



**Board of Trustees**

**Unusual Date Meeting**

**April 22, 2013  
6:30 P.M.**

**Placentia Library  
Meeting Room**

**Administration**





## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSAL DATE MEETING

Monday, April 22, 2013  
6:30 p.m.  
History 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:** *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at [www.placentialibrary.org](http://www.placentialibrary.org). A copy of the Agenda packet will be available for use during the Board Meetings.*

**PLEDGE OF ALLEGIANCE**      Library Board President

### CALL TO ORDER

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

3. **Adoption of Agenda**  
*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*  
Presentation: Library Director  
Recommendation: Adopt by Motion
  
4. **Oral Communications**  
*Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).*

#### TRUSTEE & ORGANIZATIONAL REPORTS

5. **Board President Report - oral**  
*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*
  
6. **Trustee Reports**  
*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*
  
7. **Placentia Library Friends Foundation Board of Director's Report (Secretary Carlina)**

#### CONSENT CALENDAR (Items 8 – 23)

- Presentation: Library Director  
Recommendation: Approve by Motion
- Items 8 – 23 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 March 18, 2013 Library Board of Trustees Unusual Date and Work Session Meetings.**  
(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. **FY2012-2013 Cash Flow Analysis through March 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor.** (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for March 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for March 2013. (Receive & File)
15. Acquisitions Report for March 2013. (Receive & File)
16. Entrepreneurial Activities Report for March 2013. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for March 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for March 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 -- 23)**

20. Library Director's Report for March 2013.
21. Children's Services Report for March 2013.
22. Adult Services Report for March 2013.
23. Placentia Library Web Site & Technology Report for March 2013.

**PRESENTATION**

24. Library Board President will present the Employee of the Quarter Award to Brenda Ramirez.

**OLD BUSINESS**

25. Select a firm to provide information technology services to the Placentia Library District on an annual basis commencing July 1, 2013.  
Fiscal Impact: \$22,200 - \$71,760 annually
26. Authorize library staff to solicit services for an interior designer to provide two designs for the meeting room and staff lounge facility improvement projects, to be presented at the May 20, 2013 Board meeting.  
Fiscal Impact: To be determined
27. Authorize postponement of the request for proposals for the purchase and installation of a backup generator until Fiscal Year 2014-2015.  
Fiscal Impact: \$100,000+

28. Authorize postponement of the request for proposals for the Ceiling and Lighting Seismic Assessment until Fiscal Year 2013-2014.  
Fiscal Impact: To be determined
29. Approve the amendments to the Placentia Library District Policy Series 2300 – Job Descriptions, reviewed by a Human Resources consultant, as presented inclusive of feedback received from the Library Board of Trustees.  
Fiscal Impact: \$500 for the Human Resources Consultant fee
30. Adopt the Fiscal Year 2013-2015 Budget as presented for a first reading and set it for Public Hearing at the May 20, 2013 Regular Meeting of the Library Board of Trustees.  
Fiscal Impact: \$2,126,414 for Fiscal Year 2013-2014 and \$2,167,102 for Fiscal Year 2014-2015

#### NEW BUSINESS

31. Library staff will report out on the shifting of responsibility of adult education programs from K-12 schools to community colleges and its impact on public libraries.  
Fiscal Impact: N/A
32. Library staff will provide an update on the most recent facility issues and solutions  
Fiscal Impact: \$10,736
33. Library staff will provide a report out on the Special District Risk Management Authority (SDRMA) Worker's Compensation & Property/Liability Insurance Incentive Program  
Fiscal Impact: Savings of \$1,212
34. Approve the amendment to the Placentia Library District Policy 6030 – Circulation Policy as presented with an effective date of May 1, 2013.  
Fiscal Impact: N/A
35. Approve the amendment to the Placentia Library District Policy 6035 – Fines & Fees Schedule as presented with an effective date of July 1, 2013.  
Fiscal Impact: N/A

#### DISCUSSION ITEMS

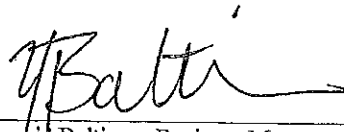
36. Discuss and decide on the possible procurement of a Human Resources Consulting firm to conduct a comprehensive compensation and classification study for the Placentia Library District.  
Fiscal Impact: N/A
37. Discuss and decide on the possible procurement of a strategic planning consultant and present a request for proposal with recommendation at the May 20, 2013 Regular Meeting of the Library Board of Trustees.  
Fiscal Impact: \$25,000

**ADJOURNMENT**

38. Agenda Preparation for the May Regular Date Meeting which will be held on Monday, May 20, 2013 unless re-scheduled by the Library Board of Trustees.
39. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
40. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the April 22, 2013 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 17, 2013.



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Yesenia Baltierra, Business Manager



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MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 WORK SESSION OF THE BOARD OF TRUSTEES  
 MARCH 18, 2013

**CALL TO ORDER** President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 18, 2013 at 7:30PM.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Gayle Carline, Trustee Betty Escobosa, Trustee Elizabeth Minter, Trustee Richard DeVecchio

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Thy Hoang

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

**AYES:** Shkoler, Carline, Escobosa, Minter, DeVecchio

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**ORAL COMMUNICATION**

There was no oral communication made at this time. (Item 4)

**PROPOSED BUDGET FOR FY 13-14 AND FY 14-15**

Library Director Contreras presented the proposed revenue for Fiscal Years 2013-2015. For both FY 13-14 and FY 14-15, she estimated an increase in property tax, local revenue, and total salaries and employee benefits. Total supplies and services revenue in FY 13-14 is estimated to decrease due to primarily the cut in plumbing expense whereas in FY 14-15, it is estimated to increase due to the maintenance of IT services, broadband upgrade, and from election expenses. There are no changes in library hours for FY 13-14 but in FY 14-15, library is proposed to open Monday-Thursday from 9am-8pm, Friday and Saturday from 9am-5pm, and Sunday 1pm-5pm. Library Director Contreras also presented a salaries and wages chart strictly based on position title. Trustee Minter requested an organizational chart with number of employees to be presented at the next meeting, especially focusing on formal wage in salary for non-exempt positions. Trustee Minter questioned the expenditures on Transportation/Travel for library staff for FY 13-14 because of the Public Library, American Library, and California Library Association conferences and asked to consider increasing the expenditures. Library Director Contreras stated she would like the proposed budget to be presented at a public hearing by May and approved by June. Trustee Minter also requested information on SDRMA maximum discount to be presented at the next meeting.

**ADJOURNMENT**

The Work Session of the Board of Trustees of the Placentia Library District on March 18, 2013 adjourned at 8:12 P.M.

**NEXT MEETING**

The next work meeting will be on April 22, 2013 at 5:30PM before the regular board meeting.

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Al Shkoler  
President  
Library Board of Trustees

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Gayle Carline  
Secretary  
Library Board of Trustees

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 March 18, 2013

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 18, 2013 at 6:35 P.M.
- ROLL CALL** Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Betty Escobosa, Trustee Richard DeVecchio, Trustee Elizabeth Minter
- Members Absent:** None
- Others Present:** Mayor Scott Nelson; City Administrator Troy Butzlaf; Steve Pischel, Administrative Services Director; Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Thy Hoang, and Lori Worden; Placentia Library Friends Foundation (PLFF) Board Member Carole Vandiver; Senator Huff Representative Jody Roberto; Guest Al Escobosa, Guest Marcia Escobosa, and Guest Brian Gray.
- PRESENTATION** President Shkoler presented certificates from Congressman Ed Royce's office and Assemblyman Curt Hagman's office to retiring Trustee Betty Escobosa and thanked her for her very active service to the Library and the community. Mayor Scott Nelson and Jody from Senator Bob Huff's office also presented a certificate to Trustee Escobosa for her eleven years of service. A pair of bookends was given to her from PLD also. The meeting was adjourned for a small reception in honor of Trustee Escobosa at 6:45pm.
- ADJOURNMENT**
- RECONVENE** The meeting reconvened at 6:55pm.
- ADOPTION OF AGENDA** It was moved by Secretary Carline and seconded by Trustee Minter to adopt the agenda as presented:
- |          |   |
|----------|---|
| AYES:    | DeVecchio, Escobosa, Carline, Shkoler, Minter |
| NOES:    | None  |
| ABSTAIN: | None  |
| ABSENT:  | None  |
- ORAL COMMUNICATION** Library Director Contreras introduced new library staff and employees: Thy Hoang, Temporary Administrative Assistant; Laura DeLeon, Library Clerk, and Danny Gonzalez, Library Page. (Item 4)
- TRUSTEE REPORTS** President Shkoler reported he attended the Author's Luncheon and the State of the City. He suggested a meet-and-greet with the library and Chef Deborah Schneider from the restaurant "Sol" to discuss her cookbook. (Item 5)
- Secretary Carline reported that she attended the Rotary Club Speech Competition.
- Trustee Escobosa reported that she donated a book to the library.

Trustee DeVecchio reported that he attended the Author's Luncheon and the State of the City event.

Trustee Minter congratulated the Friends Foundation for a successful Luncheon. She mentioned the school and library board and how they should be encouraged to introduce all elected officials. She also expressed concerns about schools giving up their literacy program after a discussion with Assemblyman Mike Eng. She attended the Author's Luncheon and the State of the City event.

**PLFF REPORT**

PLFF Board Member Vandiver announced two new members. She also discussed the rough draft of the Author's Luncheon budget and mentioned that there was a significant profit after calculating percentages of sales. (Item 7)

**CONSENT CALENDAR**

Trustee DeVecchio asked to hold Item 23 for some questions on the online database usages. Trustee DeVecchio asked about the Freegal and Shmoop databases. President Shkoler mentioned to advertise and promote Tumblebooks because of their free service at the library. After discussion, Agenda Items 8-23 were moved by Trustee Escobosa and seconded by Trustee Minter.

AYES: Shkoler, Carline, Escobosa, Minter, DeVecchio  
NOES: None  
ABSTAIN: None  
ABSENT: None

**MINUTES**

Minutes of the February 25, 2013 Library Board of Trustees Unusual Date Meeting (Item 8)

**CLAIMS**

Nonstandard Claims 300 (Item 9)

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

Current Claims and Payroll (Item 11)

**TREASURER'S REPORT**

FY2012-2013 Cash Flow Analysis through February 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)

Financial Reports for February 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for February 2013 (Item 14)

**GENERAL CONSENT**

Acquisitions Report for February 2013 (Item 15)

Entrepreneurial Activities Report for February 2013 (Item 16)

**STAFF REPORTS**

Personnel Report for February 2013 (Item 17)

Circulation Report for February 2013 (Item 18)

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

Library Director's Report for February 2013 (Item 20)

Children's Services Report for February 2013 (Item 21)

Adult Services Report for February 2013 (Item 22)

Web Site & Technology Report for February 2013 (Item 23)

**CLOSED SESSION  
REPORT**

President Shkoler reported on Closed Session from March 11, 2013. The recommendation from the Board is to appoint Jo-Anne Martin as Trustee for the Placentia-Library District (Item 25)

**PLD POLICY #2300  
SERIES JOB  
DESCRIPTIONS**

Library Director Contreras presented amendments to the Placentia Library Policy Series #2300 Job Descriptions. There was a lengthy discussion regarding how the policies should be given to outside counsel to approve because of wording and legal issues. Library Director Contreras explained minor changes in the descriptions for work environment and conditions and how nothing major was added to the policies. President Shkoler questioned what aspects should be reviewed if policies were given to outside counsel. Trustee DeVecchio motioned to approve the policies as presented but motion failed. Trustee Minter moved to forward job descriptions to Liebert Cassidy and Whitmore law firm to assist, if review is part of the consortium question and bring back for Board approval and was seconded by Trustee Escobosa (Item 26)

AYES: Minter, Escobosa, Carline, Shkoler,  
NOES: DeVecchio  
ABSTAIN: None  
ABSENT: None

Trustee DeVecchio motioned to change the next Board of Trustees meeting to April 22, 2013 at 6:30PM and was seconded by Secretary Carline.

