and legalities that greatly assist me in my responsibilities."

– David Aranda, General Manager, Stallion Springs Community Services District

CSDA Recognizes the Best Among Special Districts

Do you have board members, staff, a chapter, or a program you feel deserves recognition?
Now is the time to get the spotlight!

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are a number of different categories. Please consider outstanding individuals within your district for individual awards. Chapter awards and district awards are also open for nominations. The following awards (by category) are open for nomination. All nominations must be submitted by August 6, 2010.

Individual Awards



Board President of the Year
Nominations may be submitted for Board President of the Year based on experience, effectiveness and leadership. Examples must be submitted that illustrate the rationale for the nomination.

This award will be presented on

Tuesday, September 21 at the Super Session.

General Manager of the Year

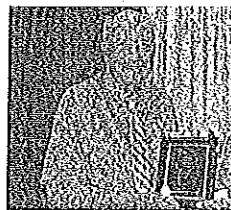
Nominations will be accepted for the general manager believed to have exhibited exceptional experience, effectiveness and leadership in his or her district. Illustrative examples must be submitted with the nomination. This award will be presented on Tuesday, September 21 at the CSDA Super Session.

Excellence in Community Service

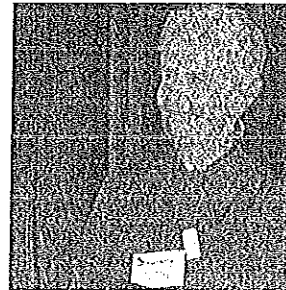
Selected for outstanding volunteerism offered to youth and/or seniors on behalf of the environment or for public safety. District staff or elected officials qualify to receive this award. This award will be presented on Wednesday, September 22 at the Awards Banquet.

Chapter Awards

CSDA Chapter of the Year
Chapters are important and integral entities to the effectiveness of California's special districts. CSDA will present an award to one chapter nominated for its effectiveness in outreach, its involvement and creativity with activities on behalf of all districts in the chapter's domain and the chapter's ongoing commitment to continuing education. This award will be presented on Wednesday, September 22 at the Chapters Reception.



District Awards



Innovative Program Award

The criteria for this award includes originality of program, tangible and positive results and a documented decrease in district costs or a demonstrated improvement

in the district's quality of service without significantly increasing costs. Additionally, the program should be easily adaptable for other districts. This award will be presented on Wednesday, September 22 at the Awards Banquet.

Exceptional Public Outreach Award

The criteria for this award includes a demonstration of an increase in the district's visibility with the public or the Legislature, an improvement in district-constituent communication, and evidence of communication pieces that are visually/graphically appealing and that include thorough and appropriate content relevant to district business. This award will be presented on Wednesday, September 22 at the Awards Banquet.

How to Enter (Application for CSDA Awards)

The District must be a CSDA Member in good standing and must submit the following information by August 6, 2010 at 5:00 p.m. An external non-biased public relations firm will be reviewing all submissions and selecting the winners.

1. Submit a cover letter including: district name, address, contact, email, authorized signature, whether you are a small district (budget up to \$1,000,000) or a large district (budget greater than \$1,000,000) and the award for which you would like to be considered.
2. Submit copies of all applicable documentation (i.e., a brochure on the program, a letter of commendation to an individual, etc.) with an explanation of why you believe your program/individual should be considered.

Address your packet to: Diana Zavala
California Special Districts Association
1112 I Street, Suite 200, Sacramento, CA 95814

Questions? If you have any questions regarding the awards or the awards process, please contact Diana Zavala, Executive Assistant, at the CSDA office toll-free at 877.924.CSDA or by email at dianaz@csda.net. All applicants will be notified prior to the Annual Conference who the winner is. Winners will be awarded at the CSDA Annual Conference in Newport Beach.



Attendee Registration Form

CSDA Annual Conference and Exhibitor Showcase
Newport Beach Marriott Hotel & Spa, Newport Beach, CA

(Please print) All future correspondence will be sent to the **key contact**
One form per attendee.

Agenda Item 40
Attachment A
Page 7 of 7

5 Ways to Register

1. Online by visiting the CSDA Annual Conference website at conference.csdanet.net.
 2. Fax number: 916-442-7889. All faxed forms must include credit card payment.
 3. Mail: CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment.
- Checks should be made payable to: California Special Districts Association.

