

Placentia Library District

AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, November 21, 2011
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

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

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.

MINUTES (Item 8)

8. Minutes of the October 17, 2011 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

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. FY2011-2012 Cash Flow Analysis through October 2011; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for October 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for October 2011. (Receive & File)

15. Acquisitions Report for October 2011. (Receive & File)

16. Entrepreneurial Activities Report for October 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for October 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for October 2011. (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 October 2011.
21. Library Services Manager's Report for October 2011.
22. Children's Services Report for October 2011.
23. Volunteer Report for October 2011.
24. Adult Services Report for October 2011.
25. Local History Room Report for October 2011.
26. Placentia Library Web Site & Technology Report for October 2011.

PRESENTATION

27. Employee of the Quarter Award to Fernando Maldonado
Presentation: Board President

CONTINUING BUSINESS

28. Review and Discuss the Bids for the Keyless Restroom System
Presentation: Library Director
Recommendation: Procure additional proposals and continue to obtain references from Stanley Security and Com-Sec Incorporated.
29. Review and Discuss the Bids for the Security Camera System
Presentation: Library Director
Recommendation: Procure additional proposals and continue to obtain references from Stanley Security and Com-Sec Incorporated.
30. Review and Discuss the Bid for the Plumbing System Assessment
Presentation: Library Director
Recommendation: Award bid to Hanna Construction to provide an assessment of the Placentia Library District's current plumbing system, in the amount not to exceed \$10,000.
31. Review and Discuss the Placentia Library District Policy #2275 -- Social Media Policy
Presentation: Library Director
Recommendation: No changes to be made to Placentia Library District Policy #2275 -- Social Media Policy at this time.

32. Review and Discuss the Placentia Library District Policy #6025 – Public Internet Use Policy
Presentation: Library Director
Recommendation: Authorize library staff to procure legal advice for interpretation and recommendation with regards to the issues of pornography and violence related to Placentia Library District Policy #6025 – Public Internet Use Policy.

NEW BUSINESS

33. Orange County Register Request for Public Records
Presentation: Library Director
Recommendation: No Action is required.
34. Approval to Increase the Placentia Library District's Credit Card Limit
Presentation: Business Manager
Recommendation: Approve the credit card limit to increase from \$5,000 to \$10,000.
35. Travel Authorization: Library Director to Attend the Public Library Association Conference in Philadelphia, Pennsylvania on March 13-17, 2012.
Presentation: Library Director
Recommendation: Authorize Library Director to Attend the Public Library Association Conference in Philadelphia, Pennsylvania on March 13-17, 2012.

DISCUSSION ITEMS

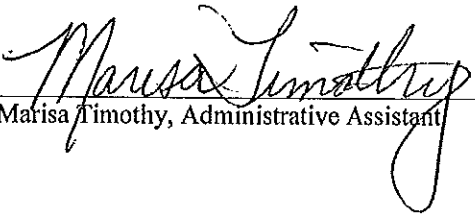
36. Discuss the Issue of Sex Offenders in the Library
Presentation: Library Director
Recommendation: Authorize library staff to procure legal advice to present at a following Library Board of Trustees meeting for further discussion and review.
37. Discuss the Option of Changing the Annual Budget Cycle to a Two-Year Budget Cycle
Presentation: Library Director
Recommendations: 1) Discuss the option of implementing a two-year Budget Cycle; and if approved
2) Authorize library staff to present a resolution at the December Library Board of Trustees Regular meeting to change the annual budget cycle to a two-year budget cycle beginning with Fiscal Years 2013-2015.
38. Cutest Baby Reading Contest
Presentation: Library Director
Recommendation: Authorize the Placentia Library to have a Cutest Baby Reading Contest to promote reading to and with babies and winner(s) to be featured in the Placentia Library District newsletter.
39. Recognition and Reception to Honor History Room Volunteers
Presentation: Library Director
Recommendations: 1) Discuss and determine a date to honor the recently retired History Room Volunteers for their dedication to the Placentia Library District; and,
2) Authorize library staff to use funds from the General Fund for expenses related to the reception.

ADJOURNMENT

40. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, December 19, 2011 unless re-scheduled by the Library Board of Trustees.
41. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
42. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the November 21, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 17, 2011.


Marisa Timothy, Administrative Assistant



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 17, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 17, 2011 at 6:30 P.M.

ROLL CALL Members Present: President Gaeten Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa (arrived at 6:32pm), Trustee Al Shkoler, Trustee Jean Turner (arrived at 6:34pm)

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation (PLFF) Member Gayle Carline

ADOPTION OF AGENDA It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt the agenda as presented:

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

ORAL COMMUNICATION

Placentia resident Phil Grenkavich presented an 'economic stimulus proposal project' of using the Library's television channel 31 to broadcast music from vinyl albums to the Board. He explained that the project was one of 20 retirement projects that he and his wife intended to complete by the year 2012. He estimates that the project could generate about \$65k a month and possibly up to \$3m a month. Plan documents for the proposed project were distributed to each of the Board members also. Questions were asked regarding his background and previous proposals to other entities. President Wood explained that the Board needed to review the documents provided before responding. (Item 4)

TRUSTEE REPORTS

President Wood reported that she attended the Placentia Roundtable Women's Club meeting where Library Board members were special guests and Police Chief Rick Hicks was the speaker. She also attended the HIS House fundraising event that was well attended. She participated in the California Special Districts Association Conference in Monterey, CA; Tim Sanders was one of the keynote speakers that emphasized "great relationships". Two helpful workshops that she attended at the conference were "Effective Strategic Planning" and "Understanding Board Member and District Liability". She also was at the Heritage Parade where she rode in a car with Clifford. (Item 5)

Secretary DeVecchio reported that he attended the PLFF monthly meeting and the Heritage Festival where he received many positive comments about the Library.

Trustee Escobosa reported that she also participated in the Heritage Parade and received many positive comments. She attended the HIS House fundraising event. She also attended the Placentia Roundtable

Women's Club meeting and was recognized as an elected woman in the community.

Trustee Shkoler reported that he attended the California Special Districts Association Conference in Monterey, CA where he completed ethics training and attended a session on technology. He also participated in the Heritage Parade.

Trustee Turner reported that she attended many events including the Placentia Roundtable Women's Club meeting, HIS House fundraising event, and the California Special Districts Association Conference in Monterey, CA where she attended a session on 'good governance'. She also attended the Heritage Parade as a participant riding in a car with the Summer Reading Program grand prize winner. (Item 6)

PLFF REPORT

PLFF member Gayle Carline reported that PLFF raised over \$400 at their recent Second Sunday Booksale. They also received a \$200 check from a ruby member as well as many magazine donors. Plans are in progress for the 2012 Author's Luncheon. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-26:

AYES:	Wood, DeVecchio, Escobosa, Shkoler, Turner
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)

FY2011-2012 Cash Flow Analysis through September 2011; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for September 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2011 (Item 14)

Acquisitions Report for September 2011 (Item 15)

Entrepreneurial Activities Report for September 2011 (Item 16)

GENERAL CONSENT

Personnel Report for September 2011 (Item 17)

Circulation Report for September 2011 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the

JPA (Item 19)

STAFF REPORTS

Library Director's Report for September 2011 (Item 20)

Library Services Manager's Report for September 2011 (Item 21)

Children's Services Report for September 2011 (Item 22)

Literacy / Volunteer Services Report for September 2011 (Item 23)

Reference and Adult Services Report for September 2011 (Item 24)

Local History Room Report for September 2011 (Item 25)

Web Site & Technology Report for September 2011 (Item 26)

PRESENTATION

President Wood announced that Fernando Maldonado was the Employee of the Quarter and he will be honored at a later date. (Item 27)

CONTINUING

BUSINESS

**RECOGNITION FOR
MARGARET COOPER**

Library Director Contreras presented multiple possible projects to recognize Margaret Cooper for her recent donation and solicited ideas and feedback from the Board. Secretary DeVecchio stated that at the PLFF meeting it was determined that something for students would be most appropriate. There was discussion regarding name recognition and the use of name plates. President Wood announced that a work session meeting is to be held with PLFF members to make the final decision regarding the recognition: (Item 28)

**MEETING ROOM
IMPROVEMENTS**

Library Director Contreras presented a list of necessary improvements to the Meeting Room including replacement of carpet, new window treatments, and a big screen monitor for program and event use. She explained that PLFF is interested in supporting non-construction projects such as this. Secretary DeVecchio acknowledged that there are currently three requests for proposals for improvements to the building at this time and perhaps that is enough at this time. Discussion was held regarding different improvement ideas and timing for the project. It was moved by Trustee Turner and seconded by Trustee Shkoler to place the Meeting Room Improvements agenda item on the December meeting agenda for further discussion: (Item 29)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

NEW BUSINESS

**PLD POLICY #6030 –
CIRCULATION POLICY**

Library Director Contreras explained the staff recommendation to change the loan period for magazines from one week to three weeks to match all other print materials loan terms. She further explained that the current Placentia Library District Policy #6030 – Circulation Policy needed to include loan period designations for the various library materials. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize changes to Placentia Library District Policy #6030 – Circulation Policy as presented and to be effective November 1, 2011: (Item 30)

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

DISCUSSION ITEM
PLACENTIA LIBRARY
DISTRICT
NEWSLETTER

Library Director Contreras explained the current cost to use the City of Placentia's Quarterly Newsletter to promote programs, services, and events with only four pages of limited print. She explained the reasons for having an independent newsletter that include: the ability to educate patrons, recognize employees, solicit volunteers and donations, and build awareness. Also, the newsletter would include eight pages of full-color printing as well as advertisement management. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize library staff to proceed with solicitation for RFP's for an independent newsletter for the Placentia Library District: (Item 31)

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

AGENDA
PREPARATION

Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, November 21, 2011 unless re-scheduled by the Library Board of Trustees. President Wood requested that plans to recognize the retired History Room volunteers be placed on next meeting's agenda.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on October 17, 2011 adjourned at 7:29 P.M.

NEXT MEETING

The next meeting will be on November 21, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for October 2011
DATE: November 21, 2011

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: November 21, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	10/19/11	5436	\$ 2,384.40
FUND 707	11/03/11	5437	\$ 2,985.82
		TOTAL	\$ 5,370.22

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: November 21, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	11/21/11	5438	6,026.93
707	11/21/11	5439	2,793.31
707	11/21/11	5440	2,307.82
707	11/21/11	5441	3,174.86
707	11/21/11	5442	3,799.32
707	11/21/11	5443	15,324.18
707	11/21/11	5444	10,702.23

Subtotal for Claims *\$44,128.65*

Payroll

On Demand Wire	12/5/11	40	\$40,000.00
	12/19/11	41	\$40,000.00

Subtotal for Payroll *\$80,000*

**TOTAL
CURRENT CLAIMS
& PAYROLL** **\$124,128.65**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/21/11
REPORT NO: 5438

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
VC-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	10-19-11 0348667	2400	0760		\$4,553.70		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	10-04-11 33912	2400	0760		\$399.00		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10-01-11 1082391664	2400	0760		\$99.40		
	10-07-11 1082441814	2400	0760		\$28.02		
	10-14-11 1082499197	2400	0760		\$73.00		
	10-25-11 1082564660	2400	0760		\$38.52		
					\$238.94		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thomdike, ME 04986-0001	10-01-11 961806	2400	0760		\$130.02		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-06-11 W72861230	2400	0760		\$431.48		
	10-06-11 W72946010	2400	0760		\$18.48		
	10-13-11 W73266490	2400	0760		\$36.95		
	11-01-11 W73626980	2400	0760		\$100.65		
	10-03-11 4009943926	2400	0760		\$11.12		
	10-03-11 4009943927	2400	0760		\$26.46		
	10-03-11 4009943928	2400	0760		\$44.49		
	10-03-11 4009943929	2400	0760		\$35.64		
					\$705.27		
TOTAL REMITTANCE:					\$6,026.93		
The claims listed above (totalling \$6,026.93) 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: 11/21/11
REPORT NO: 5439

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	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-03-11	2400	0760				
	4009943930				\$38.66		
	10-03-11	2400	0760				
	4009943931				\$21.40		
	10-03-11	2400	0760				
	4009943932				\$32.60		
	10-03-11	2400	0760				
	4009943933				\$14.48		
	10-03-11	2400	0760				
	4009943934				\$18.53		
	10-03-11	2400	0760				
	4009943935				\$14.46		
	10-03-11	2400	0760				
	4009943936				\$69.90		
	10-03-11	2400	0760				
	4009943937				\$54.58		
	10-03-11	2400	0760				
	4009951231				\$123.43		
	10-03-11	2400	0760				
	4009957930				\$209.59		
	10-03-11	2400	0760				
	4009958052				\$69.61		
	10-04-11	2400	0760				
4009945053				\$35.24			
10-04-11	2400	0760					
4009945054				\$22.51			
10-04-11	2400	0760					
4009945055				\$216.51			
10-04-11	2400	0760					
4009945056				\$626.04			
10-04-11	2400	0760					
4009945057				\$359.30			
10-04-11	2400	0760					
4009945058				\$502.13			
10-04-11	2400	0760					
4009945059				\$95.28			
10-04-11	2400	0760					
4009945060				\$170.86			
10-10-11	2400	0760					
4009965547				\$12.82			
10-12-11	2400	0760					
4009954219				\$35.79			
10-12-11	2400	0760					
4009954220				\$49.59			
					\$2,793.31		
TOTAL REMITTANCE:					\$2,793.31		
The claims listed above (totalling \$2,793.31) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/21/11
REPORT NO: 5440