**ADJOURNMENT**

The March 18, 2013 Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 7:27 P.M.

**NEXT MEETING**

The next meeting will be on April 22, 2013 at 6:30 P.M.

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Al Shkoler  
President  
Library Board of Trustees

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Gayle Carline  
Secretary  
Library Board of Trustees

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Non-standard Claims for March 2013  
**DATE:** April 22, 2013

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			
		<b>TOTAL</b>	<b>\$0</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** April 22, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	03/19/13	5619	\$20,471.48
FUND 707	03/19/13	5620	\$ 9,259.68
FUND 707	04/01/13	5626	\$10,198.98
FUND 707	04/03/13	5630	\$45,007.97
FUND 707	04/11/13	5635	\$15,914.49
		<b>TOTAL</b>	<b>\$80,381.12</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Current Claims and Payroll  
**DATE:** April 22, 2013

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	04/22/13	5621	2,784.68
707	04/22/13	5622	2,147.52
707	04/22/13	5623	5,529.59
707	04/22/13	5624	1,736.59
707	04/22/13	5625	4,165.31
707	04/22/13	5627	2,523.01
707	04/22/13	5628	3,891.53
707	04/22/13	5629	3,590.34
707	04/22/13	5631	1,168.83
707	04/22/13	5632	3,148.19
707	04/22/13	5633	3,293.01
707	04/22/13	5634	2,774.76
707	04/22/13	5637	2,924.87
707	04/22/13	5638	1,092.57

*Subtotal for Claims* 40,770.80

**Payroll**

On Demand Wire	04/22/13	71	\$40,000.00
On Demand Wire	04/22/13	72	\$40,000.00
On Demand Wire	04/22/13	73	\$40,000.00

**TOTAL CURRENT CLAIMS & PAYROLL** \$160,770.80

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/22/13  
REPORT NO: 5621

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	3/13/13	2400	0760		\$99.86		
	0080183						
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	3/4/13	2400	0760		\$108.18		
	90805694						
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3/7/13	2400	0760		\$44.09		
	90815909						
	8/22/12	2400	0760		\$5.86		
	4010254472						
	3/4/13	2400	0760		\$115.48		
	4010451720						
	3/1/13	2400	0760		\$12.46		
	4010440398						
	3/4/13	2400	0760		\$19.03		
	4010440449						
	3/4/13	2400	0760		\$21.21		
	4010440450						
	3/4/13	2400	0760		\$17.69		
	4010440451						
	3/4/13	2400	0760		\$1,633.93		
	4010440452						
	3/4/13	2400	0760		\$27.78		
	4010440453						
	3/4/13	2400	0760		\$373.06		
	4010440454						
	3/4/13	2400	0760		\$84.14		
	4010440455						
3/5/13	2400	0760		\$44.21			
4010440017							
3/5/13	2400	0760		\$82.05			
4010440018							
3/5/13	2400	0760		\$39.08			
4010440019							
3/5/13	2400	0760		\$21.27			
4010440020							
3/5/13	2400	0760		\$15.71			
4010440021							
3/5/13	2400	0760		\$19.59			
4010440022							
<b>TOTAL REMITTANCE:</b>					<b>\$2,784.68</b>		
The claims listed above (\$2,784.68) proved 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: 04/22/13  
REPORT NO: 5622

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	3/5/13		2400	0760	\$25.54		
	4010440023		2400	0760	\$30.41		
	3/5/13	4010440024	2400	0760	\$26.65		
	3/5/13	4010440025	2400	0760	\$36.59		
	3/5/13	4010440026	2400	0760	\$119.36		
	3/5/13	4010440027	2400	0760	\$38.05		
	3/5/13	4010440028	2400	0760	\$466.42		
	3/5/13	4010440029	2400	0760	\$23.37		
	3/5/13	4010440030	2400	0760	\$19.63		
	3/5/13	4010440031	2400	0760	\$318.74		
	3/5/13	4010440032	2400	0760	\$60.14		
	3/5/13	4010440033	2400	0760	\$74.63		
	3/5/13	4010440034	2400	0760	\$85.47		
	3/5/13	4010440035	2400	0760	\$115.75		
	3/5/13	4010440036	2400	0760	\$146.50		
	3/5/13	4010440037	2400	0760	\$18.32		
	3/5/13	4010440038	2400	0760	\$42.00		
	3/5/13	4010440039	2400	0760	\$71.29		
	3/5/13	4010440040	2400	0760	\$38.05		
	3/5/13	4010440041	2400	0760	\$129.80		
3/5/13	4010440042	2400	0760	\$227.06			
3/5/13	4010440043	2400	0760	\$33.75			
3/5/13	4010440044						
<b>TOTAL REMITTANCE:</b>					<b>\$2,147.52</b>		
The claims listed above (\$2,147.52) 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: 04/22/13  
REPORT NO: 5623

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	3/5/13	4010440045	2400	0760	\$49.14		
	3/5/13	4010440046	2400	0760	\$24.91		
	3/5/13	4010440047	2400	0760	\$25.51		
	3/5/13	4010440048	2400	0760	\$238.64		
	3/5/13	4010440049	2400	0760	\$40.78		
	3/5/13	4010440050	2400	0760	\$29.04		
	3/5/13	4010440051	2400	0760	\$109.88		
	3/5/13	4010440052	2400	0760	\$351.43		
	3/5/13	4010453364	2400	0760	\$217.32		
	3/5/13	4010453387	2400	0760	\$484.22		
	3/5/13	4010437979	2400	0760	\$54.10		
	3/6/13	4010438937	2400	0760	\$21.19		
	3/6/13	4010438938	2400	0760	\$56.37		
	3/6/13	4010440054	2400	0760	\$71.76		
	3/6/13	4010440055	2400	0760	\$1,566.94		
	3/6/13	4010440056	2400	0760	\$880.30		
	3/6/13	4010440057	2400	0760	\$552.14		
	3/6/13	4010440058	2400	0760	\$17.93		
	3/6/13	4010440059	2400	0760	\$610.50		
	3/7/13	4010440060	2400	0760	\$28.28		
3/7/13	4010449789	2400	0760	\$36.11			
3/7/13	4010451785	2400	0760	\$63.10			
<b>TOTAL REMITTANCE:</b>					\$5,529.59		
The claims listed above (\$5,529.59) 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: 04/22/13  
REPORT NO: 5624

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	3/7/13	4010451786	2400	0760	\$37.13		
	3/7/13	4010451787	2400	0760	\$33.46		
	3/7/13	4010451788	2400	0760	\$157.18		
	3/7/13	4010451789	2400	0760	\$19.43		
	3/7/13	4010451790	2400	0760	\$15.72		
	3/7/13	4010451791	2400	0760	\$35.87		
	3/7/13	4010451792	2400	0760	\$30.28		
	3/7/13	4010451793	2400	0760	\$293.20		
	3/7/13	4010451794	2400	0760	\$54.84		
	3/7/13	4010451795	2400	0760	\$29.28		
	3/7/13	4010451796	2400	0760	\$65.47		
	3/7/13	4010451797	2400	0760	\$26.49		
	3/7/13	4010451798	2400	0760	\$195.11		
	3/7/13	4010451799	2400	0760	\$151.39		
	3/7/13	4010451800	2400	0760	\$49.18		
	3/7/13	4010451801	2400	0760	\$81.02		
	3/7/13	4010451802	2400	0760	\$97.29		
	3/7/13	4010451803	2400	0760	\$271.56		
	3/7/13	4010451804	2400	0760	\$13.09		
	3/8/13	4010444625	2400	0760	\$21.47		
	3/8/13	4010444626	2400	0760	\$35.87		
	3/8/13	4010444627	2400	0760	\$22.26		
	<b>TOTAL REMITTANCE:</b>					\$1,736.59	
The claims listed above (\$1,736.59) 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: 04/22/13  
REPORT NO: 5625

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	3/8/13	4010444628	2400	0760	\$40.41		
	3/8/13	4010444629	2400	0760	\$20.84		
	3/8/13	4010444630	2400	0760	\$20.94		
	3/8/13	4010444631	2400	0760	\$22.56		
	3/8/13	4010444632	2400	0760	\$21.58		
	3/8/13	4010444633	2400	0760	\$29.04		
	3/8/13	4010444633	2400	0760	\$37.02		
	3/8/13	4010444634	2400	0760	\$21.21		
	3/8/13	4010444635	2400	0760	\$214.98		
	3/8/13	4010444636	2400	0760	\$58.09		
	3/8/13	4010444637	2400	0760	\$15.72		
	3/8/13	4010444638	2400	0760	\$295.13		
	3/8/13	4010444639	2400	0760	\$1,065.71		
	3/8/13	4010444640	2400	0760	\$103.10		
	3/8/13	4010444641	2400	0760	\$36.15		
	3/8/13	4010444642	2400	0760	\$1,469.97		
	3/8/13	4010444643	2400	0760	\$61.46		
	3/8/13	4010444644	2400	0760	\$67.28		
	3/14/13	4010444645	2400	0760	\$276.59		
	3/14/13	W90026340	2400	0760	\$182.59		
3/18/13	W90026360	2400	0760	\$82.35			
3/18/13	W90303590	2400	0760	\$22.59			
3/18/13	W90303600	2400	0760				
<b>TOTAL REMITTANCE:</b>					<b>\$4,165.31</b>		
The claims listed above (\$4,165.31) 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: 04/22/13  
REPORT NO: 5627

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-2993 Midwest Tape PO Box 820 Holland OH 43528	3/13/13 90829503	2400	0760		\$44.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3/12/13 4010444316	2400	0760		\$36.15		
	3/12/13 4010459815	2400	0760		\$59.76		
	3/13/13 4010453950	2400	0760		\$71.76		
	3/13/13 4010453951	2400	0760		\$290.25		
	3/13/13 4010453952	2400	0760		\$415.75		
	3/13/13 4010453953	2400	0760		\$701.85		
	3/13/13 4010453954	2400	0760		\$84.15		
	3/13/13 4010452827	2400	0760		\$39.77		
	3/13/13 4010452828	2400	0760		\$40.41		
	3/13/13 4010452829	2400	0760		\$224.22		
	3/13/13 4010452830	2400	0760		\$198.27		
	3/13/13 4010452831	2400	0760		\$37.27		
	3/13/13 4010452832	2400	0760		\$20.82		
	3/13/13 4010452833	2400	0760		\$74.55		
	3/14/13 4010453663	2400	0760		\$24.47		
	3/14/13 4010453664	2400	0760		\$45.69		
	3/14/13 4010453665	2400	0760		\$29.88		
	3/14/13 4010453666	2400	0760		\$20.22		
	3/14/13 4010453667	2400	0760		\$46.83		
	3/14/13 4010453668	2400	0760		\$16.85		
<b>TOTAL REMITTANCE:</b>					\$2,523.01		
The claims listed above (\$2,523.01) 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: 04/22/13  
REPORT NO: 5628

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	3/14/13	4010453669	2400	0760	\$28.48		
	3/14/13	4010453670	2400	0760	\$11.15		
	3/14/13	4010453671	2400	0760	\$19.59		
	3/14/13	4010453672	2400	0760	\$150.46		
	3/14/13	4010453673	2400	0760	\$37.26		
	3/14/13	4010453673	2400	0760	\$92.89		
	3/14/13	4010453674	2400	0760	\$1,440.58		
	3/14/13	4010453675	2400	0760	\$377.60		
	3/14/13	4010453676	2400	0760	\$494.08		
	3/14/13	4010453677	2400	0760	\$171.20		
	3/14/13	4010453678	2400	0760	\$247.59		
	3/16/13	4010453679	2400	0760	\$20.84		
	3/16/13	4010460537	2400	0760	\$17.69		
	3/16/13	4010460538	2400	0760	\$19.57		
	3/16/13	4010460539	2400	0760	\$35.87		
	3/16/13	4010460540	2400	0760	\$119.32		
	3/16/13	4010460541	2400	0760	\$20.07		
	3/16/13	4010460542	2400	0760	\$40.42		
	3/16/13	4010460543	2400	0760	\$38.05		
	3/16/13	4010460544	2400	0760	\$56.80		
	3/16/13	4010460545	2400	0760	\$375.48		
	3/16/13	4010460546	2400	0760	\$76.54		
		4010460547	2400	0760			
<b>TOTAL REMITTANCE:</b>					<b>\$3,891.53</b>		
The claims listed above (\$3,891.53) 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: 04/22/13  
REPORT NO: 5629

