



Board of Trustees

Regular Meeting

May 16, 2011

6:30 P.M.

**Placentia Library
Meeting Room**

Library Director



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, May 16, 2011

6:30 P.M.

Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

*June Mtg.
- microphone & stands for board mtgs.
- Emerson preparedness update
- discussion item - items for trustees to consider
(11:15am - 12:00pm by A.M.)*

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the April 18, 2011 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2010-2011 Cash Flow Analysis through April 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for April 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for April 2011. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for April 2011.
21. Library Services Manager's Report for April 2011. (No report due to vacancy).
22. Children's Services Report for April 2011.
23. Literacy / Volunteer Services Report for April 2011.
24. Reference and Adult Services Report for April 2011.
25. Local History Room Report for April 2011.
26. Placentia Library Web Site & Technology Report for April 2011.

PUBLIC HEARINGS

27. Public Hearing for the Budget for Fiscal Year 2011-2012.

Presentation: Library Director

Recommendations: Conduct Public Hearing on the Budget for Fiscal Year 2011-2012 as published; and,

Finalize Placentia Library District Budget for Fiscal Year 2011-2012; and,

Motion to read Resolution 12-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County; and,

Motion to adopt Resolution 12-01 by a roll call vote.

28. Public Hearing for the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2011-2012.

Presentation: Library Director

Recommendations: Conduct Public Hearing on the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2011-2012 as published; and,

Finalize Placentia Library District Exempt and Non-Exempt Salary Schedules for Fiscal Year 2011-2012; and,

Motion to read Resolution 12-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2011-2012; and,

Motion to adopt Resolution 12-02 by a roll call vote.

29. Public Hearing for Fines & Fees Schedule for Fiscal Year 2011-2012.

Presentation: Library Director

Recommendations: Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Year 2011-2012 as published; and

Adopt the Placentia Library District Fines and Fees Schedule for Fiscal Year 2011-2012; and

Motion to read Resolution 12-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for Fiscal Year 2011-2012 of the Placentia Library District of Orange County; and

Motion to adopt Resolution 12-04 by a roll call vote.

CONTINUING BUSINESS

30. Amendment to the Placentia Library District Policy #6050 – Meeting Room Policy

Presentation: Library Director

Recommendation: Approve changes to the Placentia Library District Policy #6050 as presented and effective immediately.

31. Gordon C. and Dixie M. Shaw Children's Library Dedication Update

Presentation: Library Director

NEW BUSINESS

32. Establish the District's Appropriation Limitations (Gann Limit) at \$3,565,311 for Fiscal Year 2011-2012 by Resolution 12-03.

Presentation: Library Director

Recommendations: Read Resolution 12-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2011-2012; and,

Adopt Resolution 12-03 by Roll Call Vote.

33. Establish the Holiday and Library Closure Schedule for Calendar Years 2011 and 2012 and Adopt by Resolution 12-05.

Presentation: Library Director

Recommendations: Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2011 and 2012; and,

Read Resolution 12-05 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2011 and 2012.

Adopt Resolution 12-05 by a roll call vote.

34. Amendment to the Placentia Library District's Public Agency Retirement System (PARS) Policy

Presentation: Business Manager

Recommendation: Authorize Library Director to sign the PARS Amendment as presented.

35. Amendment to the Voluntary Nationwide Retirement Solutions 457(b) Plan

Presentation: Business Manager

Recommendation: Authorize Library Director to sign the amendment as presented.

36. Videographer Services Contract for the History Room Historical Homes DVD Project
Presentation: Library Director
Recommendation: Approve the Independent Consultant Contract for Mr. Jitesh M. Bhakta to provide videographer services for the History Room Historical Homes DVD project.

DISCUSSION ITEMS

37. Discuss the Post Construction Cleaning
Presentation: Library Director
Recommendations: Library staff recommends awarding of contract for post construction cleaning to Disaster Kleenup/Better Floors and Restorations; and,

Library staff to present bids for air ducts and vent cleaning at the July 18, 2011 meeting.
38. Discuss and Review the Naming /Sponsorships of Library Buildings and Departments Proposed Policy
Presentation: Library Director
Recommendations: Approve the proposed policy as presented as a first reading; and,

Authorize Library Staff to present an updated version incorporating input from the Library Board of Trustees and present at the July 18, 2011 meeting.
39. Discuss Policy of Use of the Placentia Library District's Digital Signage
Presentation: Library Director
Recommendations: Approve the proposed policy as presented as a first reading; and,

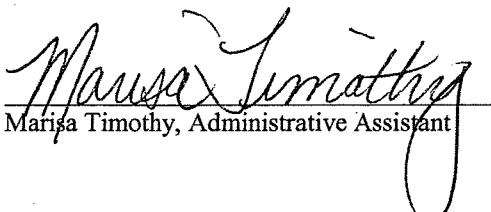
Authorize Library Staff to present an updated version incorporating input from the Library Board of Trustees and present at the July 18, 2011 meeting.