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-12-11	2400	0760		\$39.70		
	4009954221	2400	0760		\$27.70		
	10-12-11	2400	0760		\$94.47		
	4009954222	2400	0760		\$42.32		
	10-12-11	2400	0760		\$158.17		
	4009954223	2400	0760		\$13.73		
	10-12-11	2400	0760		\$19.67		
	4009954224	2400	0760		\$46.89		
	10-12-11	2400	0760		\$94.19		
	4009954225	2400	0760		\$18.98		
	10-12-11	2400	0760		\$421.03		
	4009954226	2400	0760		\$123.26		
	10-12-11	2400	0760		\$22.92		
	4009954227	2400	0760		\$33.54		
	10-12-11	2400	0760		\$21.42		
	4009954228	2400	0760		\$104.15		
	10-12-11	2400	0760		\$13.85		
	4009954229	2400	0760		\$19.50		
	10-12-11	2400	0760		\$39.71		
	4009954230	2400	0760		\$49.72		
	10-12-11	2400	0760		\$366.11		
	4009954231	2400	0760		\$536.79		
	10-12-11	2400	0760		\$2,307.82		
TOTAL REMITTANCE:					\$2,307.82		

The claims listed above (totaling \$2,307.82) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/21/11
REPORT NO: 5441

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
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-13-11	2400	0760				
	4009958007				\$366.58		
	10-13-11	2400	0760				
	4009958008				\$229.11		
	10-13-11	2400	0760				
	4009958009				\$135.51		
	10-13-11	2400	0760				
	4009958010				\$20.17		
	10-14-11	2400	0760				
	4009965610				\$18.19		
	10-17-11	2400	0760				
	4009972591				\$277.83		
	10-18-11	2400	0760				
	4009961306				\$29.21		
	10-18-11	2400	0760				
	4009961307				\$41.55		
	10-18-11	2400	0760				
	4009961308				\$20.16		
	10-18-11	2400	0760				
	4009961309				\$21.35		
	10-18-11	2400	0760				
4009961310				\$32.91			
10-18-11	2400	0760					
4009961311				\$22.65			
10-18-11	2400	0760					
4009961312				\$60.27			
10-18-11	2400	0760					
4009961313				\$21.56			
10-18-11	2400	0760					
4009961314				\$720.25			
10-18-11	2400	0760					
4009961315				\$57.93			
10-18-11	2400	0760					
4009961316				\$395.63			
10-18-11	2400	0760					
4009961317				\$35.79			
10-18-11	2400	0760					
4009961318				\$20.36			
10-18-11	2400	0760					
4009961319				\$177.98			
10-18-11	2400	0760					
4009961320				\$457.44			
10-18-11	2400	0760					
4009961321				\$12.43			
TOTAL REMITTANCE:					\$3,174.86		

The claims listed above (totaling \$3,174.86) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/21/11
REPORT NO: 5442

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	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-18-11	4009963016	2400	0760	\$19.55			
	10-18-11	4009963017	2400	0760	\$24.86			
	10-18-11	4009963018	2400	0760	\$174.49			
	10-18-11	4009963019	2400	0760	\$119.05			
	10-24-11	4009965239	2400	0760	\$30.15			
	10-24-11	4009965240	2400	0760	\$20.54			
	10-24-11	4009965241	2400	0760	\$920.96			
	10-24-11	4009965242	2400	0760	\$2,153.47			
	10-24-11	4009973381	2400	0760	\$24.42			
	10-24-11	4009973382	2400	0760	\$30.87			
	10-24-11	4009973383	2400	0760	\$30.87			
	10-24-11	4009973384	2400	0760	\$11.95			
	10-24-11	4009973385	2400	0760	\$38.04			
	10-24-11	4009973386	2400	0760	\$26.04			
	10-24-11	4009973387	2400	0760	\$167.55			
	10-24-11	4009980379	2400	0760	\$6.51			
						\$3,799.32		
	TOTAL REMITTANCE:					\$3,799.32		
	The claims listed above (totaling \$3,799.32) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/21/11
REPORT NO: 5443

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
VC-1348 California Special Districts Association 11121 I Street, Suite 200 Sacramento, CA 95814	10-06-11 473	1600			\$3,725.00		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	11-01-11 0008771-IN	0306 0308 0310 0306 0319	0770		\$600.60 \$1,164.84 \$292.02 \$56.62 \$213.35 \$2,327.43		
(needs vendor#) Hanna Construction 1203 West Shelly Court Orange, CA 92868-1240	10-19-11 PL-503	4200			\$1,950.00		
VC-2952 CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	10-19-11 1109458	1300			\$237.37		
VC-7210-90 County of Orange Attn: Treasurer-Tax Collector P.O. Box 1438 Santa Ana, CA 92702-1438	07-01-11 340-312-02	3700			\$6,770.72		
VC-11022 OGO Sense PMB 220 11 Main Street, Suite 7 Westbrook, ME 04092	11-01-11 2808 11-01-11 2841	1300 1300			\$29.99 \$112.50 \$142.49		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-17-11 583085794001 10-25-11 584172089001 10-25-11 584173636001	2400 1800 1800	0761 0728 0728		\$83.27 \$77.15 \$10.75 \$171.17		
TOTAL REMITTANCE:					\$15,324.18		
The claims listed above (totaling \$15,324.18) 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: 11/21/11
REPORT NO: 5444

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
VC-5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	11-08-11 169272	1900	0742		\$658.45		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	11-07-11 0008828-IN	0306			\$9,616.26		
VC-2117 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	11-02-11 00297	0306			\$92.50		
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	11-12-11 8448 40 025 0124877	0700	0702		\$17.42		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	10-24-11 8000-9000-0652-5830	1803			\$217.96		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	11-01-11 71498	1300			\$33.00		
VC-8656 The Library Store P.O. Box 964 Tremont, IL 61568	10-28-11 860762	1800	0725		\$55.56		
VC-4591 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	9/22/11 1608376	1800	0728		\$11.08		
TOTAL REMITTANCE:					\$10,702.23		
The claims listed above (totaling \$10,702.23) 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: 11/21/11
REPORT NO: 40

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

*Process on the date specified.

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
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-5-11 Payroll #12 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totalling \$40,000.00) 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: 11/21/11
REPORT NO: 41

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

*Process on the date specified.

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
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-19-11 Payroll #13 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) 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:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)
DATE: November 21, 2011

Fiscal Year 2011-2012							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011						0.00	0.00
12/31/2011						0.00	0.00
01/31/12						0.00	0.00
2/28/2012						0.00	0.00
3/31/2012						0.00	0.00
04/30/12						0.00	0.00
5/31/2012						0.00	0.00
6/30/2012						0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00
Fiscal Year 2010-2011							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	388,173.78	0.00	388,173.78	0.00
Impact Fees	0.00	0.00	0.00	66,684.20	0.00	66,684.20	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

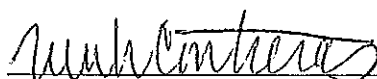
SUBJECT: Financial Reports through October 2011 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: November 21, 2011

Summary of Cash and Investments as of October 31, 2011

Cash with Orange County Treasurer Fund 707	1,076,233.61
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees (Restricted)	125,627.48
General Fund Checking – Bank of the West	40,765.48
General Fund Savings – Bank of the West	397,752.52
Payroll Checking – Wells Fargo Bank	218,454.68
Total Cash and Investments	2,273,622.87

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



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
October 31, 2011

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,730,412	38,719	1,691,693	2.2%
6220		Property Taxes - Current Unsecured	69,801	51,835	17,966	74.3%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	0	-	-	0.0%
6280		Property Taxes - Curr Supplemental	22,366	6,745	15,621	30.2%
6300		Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540		Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	2,303	(2,303)	0.0%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	15,368	-	15,368	0.0%
6970		State - Other	0	4,377	(4,377)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	10,071	49,929	0.0%
		Passport	60,000	23,391	36,609	16.8%
		Meeting Room Fees	7,000	1,890	5,110	39.0%
		DVD Rentals	5,500	2,158	3,342	27.0%
		Test Proctor	2,000	1,800	200	39.2%
7680		6-MO Expired (Outlawed) Checks	0	-	-	90.0%
		YTD Actual		145,934		0%
		FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 10/11:			2,082,447	255,934	1,826,513	12.3%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	1,610	(1,610)	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

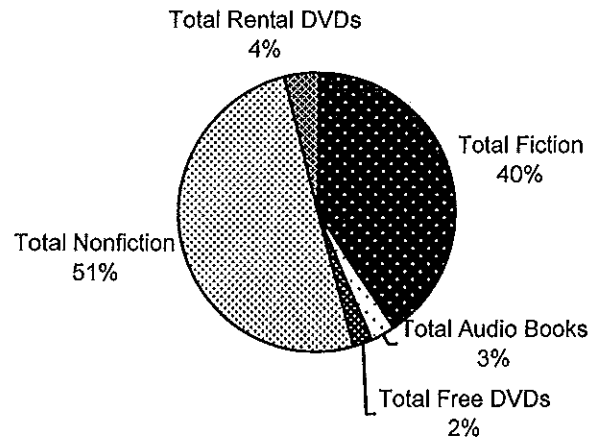
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
October 31, 2011
33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	314,121	0.31	\$692,536
0200	Retirement	77,589	14,693	0.19	\$62,896
0301	Unemployment Insurance	15,000	4,080	0.27	\$10,920
0306	Health Insurance	146,979	36,338	0.25	\$110,641
0306-0770	Employee Assistance Program	822	167	0.20	\$655
0308	Dental Insurance	16,028	5,324	0.33	\$10,704
0309	Life Insurance	7,928	2,372	0.30	\$5,556
0310	AD & D Insurance	4,308	1,190	0.28	\$3,118
0319	Vision Insurance	2,734	785	0.29	\$1,949
0350	Workers' Compensation Insurance	10,500	1,727	0.16	\$8,773
	TOTAL	\$1,288,545	\$380,797	0.30	\$907,748
SERVICES & SUPPLIES					
0700	Communications	13,000	2,827	0.22	\$10,173
0900	Food	1,000	342	0.34	\$658
1000	Household Expenses	8,000	6,546	0.82	\$1,454
1100	Library Insurance	15,000	12,337	0.82	\$2,663
1300	Maintenance, Equipment	20,000	9,132	0.46	\$10,868
1400	Maintenance, Buildings & Improvements	131,400	7,701	0.06	\$123,699
1600	Memberships	12,000	5,755	0.48	\$6,246
1800	Office Expenses	21,486	14,892	0.69	\$6,595
1803	Postage	4,000	1,629	0.41	\$2,371
1900	Prof./Specialized Services	119,500	18,333	0.15	\$101,167
1912	Investment Administrative Fees	1,500	346	0.23	\$1,154
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	141	0.28	\$359
2200	Rents & Leases - Buildings & Improvements	35,000	14,090	0.40	\$20,910
2400	Books/Library Materials	236,736	19,297	0.08	\$217,439
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	11,000	3,978	0.36	\$7,022
2800	Utilities	85,000	21,659	0.25	\$63,341
	TOTAL	\$718,122	\$139,003	0.19	\$579,119
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$2,013,667	\$519,800	0.26	\$1,493,867
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$821	0.03	\$24,179
4200	Structures/Improvements	20,000	\$0	0.00	\$20,000
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$821	0.01	\$67,959
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$520,621	0.25	\$1,561,826
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF OCT. 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$14,712	888	1,010
Total Non-Fiction	\$18,362	358	821
Total Music CDs	\$0	0	0
Total Audio Books	\$1,075	31	31
Total Free DVDs	\$773	35	42
<u>Total Rental DVDs</u>	<u>\$1,417</u>	<u>48</u>	<u>53</u>
TOTAL MATERIALS	\$36,339	1360	1957



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 2011-2012 THROUGH THE MONTH OF OCTOBER 2011

Prepared by Kate Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$3,936	208	\$386	15	\$4,322	223	\$0	1	\$4,352	224
Adult Non-Fiction	\$1,633	75	\$300	8	\$1,933	83	\$0	0	\$1,933	83
Adult Reference	\$327	6	\$0	0	\$327	6	\$225	3	\$552	9
Adult magazines	\$4,451	89	\$0	0	\$4,451	89	\$0	0	\$4,451	89
Adult on-line databases	\$7,154	1	\$0	0	\$7,154	1	\$0	0	\$7,154	1
Total Adult Non-Fiction	\$13,564	171	\$300	8	\$13,864	179	\$225	3	\$14,089	182
TOTAL ADULT PRINT MATERIALS	\$17,501	379	\$686	23	\$18,186	402	\$255	4	\$18,441	406
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$1,206	68	\$1,206	68
Adult Audio Books	\$1,075	31	\$88	4	\$1,163	35	\$0	0	\$1,163	35
Adult Free DVDs	\$49	2	\$0	0	\$49	2	\$60	3	\$109	5
Adult Rental DVDs	\$1,129	43	\$0	0	\$1,129	43	\$85	4	\$1,214	47
TOTAL ADULT NON-PRINT MATERIALS	\$2,252	76	\$88	4	\$2,341	80	\$1,351	75	\$3,691	155
TOTAL ADULT MATERIALS	\$19,753	455	\$774	27	\$20,527	482	\$1,606	79	\$22,133	561
Juvenile Fiction	\$7,258	417	\$0	0	\$7,258	417	\$20	9	\$7,278	426
Young Adult Fiction	\$3,518	263	\$0	0	\$3,518	263	\$0	2	\$3,518	265
Total Juvenile Fiction	\$10,776	680	\$0	0	\$10,776	680	\$20	11	\$10,796	691
Juvenile Non-Fiction	\$3,025	136	\$0	0	\$3,025	136	\$20	1	\$3,045	137
Young Adult Non-Fiction	\$792	36	\$0	0	\$792	36	\$0	0	\$792	36
Juvenile Reference	\$0	0	\$184	3	\$184	3	\$0	0	\$184	3
Juvenile Magazines	\$582	14	\$0	0	\$582	14	\$0	0	\$582	14
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Juvenile Non-Fiction	\$4,798	187	\$184	3	\$4,981	190	\$20	1	\$5,001	191
TOTAL JUVENILE PRINT MATERIALS	\$15,573	867	\$184	3	\$15,757	870	\$40	12	\$15,797	882
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Free DVDs	\$724	33	\$0	0	\$724	33	\$0	0	\$724	33
Juvenile Rental DVDs	\$288	5	\$0	0	\$288	5	\$0	0	\$288	5
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,012	38	\$0	0	\$1,012	38	\$0	0	\$1,012	38
TOTAL JUVENILE MATERIALS	\$16,585	905	\$184	3	\$16,769	908	\$40	12	\$16,809	920
Total Fiction	\$14,712	888	\$386	15	\$15,098	903	\$50	12	\$15,148	915
Total Non-Fiction	\$18,362	358	\$484	11	\$18,846	369	\$245	4	\$19,091	373
Total Music CDs	\$0	0	\$0	0	\$0	0	\$1,206	68	\$1,206	68
Total Audio Books	\$1,075	31	\$88	4	\$1,163	35	\$0	0	\$1,163	35
Total Free DVDs	\$773	35	\$0	0	\$773	35	\$60	3	\$833	38
Total Rental DVDs	\$1,417	48	\$0	0	\$1,417	48	\$85	4	\$1,502	52
TOTAL MATERIALS	\$36,339	1360	\$958	30	\$37,296	1390	\$1,646	91	\$38,942	1481