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-2993 Midwest Tape PO Box 820 Holland OH 43528	3/21/2013 90850930	2400	0760		\$24.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3/16/13 4010460548	2400	0760		\$38.62		
	3/16/13 4010460549	2400	0760		\$1,947.13		
	3/16/13 4010460550	2400	0760		\$76.03		
	3/16/13 4010460551	2400	0760		\$130.63		
	3/16/13 4010460552	2400	0760		\$25.38		
	3/16/13 4010460553	2400	0760		\$61.94		
	3/16/13 4010460554	2400	0760		\$137.65		
	3/16/13 4010460555	2400	0760		\$173.38		
	3/16/13 4010460555	2400	0760		\$241.21		
	3/16/13 4010460556	2400	0760		\$15.07		
	3/16/13 4010460557	2400	0760		\$48.50		
	3/16/13 4010460559	2400	0760		\$98.17		
	3/16/13 4010460560	2400	0760		\$77.00		
	3/16/13 4010460561	2400	0760		\$32.18		
	3/16/13 4010460562	2400	0760		\$14.42		
	3/16/13 4010460563	2400	0760		\$21.45		
	3/18/13 4010460564	2400	0760		\$267.19		
	3/21/13 4010466571	2400	0760		\$20.82		
	3/21/13 4010466135	2400	0760		\$43.59		
	3/21/13 4010466136	2400	0760		\$119.98		
	3/21/13 4010466137	2400	0760				
<b>TOTAL REMITTANCE:</b>					\$3,590.34		
The claims listed above (\$3,590.34) 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: 04/22/13  
REPORT NO: 5631

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	3/21/13	4010466138	2400	0760	\$21.21		
	3/21/13	4010466139	2400	0760	\$68.19		
	3/21/13	4010466140	2400	0760	\$19.66		
	3/21/13	4010466142	2400	0760	\$12.00		
	3/21/13	4010466143	2400	0760	\$83.64		
	3/21/13	4010466144	2400	0760	\$46.98		
	3/21/13	4010466145	2400	0760	\$37.18		
	3/21/13	4010466146	2400	0760	\$24.43		
	3/21/13	4010466147	2400	0760	\$19.55		
	3/21/13	4010466148	2400	0760	\$187.51		
	3/21/13	4010466149	2400	0760	\$40.06		
	3/21/13	4010466150	2400	0760	\$20.96		
	3/21/13	4010466151	2400	0760	\$76.33		
	3/21/13	4010466152	2400	0760	\$20.19		
	3/21/13	4010466153	2400	0760	\$13.86		
	3/21/13	4010466154	2400	0760	\$120.66		
	3/21/13	4010466155	2400	0760	\$149.83		
	3/21/13	4010466156	2400	0760	\$81.17		
	3/21/13	4010466157	2400	0760	\$28.85		
	3/25/13	4010466836	2400	0760	\$15.73		
3/25/13	4010466837	2400	0760	\$19.59			
<b>TOTAL REMITTANCE:</b>					\$1,168.83		
The claims listed above (\$1,168.83) 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: 04/22/13  
REPORT NO: 5632

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	3/25/13	4010466838	2400	0760	\$28.18		
	3/25/13	4010466839	2400	0760	\$8.35		
	3/25/13	4010466840	2400	0760	\$253.33		
	3/25/13	4010466841	2400	0760	\$110.34		
	3/25/13	4010466842	2400	0760	\$19.68		
	3/25/13	4010466843	2400	0760	\$41.33		
	3/25/13	4010466844	2400	0760	\$20.84		
	3/25/13	4010466845	2400	0760	\$74.41		
	3/25/13	4010466846	2400	0760	\$22.10		
	3/25/13	4010466847	2400	0760	\$50.54		
	3/25/13	4010466848	2400	0760	\$34.62		
	3/25/13	4010466849	2400	0760	\$43.96		
	3/25/13	4010466851	2400	0760	\$1,446.52		
	3/25/13	4010466852	2400	0760	\$254.11		
	3/19/13	4010468083	2400	0760	\$104.27		
	3/19/13	4010468103	2400	0760	\$74.07		
	3/25/13	4010468736	2400	0760	\$373.96		
	3/27/13	4010468254	2400	0760	\$20.22		
	3/27/13	4010468255	2400	0760	\$20.84		
	3/27/13	4010468256	2400	0760	\$35.87		
3/27/13	4010468257	2400	0760	\$82.17			
3/27/13	4010468258	2400	0760	\$28.48			
<b>TOTAL REMITTANCE:</b>					\$3,148.19		
<p>The claims listed above (\$3,148.19) 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:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/22/13  
REPORT NO: 5633

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	3/27/13	4010468259	2400	0760	\$20.19		
	3/27/13	4010468260	2400	0760	\$21.44		
	3/27/13	4010468261	2400	0760	\$41.08		
	3/27/13	4010468262	2400	0760	\$54.77		
	3/27/13	4010468263	2400	0760	\$17.69		
	3/27/13	4010468264	2400	0760	\$17.72		
	3/27/13	4010468264	2400	0760	\$40.37		
	3/27/13	4010468265	2400	0760	\$52.25		
	3/27/13	4010468266	2400	0760	\$15.07		
	3/27/13	4010468267	2400	0760	\$13.55		
	3/27/13	4010468268	2400	0760	\$37.18		
	3/27/13	4010468269	2400	0760	\$284.38		
	3/27/13	4010468270	2400	0760	\$487.55		
	3/27/13	4010468271	2400	0760	\$425.28		
	3/27/13	4010468272	2400	0760	\$568.01		
	3/27/13	4010468273	2400	0760	\$459.34		
	3/27/13	4010468274	2400	0760	\$267.14		
	3/29/13	4010468275	2400	0760	\$24.01		
	3/29/13	4010468631	2400	0760	\$23.49		
	3/29/13	4010468632	2400	0760	\$37.23		
3/29/13	4010468633	2400	0760	\$250.85			
3/29/13	4010468634	2400	0760	\$134.42			
<b>TOTAL REMITTANCE:</b>					\$3,293.01		
The claims listed above (\$3,293.01) 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: 04/22/13  
REPORT NO: 5634

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
(New Vendor) Salem Press P.O. Box 50062 Pasadena, CA 91115-0062	3/28/13 0418378-IN	2400	0760		\$453.60		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3/29/13 4010468636	2400	0760		\$993.13		
	3/29/13 4010468637	2400	0760		\$106.95		
	3/26/13 4010467560	2400	0760		\$15.20		
	3/26/13 4010467561	2400	0760		\$72.30		
	3/26/13 4010475187	2400	0760		\$173.16		
	4/1/13 W90616740	2400	0760		\$18.57		
	4/1/13 W90616750	2400	0760		\$45.20		
	4/2/13 4010483259	2400	0760		\$128.56		
	4/2/13 4010482748	2400	0760		\$98.72		
	4/3/13 4010484212	2400	0760		\$304.55		
	4/4/13 4010476146	2400	0760		\$20.84		
	4/4/13 4010476147	2400	0760		\$33.19		
	4/4/13 4010476148	2400	0760		\$19.00		
	4/4/13 4010476149	2400	0760		\$32.05		
	4/4/13 4010476150	2400	0760		\$71.76		
	4/4/13 4010476151	2400	0760		\$71.95		
	4/4/13 4010476152	2400	0760		\$21.21		
	4/4/13 4010476153	2400	0760		\$58.95		
	4/4/13 4010476154	2400	0760		\$35.87		
<b>TOTAL REMITTANCE:</b>					<b>\$2,774.76</b>		
The claims listed above (\$2,774.76) 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: 04/22/13  
REPORT NO: 5634

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
(New Vendor) Salem Press P.O. Box 50062 Pasadena, CA 91115-0062	3/28/13 0418378-IN	2400	0760		\$453.60		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	3/29/13 4010468636	2400	0760		\$993.13		
	3/29/13 4010468637	2400	0760		\$106.95		
	3/26/13 4010467560	2400	0760		\$15.20		
	3/26/13 4010467561	2400	0760		\$72.30		
	3/26/13 4010475187	2400	0760		\$173.16		
	4/1/13 W90616740	2400	0760		\$18.57		
	4/1/13 W90616750	2400	0760		\$45.20		
	4/2/13 4010483259	2400	0760		\$128.56		
	4/2/13 4010482748	2400	0760		\$98.72		
	4/3/13 4010484212	2400	0760		\$304.55		
	4/4/13 4010476146	2400	0760		\$20.84		
	4/4/13 4010476147	2400	0760		\$33.19		
	4/4/13 4010476148	2400	0760		\$19.00		
	4/4/13 4010476149	2400	0760		\$32.05		
	4/4/13 4010476150	2400	0760		\$71.76		
	4/4/13 4010476151	2400	0760		\$71.95		
	4/4/13 4010476152	2400	0760		\$21.21		
	4/4/13 4010476153	2400	0760		\$58.95		
	4/4/13 4010476154	2400	0760		\$35.87		
<b>TOTAL REMITTANCE:</b>					<b>\$2,774.76</b>		
The claims listed above (\$2,774.76) 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: 04/22/13  
REPORT NO: 5637

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-2993 Midwest Tape PO Box 820 Holland OH 43528	3/26/13 90861495	2400	0760		\$64.09		
	3/29/13 90871774	2400	0760		\$20.64		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	4/4/13 4010476155	2400	0760		\$470.58		
	4/4/13 4010476156	2400	0760		\$46.98		
	4/4/13 4010476157	2400	0760		\$573.25		
	4/4/13 4010476158	2400	0760		\$304.12		
	4/4/13 4010476159	2400	0760		\$103.06		
	4/4/13 4010476160	2400	0760		\$148.25		
	4/4/13 4010476161	2400	0760		\$127.38		
	4/4/13 4010476162	2400	0760		\$125.53		
	4/4/13 4010476163	2400	0760		\$81.11		
	4/4/13 4010476164	2400	0760		\$23.39		
	4/4/13 4010476165	2400	0760		\$98.48		
	4/4/13 4010476166	2400	0760		\$22.94		
	4/4/13 4010476167	2400	0760		\$22.93		
	4/4/13 4010476168	2400	0760		\$364.72		
	4/4/13 4010476169	2400	0760		\$30.27		
	4/4/13 4010476170	2400	0760		\$39.76		
	4/4/13 4010476171	2400	0760		\$91.41		
	4/4/13 4010476172	2400	0760		\$46.70		
	4/4/13 4010476173	2400	0760		\$119.28		
<b>TOTAL REMITTANCE:</b>					<b>\$2,924.87</b>		
The claims listed above (\$2,924.87) 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: 04/22/13  
REPORT NO: 5638

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	4/4/13		2400	0760	\$172.45		
	4/5/13	4010476174	2400	0760	\$42.89		
	4/5/13	4010480620	2400	0760	\$38.09		
	4/5/13	4010480621	2400	0760	\$36.63		
	4/5/13	4010480622	2400	0760	\$18.60		
	4/5/13	4010480623	2400	0760	\$32.82		
	4/5/13	4010480625	2400	0760	\$136.99		
	4/5/13	4010480626	2400	0760	\$45.31		
	4/5/13	4010480627	2400	0760	\$20.21		
	4/5/13	4010480628	2400	0760	\$29.04		
	4/5/13	4010480629	2400	0760	\$49.28		
	4/5/13	4010480630	2400	0760	\$18.60		
	4/5/13	4010480631	2400	0760	\$33.53		
	4/5/13	4010480632	2400	0760	\$45.20		
	4/5/13	4010480633	2400	0760	\$59.99		
	4/5/13	4010480634	2400	0760	\$24.21		
	4/5/13	4010480635	2400	0760	\$107.16		
	4/5/13	4010480636	2400	0760	\$22.08		
	4/5/13	4010480637	2400	0760	\$27.09		
	4/5/13	4010480638	2400	0760	\$58.10		
4/5/13	4010480639	2400	0760	\$54.87			
4/5/13	4010480640	2400	0760	\$19.43			
4/5/13	4010480641	2400	0760				
<b>TOTAL REMITTANCE:</b>					\$1,092.57		
The claims listed above (\$1,092.57) 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: 04/22/13  
REPORT NO: 71