Registration fees include:

- Kick-Off Reception Monday evening
- Keynote sessions and all super sessions
- Exhibitor Showcase Lunch Tuesday
- Exhibitor Showcase Tradeshow Tuesday and Wednesday
- President's Reception and Chapters Reception
- SDMRA breakfast on Wednesday
- All breakout sessions on Tuesday, Wednesday and Thursday
- CSDA Awards Banquet
- Closing Brunch Thursday

Who qualifies for member rates?

All California Special Districts Association and Special District Risk Management Authority members. Contact the CSDA office toll-free 877-924-2732 to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine1@csda.net or call toll-free at 877-924-2732.

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Registration Fees		Special (through Aug. 6)	Regular (after Aug. 6)
<input type="checkbox"/> CSDA Member - Full Conference		\$525.00	\$550.00
<input type="checkbox"/> Non-member - Full Conference		\$885.00	\$710.00
<input type="checkbox"/> Guest - Full Conference (Includes all functions. Cannot be from a district)		\$250.00	\$300.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$250.00 each day	\$275.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$410.00 each day	\$435.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 20		\$225.00	\$300.00
<input type="checkbox"/> Pre-Conference Workshop: Effective Strategic Planning for Your Special Districts - Sept. 20		\$225.00	\$300.00
<input type="checkbox"/> CSDA Golf Tournament - Sept. 20		\$125.00	
<input type="checkbox"/> CSDA Awards Banquet (Guests only) - Sept. 22		\$ 85.00	
<input type="checkbox"/> OCSD and GWRS Plant Tours - Sept. 20 (Limited seating)		FREE	
			TOTAL
Payment Information			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	
TUESDAY, SEPTEMBER 21, 2010 11:00 a.m. – 12:00 p.m. (Breakout Sessions) <input type="checkbox"/> Governance: Must Have Board/GM/Staff Communication Protocols <input type="checkbox"/> Getting Reimbursed! Understanding SB90 & State mandated Cost Reimbursement <input type="checkbox"/> Expert Panel: Why the Delta Matters to Your District – An Update on Major Water Issues, Legislation & the Statewide Bond <input type="checkbox"/> The Do's and Don'ts in Elections & Campaigns <input type="checkbox"/> Media Relations: Putting Your Best Face Forward <input type="checkbox"/> AB 1234 Required Ethics Training (Part 1) 3:30 – 4:30 p.m. (Breakout Sessions) <input type="checkbox"/> Governance: Effective Leadership – 6 Must Have Best Practices <input type="checkbox"/> Other Post Employment Benefits (OPEB) – Understanding the Reporting Requirements & Your Districts Options to Fund Them <input type="checkbox"/> Navigating Permitting & Regulatory Approvals for Your Solar/Renewable Energy Project <input type="checkbox"/> Keeping Up on LAFCO Issues & Trends <input type="checkbox"/> How to Identify and Implement New Revenue Options for Your District <input type="checkbox"/> AB 1234 Required Ethics Training (Part 2) <input type="checkbox"/> Prevention Link - Online Communication and Training Network		WEDNESDAY, SEPTEMBER 22, 2010 11:00 a.m. – 12:00 p.m. (Breakout Sessions) <input type="checkbox"/> Ensuring Brown Act Compliance – Updates <input type="checkbox"/> Using Social Media as an Outreach Tool in Your District <input type="checkbox"/> Board Member Liability <input type="checkbox"/> Harnessing the Power of Community Partnerships: Case Studies <input type="checkbox"/> How Remarkable Women Lead in Tough Times <input type="checkbox"/> Options for Funding Mission-Critical Capital Projects THURSDAY, SEPTEMBER 23, 2010 8:00 – 10:00 a.m. (Breakout Sessions) <input type="checkbox"/> Sexual Harassment Prevention Training <input type="checkbox"/> CSDA Chapter Roundtable 9:00 – 10:00 a.m. (Breakout Session) <input type="checkbox"/> How to Make Board Meetings Effective & Efficient: Meeting Management Techniques <input type="checkbox"/> What Every Public Agency Should Know About Prevailing Wage <input type="checkbox"/> How to Advocate at the State Capitol <input type="checkbox"/> Design-Build and Public-Private Partnerships – Options and Case Studies <input type="checkbox"/> Getting Up-to-Speed Quickly on the Latest Audit & Accounting Standards	