Outstanding Orders as of October 2011

General Fund	\$16,086
Adopt-a-book	\$193
TOTAL	\$16,289

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for October 2011
DATE: November 21, 2011

Net Revenue Summary October 2011

			YTD	YTD
	Oct-11	Oct-10	2011-2012	2010-2011
Passport	5,075.00	3,710.00	19,275.00	22,561.00
Passport Photos	1,152.00	778.00	4,116.00	4,364.00
Test Proctor	450.00	150.00	1,800.00	500.00
Meeting Room	460.00	904.00	1,890.00	2,244.00
DVD Rentals	513.00	506.00	2,158.00	2,371.00
Total	7,650.00	6,048.00	29,239.00	32,040.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for October 2011
DATE: November 21, 2011

			YTD	YTD
	Oct-11	Oct-10	2011-2012	2010-2011
Separation	0	0	0	0
Retirement	0	0	1	0
Appointments	0	0	4	0
Open Positions	2	0	2	0
Workers' Compensation Leave	0	0	0	0
Total	2	0	7	0

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (10 hours)
Librarian I (40 hours)

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: November 21, 2011

MONTHLY STATISTICS

October 2011

<u>CIRCULATION</u>	Oct-11	Oct-10		Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
New Patron Registrations	375	310		1,410	1,430	-1.4%
Total Circulation	16,743	17,362		70,832	76,753	-8.4%
Total Active Borrowers	10,994	9,474		38,540	38,002	1.4%
Attendance	24,868	24,187		94,205	101,781	-7.4%
Registered Card Holders*	27,964	31,587		117,079	124,207	-5.7%
Adult Fiction	2,770	2,924		12,560	13,980	-10.2%
Adult Nonfiction	1,972	2,216		8,190	10,186	-19.6%
Adult Magazines	239	299		1,213	1,513	-19.8%
Adult Music CDs	199	371		884	1,399	-36.8%
Adult Audio Books	624	682		2,514	2,922	-14.0%
Adult Free DVDs	349	300		1,215	1,460	-16.8%
Adult Rental DVDs	474	505		1,810	2,229	-18.8%
Overdrive E-Books**	100	0		281	0	
Overdrive Audio Books**	62	0		237	0	
JV Fiction	6,754	6,524		27,601	27,643	-0.2%
YA Fiction	649	565		3,678	3,191	15.3%
JV Nonfiction	1,199	1,147		4,316	4,364	-1.1%
YA Nonfiction	52	37		197	137	43.8%
JV Magazines	0	3		23	20	15.0%
JV Music CDs	20	39		97	138	-29.7%
JV Audio Books	54	24		165	122	35.2%
JV Free DVDs	676	855		3,133	4,052	-22.7%
JV Rental DVDs	164	160		851	719	18.4%

* Inactive accounts removed in August 2011.

** Overdrive subscription began in January 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,381	469	548	426	554	3,378
10:00		556	512	433	829	582	2,912
11:00		546	689	363	505	822	2,925
12:00		687	613	371	619	1,002	3,292
1:00	1,275	726	623	725	612	792	4,753
2:00	1,242	600	493	527	535	1,255	4,652
3:00	1,425	816	733	707	578	1,110	5,369
4:00	1,217	1,246	912	959	794	1,136	6,264
5:00		1,181	1,229	1,023	1,138		4,571
6:00		1,292	783	1,131	1,004		4,210
7:00		953	883	651	1,182		3,669
8:00		778	1,128	989	846		3,741
Total/Day	5,159	10,762	9,067	8,427	9,068	7,253	49,736
					Grand Total		24,868

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	0	0	4	4
10:00		1	1	0	1	7	10
11:00		0	1	0	2	7	10
12:00		1	4	2	0	11	18
1:00	11	2	0	0	2	17	32
2:00	7	1	0	0	0	18	26
3:00	9	1	4	3	0	9	26
4:00	3	2	4	3	6	12	30
5:00		5	2	2	0		9
6:00		7	4	4	0		15
7:00		2	5	4	2		13
8:00		5	2	2	1		10
Total/Day	30	27	27	20	14	85	203
							Grand Total

STAFF ACTIVITY

October 04, 2011- Fernando attended supervisors meeting.

October 05, 2011- Fernando consolidated the mending shelves with the sorting shelves in the workroom.

October 05, 2011- Estella returned to Circulation after assisting in administration office.

October 11, 2011- Fernando attended supervisors meeting.

October 12, 2011- Fernando left instructions for Estella to be in charge of Circulation during his leave effective October 13, 2011 until November 1, 2011.

October 13, 2011- Estella Wnek began to temporarily supervise the Circulation department during Fernando's leave.

October 18, 2011- Circulation employees attended all staff meeting.

ONGOING PROJECTS

Fernando is working on staff performance evaluations.

Circulation will shelve read the History Room.

Circulation staff will input data for the i-Pad 2 raffle contest.

Fernando will work with volunteers to manage cardboard box breakdown.

Fernando will train two new volunteers to sort and shelve library items.

NEW PROJECTS AND ACTIVITIES

Fernando and Jesus will work on a Passport marketing campaign.

Fernando will train Ed with the disk cleaning machine.

Fernando will develop a new communication channel to improve the communication between him and the Circulation staff and substitutes.

Fernando will work with Beatrice to improve the meeting room reservation procedure.

Relabeling of all workroom shelves will take place to reflect the new placement of library materials.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices
DATE: November 21, 2011

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
11-Sep	11/08/11	6,088.46	1452.50	142.50	7.61	7,691.07
11-Oct	*	*	*	*	*	*
11-Nov						
11-Dec						
12-Jan						
12-Feb						
12-Mar						
12-Apr						
12-May						
12-Jun						
	TOTAL	\$18,672.79	\$4,357.49	\$427.50	\$22.81	\$23,480.59
	AVG	6224.26	\$1,452.49	142.50	11.40	7,826.86

* City Billing Not Received

FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
10-Jul	8/31/2010	6,892.73	1,452.50	142.50	14.42	\$8,502.15
10-Aug	10/12/2010	6,848.56	1,425.50	142.50	*	\$8,443.56
10-Sep	10/28/2010	6,571.73	1,452.50	142.50	*	\$8,166.73
10-Oct	11/23/2010	4,688.88	1,452.50	142.50	*	\$6,283.88
10-Nov	12/8/2010	3,832.05	1,452.50	142.50	*	\$5,427.05
10-Dec	2/1/2011	3,337.15	1,452.50	142.50	*	\$4,932.15
11-Jan	2/15/2011	3,412.40	1,452.50	142.50	7.68	\$5,015.08
11-Feb	3/17/2011	3,401.08	1,452.50	142.50	7.64	\$5,003.72
11-Mar	5/11/2011	3,477.15	1,452.50	142.50	7.64	\$5,079.79
11-Apr	5/11/2011	3,620.66	1,452.50	142.50	7.61	\$5,223.27
11-May	7/5/2011	3,800.48	1,452.49	142.50	7.61	\$5,403.08
11-Jun	*	*	*	*	*	*
	TOTAL	49,882.87	15,977.49	1,567.50	52.6	\$67,480.46
	AVG	4,534.80	1,452.49	142.5	4.78	\$6,134.58

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for October 2011
DATE: November 21, 2011

Accomplishments

- Secured \$4,950 from the Placentia Library Friends Foundation for Children's, Teens and Adult programs.
- Planned and facilitated the Staff Appreciation and Recognition Dinner with President Wood.
- Organized and participated in the Heritage Festival and Parade.
- Attended the California Special District Association Conference.
- Worked with the Valencia High School students from the Interact Club to assist with library events and future programs for the library and Rotary.

Meetings

- Library Board of Trustees meeting – October 17th
- Manager's meeting – October 5th, 14th, 20th, 28th
- Staff meeting – October 18th
- Placentia Round Table Women's Club meeting – October 5th, October 19th, October 27th
- Rotary Weekly meetings – October 12th, 19th, 26th, 27th
- Meeting with the City and the Rotary – October 4th
- Easter Eggcitement – October 4th
- Orange County Library Directors Meeting – October 6th
- Valencia High School Interact Club – October 17th

Conferences/Workshops/Training

- California Special District Association (CSDA) Annual Conference – October 9th – 13th
- Joomla training – October 18th

Community Events / Functions

- H.I.S. House Fundraiser – October 7th
- Heritage Parade & Festival – October 15th
- Library Staff Appreciation and Recognition Dinner – October 28th

Projects in Progress

- Strategic Plan
- Technology plan
- Author's Luncheon
- RFPs – Newsletter, Meeting Room, Plumbing System, Security Camera System and Keyless Restroom Access System

I attended the baby shower for Nadia Dallstream, Adult Services Librarian II.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Al Shkoler
SUBJECT: IT Report for October 2011
DATE: November 21, 2011

Management staff completed our first Joomla Webinar last month. This was an introduction for most attendees and everyone should now have a basic understanding of how to upload documents and pictures and then configure and display them on the web. We will have the second webinar on November 22.

We are planning to implement our new in-house email service, utilizing MS Exchange, in November. When this is completed we will discontinue the service with our external email provider, Network Solutions. Training sessions are scheduled to introduce employees to the additional features that are part of Exchange, such as shared calendars, auto-out-of-the-office responses and automated meeting planning and notifications.

I created an Access database program to keep track of the thousands of entries in our Ipad contest. We will be using the email information to keep patrons informed and up-to-date on what's happening in our dynamic library. Part time staff is doing the data entry.

There have been no major IT problems for some time now; just the normal replacement of broken, worn out equipment. This year we have seen over 12 monitors that failed after a *long*, productive life. These were mostly the same models that were probably bought at one time.

We had a few older mice that still used an internal, small hard rubber ball to allow the mouse to roll around. Some inquisitive youngster apparently discovered this in the children's department and left us with ball-less mice. These have been replaced with optical mice, which have been around since 1999.

With less of a demand for IT services, I have been able to reduce my hours of service. I am planning on working part-time three days a week starting in November. I will still be available at other times if a problem arises that cannot wait.

There will still be times when a project comes up that needs extra time, such as the acquisition and installation of the new, replacement computers, that were included in this fiscal year's budget. I am planning this project for after the installation of the Exchange Server and probably after the holidays.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian II
SUBJECT: Children's Services Monthly Activity Report for October 2011
DATE: November 21, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	33	46	147	207	-28.99%
In person reference/research:	754	640	2458	2695	-8.79%
Total Reference	787	686	2605	2902	-10.23%
Total Number of Programs	41	28	131	105	24.76%
Total Programs Attendance	1461	1095	7048	4462	57.96%

PROGRAM 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	22
Preschool Story Times I & II: 3-6 years	4	182
Pocket Tales: Stories, music, and movement.	4	124
C.O.P.S.	1	22
Lap Sit 24 months & younger	4	208
P-TAC	2	50
Family Game Day	1	20
Super S.T.A.R.	1	24
Homework Club	13	264
10/18 YA: Star Gazing	1	56
YA: Library Haunt P-TAC Volunteer Set-Up	5	40

10/29 YA: Library Haunt	1	170
10/29 Halloween Crafts, Treats, & Costume Contest	1	100
In-N-Out's Cover To Cover Reading Program Registrations	1	154
Total October 2011	41	1,461
Total October 2010	28	1,095
Current FY to date	131	7,048
Previous FY to date	105	4,462

Achievements:

- Brenda Ramirez and Coleen Wakai planned and conducted successful Halloween programs for children and teens.
- Lori Worden attended Liebert Cassidy Whitmore training courses for library supervisors on October 19.
- Coleen Wakai worked with the Adult Services department to plan and conduct a successful Star Gazing program for children, teens, and adults.
- Brenda Ramirez attended an O.C. Reforma meeting on October 6.
- Lori Worden received training at a puppetry workshop with school district teachers and librarians on October 11.
- Lori Worden attended a SCLC meeting for Children's Services librarians at Yorba Linda Public Library on October 12.
- The Children's department Summer Reading Program winner rode in the Placentia Heritage Parade on October 15.
- Lori Worden attended weekly meetings with Jeanette Contreras and library supervisors.
- Lori Worden attended the Placentia Library Board of Trustees meeting on October 17.
- Children's staff attended the all-staff meeting on October 18.
- Lori Worden conducted a Children's department staff meeting on October 27.
- Children's staff attended the Placentia Library Staff Appreciation Dinner on October 28.