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	*04-29-13 Payroll #17 FY12/13	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 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</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/22/13  
REPORT NO: 72

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	*05-06-13 Payroll #18 FY12/13	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 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</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/22/13  
REPORT NO: 73

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	*05-20-13 Payroll #19 FY12/13	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	
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							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

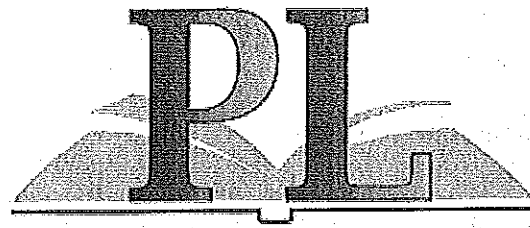
Attested and/or countersigned by \_\_\_\_\_

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:** April 22, 2013

Fiscal Year 2012-2013							
	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
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account	1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	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	374,419.30	0.00	374,419.30	0.00
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	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	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



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Financial Reports through March 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger  
**DATE:** April 22, 2013

**Summary of Cash and Investments as of March 31, 2013**

Cash with Orange County Treasurer Fund 707	1,255,373.08
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	13,942.03
General Fund Savings – Bank of the West	541,291.71
Payroll Checking – Wells Fargo Bank	74,193.52
<b>Total Cash and Investments</b>	<b>2,674,008.74</b>

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

  
\_\_\_\_\_  
Jeanette Contreras  
Library Director





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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
March 31, 2013

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,797,216	1,104,176	693,040	61.4%
6220		Property Taxes - Current Unsecured	76,781	54,828	21,953	71.4%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	3,982	(112)	0.0%
6280		Property Taxes - Curr Supplemental	24,602	13,402	11,200	54.5%
6290		Other Taxes	0	1,746	(1,746)	100.0%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
		Sub Total		<u>1,180,571</u>		
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	0	5,064	(5,064)	100.0%
		Sub Total		<u>5,064</u>		
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	16,905	7,387	9,518	43.7%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		<u>7,387</u>		
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	26,214	8,786	74.9%
		Passport/Photos	55,000	67,695	(12,695)	123.1%
		Meeting Room Fees	5,500	3,640	1,860	66.2%
		DVD Rentals	5,000	4,487	513	89.7%
		Test Proctor	3,000	3,150	(150)	105.0%
		Sub Total		<u>105,186</u>		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		<u><u>1,298,208</u></u>		
		FY 11/12 Funds Available	70,000	70,000		
<b>TOTAL REVENUES FY 12/13:</b>			<b>2,094,494</b>	<b>1,368,208</b>	<b>726,286</b>	<b>65.3%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

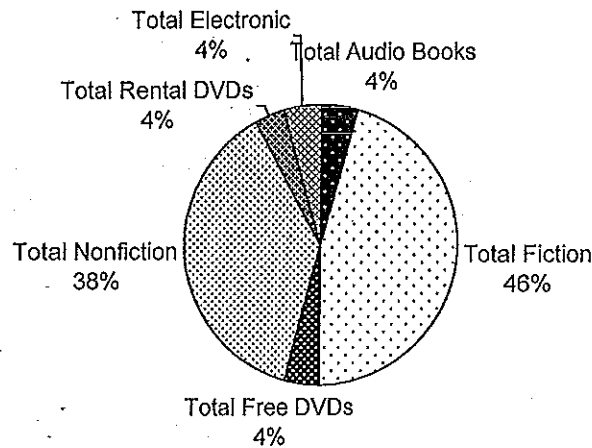
PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT  
March 31, 2013  
75% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,070,862	759,054	0.71	\$311,808
0200	Retirement	37,960	27,902	0.74	\$10,058
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	105,522	0.63	\$60,919
0306-0770	Employee Assistance Program	800	529	0.66	\$271
0308	Dental Insurance	15,500	11,358	0.73	\$4,142
0309	Life Insurance	7,400	5,465	0.74	\$1,935
0310	AD & D Insurance	4,000	2,933	0.73	\$1,067
0319	Vision Insurance	2,600	1,822	0.70	\$778
0350	Workers' Compensation Insurance	10,000	5,845	0.58	\$4,155
	<b>TOTAL</b>	<b>\$1,326,563</b>	<b>\$920,430</b>	<b>0.69</b>	<b>\$406,133</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	12,000	6,818	0.57	\$5,182
0900	Food	1,500	965	0.64	\$535
1000	Household Expenses	10,000	8,922	0.89	\$1,078
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	15,939	0.80	\$4,061
1400	Maintenance, Buildings & Improvements	85,000	16,156	0.19	\$68,844
1600	Memberships	14,000	11,939	0.85	\$2,061
1800	Office Expenses	30,000	30,361	1.01	-\$361
1803	Postage	5,000	6,117	1.22	-\$1,117
1900	Prof./Specialized Services	184,900	61,128	0.33	\$123,772
1912	Investment Administrative Fees	1,500	805	0.54	\$695
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	423	0.85	\$77
2200	Rents & Leases - Buildings & Improvements	30,000	28,179	0.94	\$1,821
2400	Books/Library Materials	211,731	121,626	0.57	\$90,105
2600	Transportation & Travel	2,000	418	0.21	\$1,582
2700	Meetings	9,000	11,154	1.24	-\$2,154
2800	Utilities	97,500	45,283	0.46	\$52,218
	<b>TOTAL</b>	<b>\$728,631</b>	<b>\$378,150</b>	<b>0.52</b>	<b>\$350,481</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$8,300	\$10,201	1.23	-\$1,901
	<b>OPERATING EXPENSES</b>	<b>\$2,063,494</b>	<b>\$1,308,781</b>	<b>0.63</b>	<b>\$754,713</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$21,000	\$6,704	0.32	\$14,296
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$31,000</b>	<b>\$6,704</b>	<b>0.22</b>	<b>\$24,296</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,094,494</b>	<b>\$1,315,485</b>	<b>0.63</b>	<b>\$779,009</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF MAR. 2013

	Amount	Title	Volumes
Total Fiction	\$59,260	3,610	4,177
Total Non-Fiction	\$49,088	1,923	2,964
Total Electronic	\$5,759	52	51
Total Audio Books	\$5,720	150	151
Total Free DVDs	\$5,085	212	226
Total Rental DVDs	\$4,787	159	175
<b>TOTAL MATERIALS</b>	<b>\$129,700</b>	<b>6,106</b>	<b>7,744</b>



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.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

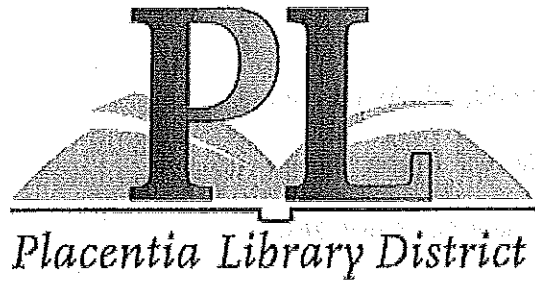
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Entrepreneurial Activities Report for March 2013  
**DATE:** April 22, 2013

**Net Revenue Summary for March 2013**

			YTD	YTD
	Mar-13	Mar-12	2012-2013	2011-2012
Passport	10,750.00	10,350.00	55,350.00	53,325.00
Passport Photos	2,304.00	2,172.00	12,345.00	11,640.00
Test Proctor	150.00	250.00	3,150.00	3,200.00
Meeting Room	420.00	865.00	3,640.00	6,040.00
DVD Rentals	492.00	623.00	4,486.60	4,784.50
<b>Total</b>	<b>14,116.00</b>	<b>14,260.00</b>	<b>78,971.60</b>	<b>78,989.50</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for March 2013  
**DATE:** April 22, 2013

			YTD	YTD
	Mar-13	Mar-12	2012-2013	2011-2012
Separation	1	0	5	0
Retirement	0	0	0	1
Appointments	3	0	4	6
Open Positions	2	1	5	2
Workers' Compensation Leave	1	0	1	0
<b>Total</b>	<b>7</b>	<b>1</b>	<b>15</b>	<b>9</b>

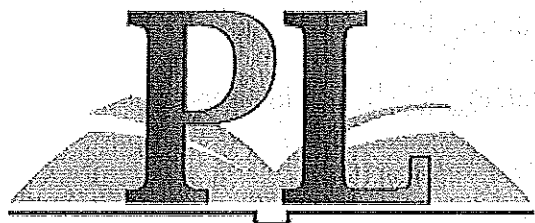
**SEPARATION:**  
Library Aide (20 hrs.)

**RETIREMENT:**  
None

**APPOINTMENTS:**  
Library Aide (10 hrs.)

**OPEN POSITIONS:**  
2-Library Aide (20 hrs. ea.)





*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** April 22, 2013

**MONTHLY STATISTICS****March 2013**

<b>CIRCULATION</b>				Y-T-D	Y-T-D	Y-T-D
	Mar-13	Mar-12		2012-13	2011-12	% change
New Patron Registrations	287	331		2,724	3,022	-9.9%
Total Circulation	16,071	16,856		149,864	150,280	-0.3%
Total Active Borrowers*	8,531	9,360				
Attendance	21,342	26,096		204,311	214,114	-4.6%
Registered Card Holders*	33,064	29,456				
Adult Fiction	2,445	2,556		25,491	25,622	-0.5%
Adult Nonfiction	1,829	1,810		16,381	17,226	-4.9%
Adult Magazines	236	274		2,090	2,415	-13.5%
Adult Music CDs	165	208		1,582	2,009	-21.3%
Adult Audio Books	608	559		4,954	5,156	-3.9%
Adult Free DVDs	292	364		2,424	2,804	-13.6%
Adult Rental DVDs	399	550		3,572	4,175	-14.4%
Overdrive E-Books	365	152		2,492	918	171.5%
Overdrive Audio Books	146	58		1,031	635	62.4%
JV Fiction	6,314	6,423		58,461	57,709	1.3%
YA Fiction	981	836		10,405	7,508	38.6%
JV Nonfiction	1,655	1,758		11,466	11,318	1.3%
YA Nonfiction	75	86		633	546	15.9%
JV Magazines	5	10		104	38	173.7%
JV Music CDs	18	22		199	268	-25.7%
JV Audio Books	44	26		383	328	16.8%
JV Free DVDs	488	682		5,731	6,568	-12.7%
JV Rental DVDs	154	251		1,765	1,914	-7.8%

\* Year to date not applicable.

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		456	244	505	740	901	2,846
10:00		466	845	352	921	670	3,254
11:00		608	455	522	395	1,038	3,018
12:00		327	352	328	270	1,344	2,621
1:00	1,245	244	382	531	417	921	3,740
2:00	538	495	480	605	582	1,320	4,020
3:00	1,163	631	562	796	903	991	5,046
4:00	1,019	550	784	992	907	978	5,230
5:00		757	586	880	1,207		3,430
6:00		984	738	1,061	917		3,700
7:00		679	817	1,020	1,179		3,695
8:00		471	294	874	445		2,084
<b>Total/Day</b>	3,965	6,668	6,539	8,466	8,883	8,163	42,684
					<b>* Grand Total</b>		<b>21,342</b>

\*The patron count equipment counts each patron once every time they walk in & out of the library, therefore, the total reflected is larger than the grand total because the total is divided by two.