PLEASE SELECT FAULTY SESSIONS YOU WILL BE ATTENDING

Cancellation/Substitution Policy: Cancellations must be in writing and received by CSDA no later than August 31, 2010. All cancellations received by August 31 will be refunded less a \$50 processing fee. There will be no refunds for cancellations made after August 31. Substitutions are acceptable and must be done in writing no later than September 10. Please submit any cancellation notice or substitution request to laurad@csda.net





June 17, 2010

Yesenia Baltierra

PLACENTIA LIBRARY DISTRICT

411 E. Chapman Ave.

Placentia, Ca. 92870

PH: (714) 528-1925 x201

FX: (714) 579-1082

EMAIL: ybaltierra@placentialibrary.org

PROJECT: COMPUTER LAB SERVER ROOM

Hanna Construction, as Bidder, declares that we have carefully examined the location of the proposed work, examined the plans and specifications received, and are familiar with all proposal requirements and hereby proposes and agrees, if the proposal is accepted, to complete the said construction in accordance with the following plans and specifications prepared by *Wayne Tani Architects*: sheets A1 – A3 for a total lump sum amount of:

\$ 81,730.00

EIGHTY ONE THOUSAND SEVEN HUNDRED THIRTY

Said amount to include and cover all taxes, furnishing all material, performing all labor and providing all necessary tools, machinery, equipment and other means of construction.

Hanna Construction agrees to enter into a contract or purchase order agreement with *Placentia Library District* within seven (7) calendar days from date of notification thereof, and to commence work upon receipt of "Notice to Proceed" and to diligently execute the work to completion before the expiration of 23 working days, excluding Saturdays, Sundays, and holidays, after execution of the agreement.

Submitted by,

HANNA CONSTRUCTION

George J. Hanna

GJH/jt

SCOPE OF WORK

1. <u>ENGINEERING SERVICES</u>		
1.1	H.V. & A.C. plans and engineering	\$ 3,000.00
1.2	Electrical plans and engineering	\$ 1,500.00
		\$ <u>4,500.00</u>
2. <u>DEMOLITION</u>		
2.1	Demo and remove the following:	
	.1 Ceramic tile from wall	\$ 250.00
	.2 Ceiling in server room	\$ 550.00
2.2	Disposal cost	\$ 400.00
		\$ <u>1,200.00</u>
3. <u>INTERIOR WALLS</u>		
3.1	Frame in new walls with metal studs and drywall	\$ 4,800.00
3.2	Patch existing walls at drinking fountain	\$ 550.00
3.3	Patch wall in server room	\$ 350.00
		\$ <u>5,700.00</u>
4. <u>CEILINGS</u>		
4.1	Library	
	.1 Remove and reinstall tile as required	\$ 500.00
4.2	Server room	
	.1 Install t-bar grid and tile	\$ 1,000.00
		\$ <u>1,500.00</u>
5. <u>GLASS WINDOWS AND DOORS</u>		
5.1	Glass doors (2)	
5.2	Aluminum window frames with tempered glass	\$ 12,000.00
6. <u>PAINTING</u>		
6.1	New walls	
6.2	Existing walls	
	.1 Server room	
	.2 Computer lab	
		\$ 1,800.00

7. <u>FLOORING COVERING</u>		
7.1	Cove base	\$ 250.00
8. <u>PLUMBING</u>		
8.1	Disconnect drinking fountain and cap water lines	\$ 900.00
9. <u>H.V. AND A.C.</u>		
9.1	Computer lab	\$ 4,000.00
	.1 Electric VAV box and thermostat	
	.2 Supply ductwork and diffusers	
	.3 Transfer grille	
9.2	Server room	\$ 1,900.00
	.1 Exhaust fan and thermostat	
	.2 Supply ductwork and diffusers	
	.3 Transfer grille	
9.3	Air balance and report	<i>Allowance</i> \$ 2,200.00
		\$ 8,100.00
10. <u>ELECTRICAL</u>		
10.1	Remove existing 2 x 4 light fixtures in server room and computer lab area	
10.2	New 2 x 2 light fixtures in lab (8)	
10.3	New 2 x 4 light fixtures in server room (2)	
10.4	Lighting controls	
10.5	Exit signs (2)	
10.6	Duplex receptacles (14)	
10.7	Duplex receptacle for TV (1)	
10.8	20 amp duplex receptacles for servers (3)	
10.9	Electronic sign receptacle	
10.10	Hook-up VAV box (1)	
10.11	Hook-up exhaust fan (1)	
10.12	Tel/data outlets (11)	
10.13	CTV outlet (1)	
10.14	T-stat outlet	
		\$ 9,500.00