In Progress:

- Children's department staff continued ordering materials and weeding the children's and YA collections.
- Children's staff made final plans for the upcoming Camp Library event.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian II
SUBJECT: Volunteer Report for October 2011
DATE: NOVEMBER 21, 2011

MONTHLY STATISTICS

Volunteer Hours

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	0	38	253.5	158	60.44%
PLFF	463	456	1826	1893	-3.54%
General Library	408.75	639	3419.3	2022.5	69.06%
Computer Literacy	0	28.25	21	80.25	-73.83%
Homework Club	195.75	126	322.75	214	50.82%
Adult Literacy	50.5	46	155	170	-8.82%
PTAC	330	0	330	135	144.44%
Total Volunteer Hours	1448	1333.25	2688	2400.3	11.99%

IN PROGRESS

- *Nadia Dallstream* is working with staff to organize volunteer recruitment and assignments.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Librarian II

SUBJECT: Adult Services Monthly Activity Report for October 2011

DATE: **NOVEMBER 21, 2011**

MONTHLY STATISTICS**Adult Services Programs**

		October 2011
October 4, 2011	Computer Workshop: Introduction to Computers	10
October 5, 2011	Play Reading: TBA	7
October 11, 2011	Book Discussion: Winter Garden	6
October 11, 2011	Computer Workshop: Beginning Word Processing	11
October 11, 2011	Genealogical Society of North Orange County	40
October 18, 2011	Star Gazing for Teens and Adults	55
October 18, 2011	Computer Workshop: Introduction to the Internet	10
October 25, 2011	Computer Workshop: Introduction to Email	10
	Total Program Participants	149

Reference Desk Activity

	October 2011	October 2010	Y-T-D 2011-2012	Y-T-D 2010-2011	Y-T-D % change
Reference -- in person	846	998	3440	4306	-20.11%
Reference -- telephone	311	318	1235	1339	-7.77%
Reference -- email/chat	0	1	13	0	100.00%
Technology assistance	301	796	1788	2703	-33.85%
Guest passes	189	169	790	517	52.80%
Adult and Children's computer use (desktops)	2913	2918	11358	11345	0.11%
Adult computer usage (desktop)*	2425	0	9773	0	0.00%
Public computer use (express laptops)	809	873	3974	5065	-21.54%
In library use -- cleanup	3560	3421	13680	14487	-5.57%
Adult Program Attendance	149	104	468	305	53.44%

**No data available for FY 10-11*

Volunteer Hours

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	0	38	253.5	158	60.44%
PLFF	463	456	1826	1893	-3.54%
General Library	408.75	639	3419.3	2022.5	69.06%
Computer Literacy	0	28.25	21	80.25	-73.83%
Homework Club	195.75	126	322.75	214	50.82%
Adult Literacy	50.5	46	155	170	-8.82%
PTAC	330	0	330	135	144.44%
Total Volunteer Hours	1448	1333.25	2688	2400.3	11.99%

History Room Activity

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	2	13	31	40	-22.50%
History Room Volunteers	0	38	3	3	0.00%

Adult Literacy Services

	October 2011	October 2010*
Number of Tutors	5	
Number of Students	10	
Total Number of Participants	15	

**No data for FY 2010-2011*

**Computer Literacy
Services**

	October 2011	October 2010*
Number of Tutors	3	
Number of Students	2	
Total Number of Participants	0	

**No data for FY 2010-2011*

ACHIEVEMENTS

- **Katie Matas** proctored 9 exams.
- **Martha Leonard** created a PowerPoint presentation for the Artists PowerPoint on Henri Matisse.
- **Katie Matas** coordinated the October 5th Play Reading of *Queen Milli of Galt*.
- **Nadia Dallstream** coordinated the October 11th Genealogy Program.
- **Katie Matas** led the October 11th book discussion of *Winter Garden* by Kristin Hannah.
- **Jeannie Killianey** coordinated 4 Computer Workshops.
- **Nadia Dallstream, Coleen Wakai and Lori Worden** coordinated the Star Gazing Program..
- **Katie Matas** met with a new Adult Literacy tutor to give him suggestions for more useful tutoring sessions.
- **Katie Matas** interviewed and tested 5 new Adult Literacy Students. **Katie Matas** checked sources and cited information for the Historical Places DVD film.
- **Jeannie Killianey** edited and revised the script for the Historical Places DVD film.

MEETINGS

- **Nadia Dallstream** attended 4 Managers/Supervisors Meetings.
- **Nadia Dallstream** attended the Heritage Days Festival on October 15th.
- **Nadia Dallstream** attended the Liebert, Cassidy & Whitmore training on October 19th.
- **Nadia Dallstream** attended the October 17th PLD Board Meeting.
- **Katie Matas and Nadia Dallstream** attended the October 18th Joomla Class.
- **Katie Matas and Nadia Dallstream** attended the Staff Meeting on October 18th.
- **Nadia Dallstream, Trustee DeVecchio and Jay Bhakta** met to film the introduction of the Historic Places DVD.

IN PROGRESS

- **Katie Matas** is preparing for the November Play Reading Program.
- **Martha Leonard** is preparing for the November Book Discussion of *Wishful Drinking* by Carrie Fisher.
- **Jeannie Killianey** is coordinating Computer Workshops for November.
- **Nadia Dallstream** is working with staff to organize volunteer recruitment and assignments.
- **Nadia Dallstream** is searching for historical photos, revising the script, reviewing film locations and plans for filming for the Placentia Historical Places DVD film.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian II
SUBJECT: Local History Room Monthly Activity Report for October 2011
DATE: NOVEMBER 21, 2011

MONTHLY STATISTICS

History Room Activity

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	2	13	31	40	-22.50%
History Room Volunteers	0	38	3	3	0.00%

STAFF ACTIVITY

- *Katie Matas* checked sources and cited information for the Historical Places DVD film.
- *Jeannie Killianey* edited and revised the script for the Historical Places DVD film.

MEETINGS

- *Nadia Dallstream, Trustee DeVecchio and Jay Bhakta* met to film the introduction of the Historic Places DVD.

IN PROGRESS

- *Nadia Dallstream* is searching for historical photos, revising the script, reviewing film locations and plans for filming for the Placentia Historical Places DVD film.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for October 2011
DATE: NOVEMBER 21, 2011

MONTHLY STATISTICS

On-line database usage

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	119	129	235	747	-69%
Career Transitions	5	28	7	179	-96%
Heritage Quest	421	613	2,888	2,250	28%
Novelist	57	48	166	112	48%
Tumblebooks	366	370	1,368	1,130	21%
Reference USA	70	56	180	360	-50%
TOTAL DATABASE USAGE	1,038	1,244	4,844	4,778	1%

Website Traffic

	October 2011	October 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	21,247.00	17,083.00	85,431.00	67,047.00	27%
Page Hits	41,095.00	35,273.00	165,575.00	143,806.00	15%

ACHIEVEMENTS

- *Katie Matas* worked with Coleen Wakai on producing item reports for collection weeding purposes.
- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Award
DATE: November 21, 2011

BACKGROUND

President Wood will present the Employee of the Quarter Award to Fernando Maldonado, Circulation Supervisor.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Review and Discuss the Bids for the Keyless Restroom System
DATE: November 21, 2011

BACKGROUND

The Placentia Library District received two proposals to provide a keyless restroom system using the existing library card.

Attachment A is the proposal from Com-Sec Incorporated in the amount of \$5,915.14.

Attachment B is the proposal from Stanley Security in the amount of \$9,676.

Fiscal Impact: Approximately \$6,000 - \$10,000.

RECOMMENDATION

Procure additional proposals and continue to obtain references from Stanley Security and Com-Sec Incorporated.



Placentia Library
411 E. Chapman Ave, Placentia, CA 92870

SECURITY CAMERA SYSTEM RFP
&
KEYLESS RESTROOM ACCESS SYSTEM RFP



Corporate Office
2575 Fortune way Suite C
Vista, CA 92081
1-888-795-0686

Branch Office
25703 Jefferson Ave. Suite 24
Murrieta, CA 92562
951-696-7474

San Diego County: 2575 Fortune Way Suite C Vista CA 92081
Riverside County: 25703 Jefferson Avenue, Suite 24 Murrieta CA 92562



CSL# C10 - 763255

ACO # 5300

September 1, 2011

Yesenia Baltierra, Contracts Administrator
Placentia Library District
411 E Chapman Avenue
Placentia CA 92870

RE: Security Camera System RFP & Keyless Restroom Access System RFP

Ms. Baltierra:

Thank you for the opportunity to visit your site and to provide our design / solution for the Placentia Library Security Camera System RFP & the Keyless Restroom Access RFP.

I am confident the Com-Sec Incorporated is the integrator that will meet or exceed all of your integration and system needs. As one of the leading security system integrators in Southern California, Com - Sec Incorporated offers cutting edge equipment and complete services from design to the completed installation. We pride ourselves on offering only the high-end equipment with the industry's most technically advanced systems and manufacturers.

Com-Sec Incorporated has been in business for twelve years providing security system integration for clients throughout Southern CA, Nevada and Hawaii. Our clients include Federal and State government facilities, City facilities, Police and Sheriff stations, educational facilities, United States Postal facilities and many corporate entities.

We **do not** "sub" contract like other system integrators and have in-house staff to provide our clients with most low voltage security and communication services available in the market. This provides our clients with a "sole source" solution for all of their needs. By competing in such a demanding market as this, our philosophy has always been customer satisfaction and the lasting mark we leave by taking every project seriously.

Enclosed you will find information on our system design for both RFP's as well as specification sheets for the proposed equipment. A cost proposal is also included for each system. Lastly a scope of work for both projects is included for your review.

If you have any questions, please do not hesitate to let me know. I will be out of the office on vacation during the week of September 5th through 9th, however I will be happy to assist you upon my return to the office on Monday, September 12th. At that time you can reach me at our Vista office as (888) 795-0686, ext. 12 or on my cell phone at (760) 535-0108. Thank you again for this opportunity and I appreciate your consideration of our proposal.

Sincerely,


Bret Hart
Pres/CEO

Encl.

Phone: (760) 599-4399

FAX: (760) 599-4560

www.com-sec.net



CSL# C10 - 763255

ACO # 5300

SCOPE of WORK

PROJECT: Security Camera System & Keyless Restroom Access
DATE: September 1, 2011
LOCATION: 411 E Chapman Avenue, Placentia CA 92870
CLIENT: Placentia Library District
PROPOSAL #: 11-5220 & 11-5219

Com-Sec is proposing to provide and install the equipment as specifically listed on proposals # 11-5220 for the Security Camera System and proposal # 11-5219 for the Keyless Restroom Access system. Proposal 11-5220 utilizes some of the existing cabling. Any additional work will require a change order.

Proposals Exclude: Bonds and bond fees; site and local electrical power; site conduit infrastructure & its installation; cable trays, back boxes, trenching, landscape, asphalt & concrete repair, backfill; repair or replacement of any existing cabling or cameras that may be utilized for the new camera system should they be non-functional or defective; prevailing wage labor rates; system PC/workstations; equipment racks. Please see the Exclusions section for others related to these proposals and scope of work.

CAMERA INSTALLATION CONDITIONS/ ISSUES:

All cameras will be installed with considerations made for:

- All cameras to be installed in exterior rated enclosures.
- Cameras will be placed at serviceable but non-reachable locations prohibiting general access.
- External foliage/ trees and building construction may also be considerations for camera placement. Some future trimming/ maintenance of foliage/ trees may be required to maintain optimal camera views.
- Manual vari-focal lenses were proposed to provide basic camera view adjustments. This means that they are "fixed" on their view after all adjustments have been made. This will be required during the commissioning phase of the project until an acceptable video image is obtained. Acceptable video image to be determined by client representatives.

NOTE: Com-Sec Incorporated will require a client representative to be present during the testing and acceptance phases to ensure all expectations are met and ensure a smooth installation.

- Note: All power supplied to each camera will be from a centralized (individually fused) power supply.
- Day/ Night Operation (Lighting conditions) Because of the size and square footage of the external building, Com-Sec Incorporated is requesting that all existing lighting cans be checked for night time functionality prior to system completion.
- All new cameras will provide and record a hi-resolution color image.
- All camera signals will be tested in both day/ night lighting conditions for proper Back Light Compensation (BLC) and Automatic Light Compensation. This procedure will ensure a better understanding of the systems benefits/ limitations and customer requirements. This will be required during the commissioning phase of the project until an acceptable video image is obtained. Acceptable video image to be determined by client representatives.

NOTE: Com-Sec Incorporated will require a client representative to be present during the testing and acceptance phases to ensure all expectations are met and ensure a smooth installation.

Payment terms: **Posted on** attached proposals. Overdue invoices are subject to interest at the maximum rate allowed by state law and collections charges (including reasonable attorney's fees).