**PASSPORT SERVICES**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		2	1	0	1	11	15
10:00		1	1	0	0	23	25
11:00		1	1	4	3	21	30
12:00		4	0	3	2	22	31
1:00	29	7	5	3	4	27	75
2:00	21	11	2	6	0	28	68
3:00	27	6	2	3	3	18	59
4:00	12	11	3	12	4	17	59
5:00		3	6	7	5		21
6:00		7	7	5	1		20
7:00		3	7	7	8		25
8:00		2	0	0	0		2
<b>Total/Day</b>	89	58	35	50	31	167	430
							<b>Grand Total</b>

**STAFF ACTIVITY**

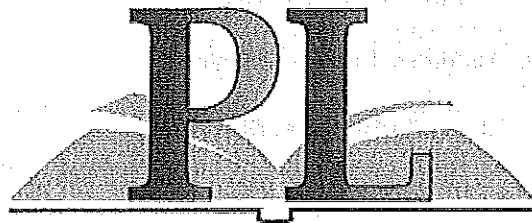
- March 02, 2013- Staff organized the meeting room for Family Flicks.  
March 04, 2013- Fernando worked with Tom from Anaheim to set up Wizard software.  
March 05, 2013- Staff organized chairs in the meeting room for Pre-School story time.  
March 05, 2013- Fernando participated in SRC meeting.  
March 07, 2013- Staff organized the meeting room for Lap-Sit story time.  
March 07, 2013- Staff organized the meeting room for P-Tac.  
March 10, 2013- Staff helped with Friends monthly book sale.  
March 12, 2013- Staff organized chairs in the meeting room for Pre-School story time.  
March 14, 2013- Staff organized the meeting room for Lap-Sit story time.  
March 16, 2013- Staff organized the meeting room for Family Flicks.  
March 16, 2013- Staff organized chairs in the meeting room for Super Star story time.  
March 18, 2013- Fernando attended board meeting.  
March 19, 2013- Fernando participated in Supervisors meeting.  
March 19, 2013- Estella, Beatrice, Vanita, and Fernando attended all staff meeting.  
March 19, 2013- Estella, Beatrice, Vanita, and Laura D. attended Circulation department meeting.  
March 19, 2013- Staff organized the meeting room for Pre-School story time.  
March 21, 2013- Staff organized the meeting room for Lap-Sit story time.  
March 21, 2013- Staff organized the meeting room for P-Tac.  
March 23, 2013- Staff organized the meeting room for Family Flicks.  
March 26, 2013- Staff organized the meeting room for Pre-School story time.  
March 27, 2013- Circulation staff hosted thank you pot luck for Vanita Todker.  
March 28, 2013- Staff organized the meeting room for Lap-Sit story time.  
March 28, 2013- Staff organized the meeting room for P-Tac.  
March 30, 2013- Staff organized the meeting room for Family Flicks.

**ONGOING PROJECTS**

- Fernando continues to work on staff performance evaluations.  
Circulation staff continues performance measure assignment.  
Fernando continues training for two new Page staff.

**NEW PROJECTS AND ACTIVITIES**

- Circulation will plan a passport marketing campaign.  
Circulation department will begin recruitment process for two Library Aide vacancies.  
Fernando will attend Liebert, Cassidy, and Witmore training.  
Saul will train back up disk cleaning operator.  
Fernando will train Laura C. book mending procedures.



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

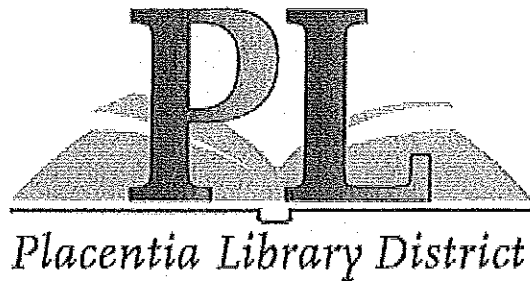
**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** City of Placentia Invoices, March 2013  
**DATE:** April 22, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/13	2,918.46	4,357.47	285.00	*	\$7,560.93
13-Apr						
13-May						
13-Jun						
	TOTAL	29,500.55	8,714.95	712.50	54.72	\$38,982.72
	AVG	3,277.84	968.33	79.17	6.08	\$4,331.41

\* City Billing Not Received

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	9/15/2011	6,051.07	1,452.50	142.5	*	\$7,646.07
11-Sep	11/8/2011	6,088.46	1,452.50	142.5	7.61	\$7,691.07
11-Oct	1/4/2012	4,031.98	1,452.50	142.5	7.65	\$5,492.13
11-Nov	1/4/2012	3,223.99	1,452.50	142.5	7.65	\$4,684.14
11-Dec	1/31/2012	2,851.32	1,452.50	142.5	7.65	\$4,738.97
12-Jan	2/28/2012	3,052.45	1,452.50	142.5	7.76	\$4,655.21
12-Feb	4/9/2012	3,035.20	1,452.50	142.5	7.72	\$4,637.92
12-Mar	5/7/2012	3,049.37	1,452.50	142.5	7.72	\$4,652.09
12-Apr	6/7/2012	3,028.13	1,452.50	142.5	7.7	\$4,630.82
12-May	6/14/2012	3,346.82	1,452.50	142.5	15.4	\$4,957.22
12-Jun	8/22/2012	5,656.99	1,452.50	142.5	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.5	8.36	5,503.43



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Library Director's Report for March 2013

**DATE:** April 22, 2013

### Accomplishments

- Secured \$5,100 from Placentia Library Friends Foundation (PLFF) for the Children's El Dia program, the Adult Services Day of the Dead program, and the Summer Reading Celebration events.
- Attended the Local Agency Formation Commission (LAFCO) meeting on February 13<sup>th</sup>.
- Met with Board President Shkoler, Trustee Martin and Business Manager, Yesenia Baltierra, to finalize the follow-up request for additional information from bidders for the information technology proposals.
- Met with a Human Resources Consultant to discuss the review of the Policy Series 2300 – Job Descriptions document.
- Met with the Administrative Services Director from the City of Placentia as a follow-up on the status of current JPA-related facility issues.

### Meetings

- Library Board of Trustees meeting – March 18<sup>th</sup>
- Supervisor's meeting – March 13<sup>th</sup>, 14<sup>th</sup> & 26<sup>th</sup>
- Staff meeting – March 19<sup>th</sup>
- Monday huddles – March 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>
- PLFF meeting – March 11<sup>th</sup>
- Eggcitement – March 12<sup>th</sup>
- Rotary Club / Interact / Rotaract – March 5<sup>th</sup>, 6<sup>th</sup>, 13<sup>th</sup>, 21<sup>st</sup>, 27<sup>th</sup>

### Conference/Training/Worshops

- Library Directors' Forum – March 6<sup>th</sup> & 7<sup>th</sup>

### Community Events / Functions

- Author's Luncheon – March 2<sup>nd</sup>
- Tatjana Soli Book Discussion – March 12<sup>th</sup>
- Read Achieve with Dr. Domene (R.A.D.D.) – March 21<sup>st</sup>
- Easter Eggcitement – March 23<sup>rd</sup>

### Projects in Progress

- Fiscal Years 2013-2015 Budget
- Facility Improvement & IT Services proposals
- Summer Reading Celebration

I also attended a reception for resigning Library Aide, Vanita Todker.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Lori Worden, Children's Librarian II

**SUBJECT:** Children's Services Monthly Activity Report for March 2013

**DATE:** April 22, 2013

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	March 2013	March 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	42	57	322	384	-16.15%
In person reference/research:	946	895	7503	6194	21.13%
<b>Total Reference</b>	<b>988</b>	<b>952</b>	<b>7825</b>	<b>6578</b>	<b>18.96%</b>
Total Number of Programs	47	43	367	329	11.55%
<b>Total Programs Attendance</b>	<b>3211</b>	<b>3291</b>	<b>13562</b>	<b>14348</b>	<b>-5.48%</b>

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	25
Preschool Story Times I & II: 3-6 years	8	153
C.O.P.S. (Chief of Police Storytime)	1	30
Pocket Tales: Stories, music, and movement.	4	160
Lap Sit 24 months & younger	4	217
R.A.D.D. (Read & Achieve with Dr. Domene)	1	30
P-TAC	2	32
Family Flicks	3	69
Family Game Day	1	27
Super S.T.A.R.	1	17
Homework Club	16	280

3/14 YA: Le Teen Café	1	41
3/17 Easter Eggcitement Coloring Contest	1	57
3/23 Easter Eggcitement & Spring Carnival	1	2,000
3/27 Topaz Elementary School Visit	1	48
<b>Total March 2013</b>	<b>47</b>	<b>3,211</b>
<b>Total March 2012</b>	<b>43</b>	<b>3,291</b>
<b>Current FY to date</b>	<b>367</b>	<b>13,505</b>
<b>Previous FY to date</b>	<b>329</b>	<b>14,348</b>

**Achievements and Activities:**

- Children's department staff attended the PLFF Author's Luncheon on March 2.
- Lori Worden attended the Library Board meeting on March 18.
- Children's department staff attended the All-staff meeting on March 19.
- Brenda Ramirez planned and conducted the preschool storytimes, Family Flicks, the C.O.P.S. program, and the new R.A.D.D. program. Brenda also presented storytimes at this year's Easter Eggcitement event.
- Coleen Wakai planned and conducted P-TAC meetings and Le Teen Café. She also supervised the Homework Club.
- Lori Worden planned and conducted the Super S.T.A.R. program.
- Lori Worden co-chaired this year's Easter Eggcitement program, with Robert Gabler of the Placentia Rotary Club.
- Lori Worden attended meetings with Jeanette Contreras and library supervisors.
- Lori Worden attended a Summer Reading Celebration planning meeting with Jeanette Contreras and library supervisors.
- Children's department staff attended the Baker & Taylor training session on March 28.

**In progress:**

- Children's department staff are making plans for Spring and Summer programs for children and teens.
- Children's staff are completing their ordering for materials for children and teens.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Nadia Dallstream, Librarian II  
**SUBJECT:** Adult Services Monthly Activity Report for March 2013

**DATE:** APRIL 22, 2013

**MONTHLY STATISTICS**

**Reference Desk Activity**

	March 2013	March 2012	Y-T-D 2012-13	Y-T-D* 2011-12	Y-T-D % change
Reference -- in person	941	865	8757	7446	17.61%
Reference -- telephone	371	240	3190	2484	28.42%
Reference -- email/chat	0	2	18	27	100.00%
Technology assistance	440	299	3776	3275	15.30%
Guest passes	153	97	1193	1465	-18.57%
Adult and Children's computer use (desktops)	2606	2711	22932	24883	-7.84%
Adult computer usage (desktop)	2164	2188	19587	20994	0.00%
Public computer use (express laptops)*	92	676	2452	7301	-66.42%
In library use --- cleanup	3247	3820	28939	29260	200.00%
Adult Program Attendance**	79	146	1394	924	50.87%
Number of Adult Programs	8	8	63	52	21.15%

*\*Only 1 Express Laptop Available*

*\*\*1 Lab Computer Unavailable for Workshops*

**Adult Services Programs**

	March 2013
March 12, 2013 Book Discussion: The Lotus Eaters	35
March 12, 2013 Computer Workshop: Introduction to LinkedIn	12
March 14, 2013 Literacy: Conversation Club	4
March 19, 2013 Computer Workshop: Introduction to PowerPoint	9
March 26, 2013 Computer Workshop: Introduction to Pinterest	11
March 28, 2013 Literacy: Conversation Club	4
March 30, 2013 Saving Cents with Coupons	4
<b>8 Adult Programs</b>	<b>TOTAL ATTENDANCE 79</b>

**Volunteer Hours:**

	<b>March 2013</b>	<b>March 2012</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D % Change</b>
History Room	30	0	222.5	394	-43.53%
PLFF	523.5	486	3982.25	4090.75	-2.65%
General Library	497.25	472.25	3141	5332.25	-41.09%
Technology	42.5	19	818.5	462.75	76.88%
Homework Club	106.5	74.75	734.75	946	-22.33%
Adult Literacy Tutors	84.75	80.5	395.25	477.25	-17.18%
PTAC	139.5	170.75	1265.75	1136.75	11.35%
<b>Total Volunteer Hours</b>	<b>1424</b>	<b>1303.25</b>	<b>11873.3</b>	<b>12839.8</b>	<b>-7.53%</b>