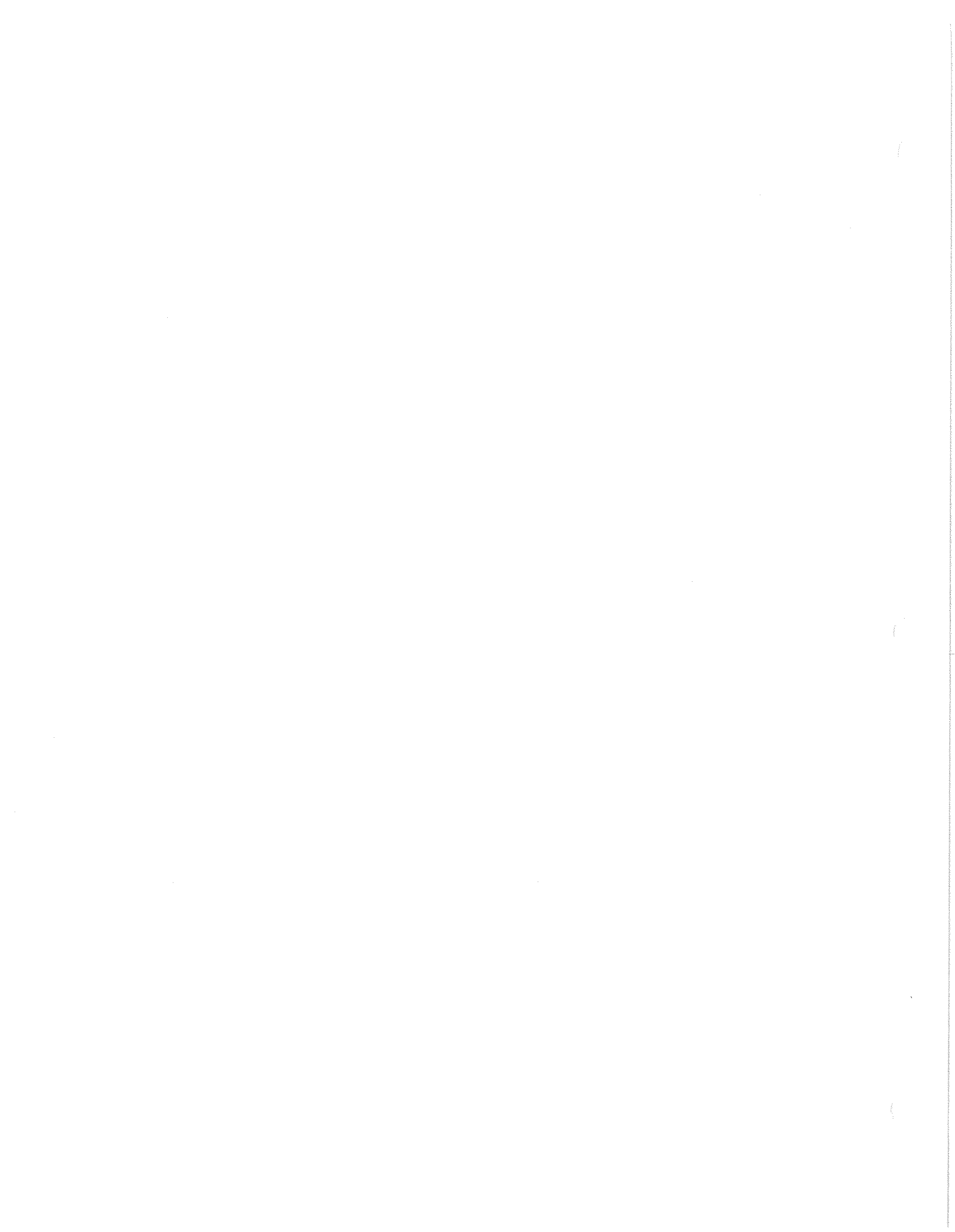
ADJOURNMENT

40. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 20, 2011 unless re-scheduled by the Library Board of Trustees.
41. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
42. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the May 16, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 13, 2011.


Marisa Timothy, Administrative Assistant



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 18, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 18, 2011 at 6:29 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Katie Matas (exited at 7:48pm), Beatrice Quintanar (exited at 7:50pm), Marisa Timothy, Lori Worden; Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley

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

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

ORAL COMMUNICATION

There was no oral communication made at this time.

TRUSTEE REPORTS

President Wood reported that she attended the California Special District Associations (CSDA) Community Leadership Workshop that focused on working with community organizations. She also attended the "Stories of César Chavez" library event that was a fantastic program, 'very well done'. She attended the recent PLFF Annual membership meeting and staff celebration gathering. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa reported that she attended the California Special District Associations (CSDA) Community Leadership Workshop that was a good experience and opportunity to see other organizations' approaches to issues. She also visited a Detroit library where she shared some profit making ideas such as passport services.

Trustee Shkoler reported that he attended the California Special District Associations (CSDA) Community Leadership Workshop. He also attended the "Stories of César Chavez" event at the library and the PLFF annual membership meeting.

Trustee Turner reported her participation in the Play Reading and Book Discussion at the Library. She also attended the "Stories of César Chavez" event as well as the PLFF annual membership and Board meetings. (Item 6)

PLFF REPORT

PLFF Vice President Jack Hanley reported that at the PLFF annual

membership meeting, the current Board members were re-appointed. Six hundred and one volunteer hours were recorded for the month of April. He also reported income for the month of April that included \$2,600 from the Bookstore and \$1,000 from the vending machine. The Foundation has a total of \$182,000 available to donate to the Library. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve Agenda Items 8-26.

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

FY2010-2011 Cash Flow Analysis through March 2011; the Schedule of Anticipated Property Tax

Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

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

Balance Sheet for March 2011 (Item 14)

Acquisitions Report for March 2011 (Item 15)

Entrepreneurial Activities Report for March 2011 (Item 16)

GENERAL CONSENT

Personnel Report for March 2011 (Item 17)

Circulation Report for March 2011 (Item 18)

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

STAFF REPORTS

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

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

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

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

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

Local History Room Report for March 2011 (Item 25)

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

PRESENTATION

President Wood presented the Employee of the Quarter Award to Librarian Nadia Dallstream. (Item 27)

DISUSSION ITEMS

**IN-HOUSE
ACCOUNTING**

Library Director Contreras explained the past discussions and requests for consideration of moving away from the County of Orange to perform accounting services for PLD. Discussion was made regarding the pros and cons of in-house accounting including more control of the timing of payments and the need for staff training and the transfer of records. It was moved by Trustee Shkoler and seconded by Trustee Turner to direct staff to plan to convert from the County of Orange to in-house accounting: (Item 28)