VIDEO RECORDING / VIEWING INSTALLATION CONDITIONS/ ISSUES:

All recording / viewing equipment will be installed with considerations made for:

- All recording and viewing equipment will be installed in a customer provided rack or secure area.
- Video Motion Detection/ Sensitivity issues- The proposed digital recorder is generally configured to record when motion is present in front of cameras. This better optimizes recording duration and reduces the need for unwanted/ unneeded recorded video. All motion-based systems require customer input and understanding of expected recording and motion sensitivity. This will be required during the commissioning phase of the project until an acceptable recorded image is obtained. Acceptable recorded image to be determined by client representatives.
- **NOTE: Com-Sec Incorporated will require a client representative to be present during the testing and acceptance phases to ensure all expectations are met and ensure a smooth installation.**
- Video Surveillance System Power issues- The proposed Digital Recorder and Cameras operate on AC Power. An uninterruptible power supply (UPS) can be proposed to provide an estimated thirty (30) minutes of power to all cameras and recording equipment only. This will require customer understanding of power loss procedures and actions to take during a loss of power to ensure recording is maintained. This procedure will ensure a better understanding of the systems benefits/ limitations and customer requirements. This will be required during the commissioning phase of the project.
- Recording duration is estimated at 15-30 days based on activity of facility.
- Access to any recorder will require network username & password authentication. Authorization to access the recorders is given by the customer.
- Live Streaming video can be viewed from any supported Wide Area Network computer with the following requirements:
 - Internet Explorer only, a valid log on, and or the video codec loaded on that specific machine.
- **NOTE: The digital recorder will require a Static IP Address and a network connection located at the recorder from the appropriate department responsible for the network infrastructure for viewing of recorded / live images over the supported Wide Area Network. Com-Sec Incorporated requests to facilitate a meeting prior to the installation with the applicable Personnel from the client's offices to coordinate all network related issues and requirements to ensure a smooth installation.**

TRAINING CONDITIONS/ ISSUES:

- Com-Sec Incorporated will provide one designated 2-hour training session on each system for authorized personnel. A suitable time will be agreed upon.

ADDITIONAL CONDITIONS/ REQUIREMENTS:

- All proposed work to be performed will be accomplished during normal business hours which are Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding holidays. Should any work be required during non-business hours, this will necessitate a change order and will be billed to the customer at one and one-half the prevailing hourly service rate.
- Com-Sec Incorporated will require full authorization and access to all areas that are controlled by card readers or that are associated to the above-mentioned project until the project is complete. Should a client escort be required to accompany Com-Sec Incorporated during the installation phase because of the sensitive nature of certain restricted areas, additional labor hours may be billed to the customer to compensate for delays in the installation schedule.
- Com-Sec Incorporated will require a hard copy/ electronic copy of the floor plans to provide submittals for permitting/ shop drawings during the project and AS-Built documentation upon completion of the project. Should plans not be available, Com-Sec Incorporated can provide Auto-CAD services for an additional charge.
- All project close-out documentation will be submitted within two weeks following completion of the project and will include the following:
 - Operating & Maintenance Manuals (up to two copies).
 - As-Built Floor Plans- annotating device addressing and location, cable routing and firewall penetration information.

COM – SEC INCORPORATED’S PROPOSAL INCLUDES THE FOLLOWING:

1. Components/ materials as specified or of equal kind or quality.
2. Labor for installation of proposed low voltage system wiring and components.
3. System checkout and warranty.
4. Permit and permit fees (as applicable only and only if listed as a separate line item on the proposal).
5. The contract price shall be increased for any materials cost escalation imposed by material suppliers for cost changes imposed and effective more than thirty (30) days from the date of this proposal.

COM – SEC INCORPORATED’S PROPOSAL EXCLUDES THE FOLLOWING:

1. Any AC/ electrical wiring, interlocks to interface relays and apparatus, and required power wiring as may be required for interface to proposed systems.
2. One 120VAC Circuit will be required at the head-end location for the power that is required by the Integrated Security System equipment. UPS/ Generator circuit recommended. All video surveillance equipment requires AC power and will not operate during a power loss. Location to be coordinated between Com-Sec Incorporated and the onsite Electrical Contractor.
3. Bonding and associated costs. Should this be a project requirement, the associated fees will be payable by the client through a change order.
4. Service or repair (except as set forth in Miscellaneous paragraph 1 page 2 herein) unless provided by *Com – Sec Incorporated* under a separate agreement for the following service plans:
 - a. Maintenance Agreement
 - b. Service Plan
5. System submittals, including engineering and associated drawings.
6. Prevailing wage labor rates. Should this be a project requirement, the additional prevailing wage labor rates will be payable to Com-Sec via change order.
7. Conduit infrastructure and its installation.
8. Cable trays, back boxes; trenching, asphalt repair, landscape repair or concrete repair.
9. Roof/ firewall penetration sealing.
10. All Exclusions listed on page one (1) of this scope of work.

MISCELLANEOUS INFORMATION/QUALIFICATIONS:

1. One year manufacturer-specific warranty on all proposed system components and materials, and ninety (90) days on the installation from the date of acceptance or beneficial use - whichever occurs first, excepting any parts, components or services provided by other supplier/contractor directly to the customer. Warranty does not include repair of damage caused by: accident; disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; neglect; vandalism; theft; computer viruses; misuse or unauthorized alterations. Warranty service calls will be made during normal business hours (Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding holidays) and at no additional charge during the 90-day post-installation warranty period. Response time will be within two business days of receipt of the service request by a Com-Sec representative. Warranty calls made after the 90-day installation warranty period will be made at regular service rates. Any warranty calls made during non-business hours shall be billed to the customer at one and one-half the prevailing hourly service rate.
2. Once the project is final billed and full payment is received from the client, all work and equipment included for this project will be considered complete and provided in full. No other contract work (verbal, expressed or implied) or any additional equipment (outside of warranty parameters listed above) will be due to client unless approved in writing by both parties.
3. *Com – Sec Incorporated* does not normally subcontract but may subcontract at its discretion.
4. Customer warrants that any plans submitted to *Com – Sec Incorporated* for compliance conforms to any applicable governmental enactment or safety code.
5. *Com – Sec Incorporated’s* limits of insurance applicable to this proposal and scope of work are as noted:
 - a. General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate
 - b. Automobile Liability - \$1,000,000 combined single limit
 - c. Workman’s Compensation - \$1,000,000
 - d. Excess Liability - \$1,000,000

MISCELLANEOUS INFORMATION/QUALIFICATIONS (continued):

6. If customer requires additional insurance, primary wording, waiver of subrogation rights, or any other insurance changes, it will be at additional expense to customer and treated as a change order.
7. There will be no back charges without adequate written notice, ample time to rectify any associated condition, and prior acceptance and agreement of *Com – Sec Incorporated*.
8. The contract will be interpreted in accordance with the laws of the State of California.
9. All contract terms (proposal) and change orders must be in writing. There are no terms or conditions between the parties not in writing herein. Confirmation of change orders must be obtained in writing.
10. Any notices to *Com – Sec Incorporated* required under this agreement shall be considered delivered if mailed by certified mail to the following address: *Com – Sec Incorporated*, 25703 Jefferson Avenue, Suite 24, Murrieta CA 92562.
11. *Com – Sec Incorporated* California Electrical contractor's license is 763255.
12. *Com – Sec Incorporated* Alarm Company Operators license is 5300.
13. *Com – Sec Incorporated* Alarm Company Qualified Manager license is 4635.
14. *Com – Sec Incorporated* Vista Business license is BL012806.
15. *Com-Sec Incorporated* Murrieta Business license is 16230.
16. *Com-Sec Incorporated* Terms and Conditions (attached) apply to this proposal.
17. Regulated by: State of California Department of Consumer Affairs- Bureau of Security and Investigative Services:
400 R Street, Suite 3040
Sacramento, CA 95814

We appreciate the opportunity of furnishing our proposal and trust that we may be privileged to work with you on this project. Acceptance of this proposal and its conditions will be indicated by return (through mail or facsimile) of the signed proposal, or issuance of a purchase order or contract referencing this proposal number. Acceptance must be received within 30 days of the date of this proposal in order to guarantee reflected pricing.

Accepted By: _____ Title: _____

Company: _____ Date: _____

Address: _____

**ANY WORK OUTSIDE THE ABOVE-MENTIONED SCOPE OF WORK
NECESSITATES A CHANGE ORDER.**

COM-SEC INCORPORATED

TERMS AND CONDITIONS OF SALE PAGE 1

All products sold and services provided by Com-Sec Incorporated (Seller) are subject to the following terms and conditions:

1. ORDER ACCEPTANCE

This sale to Buyer will be solely by the terms and conditions contained herein which will supersede any conflicting terms and conditions of Buyer, any statement in Buyer's terms notwithstanding. These terms constitute the entire agreement between Buyer and Seller, and all prior writings, representations or negotiations with respect to this sale are deemed to be merged therein. Notwithstanding any custom of the trade, this sale does not include the furnishing of any technical or systems design, but any such assistance upon request may be rendered by Seller at its option and for a possible additional charge. Modification of any of these terms will be permitted only by a written notice that is signed by an authorized representative of each party. Acceptance of this offer is limited to its terms.

2. PRICES, PAYMENT, TAXES

Prices are subject to adjustment by Seller in effect at the time of shipment. Unless otherwise indicated, prices are guaranteed for thirty (30) days from date of proposal. Seller's Payment Terms are specifically outlined on the Proposal and supersede any conflicting Payment Terms of Buyer, any statement in Buyer's Payment Terms notwithstanding. Seller may decline to deliver except for cash or stop goods in transit whenever, for any reason, it has doubts as to Buyer's financial responsibility or ability to satisfy its obligations under this contract. Pro-rate payments shall become due with respect to partial shipments. Prices are exclusive of any use, sales, excise or other tax, Federal, State, or local, which has been or may be imposed with respect to the sale of personal property or services hereunder. Any such tax is the responsibility of Buyer.

A sale made as a result of this quotation will be deemed to be a cash sale based upon receipt of equipment and/or services to be provided. If not paid within 10 days of the Due Date specified on Seller's billing invoices, a monthly charge of 1 ½% of the unpaid balance will be added to the price.

3. CANCELLATION

Orders are accepted with the express understanding that in the event of a request to stop work or cancel any part of the order, damages will be paid to Seller by the Buyer as follows:

- A. Any work scheduled for completion within thirty (30) days will be paid for in full and shipment accepted.
- B. Buyer and Seller agree that in the event Buyer requests cancellation with respect to work in progress, scheduled for completion more than thirty (30) days from the date of such request of cancellation, it will be extremely difficult, costly, impractical and inconvenient to determine the amount of Seller's actual loss or damages and it would be reasonable in such event to award Seller, and Buyer shall pay to Seller, damages for all such work in progress and any raw materials or supplies used or for which commitments have been made by Seller in connection with this order in an amount equal to Seller's full cost thereof plus twenty percent (20%).
- C. Any equipment and/or tools paid for by Buyer shall be his property and shall be removed from Com-Sec Incorporated premises by him within thirty (30) days from date of cancellation, at his expense. If not removed within thirty (30) days, the equipment and/or tools shall be shipped to the Buyer at his expense or scrapped.

4. PACKING AND SHIPPING

Unless Buyer specified otherwise in writing, products will be packed as Seller may deem proper for protection against normal handling. An extra charge will be made for preservation, water-proofing, and similar added protection for goods. Claims for loss or damage in transit must be entered and prosecuted by Buyer.

5. DELIVERY

Dates quoted are approximate and are based upon proper receipt of all necessary information, including Purchase Order Number(s) for invoicing purposes, required down payment, and materials to be furnished by Buyer. All sales are f.o.b. Seller's shipping point, unless otherwise specified. Seller shall not be liable for any delays or defaults in performance under this contract by reason of fire, flood, acts of God, labor troubles, inability to secure materials, acts of government or other caused beyond its reasonable control. Seller shall not be liable for direct, special or consequential damages resulting from delay in delivery, failure to manufacture, or breach or repudiation of this contract.

6. WAIVER

Waiver by Seller of a breach by Buyer of any provision of this Agreement shall not be deemed a waiver of future compliance therewith, and such provision as well as other provisions hereunder, shall remain in full force and effect.

7. CONSTRUCTION

The contract shall be deemed to have been entered into and shall be constructed and interpreted in accordance with the laws of the State of California.

8. SERVICE WORK

All service work will be charged at the prevailing rate on a per hour basis, with a two (2) hour minimum charge for each service call. Sundays and Holidays are excluded.

COM-SEC INCORPORATED

TERMS AND CONDITIONS OF SALE PAGE 2

9. WARRANTY

All products are warranted to be free from defects in workmanship and material for a period of twelve (12) months from date of shipment. Manufacturer-specific warranty requirements for return and/or replacement apply to all products sold by Seller.

Warranty will be honored within this warranty period upon defective equipment being returned to the factory. All equipment returned to Com-Sec Incorporated is to be shipped postage prepaid and in original shipping cartons whenever possible. Suitable shipping containers and proper insurance are the responsibility of the sender. Upon receipt of defective equipment, Com-Sec Incorporated at its option, will repair or replace said product at no charge to sender, except shipping charges.

This warranty does not apply in the event of misuse, abuse, acts of God, vandalism, theft, computer viruses, or as a result of unauthorized alterations or repairs. Warranty is void if date stamps or warranty seals are altered, defaced or removed from any product.

This warranty is in lieu of all other warranties, representations or conditions of any kind, expressed or implied, INCLUDING WARRANTIES OF FITNESS OR MERCHANTABILITY OR OTHERWISE, and no person is authorized to assume for Com-Sec Incorporated any liability, or make any representations, affirmation or warranty, in connection with the sale of Com-Sec Incorporated products, except as set forth herein.