**History Room Activity**

	<b>March 2013</b>	<b>March 2012</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D % Change</b>
History Room Visitors	5	3	56	66	-15.15%

**Adult Literacy**

	<b>March 2013</b>	<b>March 2012</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D % change</b>
Number of Tutors	16	11	88	54	62.96%
Number of Students	22	19	120	87	37.93%
<b>Total Number of Participants</b>	<b>38</b>	<b>30</b>	<b>208</b>	<b>141</b>	<b>47.52%</b>

**Computer Literacy**

	<b>March 2013</b>	<b>March 2012</b>	<b>Y-T-D 2012-13</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D % change</b>
Number of Tutors	6	1	32	17	88.24%
Number of Students	7	1	41	25	64.00%
<b>Total Number of Participants</b>	<b>13</b>	<b>2</b>	<b>75</b>	<b>41</b>	<b>82.93%</b>

ACHIEVEMENTS

- *Wendy Townsend* led the March Book Discussion.
- *Wendy Townsend* has begun a weekly History Room column for the Placentia News Times.
- *Wendy Townsend* scheduled the Family History Month program for October 2013.
- *Wendy Townsend* placed a new One Stop volunteer with Circulation.
- *Katie Matas* proctored 4 exams in March.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* coordinated the "Savings Cents with Coupons" workshop.
- *Venessa Faber* weeded and shifted the Spanish collection.
- *Venessa Faber* weeded the Classics collection.
- *Venessa Faber* assisted with planning, set up, and worked at the Easter Eggcitement on March, 23<sup>rd</sup>. Venessa led the egg hunts and craft booths.
- *Venessa Faber* completed two Artist Series slide shows for the computer lab.
- *Venessa Faber* secured the Dia de Los Muertos program presenter.
- *Venessa Faber* decorated book troughs for March displays: Mystery, Travel, and Movies.
- *Venessa Faber* led two Conversation Club meetings.
- *Adult Services Staff* completed entering data for a staff time study that began in September 2012.

MEETINGS

- *Nadia Dallstream, Venessa Faber and Wendy Townsend* attended the PLFF Author's Luncheon on March 2<sup>nd</sup>.
- *Nadia Dallstream and Wendy Townsend* met on March 7<sup>th</sup> & 14<sup>th</sup>
- *Katie Matas* attended the Monday Huddle meetings on March 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on March 12<sup>th</sup> and March 14<sup>th</sup>.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on March 26<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* met on March 6<sup>th</sup> and 13<sup>th</sup>.
- *Jeannie Killianey and Nadia Dallstream* met on March 6<sup>th</sup>.
- *Wendy Townsend & Katie Matas* attended the Staff Meeting on March 19<sup>th</sup>.
- *Nadia Dallstream* attended the PLD Board Meeting and Board Work Session on March 18<sup>th</sup>.
- *Katie Matas* trained Esther Guzman and Laura Cabaruvias in book processing on March 25<sup>th</sup>.
- *Nadia Dallstream, Venessa Faber, Katie Matas, Wendy Townsend, and Jeannie Killianey* attended the Adult Services Meeting on March 18<sup>th</sup>.
- *Wendy Townsend and Venessa Faber* met to discuss SRP decorations on March 18<sup>th</sup>.
- *Wendy Townsend* interviewed a potential SJSU SLIS History Room Intern on March 26<sup>th</sup>.
- *Wendy Townsend* interviewed One Stop volunteers on March 13<sup>th</sup> & 18<sup>th</sup>.
- *Venessa Faber and Nadia Dallstream* met on March 6<sup>th</sup> and 14<sup>th</sup>.
- *Venessa Faber* attended the Easter Eggcitement meetings on March 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>.
- *Venessa Faber and Lori Worden* on March 14<sup>th</sup>, 19<sup>th</sup>, and 21<sup>st</sup>.

**PROFESSIONAL DEVELOPMENT**

- *Katie Matas* participated in a webinar presented by Midwest Tape about their processing services on March 20<sup>th</sup>.
- *Nadia Dallstream, Venessa Faber, Katie Matas, Wendy Townsend, and Jeannie Killianey* attended the Baker & Taylor training on March 28<sup>th</sup>.
- *Wendy Townsend* attended an Introduction to Archives workshop on March 26<sup>th</sup>.
- *Katie Matas* trained *Wendy Townsend* on how to enter new donations into Horizon on March 25<sup>th</sup>.

**IN PROGRESS**

- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* is starting to create the eXPLORE newsletter.
- *Venessa Faber* is preparing for the April Book Discussion.
- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Wendy Townsend* is working with the History Room volunteers to scan new photos into the History Room collection and to collect Placentia related news for subject files.
- *Wendy Townsend* is researching grants for History Room projects.
- *Wendy Townsend* is working on the Ben Berkley's local author visit.
- *Wendy Townsend* is working on the History Room Donation Day and the Memorial Day program.
- *Wendy Townsend* is working on Volunteer Appreciation week.
- *Jeannie Killianey* is coordinating the April "Introduction to Computers" workshops.
- *Jeannie Killianey* is working on disseminating the publicity materials for the Job Skills Workshop series to a broader audience.
- *Jeannie Killianey* is coordinating a beginner's Computer Workshop in Spanish.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Jeannie Killianey* is working on two bibliographies for dissemination to specific target groups.
- *Katie Matas* is weeding the Science Fiction collection.
- *Nadia Dallstream, Katie Matas and Wendy Townsend* are establishing a leasing program with TEI for adult audio books.
- *Nadia Dallstream* is working on completing a staff member's performance evaluation.
- *Nadia Dallstream* is working on the Summer Reading Celebration.
- *Adult Services Staff* is coordinating programming for September through June 2014.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for March 2013  
**DATE:** April 22, 2013

**MONTHLY STATISTICS**

**On-line database usage**

	March 2013	Onsite Usage 3/13	Remote Usage 3/13	March 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	53	42	11	24	612	627	-2%
Biography In Context*	27	5	22	0	212	0	N/A
Opposing Viewpoints*	5	1	4	0	82	0	N/A
Freegal*	349	N/A	N/A	0	2,429	0	N/A
Heritage Quest	414	N/A	N/A	822	4,763	5,473	-13%
Novelist	55	N/A	N/A	60	445	381	17%
Shmoop*	6	N/A	N/A	0	106	0	N/A
Tumblebooks	606	N/A	N/A	553	4,458	3,624	23%
Reference USA	137	N/A	N/A	78	1,222	967	26%
<b>TOTAL DATABASE USAGE</b>	<b>1,652</b>	<b>48</b>	<b>37</b>	<b>1537</b>	<b>11,359</b>	<b>8,270</b>	<b>37%</b>

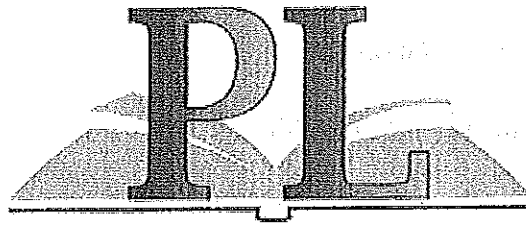
\* New FY 12/13

**Website Traffic**

	March 2013	March 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	20,047	19,150	188,522	184,136	2%
Page Hits	38,191	36,574	346,056	350,970	-1%

**ACHIEVEMENTS**

- *Nadia Dallstream* coordinated IT Repairs and issues.
- *Laura DeLeon, Fernando Maldonado and Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Nadia Dallstream* worked with Baker and Taylor to ensure delivery of DVDs.



*Placentia Library District*

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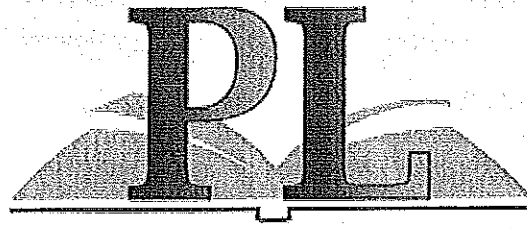
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Employee of the Quarter Award  
**DATE:** April 22, 2013

President Shkoler will present the Employee of the Quarter Award to Brenda Ramirez, Librarian I.



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Select a firm to provide information technology services to the Placentia Library District  
**DATE:** April 22, 2013

**BACKGROUND**

The Placentia Library District solicited bids for IT services of its 97 units including 37 computers, 55 public computers, 2 printer/copy machines and 3 servers. On March 26, 2013, bidders were asked to complete the service matrix, identifying the service needed by the Placentia Library District.

The Library received the following responses with month and annual fees as reflected and can be found from pages 66-80. A summary of the proposal can be found on page 66.

<b>Company's Name</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>	<b>Page(s)</b>
• Click Consulting	\$ 1,850	\$ 22,200	67-69
• Knowledge Centrix	\$ 4,903	\$ 58,836	70-71
• SACA Technologies	\$ 5,900	\$ 70,800	72-74
• Smart Muni	\$ 5,250	\$ 63,000	75-77
• Stone Hill	\$ 5,980	\$ 71,760	78-80

Fiscal Impact: \$22,200 - \$71,760 annually

**RECOMMENDATION**

Select a firm to provide information technology services to the Placentia Library District on an annual basis commencing July 1, 2013.

IT RFP Responses – Comparison Summary

<u>Company Name</u>	<u>Basic Monthly Fee/Annual Cost for Requested Services in RFP</u>	<u>Requested Services Not Included in Basic Monthly Service Fee and Cost</u>	<u>One-Time Implementation Fee</u>
Click Consulting	\$1,850/mo = \$22,200/yr	Additional Service offered: Web site mgmt \$99/mo = \$1188/yr	\$2,000
Knowledge Centrix	\$1,495/mo = \$17,940/yr for 36 mos; then + annual CPI% \$4,903/mo = \$58,836/yr complete service	1. Maint. 3rd party apps \$897/mo = \$10,764/yr 2. H/W, S/W config and firewalls work charged per hour; \$115/hr Desktop Engineer, \$150/hr for Systems Engineer 3. Website admin & maint. \$299/mo = \$3,588/yr 4. Scheduled on-site visits charged per hour \$115/hr Desktop Engineer, \$150/hr for Systems Engineer	\$4,850
PC Solutions	\$4,185/mo = \$50,220/yr	No reply to follow-up questionnaire.	\$4,850
SACA Technologies	\$5,900/mo = \$70,800/yr for 24 mos	1. MS Exchange server monthly service \$6/mailbox/month with one-time set-up fee of \$25/mailbox 2. Connecting library system infrastructure elements and document cost TBD	\$3,000
Smart Muni	\$3,500/mo = \$42,000/yr \$5,250/mo = \$63,000/yr complete service	1. Ad Hoc IT Services (20 hrs/mo) \$1750/mo = \$21,000/yr	\$4,850
Stone Hill	\$5,980/mo = \$71,760/yr Does NOT include requested 4 Hr. on-site emergency response	All items below are 'One time charge' (Amt not specified) 1. Install and configure H/W and S/W 2. Provide secure back-up and mgmt of servers 3. Loaner desktops during PC repair	N/A

March 26, 2013

\$1,850 mo./\$22,200 annual

Dear Click Consulting,

The Placentia Library District received your proposal for IT Services of our 97 units including 37 staff computers, 55 public computers, 2 printer/copy machines and 3 servers. We have reviewed all the initial responses, and are now requesting additional information from all respondees, along with your Best and Final Offer of pricing.

To better determine the most qualified provider that best suits the needs of the District, we ask that you answer the questions below. Please check yes or no if your monthly charge includes the specific scope of work outlined below. If not, please provide the one-time or monthly fee, under the "additional charge" for that service.

If your monthly charge includes other services not listed below, please provide a complete description of those services, along with their cost.

If there is a one-time implementation fee, please provide the cost for such service or "N/A" if not applicable.

If you have any questions, feel free to contact our Business Manager at (714) 528-1906 x201.