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

INFRASTRUCTURE LIST

Library Director Contreras presented a list of infrastructure needs that was previously presented at the January 17, 2011 Board Meeting. It was recommended that the replacement of sinks and faucets and the installation of a partition in the ADA restroom be completed in the current fiscal year. Discussion was held regarding the necessity of a partition in the ADA restroom and possible graffiti problems. It was moved by Secretary DeVecchio and seconded by Trustee Turner to move forward with the installation of a partition in the ADA restroom and replacement of sinks and faucets in the staff restrooms: (Item 29)

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

**CONTINUING
BUSINESS**

**NAMING OF
CHILDREN'S LIBRARY**

Library Director Contreras presented the history of the naming of the Children's Library in honor of Gordon and Dixie Shaw as it was presented at the January 17th, 2011 Board Meeting. She explained that Mrs. Shaw accepted the honor and requested that the official name be the "Gordon C. and Dixie M. Shaw Children's Library". Library Director Contreras confirmed that the naming was approved at the January meeting, yet the official name was now being presented for approval. Discussion was made regarding the logistics of the naming. Secretary DeVecchio expressed that as he stated earlier, a district policy is needed for the naming of departments. It was moved by Trustee Turner and seconded by Trustee Shkoler to approve the naming of the Children's Library as the "Gordon C. and Dixie M. Shaw Children's Library" and authorize staff to coordinate details with the Placentia Library Friends Foundation. The following votes were placed by a Roll Call vote: (Item 30)

**CONSULTANT &
CONTRACTOR
AGREEMENTS**

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

It was requested by Secretary DeVecchio and Trustee Escobosa that it be recorded that the reason for their no votes was for lack of a district policy in place. President Wood confirmed that the motion carried.

CONTRACT
TEMPLATES

Library Director Contreras explained that staff was directed to discuss and present contract templates to a CSDA attorney for legal opinion and present the legal opinion at a future meeting. Three proposed contract templates as reviewed and revised by attorney Kevin Ennis form Richards Watson Gershon were presented for approval. It was clarified that small modifications would be necessary for each new contract. It was moved by Trustee Escobosa and seconded by Trustee Turner to approve the contracts as presented with minor changes to be made as necessary to reflect specific future projects and vendors: (Item 31)

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

POLICY 2300
JOB DESCRIPTIONS

Library Director Contreras presented recommended changes to the following Job Description Policies: 2308, 2309, 2315, 2317, 2319, 2321, 2323, 2325, and 2327. Discussion was made regarding the U.S. Citizen requirement as it relates to the positions that include Passport Agent responsibilities. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the proposed changes of PLD Policy 2308 – Job Description – Human Resources/Finance Analyst, PLD Policy 2309 – Job Description – Administrative Assistant, PLD Policy 2315 – Job Description – Librarian II, PLD Policy 2317 – Job Description – Librarian I, PLD Policy 2319 – Job Description- Library Assistant, PLD Policy 2321 – Job Description – Circulation Supervisor, PLD Policy 2323 – Library Clerk, , PLD Policy 2325 – Job Description – Library Aide, PLD Policy 2327 – job Description – Library Page as presented: (Item 32)

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

FY 2011-2012
BUDGET PREVIEW

Library Director Contreras presented the proposed Fiscal Year 2011-2012 Budget of \$2, 082,477, down 4% from the current fiscal year and based on a flat decrease in property tax revenue. Discussion was held regarding the proposed Organizational Chart presented with the Budget information and the vacancy of the Library Services Manager position. Reserve, Surplus, and Restricted Funds were also discussed. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to incorporate the Library Director's recommendations for organizational changes and reclassification of staff positions into the Fiscal Year 2011-2012: (Item 33)

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

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve the Library Director's recommendations for a 2% COLA to be reflected in the Salary Schedule for the Fiscal Year 2011-2012 Budget: (Item 33)

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

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the Fiscal Year 2011-2012 Budget as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees. The following votes were placed by a Roll Call vote: (Item 33)

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

FINES & FEES
SCHEDULE

Library Director Contreras presented the recommended changes to PLD Policy 6035 – Fines & Fees Schedule. It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the Library Director’s recommendations for changes to PLD Policy 6035 – Fines & Fees Schedule for Fiscal Year 2011-2012 as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees. The following votes were placed by a Roll Call vote: : (Item 34)

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

ORANGE COUNTY
SPECIAL DISTRICT
SELECTION
COMMITTEE BYLAWS

Library Director Contreras presented proposed new by-laws for the Orange County Special District Selection Committee that were created in response to issues arising at the January 27, 2011 election. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to approve the Bylaws of the Orange County Special District Selection Committee as presented and authorize the Library Director to submit ballot on behalf of the Placentia Library District: (Item 35)

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

PROPOSED FY 2011-
2012 LAFCO BUDGET

Library Director Contreras presented proposed FY 2011-2012 Local Agency Formation Commission (LAFCO) Budget that was distributed for review and comment to their funding agencies. It was moved by Trustee Turner and seconded by Trustee Shkoler to approve the proposed FY 2011-2012 Local Agency Formation Commission (LAFCO) Budget as presented and authorize the Library Director to submit comments on behalf of the Placentia Library District: (Item 36)

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

CONSULTING
SERVICES FOR SB90
REIMBURSEMENT

Library Director Contreras presented information regarding SB90 that allows local government to secure full reimbursement for programs mandated by the state, specifically agenda preparation for Board meetings and Closed Session disclosures. Shields Consulting Services provided service to the District in the past and was recommended for continued

service. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize staff to proceed with procuring Shields Consulting Services to process SB90 Reimbursement for Placentia Library District as presented with the proposed agreement: (Item 37)

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

**AGENDA
PREPARATION**

Agenda Preparation for the April Board of Trustees Meeting which will be held on Monday, May 16, 2011 unless re-scheduled by the Library Board of Trustees. Trustee Shkoler requested that amplification in the Meeting Room be considered for future meetings. Trustee Turner announced that she will not be able to attend the next Board Meeting on May 16th.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on April 18, 2011 adjourned at 7:58 P.M.