10. LIQUIDATED DAMAGES; LIMITATION OF LIABILITY

Buyer understands that: (a) Seller is not an insurer of Buyer's premises, property or the personal safety of persons in Buyer's premises; (b) Buyer will provide any life, health, disability insurance for itself and persons who use the system(s), and Insurance on Buyer's premises and contents; (c) the amount Buyer pays is based upon the value of the service that Seller provides and not on the value of Buyer's premises or its contents; (d) security systems, and any monitoring service obtained by Seller on behalf of Buyer, may not always operate properly for various reasons; (e) it is difficult to determine in advance the value of the property that might be lost, stolen or destroyed if the system or the monitoring service fail to operate properly; (f) it is difficult to determine how fast the police or fire department or others would respond to an alarm signal; (g) it is difficult to determine what portion, if any, of any property loss, personal injury, or death would be proximately caused by Seller's failure to perform, Seller's negligence, or failure of the system or service.

10. LIQUIDATED DAMAGES; LIMITATION OF LIABILITY (cont.)

Therefore Buyer agrees that even if a court decides that a failure of the system, Seller's negligence, or a failure of the installation, monitoring or repair service caused or allowed any harm or damage (whether property damage, personal injury or death) to Buyer or anyone on Buyer's premises, the Seller's liability shall be limited to \$1,000 as liquidated damages and not as a penalty. This shall be Buyer's only remedy regardless of what legal theory (including without limitation, negligence, breach of contract, breach of warranty or product liability) is used to determine that the Seller was liable for the injury or loss.

Buyer may obtain a Limitation of Liability from the Seller instead of liquidated damages for an additional charge. If Buyer elects this option, Seller will attach a rider to this agreement that will set forth the amount of the limitation of liability and the amount of the additional charge. Agreeing to the Limitation of Liability does not mean that the Seller is an insurer.

11. LITIGATION

Should either party institute any action or proceeding to enforce or interpret this contract or any provision hereof, for damages by reason of any alleged breach of this contract or of any provision hereof, or for a declaration of rights hereunder, the prevailing party in any such action or proceeding shall be entitled to receive from the other party all costs and expenses, including reasonable attorney's and other fees, incurred by the prevailing party in connection with such action or proceeding. Both Buyer and Seller agree that no lawsuit or any other legal proceeding connected with this agreement shall be brought or filed more than one (1) year after rise to the claim occurred. In addition, any such legal proceeding shall not be heard before a jury. Each party gives up the any right to a jury trial.

12. INSURANCE

Com-Sec Incorporated maintains General Liability, Commercial Auto and Workers' Compensation insurance coverage. Should the Buyer require higher insurance limits, primary wording, non-contributory wording, waiver of subrogation or any other insurance coverage additions, there will be an additional charge to the Buyer for these coverage changes.

IMPORTANT:

To return any equipment to Com-Sec Incorporated, please contact our Service Department for a Material Return Authorization Number prior to returning equipment. This number will expedite repair and return of your equipment.

Keyless Restroom Access System RFP

The system solution we are offering is manufactured by Honeywell, a leading supplier of low voltage security solutions in the industry. Our reasons for selecting this product brand is not just that they are a name brand that will continue to be around for years but also because it has some key features that will allow your staff to manage the system easily.

The key feature to this system is that it is "browser" based and requires no dedicated software or PC to administrate it. Because it is a network device users can log in from any PC on the existing network and manage the system in real time which gives you the added flexibility not seen in traditional access systems.

It is fully expandable should the Library decide to add additional doors for its staff (that would not be accessible by patrons) but managed from a single solution. Because it is modular in design, it allows you to grow the system by a single door at a time without the expense of purchasing multi reader panels or added licensing per reader.

It will allow you to use bar code readers on restroom doors as outlined in the specifications but also utilize proximity cards for other doors such as employee entrances in the event you decide to expand on the system in the future.

Most importantly, the Honeywell Brand has been well established for many years. Since they are one of the top two manufacturers in the industry, there is little to no chance your system will be outdated or become defunct due to economic fluctuations.



Com-Sec Incorporated

2575 Fortune Way Suite C
Vista, CA 92081

Phone #

760-599-4399

Proposal

DATE	Proposal No.
9/1/2011	11-5219

NAME / ADDRESS
Placentia Library 411 E. Chapman Avenue Placentia, CA 92879

TERMS	REP	PROJECT	A.C.E.	CSL# 763255
Progress Billing	RMH	Keyless Restroom Access System		
ITEM	DESCRIPTION	QTY	COST	TOTAL
NXIMPS	Honeywell NETAXS 123 Web-based 1 door Access Control w/enclosure, power supply & battery	1	831.27	831.27T
NXD1	Honeywell 1 door add-on	1	364.00	364.00T
F55-RH/TKBAR	Barcode ABA reader	2	255.025	510.05T
Misc	Hes Electric Strike w/trim enhancer (4500-105-613)	2	376.665	753.33T
KM-630	Hes KM-630 Faceplate	2	20.665	41.33T
SPS-5ELC8	Lock power supply, SPS-5 w/smart fan & PDM-8C w/enclosure	1	264.00	264.00T
NP-712 batt	Yuasa 12 volt 7Ah battery	3	18.57333	55.72T
Training Time	Training Time - up to 2 hours	1	200.00	200.00
Misc	Submittals & O&M Manuals (up to 2 copies)	1	250.00	250.00
CAT 5 PVC	CAT 5e PVC	200	0.12	24.00T
18/2 PVC	18/2 stranded non shielded PVC	400	0.14	56.00T
22/6 sh PVC	22/6 stranded shielded PVC	400	0.23	92.00T
Cable Labor	Cable Labor	4.5	80.00	360.00
Technical	Technical Labor	17	90.00	1,530.00
PM Labor	Project Management Labor	3	75.00	225.00
Engineering Labor	Engineering Labor	0.5	70.00	35.00
Shipping	Shipping and Handling - Standard Ground delivery	1	85.00	85.00T
NOTES: See Scope of Work for inclusions, exclusions and terms. Client to provide network & any related devices and/or IP address, as needed. Any additional work will require a change order.				
Upon approval, please provide a contract to our office. Thank you.			TOTAL	

This quotation is good for thirty [30] days from the date submitted and is subject to Com-Sec Incorporated's Terms and Conditions of Sale.

SIGNATURE _____



Com-Sec Incorporated

2575 Fortune Way Suite C
Vista, CA 92081

Phone #

760-599-4399

DATE	Proposal No.
9/1/2011	11-5219

NAME / ADDRESS
Placentia Library 411 E. Chapman Avenue Placentia, CA 92879

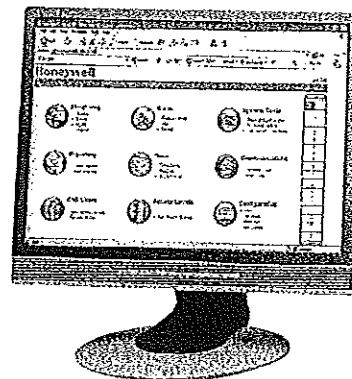
TERMS	REP	PROJECT	A.C.E.	CSL# 763255
Progress Billing	RMH	Keyless Restroom Access System		
ITEM	DESCRIPTION	QTY	COST	TOTAL
	<p>Proposal uses existing library cards. Access Control System accommodates up to 10,000 users.</p> <p>Shipping charges are for Standard Ground Shipping. If any expedited shipping is required the additional, higher, shipping costs will apply and be added to the final invoice.</p> <p>PROPOSAL EXCLUDES: Bond & Bond Fees. Site & Local Electrical Power. Site Conduit infrastructure & its installation. Cable Tray, back-boxes, trenching, landscape repair, backfill & asphalt repair. System PC/workstation. Prevailing wage labor rates.</p> <p>PAYMENT TERMS: Billed Progressively as work on project is completed -- Invoices Due on Net 30 Terms.</p> <p>Sales Tax</p>		7.75%	238.44
Upon approval, please provide a contract to our office. Thank you.			TOTAL	\$5,915.14

This quotation is good for thirty [30] days from the date submitted and is subject to Com-Sec Incorporated's Terms and Conditions of Sale.

SIGNATURE _____

NetAXS™

Web-based Access Control System



Honeywell's web-based access control offering now provides solutions for installations of any size. NetAXS™ enables users to manage their system anywhere there's an Internet connection—with no dedicated PC costs. The user-friendly design makes it simple to install and easy to operate and maintain. NetAXS gives you all the benefits of traditional access control such as helping you secure your doors, manage employee access, and manage sites remotely. It also lets you pull reports easily to meet compliance requirements. With a browser-based interface, your learning curve and training time are significantly decreased. And you don't have to have a dedicated PC—simply log on and you're ready to go, securely—from the office or anywhere. NetAXS has been developed with an installer-friendly design that easily adapts to existing IT infrastructure and methods. This means reduced installation and support cost. Its superior

scalability means you can purchase the exact amount of access control you need now—and add doors later as business needs change. Plus, NetAXS integrates with Honeywell's fully-featured WIN-PAK software to enable more robust and sophisticated NetAXS integrations. So as your system grows, NetAXS grows with you.

System Highlights:

- **SIMPLE:** Manage your access control anywhere with an Internet connection
- **SCALABLE:** Purchase the exact amount of access control you need now and easily add doors later
- **FLEXIBLE:** Compatible with WIN-PAK® SE, WIN-PAK PE and WIN-PAK PRO CS (managed access) software

NETAXS OFFERINGS

ENCLOSURES and ADD-ON BOARDS

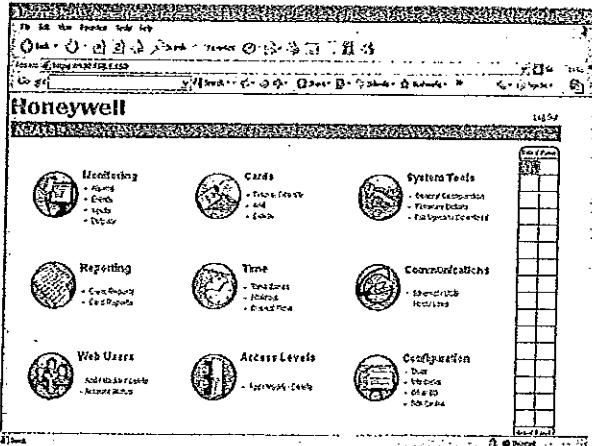
1 Door	NX1P*	NetAXS-123: One door, compact (plastic) enclosure
	NX1MPS	NetAXS-123: One door, standard (metal) enclosure with tamper switch and terminal block
2 Doors	NX1P*	NetAXS-123: One door, compact (plastic) enclosure
	NXD1*	NetAXS-123: One door add-on board
	NX1MPS	NetAXS-123: One door, standard (metal) enclosure with power supply and battery
3 Doors	NXD1	NetAXS-123: One door add-on board
	NX1MPS	NetAXS-123: One door, standard (metal) enclosure with power supply and battery
	NXD2	NetAXS-123: Two door add-on board
4 Doors	NX4S1	NetAXS-4: 4 Door control panel (standard enclosure)
	NX4L1	NetAXS-4: Pre-wired 4 door control panel (deluxe enclosure)

*450 mA @ 12 VDC is the maximum current available to power strike, reader(s) and input devices when using a 802.3af Power Over Ethernet (PoE) connection. If additional current is required, an external 12 VDC power supply is needed.

NetAXS™

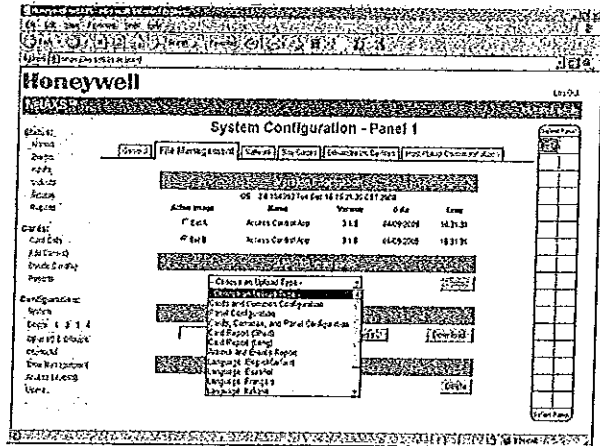
Web-based Access Control System

SYSTEM BENEFITS



User Friendly

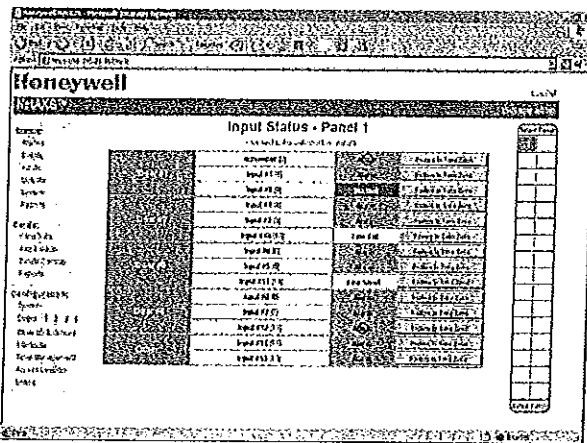
Easy to use landing page provides a user-friendly experience so you can provide end user training in less than 30 minutes. Whether you're showing customers how to set up the basic parameters such as time zones and access levels, or teaching them how to add or delete cards, everything you need is all located on one page. Simply log into your IP address and navigate the system like you would any other Internet site.



Export Data

From the File Management tab under in the Configuration System selection view, you can see the range of data sets that you can get from NetAXS.

This includes the ability to save copies of the card database and panel configuration database that are helpful files to keep as backups. Alarms and events can also be retrieved from NetAXS for record keeping or analysis offline. Card reports are available in CSV format and can be edited using Microsoft Excel and then downloaded to NetAXS.