Service	Included Yes	Included No	Monthly or One-time Additional Charge
<p><b><u>TASK ONE: IT Service and Support</u></b></p> <ul style="list-style-type: none"> <li>• Initial inventory and assessment of equipment within one month of contract award, to include the following information:               <ul style="list-style-type: none"> <li>○ Make</li> <li>○ Model</li> <li>○ Serial numbers</li> <li>○ Year</li> <li>○ Software / Applications installed including versions</li> <li>○ Replacement or repair schedule</li> <li>○ Warranty coverage</li> <li>○ Business grade or residential grade</li> </ul> </li> <li>○ Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components               <ul style="list-style-type: none"> <li>○ Includes plan for system migration to central server and thin client arrangement</li> <li>○ Includes recommendations for implementing IPAD work stations throughout library system</li> </ul> </li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• WAN Connectivity/Security – Working with our ISP and other vendors to ensure firewalls are properly</li> </ul>	<b>Yes</b>		

<ul style="list-style-type: none"> <li>configured for maximum internet speed and security.</li> <li>• Includes Microsoft Exchange server service and management</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Connecting Library System Infrastructure elements to include staff and public terminals and 2 networks</li> <li>• Includes system infrastructure documentation</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Maintenance of third party applications <ul style="list-style-type: none"> <li>○ Horizon</li> <li>○ EnvisionWare</li> <li>○ Deep Freeze System Restore and Recovery Software</li> <li>○ Microsoft Exchange</li> <li>○ McAfee SmartFilter Security Software</li> <li>○ Additional software as identified by Library staff</li> </ul> </li> </ul>	Yes		
<p><b><u>TASK 2: Ongoing Preventative Maintenance and System Support</u></b></p> <ul style="list-style-type: none"> <li>○ Install and configure new hardware and software</li> <li>○ Ability to support both Microsoft and Apple hardware and software</li> <li>○ Update approved licensing activations, registrations and downloads</li> <li>○ Install and configure network switches, routers, firewalls and wireless devices</li> <li>○ Configure firewall for mail flow and remote email access</li> <li>○ Install software to record audit trail of all access made to the systems</li> <li>○ Provide secure backup protection and management for all servers and computers on a daily basis</li> <li>○ Provide proactive monitoring of network system</li> <li>○ Provide management and administration for website and database</li> <li>○ Provide telephony management and planning</li> <li>○ Provide weekly status reports on technology updates</li> <li>○ Maintain documentation of network service conducted</li> <li>○ Create/manage/delete user mailboxes and email aliases</li> <li>○ Management of anti-virus systems</li> </ul>	Yes	Website management is \$99 per month	
<ul style="list-style-type: none"> <li>• Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network</li> <li>• Will be included, and integrated into overall system infrastructure documentation</li> </ul>	Yes		



• Loaner desktops during PC repairs	Yes		
• Guaranteed 2 hour remote support response	Yes		
• Guaranteed 4 hour on-site emergency response	Yes		
• Scheduled On-Site Visits – 2 times a week	Yes		
One Time Implementation Fee			\$2,000
Additional Services Included in Monthly Charge: ○ ○			\$0

## Pricing Schedule

### All Inclusive Fixed Rate – IT Support Services

We offer and recommend a flat rate pricing model. In addition to everything outlined above, this plan includes unlimited on site and remote tech support for every PC/Server included in the plan.

We are happy to extend a discounted rate to the library of \$1,750 per month, for an initial twelve month term. This includes unlimited support for the following 97 devices:

- 37 staff computers
- 55 public computers
- 2 printer/copiers
- 3 servers

\$2000 one time implementation fee covers:

1. Remote access and monitoring licenses for all stations
2. Spare PC purchase and configuration to be kept on site in the event of a system failure
3. System image creation of all critical systems to drastically reduce downtime in the event of system failure

Support plan also includes MX-Logic hosted spam filter. This is the best spam filter available to help protect your users from spam. Also adds a layer of security for your Exchange server to protect it from spammers trying to relay mail through the server. There is also a spooling feature will automatically hold and save all emails in the even the power, internet, server goes down at the office.

At the end of the initial term, we will perform an analysis, and propose either a decrease or increase in fees for the renewal term, subject to approval by the library.

### All Inclusive Fixed Rate – Web Services

We also offer and recommend a flat rate pricing model for website update services. This includes website hosting and unlimited content changes to the site for \$99 per month. Website feature or enhancement changes if needed can be quoted out on a per project basis.

Knowledge Centrix

\$4,903 mo./\$58,836 annual

Service	Included Yes	Included No	Monthly or One-time Additional
<b>TASK ONE: IT Service and Support</b> <ul style="list-style-type: none"> <li>• Initial inventory and assessment of equipment within one month of contract award, to include the following information:                             <ul style="list-style-type: none"> <li>o Make</li> <li>o Model</li> <li>o Serial numbers</li> <li>o Year</li> <li>o Software / Applications installed including versions</li> <li>o Replacement or repair schedule</li> <li>o Warranty coverage</li> <li>o Business grade or residential grade</li> <li>o Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components</li> <li>o Includes plan for system migration to central server and thin client arrangement</li> <li>o Includes recommendations for implementing IPAD work stations throughout library system</li> </ul> </li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• WAN Connectivity/Security -- Working with our ISP and other vendors to ensure firewalls are properly configured for maximum Internet speed and security.</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Includes Microsoft Exchange server service and management</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Connecting Library System Infrastructure elements to include staff and public terminals and networks</li> <li>• Includes system infrastructure documentation</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• <b>Maintenance of third party applications</b> <ul style="list-style-type: none"> <li>o Horizon</li> <li>o EnvisionWare</li> <li>o Deep Freeze System Restore and Recovery Software</li> <li>o Microsoft Exchange</li> <li>o McAfee SmartFilter Security Software</li> <li>o Additional software as identified by Library staff</li> </ul> </li> </ul>	Yes		\$299 per Month
			\$299 per Month
	Yes		
	Yes		
	Yes		
			\$299 per Month
<b>TASK 2: Ongoing Preventative Maintenance and System Support</b> <ul style="list-style-type: none"> <li>o Install and configure new hardware and software</li> </ul>			\$150 per hour for Systems Engineer
<ul style="list-style-type: none"> <li>o Ability to support both Microsoft and Apple hardware and software</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Update approved licensing activations, registrations and downloads</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Install and configure network switches, routers, firewalls and wireless devices</li> </ul>			\$150 per hour for Systems Engineer
<ul style="list-style-type: none"> <li>o Configure firewall for mail flow and remote email access</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Install software to record audit trail of all access made to the systems</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Provide secure backup protection and management for all servers and computers on a daily basis</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Provide proactive monitoring of network system</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Provide management and administration for website and database</li> </ul>			\$299 per Month
<ul style="list-style-type: none"> <li>o Provide telephony management and planning</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Provide weekly status reports on technology updates</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Maintain documentation of network service conducted</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Create/manage/delete user mailboxes and email aliases</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>o Management of anti-virus systems</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network</li> <li>• Will be included, and integrated into overall system infrastructure documentation</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Loaner desktops during PC repairs</li> </ul>		No	

• Guaranteed 2 hour remote support response	Yes		
• Guaranteed 4 hour on-site emergency response		No	
• Scheduled On-Site Visits – 2 times a week			\$150 per hour for Systems Engineer \$115 per hour for Desktop Engineer
Additional Services Included in Monthly Charge:			

March 26, 2013

\$5,900 mo./\$70,800 annual

Dear SACA Technologies,

The Placentia Library District received your proposal for IT Services of our 97 units including 37 staff computers, 55 public computers, 2 printer/copy machines and 3 servers. We have reviewed all the initial responses, and are now requesting additional information from all respondees, along with your Best and Final Offer of pricing.

To better determine the most qualified provider that best suits the needs of the District, we ask that you answer the questions below. Please check yes or no if your monthly charge includes the specific scope of work outlined below. If not, please provide the one-time or monthly fee, under the "additional charge" for that service.

If your monthly charge includes other services not listed below, please provide a complete description of those services, along with their cost.

If there is a one-time implementation fee, please provide the cost for such service or "N/A" if not applicable.

If you have any questions, feel free to contact our Business Manager at (714) 528-1906 x201.

Service	YES INCLUDED	NO NOT INCLUDED	Monthly or One-time Additional Charge
<p><b><u>TASK ONE: IT Service and Support</u></b></p> <ul style="list-style-type: none"> <li>• Initial inventory and assessment of equipment within one month of contract award, to include the following information:                             <ul style="list-style-type: none"> <li>○ Make</li> <li>○ Model</li> <li>○ Serial numbers</li> <li>○ Year</li> <li>○ Software / Applications installed including versions</li> <li>○ Replacement or repair schedule</li> <li>○ Warranty coverage</li> <li>○ Business grade or residential grade</li> </ul> </li> <li>○ Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components                             <ul style="list-style-type: none"> <li>○ Includes plan for system migration to central server and thin client arrangement</li> <li>○ Includes recommendations for implementing IPAD work stations throughout library system</li> </ul> </li> </ul>	X		
<ul style="list-style-type: none"> <li>• WAN Connectivity/Security – Working with our ISP and other vendors to ensure firewalls are properly configured for maximum internet speed and security.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Includes Microsoft Exchange server service and management</li> </ul>		X	Proposal includes the support of current Hosted Exchange service and local server management but

			not the Service itself. Monthly fee for Hosted Exchange Server would be \$6/mailbox/month and one time setup of \$25/mailbox. Could Client have a local Exchange server, the management would be included.
<ul style="list-style-type: none"> <li>• Connecting Library System Infrastructure elements to include staff and public terminals and 2 networks</li> <li>• Includes system infrastructure documentation</li> </ul>		X	More information needs to be provided to understand what required. Evaluation is needed of current setup. No one can accurately quote this without assessment and knowing what you already have and setup.
<ul style="list-style-type: none"> <li>• Maintenance of third party applications               <ul style="list-style-type: none"> <li>○ Horizon</li> <li>○ EnvisionWare</li> <li>○ Deep Freeze System Restore and Recovery Software</li> <li>○ Microsoft Exchange</li> <li>○ McAfee SmartFilter Security Software</li> <li>○ Additional software as identified by Library staff</li> </ul> </li> </ul>	X		
<p><b><u>TASK 2: Ongoing Preventative Maintenance and System Support</u></b></p> <ul style="list-style-type: none"> <li>○ Install and configure new hardware and software</li> <li>○ Ability to support both Microsoft and Apple hardware and software</li> <li>○ Update approved licensing activations, registrations and downloads</li> <li>○ Install and configure network switches, routers, firewalls and wireless devices</li> <li>○ Configure firewall for mail flow and remote email access</li> <li>○ Install software to record audit trail of all access made to the systems</li> <li>○ Provide secure backup protection and management for all servers and computers on a daily basis</li> <li>○ Provide proactive monitoring of network system</li> <li>○ Provide management and administration for website and database</li> <li>○ Provide telephony management and planning</li> <li>○ Provide weekly status reports on technology updates</li> <li>○ Maintain documentation of network service conducted</li> <li>○ Create/manage/delete user mailboxes and email aliases</li> <li>○ Management of anti-virus systems</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network</li> <li>• Will be included, and integrated into overall system</li> </ul>	X		

infrastructure documentation			
• Loaner desktops during PC repairs	X		
• Guaranteed 2 hour remote support response	X		
• Guaranteed 4 hour on-site emergency response	X		
• Scheduled On-Site Visits -- 2 times a week	X		
One Time Implementation Fee			
Additional Services Included in Monthly Charge: See pages 6 & 7 on proposal attached to email.			

March 26, 2013

\$5,250 mo./\$63,000 annual

Dear Smart Muni,

The Placentia Library District received your proposal for IT Services of our 97 units including 37 staff computers, 55 public computers, 2 printer/copy machines and 3 servers. We have reviewed all the initial responses, and are now requesting additional information from all respondees, along with your Best and Final Offer of pricing.

To better determine the most qualified provider that best suits the needs of the District, we ask that you answer the questions below. Please check yes or no if your monthly charge includes the specific scope of work outlined below. If not, please provide the one-time or monthly fee, under the "additional charge" for that service.

If your monthly charge includes other services not listed below, please provide a complete description of those services, along with their cost.

If there is a one-time implementation fee, please provide the cost for such service or "N/A" if not applicable.