NEXT MEETING

The next meeting will be on May 16, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES.

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for February 2011
DATE: May 16, 2011

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			

TOTAL \$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: May 16, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	05/04/11	5393	\$14,173.57
	05/04/11	5394	\$ 1,107.01
		TOTAL	\$15,558.58

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: May 16, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	05/16/11	5395	\$ 1,072.69
707	05/16/11	5396	\$ 1,825.99
707	05/16/11	5397	\$ 4,429.89
707	05/16/11	5398	\$ 1,934.45
707	05/16/11	5399	\$ 4,355.53
707	05/16/11	5400	\$ 4,648.21
707	05/16/11	5401	\$ 24,666.27

Subtotal for Claims **\$42,933.03**

Payroll

On Demand Wire	06/10/11	27	\$40,000.00
	06/24/11	28	\$40,000.00

Subtotal for Payroll **\$80,000.00**

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$ 122,933.03**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/16/11
REPORT NO: 5395

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
VC5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	04-01-11 918624	2400	0760		\$128.82		
VC0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	04-12-11 74171125	2400	0760		\$27.80		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	04-04-11 1081278283	2400	0760		\$28.28		
	04-04-11 1081278284	2400	0760		\$73.63		
	04-08-11 1081322548	2400	0760		\$30.72		
					\$132.63		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-01-11 W63714030	2400	0760		\$16.49		
	04-01-11 W63990790	2400	0760		\$30.09		
	04-01-11 W63872810	2400	0760		\$30.92		
	04-01-11 W63851860	2400	0760		\$92.79		
	04-01-11 W63850940	2400	0760		\$56.06		
	04-06-11 W64247630	2400	0760		\$22.78		
	04-06-11 W64246220	2400	0760		\$22.78		
	04-06-11 W64246210	2400	0760		\$22.78		
	04-08-11 W64321880	2400	0760		\$321.88		
	04-08-11 W64467800	2400	0760		\$47.24		
	04-08-11 W64392080	2400	0760		\$22.78		
	04-08-11 W64467840	2400	0760		\$35.00		
	04-08-11 W64322010	2400	0760		\$61.85		
				\$783.44			

TOTAL REMITTANCE: \$1,072.69

The claims listed above (totaling \$1,072.69) 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: 05/16/11
REPORT NO: 5396

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-14-11	2400	0760				
	W64942420				\$26.85		
	04-14-11	2400	0760				
	W65003200				\$39.02		
	04-14-11	2400	0760				
	W64942440				\$30.92		
	04-21-11	2400	0760				
	W64322760				\$182.57		
	04-21-11	2400	0760				
	W65213430				\$18.90		
	04-21-11	2400	0760				
	W64581310				\$26.14		
	04-21-11	2400	0760				
	W65318820				\$45.55		
	04-21-11	2400	0760				
	W65256260				\$26.85		
	03-28-11	2400	0760				
	4009771276				\$522.29		
	03-29-11	2400	0760				
	4009755693				\$40.02		
	03-29-11	2400	0760				
	4009755694				\$87.74		
	03-29-11	2400	0760				
4009755695				\$119.53			
03-29-11	2400	0760					
4009755696				\$16.48			
03-29-11	2400	0760					
4009755697				\$10.14			
03-29-11	2400	0760					
4009755698				\$37.38			
03-29-11	2400	0760					
4009755699				\$26.09			
03-29-11	2400	0760					
4009755700				\$31.09			
03-29-11	2400	0760					
4009755701				\$25.41			
03-29-11	2400	0760					
4009755702				\$344.76			
03-29-11	2400	0760					
4009755703				\$59.72			
03-29-11	2400	0760					
4009755704				\$12.54			
03-29-11	2400	0760					
4009755705				\$96.00			
					\$1,825.99		
TOTAL REMITTANCE:					\$1,825.99		

The claims listed above (totaling \$1,825.99) 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: 05/16/11
REPORT NO: 5397

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-29-11	4009755706	2400	0760	\$9.52		
	03-29-11	4009755707	2400	0760	\$83.37		
	03-29-11	4009755708	2400	0760	\$14.62		
	03-29-11	4009755709	2400	0760	\$33.06		
	03-29-11	4009755710	2400	0760	\$43.83		
	03-29-11	4009755711	2400	0760	\$56.05		
	03-29-11	4009755712	2400	0760	\$21.76		
	03-29-11	4009755713	2400	0760	\$340.10		
	03-29-11	4009755714	2400	0760	\$214.66		
	03-29-11	4009755715	2400	0760	\$113.48		
	03-29-11	4009755716	2400	0760	\$39.80		
	03-29-11	4009755717	2400	0760	\$281.06		
	03-29-11	4009755718	2400	0760	\$46.87		
	03-29-11	4009755719	2400	0760	\$973.70		
	03-29-11	4009755720	2400	0760	\$126.44		
	03-29-11	4009755721	2400	0760	\$75.15		
	03-29-11	4009755722	2400	0760	\$41.12		
	03-29-11	4009755723	2400	0760	\$33.33		
	03-29-11	4009755724	2400	0760	\$20.44		
	03-29-11	4009755735	2400	0760	\$1,219.97		
03-29-11	4009755736	2400	0760	\$445.96			
03-29-11	4009755737	2400	0760	\$195.60			
					\$4,429.89		

TOTAL REMITTANCE: \$4,429.89

The claims listed above (totaling \$4429.89) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/16/11
REPORT NO: 5398