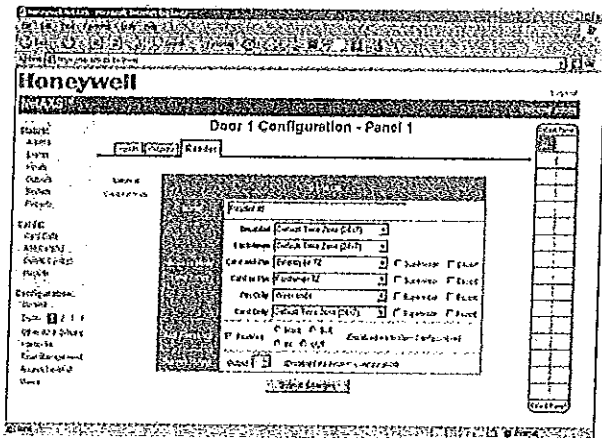


Dynamic Screen Updates

With NetAXS, dynamic screens refresh data automatically without having to refresh the page. This allows status updates from NetAXS to be pushed out to the web screens automatically, without user interaction.

Alarms, events, inputs, outputs, and status screens all automatically update as information is received.

Data transfer between the controller and web browsers has been optimized to reduce bandwidth requirements, improving screen response times.



Door Access Modes and Options

NetAXS allows you to assign cardholders different levels of access.

Supervisor access allows an employee to present their card once to the reader to give individual access. If the supervisor presents their card twice, they enable access for their team during the specified time zone.

Escort access requires a supervisor escort for a non-supervisor cardholder. The supervisor must present his card first, then the non-supervisor must present his card within ten seconds.

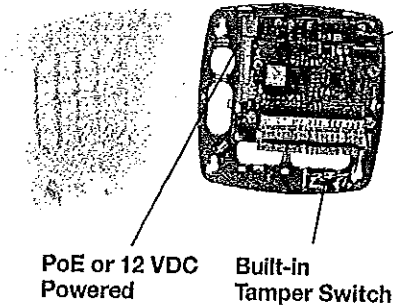
NetAXS™

Web-based Access Control System

ENCLOSURE OPTIONS

NetAXS-123

NetAXS-123
Compact Plastic Enclosure



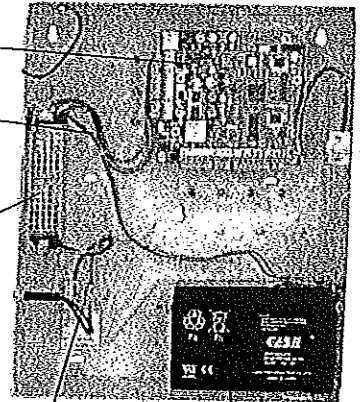
PoE or 12 VDC
Powered

Built-in
Tamper Switch

Control Panel (NXC1)

- Ethernet Port: Connect to web browser or WIN-PAK software
- RS485: Connect panels downstream and/or connect to WIN-PAK software
- USB Port: Easy setup and diagnostics from your laptop
- Color coded terminal labels
- Removable terminal blocks

NetAXS-123
Standard Metal Enclosure



Multiple Tie-Down
and Grounding Points

- Cleaner and more consistent installations

4 A, 12 VDC
Power Supply

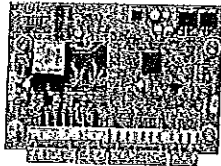
- Universal Input (100-240 VAC)
- 3.5 A available to power accessories - over 1 A to power each door

Terminal Block
with Input Fuse

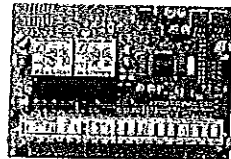
12V Battery
Backup

NetAXS-123 Add-On Boards

NetAXS-123
One Door Add-on Board

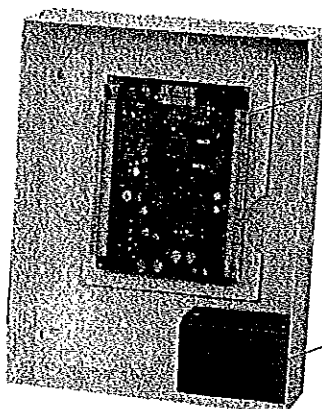


NetAXS-123
Two Door Add-on Board



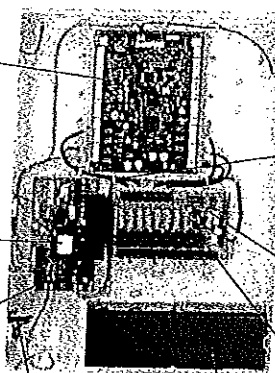
NetAXS-4

NetAXS-4
Standard Metal Enclosure



12V
Battery
Backup

NetAXS-4
Deluxe Metal Enclosure



Control Panel (NX4PCB)

- On-Board Ethernet Port
- Built-In PCI Function
- Multiple Communication Paths
- Color Coded Terminal Blocks

Power
Door
Locks

Noise
Suppression
Filter

Pre-Wired
Panel Design

Fire-Rated Lock
Power Release

Fused Relay
Distribution Module

Convenient
110V Plug

24V Battery
Backup

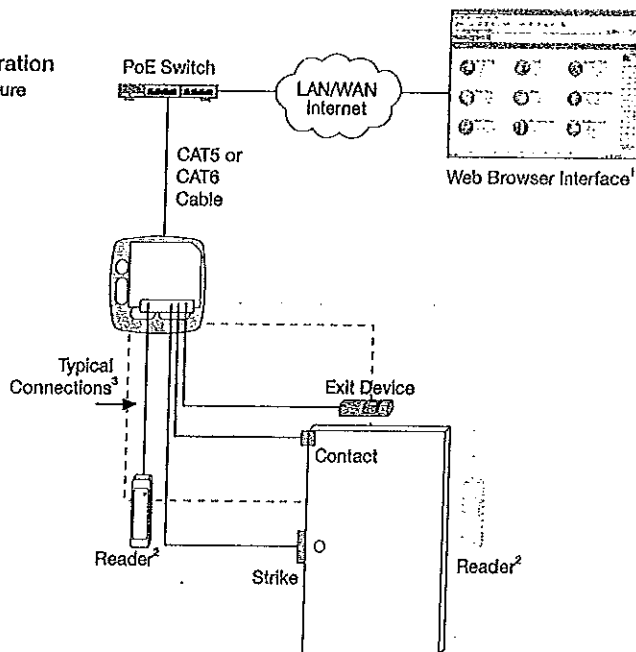
NetAXS™

Web-based Access Control System

SYSTEM OVERVIEW

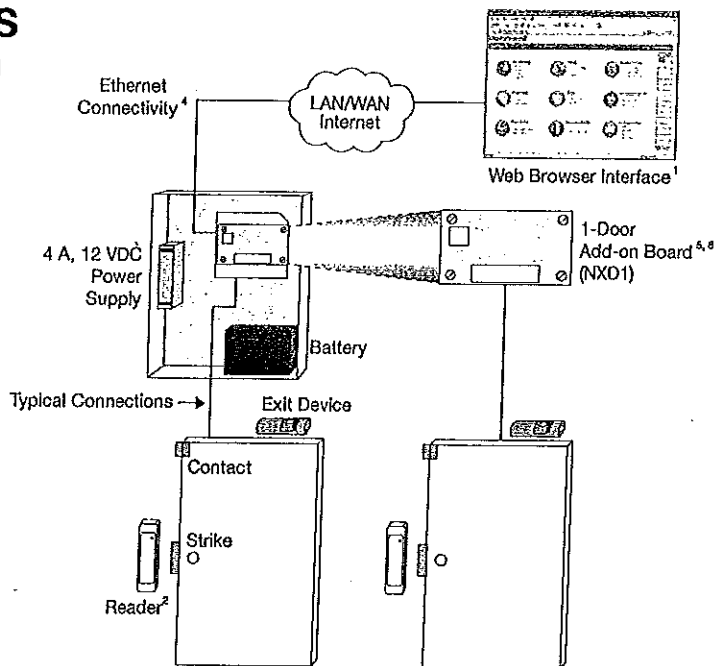
1 DOOR

Typical PoE Configuration
Compact Plastic Enclosure



2 DOORS

1 Door Standard
Metal Enclosure
shown with 1-Door
Add-on Board



¹ Also compatible with WIN-PAK® SE, WIN-PAK PE and WIN-PAK PRO CS (Managed Access)

² When using an IN and OUT reader, BOTH readers must have HOLD lines

³ 450 mA, 12 VDC is maximum available to power strike, reader(s) and input devices when using a 802.3af PoE connection. If unit is externally powered with a 12 VDC supply, higher current is available.

⁴ USB compatibility for local configuration

⁵ 1-door add-on board compatible with compact plastic enclosure

⁶ Requires external power when used in compact plastic enclosure

⁷ 2-door add-on board is not compatible with compact plastic enclosure

⁸ When mixing NetAXS-123 and 4-door NetAXS (NetAXS-4) controllers, the NetAXS-123 must be configured as the first panel or gateway

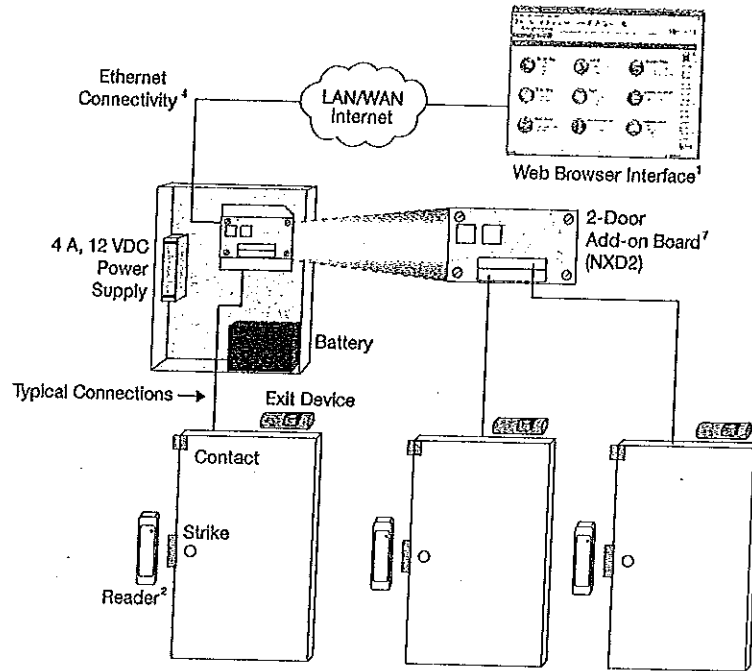
NetAXS™

Web-based Access Control System

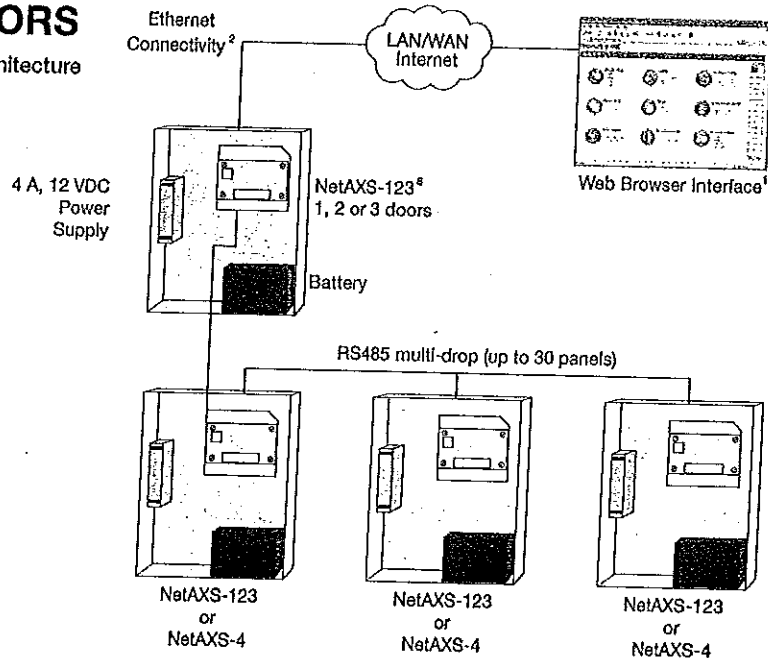
SYSTEM OVERVIEW

3 DOORS

1 Door Standard Metal Enclosure shown with 2-Door Add-on Board



>3 DOORS Scalable Architecture



¹ Also compatible with WIN-PAK® SE, WIN-PAK PE and WIN-PAK PRO CS (Managed Access)

² When using an IN and OUT reader, BOTH readers must have HOLD lines

³ 450 mA, 12 VDC is maximum available to power strike, reader(s) and input devices when using a 802.3af PoE connection. If unit is externally powered with a 12 VDC supply, higher current is available.