11. SPECIAL CONSTRUCTION

- 11.1 Install flat screen monitor and electronic sign on wall
- 11.2 Furnish and install 3 x 2 white board
- 11.3 Fire extinguisher

\$ 850.00

12. DATA CABLING

- 12.1 New category 6 cabling, 15 cables in total
 - .1 Data Wall Outlet (10)
 - Install category 6 plenum cable from new server room to new proposed computer room outlet location
 - .2 Data Wall Outlet (2)
 - Install category 6 plenum cable from new server room to new proposed computer room outlet location
 - .3 Data Monitor Wall Outlet (3)
 - Install category 6 plenum cable from new server room to new proposed computer room monitor outlet location
 - .4 16-port switch
 - Install Cisco SR216 16-port 10/100 rack mountable switch I for the 15 data cables in new server room
 - .5 Cabinet relocation
 - Relocate existing cabinet
 - Install new category 6 cable about 200 ft in library building
 - .6 Provide (18) 5 ft and (18) 10 ft generic category 6 patch cords
- 12.2 Existing cable extension, 60 cables in total
 - .1 Install 300-pair 110 block at existing IDF termination of existing cabling (1)
 - .2 Un-terminate and re-terminate existing cable in 110 block in existing IDF
 - .3 Punch down a new Ethernet cable and run back to new server room and re-terminate cable on (2) new 48-port cat6 patch panel
 - .4 New patches to be installed in existing cabinet or relay rack in new server room
- 12.3 All data outlet cables
 - .1 Cable will be terminated on (1) RJ45 cat6 blue jack and installed in a new 4-port ivory faceplate. In the MDF/Data center, the data cable will be terminated on a new 24-port wall mounted category 6 patch panel. Cable ends, faceplate, and patch panel port will be labeled per Placentia Library

12.4	Exclusions	
	.1	Programming of switch
	.2	Horizontal wire managers
		\$ 14,200.00
13.	<u>GENERAL CONDITIONS (5 WEEKS)</u>	
13.1	Job protection	\$ 500.00
13.2	Temporary plastic curtain wall	\$ 600.00
13.3	Field supervision	\$ 8,000.00
13.4	Clean-up	\$ 500.00
13.5	Project management	\$ 1,000.00
	.1	Necessary meetings with Placentia Library District
	.2	Product submittal
	.3	Coordinate work of engineer
	.4	Submit plans to city for approval
13.6	Performance and completion bond	\$ 3,200.00
13.7	Required overtime	\$ 13,800.00
		<hr/>
	SUB-TOTAL	\$ 74,300.00
	10 % OVERHEAD AND FEES	\$ 7,430.00
	TOTAL COST	\$ 81,730.00

Placentia Library District Schedule

ID	Task Name	Duration	Start	Finish	REL
1	INTERIOR WALLS	10 days	Mon 6/28/10	Fri 7/9/10	REL
2	GLASS WINDOW AND DOOR	2 days	Mon 7/12/10	Tue 7/13/10	REL
3	GLASS WINDOW AND DOOR	2 days	Thu 7/22/10	Fri 7/23/10	REL
4	CEILING	4 days	Tue 7/6/10	Fri 7/9/10	REL
5	PAINTING	2 days	Wed 7/14/10	Thu 7/15/10	REL
6	PLUMBING	1 day	Mon 6/28/10	Mon 6/28/10	REL
7	H.V. AND A.C.	10 days	Mon 6/28/10	Fri 7/9/10	REL
8	H.V. AND A.C.	3 days	Fri 7/16/10	Tue 7/20/10	REL
9	ELECTRICAL	10 days	Mon 6/28/10	Fri 7/9/10	REL
10	ELECTRICAL	3 days	Mon 6/28/10	Tue 7/20/10	REL
11	DATA CABLING	5 days	Mon 7/5/10	Fri 7/9/10	REL
12	RELOCATE SERVERS	1 day	Mon 7/26/10	Mon 7/26/10	REL

Project: Placentia Library
Date: Fri 6/18/10

Task: []
 Progress: []
 Milestone: []
 Summary: []

External Tasks: []
 Project Summary: []
 Group By Summary: []
 Deadline: []

Legend:
 Rolled Up Task: []
 Rolled Up Milestone: []
 Rolled Up Progress: []
 Split: []