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-29-11	2400	0760				
	4009755738				\$570.31		
	03-29-11	2400	0760				
	4009755739				\$147.10		
	03-29-11	2400	0760				
	4009755740				\$20.55		
	03-29-11	2400	0760				
	4009755741				\$456.71		
	03-29-11	2400	0760				
	4009755742				\$116.25		
	03-30-11	2400	0760				
	4009756258				\$15.27		
	03-30-11	2400	0760				
	4009756425				\$21.60		
	03-30-11	2400	0760				
	4009756426				\$21.60		
	04-01-11	2400	0760				
	4009755957				\$45.89		
	04-02-11	2400	0760				
	4009759103				\$16.50		
	04-02-11	2400	0760				
	4009759104				\$60.36		
	04-02-11	2400	0760				
4009759105				\$19.73			
04-02-11	2400	0760					
4009759107				\$18.47			
04-02-11	2400	0760					
4009759108				\$71.98			
04-02-11	2400	0760					
4009759109				\$17.84			
04-02-11	2400	0760					
4009759110				\$13.18			
04-02-11	2400	0760					
4009759111				\$83.27			
04-02-11	2400	0760					
4009759112				\$37.48			
04-02-11	2400	0760					
4009759113				\$18.73			
04-02-11	2400	0760					
4009759114				\$30.10			
04-02-11	2400	0760					
4009759115				\$20.55			
04-04-11	2400	0760					
4009779700				\$110.98			
				\$1,934.45			

TOTAL REMITTANCE: \$1,934.45

The claims listed above (totaling \$1,934.45) 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: 05/16/11
REPORT NO: 5399

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-07-11	2400	0760		\$1,346.77		
	4009771298						
	04-07-11	2400	0760		\$220.33		
	4009771299						
	04-07-11	2400	0760		\$547.85		
	4009771300						
	04-07-11	2400	0760		\$422.76		
	4009771301						
	04-07-11	2400	0760		\$403.80		
	4009771302						
	04-08-11	2400	0760		\$22.86		
	4009770560						
	04-08-11	2400	0760		\$16.78		
	4009770561						
	04-08-11	2400	0760		\$190.81		
	4009770562						
	04-08-11	2400	0760		\$19.11		
	4009770563						
	04-08-11	2400	0760		\$23.70		
	4009770564						
	04-08-11	2400	0760		\$222.30		
	4009770565						
	04-08-11	2400	0760		\$21.62		
4009770566							
04-08-11	2400	0760		\$26.39			
4009770567							
04-08-11	2400	0760		\$47.26			
4009770568							
04-08-11	2400	0760		\$326.92			
4009770569							
04-08-11	2400	0760		\$95.00			
4009770570							
04-08-11	2400	0760		\$59.06			
4009770571							
04-08-11	2400	0760		\$97.18			
4009770572							
04-08-11	2400	0760		\$40.22			
4009770573							
04-08-11	2400	0760		\$59.10			
4009770574							
04-08-11	2400	0760		\$95.28			
4009770575							
04-08-11	2400	0760		\$50.43			
4009770576							
					\$4,355.53		

TOTAL REMITTANCE: \$4,355.53

The claims listed above (totaling \$4,355.53) 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: 05/16/11
REPORT NO: 5400

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	04-08-11	2400	0760				
	4009770577				\$108.37		
	04-08-11	2400	0760				
	4009770578				\$50.55		
	04-08-11	2400	0760				
	4009770579				\$99.90		
	04-08-11	2400	0760				
	4009770580				\$84.27		
	04-08-11	2400	0760				
	4009770581				\$54.53		
	04-11-11	2400	0760				
	4009786913				\$469.13		
	04-11-11	2400	0760				
	4009786865				\$90.69		
	04-12-11	2400	0760				
	4009787969				\$105.17		
	04-12-11	2400	0760				
	4009771312				\$471.64		
	04-12-11	2400	0760				
	4009771313				\$329.29		
	04-12-11	2400	0760				
	4009771314				\$32.44		
	04-12-11	2400	0760				
4009771315				\$592.78			
04-12-11	2400	0760					
4009771316				\$458.99			
04-12-11	2400	0760					
4009771317				\$87.33			
04-12-11	2400	0760					
4009771318				\$271.29			
04-12-11	2400	0760					
4009771319				\$347.49			
04-12-11	2400	0760					
4009771320				\$313.42			
04-12-11	2400	0760					
4009771321				\$122.92			
04-12-11	2400	0760					
4009771325				\$361.53			
04-13-11	2400	0760					
4009771326				\$79.88			
04-18-11	2400	0760					
4009794599				\$80.24			
04-20-11	2400	0760					
4009771477				\$36.36			
TOTAL REMITTANCE:					\$4,648.21		

The claims listed above (totaling \$4,648.21) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/16/11
REPORT NO: 5401

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC7210-90 County of Orange Auditor-Controller P.O. Box 567 Santa Ana, CA 92702	05-01-11 CB0513	1900	0740		\$6,009.18		
VC000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	05-11-11 60431	2801			\$3,477.15		
	05-11-11 60431	1400	0712		\$1,595.00		
	05-11-11 60431	0700	0701		\$7.64		
	05-11-11 60432	2801			\$3,620.66		
	05-11-11 60432	1400	0712		\$1,595.00		
	05-11-11 60432	0700	0701		\$7.61		
					\$10,303.06		
VC0479-1 Gale P.O. Box 95501 Chicago, IL 60694-5501	04-21-11 17165111	2400	0760		\$6,176.28		
(needs vendor #) World Book, Inc. World Book School and library P.O. Box 856009 Louisville, KY 40285-6009	04-04-11 WBE1424837	2400	0760		\$1,413.32		
VC2775 OverDrive, Inc. 8555 Sweet Valley Drive, Suite N Cleveland, OH 44125	12-30-10 LF-0000707	2400	0760		\$500.00		
VC000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	05-02-11 8448400250124877	0700	0702		\$112.18		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	04-30-11 0676-000750733	1001			\$152.25		
TOTAL REMITTANCE:					\$24,666.27		