⁴ USB compatibility for local configuration

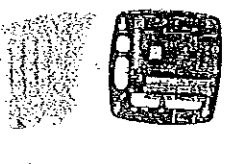
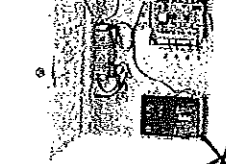
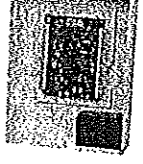
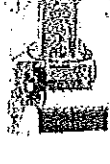
⁵ 1-door add-on board compatible with compact plastic enclosure

⁶ Requires external power when used in compact plastic enclosure

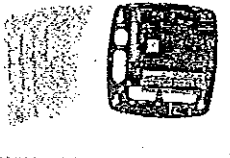
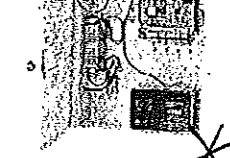
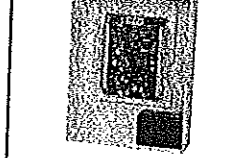
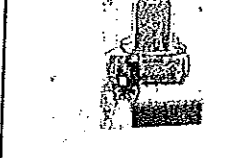
⁷ 2-door add-on board is not compatible with compact plastic enclosure

⁸ When mixing NetAXS-123 and 4-door NetAXS (NetAXS-4) controllers, the NetAXS-123 must be configured as the first panel or gateway

SPECIFICATIONS AND FEATURES

		NetAXS-123		NetAXS-4	
					
READERS / DOORS	Door/Reader Capability	1 DOOR Controller ^{1,4}	1, 2 or 3 DOOR Controller (NXD1 or NXD2 add-on board is required for 2nd or 3rd door)	Four READER controller	
	Expandability	Expandable up to 93 DOORS (186 readers) per controller loop ^{2,3}		Expandable up to 124 doors (124 readers) per controller loop ^{2,3}	
	Dual Reader Control Capability (IN/OUT Reader per Door)	YES ⁵ - IN and OUT reader capability per door (readers must have HOLD line capability)		--	
	Reader Compatibility	Standard Wiegand protocol supported ABA not supported.		Standard Wiegand protocol supported ABA not supported	
OUTPUTS	Number of Outputs	Two SPDT relays (Jumper selectable NO or NC contacts) per door rated at 3 A @ 28 VDC Two open collector outputs (OC) (16 ma, 12 VDC); reader LED (Aux) and reader buzzer (Aux) per door are available.		Eight SPDT, Form C relays rated at 10 A @ 28 VDC Eight open collector outputs (OC) (16 ma, 12 VDC); 4 reader LED (Aux Output) and 4 reader buzzer (Aux Output) are available.	
	Output Expandability	2-door solution has 8 total outputs: 4 relays, 4 OC (requires NXD1 add-on board)	2-door solution has 8 total outputs: 4 relays, 4 OC (requires NXD1 add-on board) 3-door solution has 12 total outputs: 6 relays, 6 OC (requires NXD2 add-on board)	4-door solution expandable to 72 total outputs using a maximum of four (4) NX4OUT relay output boards.	
	Relay Power Source	Selectable: +12 VDC self-powered - OR - 0 to 28 VDC externally supplied source		0 to 28 VDC externally supplied source	+24 VDC self-powered
INPUTS	Number of Inputs	Controller has a total of six configurable four-state supervised input points. (Factory default settings are Status, REX, Reader Tamper A, Reader Tamper B, Power Fail and General Input)		14 configurable four-state supervised input points	
	Input Expandability	2-door solution has a total of 10 inputs (requires NXD1 add-on board)	2-door solution has a total of 10 inputs (requires NXD1 add-on board), 3-door solution has a total of 14 inputs (requires NXD2 add-on board)	4-door solution expandable to 78 total inputs ⁵ using a maximum of two NX4IN relay input boards.	
	Power-Fail and Panel Tamper	Yes	Yes	Yes	Yes
	"Off the Wall" Tamper Capability	Yes	--	--	--
POWER INPUT	Unit Input	Power over Ethernet (PoE) 802.3af or external 12 VDC supply	93 VAC to 264 VAC, 50/60 Hz input provides 12 VDC, 4 A output	120 VAC, 6 A, 60 Hz input for wall transformer provides 18.5 VAC @ 50 VA output	115 VAC, 60 Hz, 2 A power supply input provides 24 VDC, 6 A output
	Socket or Hardwire AC Input	--	Yes	--	Yes
	Control Board Power Input	Power over Ethernet (PoE) or +12 VDC	+12 VDC from included power supply	16.5 VAC from included wall mount transformer	+24 VDC from included power supply
POWER OUTPUT	Power for Reader(s) and Input Devices	450 mA, 12 VDC is available to power strike, reader(s) and input devices when using PoE. If higher current is needed, power by external 12 VDC supply	1.15 A per door for locks/strikes, readers and input devices (3.5 A @ 12 VDC total)	600 mA auxiliary current available to power the readers and other devices Locks/strikes must be externally powered	600 mA auxiliary current available to power the readers and other devices 1.1 A per door for locks/strikes (4.4 A @ 24 VDC total)
	Power for Locks/Strikes			12 VDC, 7 AH battery	Two 12 VDC, 7 AH batteries
	Backup Battery System	External ⁶			
ENCLOSURE	Material	High Impact Plastic	Metal	Metal	Metal
	Physical Enclosure Size	7.75"H x 7.75"W x 2.75"D	13.9"H x 11.9"W x 4.7"D	18"H x 15"W x 4.5"D	23.9"H x 17.7"W x 4"D
	Wiring Access Holes/Knockouts	7	19	8	30
INSTALLATION	Removable Terminal Blocks with Color Coded Labels	Yes	Yes	Yes	Yes
	Graphic Wiring Cards / Labels	Yes	Yes	Yes	Yes
	Captive Mounting Hardware	Yes	Yes	--	--
	Cable Shield Termination Points	--	Yes	Yes	Yes
SYSTEM INFORMATION	Real Time Clock	Global Geographic Time Zone Support Daylight Saving Time Support			
	Clock Synchronization	Yes - via NTP network server			
	Processor	Freescale Coldfire 32-bit		Freescale Coldfire 32-bit	
	System MTBF (mean time between failures)	250,000 hours		250,000 hours	
	Temperature Ratings	32 to 120°F (0°C to 49°C) Operating -67 to 185°F (-55°C to +85°C) Storage			
	Certifications and Approvals	CE and FCC compliant UL-294 listing pending		CE and FCC compliant UL-294 listing	FCC compliant UL-294 listing

SPECIFICATIONS AND FEATURES

		NetAXS-123		NetAXS-4	
					
		NX4IP	NX4MPS	NX4S1	NX4I1
LEDS	Status LEDs	12 LEDs total (12V power, PoE, over current, Ethernet, RS485, reader(s), door state, run, relay status)			19 LEDs total (Power, system run, Ethernet, RS232, loop, downstream, readers, relay status)
	COMMS	Built-in Communication Options	Ethernet, USB ⁸ , RS485		Ethernet, RS485, RS232
I/O Expansion Module Connectivity		--		Use RS485 port to connect a maximum of 6 downstream I/O modules (4 output and 2 input)	
Controller Loop Capability		Total of 31 panels in a loop ^{2,3}		Total of 31 panels in a loop ^{2,3}	
HOST	Software Compatibility ⁹	WIN-PAK SE, WIN-PAK PE, WIN-PAK PRO CS, WIN-PAK CS 4.1 WIN-PAK 2005, WIN-PAK PRO 2005, WIN-PAK 2.0 Release 4, WIN-PAK PRO Release 4			
	NetAXS-123 as Gateway Panel	Supported downstream panels include NetAXS-123 and NetAXS-4			
	NetAXS-4 as Gateway Panel	Currently supported downstream panels include NetAXS-4 only			
	using PCI3 Converter using N-485-PCI-2 Converter	Supported downstream panels include NetAXS-123, NetAXS-4, N-1000 family and NS2 Not compatible with NetAXS-123 or NetAXS			
DOOR CONTROL	Door Control Modes	Card only, card and PIN, card or PIN, PIN only, lockdown, disabled, supervisor, escort, limited use card, expire on date, first card rule, snow day rule, time zone toggle, anti-passback, duress ⁵			
	Interlocks for custom actions	Yes	Yes	Yes	Yes
	Anti-Passback Capability	Local and global capability, hard and soft implementation NetAXS-123 allows anti-passback using In and Out readers per door (local and global) ⁵			
CARDS and DATABASE	Card and Event Buffer Capacity	10,000 card capacity, 25,000 event capacity			
	Firmware Revision	On-board flash memory for field firmware revision updates and feature expansion			
	Offline Database backup available	Card and configuration databases			
	Export Capabilities	Card database, alarms and events (CSV format) ⁵			
	Number of Card Formats	128 unique card formats can be supported ⁵			
	Site Codes	8			
	Maximum Card Format Size	75-bit (maximum card # = 64-bits) ^{5,7}			
	Time Zones	127 ⁵			
	Access Levels	128			
REPORTING and ANALYSIS	Holidays	255 ⁵			
	Integrated basic reports	Yes	Yes	Yes	Yes
EMBEDDED WEB SERVER	Import/export of card database	Yes	Yes	Yes	Yes
	Alarms and events can be exported and saved in offline storage	Yes	Yes	Yes	Yes
	Supported Browsers	Internet Explorer and Mozilla Firefox			
	Icon Driven Landing Page	Yes	Yes	--	--
	Web Browser Control	Full control monitor and view live events manually control doors and readers			
	Web Server Support	All access control functions			
	Secure Web Browsing	SSL and SHA-1 secure socket layer encryption			
WORLDWIDE ACCEPTABILITY	Dynamic Screen Refresh	Yes			
	Multiple user connections	Yes	Yes	Yes	Yes
	Global Languages Supported	English, Italian, French, Dutch, Spanish, Czech, Simplified Chinese and Arabic		English, Italian, French, Dutch, Spanish, Czech and Simplified Chinese	
	Printed Documentation	English, Italian, French, Dutch, Spanish, Czech, Simplified Chinese and Arabic		English	
	Quick Start Guides	Yes	Yes	--	--
	Full User and Installation Guides	on product CD	on product CD	Printed	Printed
	Multi-Language Basic Installation Guides	Yes	Yes	--	--
User Translated Files	Customer ability to export, import, modify, create and add language files. Can be selected for use with unique login accounts.				
Universal Power Supply Input	Power over Ethernet (PoE) 802.3af	Yes	93-264 VAC, 50/60 Hz input	--	--

¹ A second door may be added with a NXD1 add-on board however, PoE power restrictions apply (see footnote 4).
² A total of 31 NetAXS-123 and NetAXS-4 panels may be combined in a controller loop for a maximum of 123 doors.
³ When mixing NetAXS-123 and NetAXS-4 controllers, the NetAXS-123 must be the gateway panel.
⁴ 450 mA, 12 VDC is maximum current available to power strike, reader(s) and input devices when using a 802.3af PoE connection. If unit is externally powered, higher current is available.

⁵ When using WIN-PAK software, this feature may have limitations or not exist.
⁶ An external UPS is required to power the PoE power source for battery backup.
⁷ Suitable for handling the 75-bit transparent card format of PIV, TWIC and FRAC cards.
⁸ USB port for setup and troubleshooting.
⁹ NetAXS-123 and NetAXS-4 must be configured in WIN-PAK as a N-1000-N-X.

X RH-TKBAR Bar Code ABA Reader

DESCRIPTION

The IDenticard® Bar Code ABA Reader is weatherproof, uses infrared technology and emulates mag-stripe ABA readers. With the bar code facing the wide portion of the reader, the card is swiped through the slot in either direction. A two-color LED indicates reader status with green indicating a valid (passing) card read and red indicating power. This reader is surface-mounted – no back box is needed. Adhere to all applicable municipal, regional or national codes and industry standards in all wiring and installation procedures.

COMPONENTS

The following items are shipped together:

- Bar Code reader with attached cable
- Mounting template
- Two #10-32 screws
- IDenticard Suppressor Kit (see page D-16, *Series 9000™ Hardware Installation Manual*).

CABLE REQUIREMENTS Five-conductor, 18 AWG, with overall shield mandatory.

POWER REQUIREMENTS This reader uses 5 VDC at 80 mA.

SPECIFICATIONS Dimensions	1.69" H x 5.06" W x 1.50" D
Weight	0.60 pound (0.27 kg) -22°F to 158°
Temperature	-22 deg. F. operating temp.
Humidity	10% to 100%
Light source	Infrared *
Maximum number of digits	10 digits plus 4-digit site code
Bar code density	Low to moderate
Bar code centerline	0.5 inch (12.7mm) from edge of card
Maximum skew	2 degrees

* Because this is a high security infrared reader, it will not read bar codes printed with carbonless ink.



4500

Series

The low-profile, heavy-duty,
fire rated solution

Specifications

- UL 10C fire rated, 3 hour (fail secure only)
- CAN4-S104 (ULC-S104) fire door conformant
- WHI fire door listed
- UL 1034 burglary resistant listed
- ANSI/BHMA A156.31, Grade 1
- NFPA-252 fire door conformant
- ASTM-E152 fire door conformant
- California Fire Marshall listed
- UBC-7-2-94, Uniform Building Code
- Patent #5,934,720

Standard Features

- Stainless steel construction
- Tamper resistant
- Static strength 3,000 lbs.
- Dynamic strength 100 ft-lbs.
- Endurance 1,000,000 cycles
- Field selectable fail safe/fail secure
- Dual voltage 12 or 24 VAC/VDC
- Two faceplates provided to accommodate a variety of locksets
- Non-handed
- Internally mounted solenoid
- Accommodates up to a 3/4" latchbolt
- Strike body depth 1-3/8"
- Plug-in connector
- * Trim enhancer
- Full keeper shims for horizontal adjustment
- Five year limited warranty

Optional Features

- LBM - Latchbolt monitor
- LBSM - Latchbolt strike monitor

Electrical

- .24 Amps @ 12VDC/VAC
- .12 Amps @ 24VDC/VAC
- DC continuous duty/AC Intermittent duty only

Finishes

- 630 - Satin stainless steel
- 605 - Bright brass
- 606 - Satin brass
- * 612 - Satin bronze
- 613 - Bronze toned
- 629 - Bright stainless steel

Frame Application

- Metal
- Wood