If you have any questions, feel free to contact our Business Manager at (714) 528-1906 x201.

Service	Included Yes	Included No	Monthly or One-time Additional Charge
<p><b><u>TASK ONE: IT Service and Support</u></b></p> <ul style="list-style-type: none"> <li>• Initial inventory and assessment of equipment within one month of contract award, to include the following information:                             <ul style="list-style-type: none"> <li>○ Make</li> <li>○ Model</li> <li>○ Serial numbers</li> <li>○ Year</li> <li>○ Software / Applications installed including versions</li> <li>○ Replacement or repair schedule</li> <li>○ Warranty coverage</li> <li>○ Business grade or residential grade</li> </ul> </li> <li>○ Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components                             <ul style="list-style-type: none"> <li>○ Includes plan for system migration to central server and thin client arrangement</li> <li>○ Includes recommendations for</li> </ul> </li> </ul>	<p>Yes (Inventory, analysis, recommendations and remediation are included as part of ongoing services after the initial one-time charge)</p>		<p>\$4,850 (Initial one-time charge for inventory, analysis, recommendations and remediation plan for 97 units)</p>

<p>implementing IPAD work stations throughout library system</p>			
<ul style="list-style-type: none"> <li>• WAN Connectivity/Security – Working with our ISP and other vendors to ensure firewalls are properly configured for maximum internet speed and security.</li> <li>• Includes Microsoft Exchange server service and management</li> </ul>	<p>Yes</p>		
<ul style="list-style-type: none"> <li>• Connecting Library System Infrastructure elements to include staff and public terminals and 2 networks</li> <li>• Includes system infrastructure documentation</li> </ul>	<p>Yes</p>		
<ul style="list-style-type: none"> <li>• Maintenance of third party applications               <ul style="list-style-type: none"> <li>○ Horizon</li> <li>○ EnvisionWare</li> <li>○ Deep Freeze System Restore and Recovery Software</li> <li>○ Microsoft Exchange</li> <li>○ McAfee SmartFilter Security Software</li> <li>○ Additional software as identified by Library staff</li> </ul> </li> </ul>	<p>Yes</p>		
<p><b><u>TASK 2: Ongoing Preventative Maintenance and System Support</u></b></p> <ul style="list-style-type: none"> <li>○ Install and configure new hardware and software</li> <li>○ Ability to support both Microsoft and Apple hardware and software</li> <li>○ Update approved licensing activations, registrations and downloads</li> <li>○ Install and configure network switches, routers, firewalls and wireless devices</li> <li>○ Configure firewall for mail flow and remote email access</li> <li>○ Install software to record audit trail of all access made to the systems</li> <li>○ Provide secure backup protection and management for all servers and computers on a daily basis</li> <li>○ Provide proactive monitoring of network system</li> <li>○ Provide management and administration for website and database</li> <li>○ Provide telephony management and planning</li> </ul>	<p>Yes</p>		



<ul style="list-style-type: none"> <li>○ Provide weekly status reports on technology updates</li> <li>○ Maintain documentation of network service conducted</li> <li>○ Create/manage/delete user mailboxes and email aliases</li> <li>○ Management of anti-virus systems</li> </ul>			
<ul style="list-style-type: none"> <li>● Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network</li> <li>● Will be included, and integrated into overall system infrastructure documentation</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>● Loaner desktops during PC repairs</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>● Guaranteed 2 hour remote support response</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>● Guaranteed 4 hour on-site emergency response</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>● Scheduled On-Site Visits – 2 times a week</li> </ul>	Yes		
<b>One Time Implementation Fee</b>			<b>\$4,850.00</b>
<b>Additional Services Included in Monthly Charge:</b> <ul style="list-style-type: none"> <li>○ Migration of on-site server infrastructure to the cloud.</li> <li>○ Ongoing technology mentoring and training.</li> <li>○ Provide strategic technology recommendations based on industry best practices and direction.</li> <li>○ Assistance with vendor selection for procurement of new technologies.</li> <li>○ Identify opportunities to reduce IT costs by leveraging cloud based or open platform technologies where appropriate.</li> <li>○ 24 / 7 support</li> <li>○ Dedicated team of highly trained technology professionals assigned to support you.</li> <li>○ Hardware &amp; Software procurement.</li> <li>○ Website development</li> </ul>			

March 26, 2013

\$5,980 mo./\$71,760 annual

Dear Stone Hill,


The Placentia Library District received your proposal for IT Services of our 97 units including 37 staff computers, 55 public computers, 2 printer/copy machines and 3 servers. We have reviewed all the initial responses, and are now requesting additional information from all respondees, along with your Best and Final Offer of pricing.

To better determine the most qualified provider that best suits the needs of the District, we ask that you answer the questions below. Please check yes or no if your monthly charge includes the specific scope of work outlined below. If not, please provide the one-time or monthly fee, under the "additional charge" for that service.

If your monthly charge includes other services not listed below, please provide a complete description of those services, along with their cost.

If there is a one-time implementation fee, please provide the cost for such service or "N/A" if not applicable.

If you have any questions, feel free to contact our Business Manager at (714) 528-1906 x201.

Service	Included Yes	Included No	Monthly or One-time Additional Charge
<p><b><u>TASK ONE: IT Service and Support</u></b></p> <ul style="list-style-type: none"> <li>• Initial inventory and assessment of equipment within one month of contract award, to include the following information:               <ul style="list-style-type: none"> <li>○ Make</li> <li>○ Model</li> <li>○ Serial numbers</li> <li>○ Year</li> <li>○ Software / Applications installed including versions</li> <li>○ Replacement or repair schedule</li> <li>○ Warranty coverage</li> <li>○ Business grade or residential grade</li> </ul> </li> <li>○ Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components               <ul style="list-style-type: none"> <li>○ Includes plan for system migration to central server and thin client arrangement</li> <li>○ Includes recommendations for implementing IPAD work stations throughout library system</li> </ul> </li> </ul>	<p>Yes</p>  <p>Yes</p> <p>Yes</p> <p>Yes</p>		
<ul style="list-style-type: none"> <li>• WAN Connectivity/Security – Working with our ISP and other vendors to ensure firewalls are properly configured for maximum internet speed and security.</li> </ul>	<p>Yes</p>		

<ul style="list-style-type: none"> <li>• Includes Microsoft Exchange server service and management</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>• Connecting Library System Infrastructure elements to include staff and public terminals and 2 networks</li> <li>• Includes system infrastructure documentation</li> </ul>	Yes Yes		
<ul style="list-style-type: none"> <li>• Maintenance of third party applications             <ul style="list-style-type: none"> <li>○ Horizon</li> <li>○ EnvisionWare</li> <li>○ Deep Freeze System Restore and Recovery Software</li> <li>○ Microsoft Exchange</li> <li>○ McAfee SmartFilter Security Software</li> <li>○ Additional software as identified by Library staff</li> </ul> </li> </ul>	Y E S		
<p><b><u>TASK 2: Ongoing Preventative Maintenance and System Support</u></b></p> <ul style="list-style-type: none"> <li>○ Install and configure new hardware and software</li> <li>○ Ability to support both Microsoft and Apple hardware and software</li> <li>○ Update approved licensing activations, registrations and downloads</li> <li>○ Install and configure network switches, routers, firewalls and wireless devices</li> <li>○ Configure firewall for mail flow and remote email access</li> <li>○ Install software to record audit trail of all access made to the systems</li> <li>○ Provide secure backup protection and management for all servers and computers on a daily basis</li> <li>○ Provide proactive monitoring of network system</li> <li>○ Provide management and administration for website and database</li> <li>○ Provide telephony management and planning</li> <li>○ Provide weekly status reports on technology updates</li> <li>○ Maintain documentation of network service conducted</li> <li>○ Create/manage/delete user mailboxes and email aliases</li> <li>○ Management of anti-virus systems</li> </ul>	Yes Yes Yes Yes Yes Yes Yes YES (No content or Design/Development on time additional charge) YES NO (monthly) YES YES YES		on time charge       Depends on Multiple Scenarios (MO. or on time)
<ul style="list-style-type: none"> <li>• Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network</li> <li>• Will be included, and integrated into overall system infrastructure documentation</li> </ul>	Yes Yes		
<ul style="list-style-type: none"> <li>• Loaner desktops during PC repairs</li> </ul>			one time additional charge

• Guaranteed 2 hour remote support response	Yes		
• Guaranteed 4 hour on-site emergency response		No	
• Scheduled On-Site Visits -- 2 times a week	N/A	onsite is based on need like other competitors.	Not hourly. IF more is necessary - we provide more at no cost to you.
One Time Implementation Fee			
Additional Services Included in Monthly Charge:			
<ul style="list-style-type: none"> <li>◦ virus protection</li> <li>◦ Malware protection</li> <li>◦ spyware protection</li> <li>◦ SPAM protection</li> </ul>			

We Don't believe in "hourly" service. This model is Antiquated AND not or does not benefit the customer. It rewards bad service. Our fixed cost unlimited support plan includes the right amount necessary to get the whole job completed AND stop the problem or noise being created. It is not just hourly x 2 per week whether you need or not AND WALK AWAY AT END of the week b/c of we ran out of hours. We stay until its finished at no Additional cost to you.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Authorize library staff to solicit services for an interior designer  
**DATE:** April 22, 2013

**BACKGROUND**

The discussion of the facility improvement project was reconvened at the Placentia Library Friends Foundation (PLFF) board meeting on April 8, 2013. The purpose of the discussion was to identify the level of financial commitment from PLFF to determine the extent of the project. The PLFF board voted to recommend a minimum of \$100,000 for the project for the PLFF Financial Committee to discuss and consider.

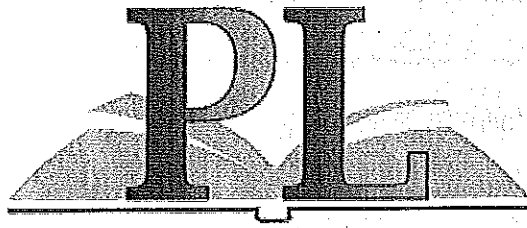
PLFF Financial Committee met on April 15, 2013 and the committee will recommend a suggested amount of \$100,000 for the facility improvement projects.

PLFF request that designs of the improvements to the meeting room and the staff lounge be presented at the May Library Board of Trustees meeting. Library staff seeks authorization to procure services for an interior designer to provide designs for the facility improvement project.

Fiscal Impact: To be determined

**RECOMMENDATION**

Authorize library staff to solicit services for an interior designer to provide two designs for the meeting room and staff lounge facility improvement projects, to be presented at the May 20, 2013 Library Board of Trustees meeting.



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize postponement of the request for proposals for the purchase and installation of a backup generator

**DATE:** April 22, 2013

**BACKGROUND**

The Placentia Library Board of Trustees and library staff discussed the possible purchase of a backup generator for use during emergencies. Library staff received a written preliminary cost estimate from Integrity Electric for the purchase and installation of a generator. The estimated cost is \$175,000. Another electrician from Sergio Electric provided a verbal estimate of a minimum of \$110,000. Library staff can also research the possibility of federal funding such as the Emergency Solutions Grants (ESG) which the Library may be eligible as a subrecipient.

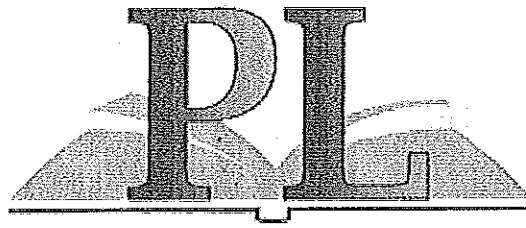
It is anticipated that the facility improvement projects will move ahead this fiscal year with completion into the beginning of the 2013-2014 fiscal year. Library staff recommends a postponement of the backup generator until the 2014-2015 fiscal year due to budget constraints.

Attachment A is a quote from Integrity Electric

Fiscal Impact: \$100,000+

**RECOMMENDATION**

Authorize postponement of the request for proposals for the purchase and installation of a backup generator until Fiscal Year 2014-2015.



*Placentia Library District*

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