The claims listed above (totaling \$24,666.27) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/16/11
REPORT NO: 27

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	*06-10-11 Payroll #27	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 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 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: 05/16/11
REPORT NO: 28

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	*06-24-11 Payroll #28	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 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 required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: May 16, 2011

Summary of Cash and Investments as of April 30, 2011

Cash with Orange County Treasurer Fund 707	1,798,444.61
Reserves with Orange County Treasurer Fund 707	388,173.78
General Fund Checking – Bank of the West	93,804.39
General Fund Savings – Bank of the West	334,110.99
Payroll Checking – Wells Fargo Bank	139,554.94
Total Cash and Investments	2,754,088.71

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

Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 April 30, 2011

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,668,964	1,715,861	(46,897)	102.8%
6220		Property Taxes - Current Unsecured	61,932	64,609	(2,677)	104.3%
6230		Property Taxes - Prior Secured	0	-	-	100.0%
6240		Property Taxes - Prior Unsecured	0	-	-	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	4,112	(150)	103.8%
6280		Property Taxes - Curr Supplemental	14,621	15,255	(634)	104.3%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	8,456	6,520	1,936	77.1%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	12,476	7,684	4,792	61.6%
6970		State - Other	18,844	26,969	(8,125)	143.1%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	30,000	30,636	(636)	102.1%
		Passports	62,800	80,399	(17,599)	128.0%
		DVD Rental	4,000	6,205	(2,205)	155.1%
		Meeting Room	4,000	7,665	(3,665)	191.6%
		Test Proctor	0	2,500	(2,500)	100%
		FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:			2,160,178	1,973,142		91.3%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	52,823	(52,823)	100.0%
		Emergency Payroll	0	26,562	(26,562)	100.0%
		City of Placentia Tax Sharing Agreement	0	3,896	(3,896)	100.0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
April 30, 2011
83% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	794,228	0.74	\$285,866
0200	Retirement	77,295	51,849	0.67	\$25,446
0301	Unemployment Insurance	6,000	464	0.08	\$5,536
0306	Health Insurance	106,622	101,847	0.96	\$4,775
306	Employee Assistance Program	787	566	0.72	\$221
0308	Dental Insurance	15,274	12,537	0.82	\$2,737
0309	Life Insurance	8,324	6,755	0.81	\$1,569
0310	AD & D Insurance	4,737	3,391	0.72	\$1,346
0319	Vision Insurance	2,486	1,967	0.79	\$519
0350	Workers' Compensation Insurance	10,000	5,285	0.53	\$4,715
	TOTAL	\$1,311,619	\$978,890	0.75	\$332,729
SERVICES & SUPPLIES					
0700	Communications	17,000	5,808	0.34	\$11,192
0900	Food	1,000	980	0.98	\$20
1000	Household Expenses	8,000	10,681	1.34	-\$2,681
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	15,988	0.64	\$9,012
1400	Maintenance, Buildings & Improvements	65,000	16,906	0.26	\$48,094
1600	Memberships	4,700	4,483	0.95	\$217
1800	Office Expenses	35,000	24,703	0.71	\$10,297
1803	Postage	5,000	3,173	0.63	\$1,827
1900	Prof./Specialized Services	149,100	97,832	0.66	\$51,268
1912	Investment Administrative Fees	1,500	1,060	0.71	\$440
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	423	0.42	\$577
2200	Rents & Leases - Buildings & Improvements	35,000	49,874	1.42	-\$14,874
2400	Books/Library Materials	150,000	107,576	0.72	\$42,424
2600	Transportation & Travel	2,000	71	0.04	\$1,929
2700	Meetings	6,500	7,567	1.16	-\$1,067
2800	Utilities	85,000	63,960	0.75	\$21,040
	TOTAL	\$606,800	\$422,378	0.70	\$184,422
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$6,187	0.88	\$813
	OPERATING EXPENSES	\$1,918,419	\$1,407,455	0.73	\$510,964
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$12,358	1.24	-\$2,358
4200	Structures/Improvements	100,000	\$94,578	0.00	\$5,422
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$106,937	0.46	\$127,822
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$1,514,391	0.70	\$645,787
Reserves	General Reserves	\$10,000	\$0	0.00	\$10,000
	702-Equipment & Structural Repair Fund	\$10,265	\$1	0.00	\$10,264
	703-Automated Replacement Fund	\$12,236	\$1	0.00	\$12,235
	706-Interest & Sinking Bond Redemption	\$175,985	\$15	0.00	\$175,970
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$1	0.00	\$11,938
	Impact Fees	\$42,732	\$0	0.00	\$42,732

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF APRIL 2011
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$10,579	603	631	\$271	5	25	\$10,851	608	656	\$1,206	42	43	\$12,056	650	699
Adult Non-Fiction	\$19,064	888	892	\$537	21	37	\$19,600	909	929	\$319	14	14	\$19,920	923	943
Adult Reference	\$904	12	12	\$0	0	0	\$904	12	12	\$25	1	1	\$929	13	13
Adult magazines	\$5,180	97	1477	\$0	0	0	\$5,180	97	1477	\$0	0	0	\$5,180	97	1,477
Adult on-line databases	\$10,770	3	0	\$0	0	0	\$10,770	3	0	\$0	0	0	\$10,770	3	0
Total Adult Non-Fiction	\$35,917	1000	2381	\$537	21	37	\$36,454	1021	2418	\$944	15	15	\$36,798	-1036	2433
TOTAL ADULT PRINT MATERIALS	\$46,497	1603	3012	\$808	26	62	\$47,304	1629	3074	\$1,550	57	58	\$48,854	1686	3132
Adult Music CDs	\$1,757	100	100	\$0	0	0	\$1,757	100	100	\$398	24	24	\$2,155	124	124
Adult Audio Books	\$2,352	62	62	\$0	0	0	\$2,352	62	62	\$164	3	3	\$2,516	65	65
Adult Free DVDs	\$1,288	41	41	\$0	0	0	\$1,288	41	41	\$0	0	0	\$1,288	41	41
Adult Rental DVDs	\$3,273	118	118	\$0	0	0	\$3,273	118	118	\$200	11	11	\$3,473	129	129
TOTAL ADULT NON-PRINT MATERIALS	\$8,670	321	321	\$0	0	0	\$8,670	321	321	\$762	38	38	\$9,432	359	359
TOTAL ADULT MATERIALS	\$55,166	1924	3333	\$808	26	62	\$55,974	1,950	3,395	\$2,312	95	96	\$58,286	2,045	3,491
Juvenile Fiction	\$31,827	1,873	2,774	\$0	0	0	\$31,827	1,873	2,774	\$946	69	73	\$32,773	1,942	2,847
Young Adult Fiction	\$12,609	980	985	\$0	0	0	\$12,609	980	985	\$305	18	18	\$12,914	998	1,003
Total Juvenile Fiction	\$44,437	2,853	3,759	\$0	0	0	\$44,437	2,853	3,759	\$1,251	87	91	\$45,687	2,940	3,850
Juvenile Non-Fiction	\$17,189	848	872	\$663	34	34	\$18,152	882	906	\$334	12	12	\$18,486	894	918
Young Adult Non-Fiction	\$2,185	100	102	\$0	0	0	\$2,185	100	102	\$146	7	10	\$2,331	107	112
Juvenile Reference	\$1,411	7	34	\$366	22	22	\$1,777	29	56	\$0	0	0	\$1,777	29	56
Juvenile Magazines	\$597	15	106	\$0	0	0	\$597	15	106	\$0	0	0	\$597	15	106
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$21,781	971	1,114	\$1,329	56	56	\$23,110	1,027	1,170	\$480	19	22	\$23,589	1,046	1,192
TOTAL JUVENILE PRINT MATERIALS	\$66,217	3,824	4,873	\$1,329	56	56	\$67,546	3,880	4,929	\$1,730	106	113	\$69,277	3,986	5,042
Juvenile Music CDs	\$42	2	3	\$0	0	0	\$42	2	3	\$20	1	1	\$62	3	4
Juvenile Audio Books	\$533	25	25	\$0	0	0	\$533	25	25	\$0	0	0	\$533	25	25
Juvenile Free DVDs	\$2,307	91	118	\$0	0	0	\$2,307	91	118	\$0	0	0	\$2,307	91	118
Juvenile Rental DVDs	\$3,683	72	143	\$0	0	0	\$3,683	72	143	\$0	0	0	\$3,683	72	143
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,565	190	289	\$0	0	0	\$6,565	190	289	\$20	1	1	\$6,585	191	290
TOTAL JUVENILE MATERIALS	\$72,783	4014	5162	\$1,329	56	56	\$74,111	4,070	5,218	\$1,750	107	114	\$75,862	4,177	5,332
Total Fiction	\$55,016	3,456	4,390	\$271	5	25	\$55,287	3,461	4,415	\$2,456	129	134	\$57,743	3,590	4,549
Total Non-Fiction	\$57,698	1,971	3,495	\$1,865	77	93	\$59,563	2,048	3,588	\$824	34	37	\$60,387	2,082	3,625
Total Music CDs	\$1,799	102	103	\$0	0	0	\$1,799	102	103	\$418	25	25	\$2,217	127	128
Total Audio Books	\$2,885	87	87	\$0	0	0	\$2,885	87	87	\$164	3	3	\$3,049	90	90
Total Free DVDs	\$3,595	132	159	\$0	0	0	\$3,595	132	159	\$0	0	0	\$3,595	132	159
Total Rental DVDs	\$6,956	190	261	\$0	0	0	\$6,956	190	261	\$200	11	11	\$7,156	201	272
TOTAL MATERIALS	\$127,949	5938	8495	\$2,137	82	118	\$130,086	6,020	8,613	\$4,063	202	210	\$134,148	6,222	8,823

Outstanding Orders as of April 2011
Adopt-a-book \$165

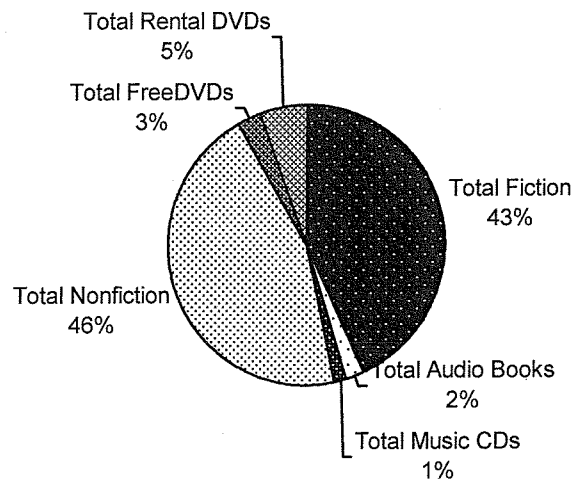
General Fund \$17,167

TOTAL \$17,331

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF APR. 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$55,016	3,456	4,390
Total Non-Fiction	\$57,698	1,971	3,495
Total Music CDs	\$1,799	102	103
Total Audio Books	\$2,885	87	87
Total Free DVDs	\$3,595	132	159
<u>Total Rental DVDs</u>	<u>\$6,956</u>	<u>190</u>	<u>261</u>
TOTAL MATERIALS	\$127,949	5,938	8,495



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.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for April 2011
DATE: May 16, 2011

April 2011 Net Revenue Summary

			YTD	YTD
	Apr-11	Apr-10	2010-2011	2009-2010
Passport	9,375.00	9,370.00	66,376.00	66,346.00
Passport Photos	1,943.00	1,530.00	14,023.00	10,655.00
Test Proctor	450.00	150.00	2,500.00	2,502.00
Meeting Room	530.00	475.00	7,665.00	4,140.00
DVD Rentals	556.00	589.00	6,205.00	5,598.00
Total	12,854.00	12,114.00	96,769.00	89,241.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for April 2011
DATE: May 16, 2011

			YTD	YTD
	Apr-11	Apr-10	2010-2011	2009-2010
Separation	0	0	2	1
Retirement	0	0	0	0
Appointments	0	0	1	6
Open Positions	1	0	2	5
Workers' Compensation Leave	0	0	0	0
Total	1	0	5	12

SEPARATION:
None

OPEN POSITIONS:
Library Clerk (30 hours)

RETIREMENT:
None

WORKERS' COMPENSATION LEAVE:
None

APPOINTMENTS:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: May 16, 2011

MONTHLY STATISTICS

April 2011

CIRCULATION			Y-T-D	Y-T-D	Y-T-D
	Apr-11	Apr-10	2010-11	2009-10	% change
New Patron Registrations	291	360	3,281	3,750	-12.5%
Total Circulation	17,087	18,663	181,131	180,300	0.5%
Total Active Borrowers	9,210	10,225	140,799	161,979	-13.1%
Attendance	21,410	24,185	184,468	247,451	-25.5%
Registered Card Holders	33,147	29,259	319,225	278,016	14.8%
Adult Fiction	2,874	3,291	30,805	31,345	-1.7%
Adult Nonfiction	2,262	2,992	25,145	25,037	0.4%
Adult Magazines	281	402	3,615	3,674	-1.6%
Adult Music CDs	244	443	3,619	3,988	-9.3%
Adult Audio Books	630	647	6,488	6,734	-3.7%
Adult Free DVDs	355	482	4,463	4,463	0.0%
Adult Rental DVDs	463	531	4,881	5,668	-13.9%
JV Fiction	6,070	6,068	61,249	58,891	4.0%
YA Fiction	691	724	6,223	6,643	-6.3%
JV Nonfiction	1,426	1,369	13,408	12,781	4.9%
YA Nonfiction	37	53	425	374	13.6%
JV Magazines	5	0	74	43	72.1%
JV Music CDs	25	36	484	410	18.0%
JV Audio Books	40	48	312	315	-1.0%
JV Free DVDs	795	751	8,256	7,809	5.7%
JV Rental DVDs	221	173	1,779	1,756	1.3%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	-	710	458	524	582	629	2,903
10:00	-	459	533	478	611	789	2,870
11:00	-	469	665	590	718	697	3,139
12:00	-	472	562	509	734	679	2,956
1:00	629	448	772	585	497	1,129	4,060
2:00	589	493	810	560	516	736	3,704
3:00	476	583	557	733	455	1,350	4,154
4:00	501	808	712	787	923	924	4,655
5:00	-	815	1,602	871	810	-	4,098
6:00	-	1,086	1,202	843	930	-	4,061
7:00	-	754	726	1,033	977	-	3,490
8:00	-	557	596	826	750	-	2,729
Total/Day	2,195	7,654	9,195	8,339	8,503	6,933	42,819
Grand Total							21,410

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	1	0	0	1	10	12
10:00	0	1	1	0	2	11	15
11:00	0	5	0	1	2	17	25
12:00	0	2	3	2	4	30	41
1:00	13	4	2	2	2	23	46
2:00	11	2	2	7	9	20	51
3:00	18	4	2	1	5	21	51
4:00	1	7	1	3	4	11	27
5:00	0	10	5	2	5	0	22
6:00	0	6	11	7	2	0	26
7:00	0	6	11	19	4	0	40
8:00	0	5	5	5	4	0	19
Total/Day	43	53	43	49	44	143	375
Grand Total							375

STAFF ACTIVITY

- April 05, 2011- Fernando Maldonado attended weekly Supervisor's Meeting's.
- April 10, 2011- Laura Mitchell attended Summer Reading Celebration Meeting.
- April 12, 2011- Fernando Maldonado attended weekly Supervisor's Meeting's.
- April 18, 2011- Fernando attended the board meeting.
- April 19, 2011- Fernando Maldonado attended weekly Supervisor's Meeting's.
- April 19, 2011- Beatrice, Estella, Esther, Jesus, Larry, Vanita, and Fernando attended all staff meeting.
- April 20, 2011- Several staff began moving supplies from the boiler room to the workroom.
- April 21, 2011- Continued with the reorganization of supplies.
- April 26, 2011- Fernando and Edgar relocated the PLFF file cabinet and emergency supply box.
- April 28, 2011- Jesus helped to update the library's web page.
- April 30, 2011- Several staff helped with set up, and break down for the El Dia Celebration.

ONGOING PROJECTS

- Saul Ulloa is working on reducing the number of claims return items on the claims return list.
- Staff workroom will be reorganized as part of the office supplies relocation.
- Laura Mitchel continues her involvement in the SRP committee in preparation for the event.

NEW PROJECTS AND ACTIVITIES

- The Circulation Department will clean the staff lounge for the entire month of May.
- Circulation will work with Nadia to shift the new adult fiction and non-fiction books.
- Circulation will work with Nadia to shift all the adult DVD's.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: May 16, 2011

CITY OF PLACENTIA
 INVOICES

PERIOD COVERED FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	6,892.73	1,452.50	142.50	14.42	\$8,502.15
Aug-10	10/12/10	6,848.56	1,425.50	142.50	*	\$8,443.56
Sep-10	10/28/10	6,571.73	1,452.50	142.50	*	\$8,166.73
Oct-10	11/23/10	4,688.88	1,452.50	142.50	*	\$6,283.88
Nov-10	12/08/10	3,832.05	1,452.50	142.50	*	\$5,427.05
Dec-10	02/01/11	3,337.15	1,452.50	142.50	*	\$4,932.15
Jan-11	02/15/11	3,412.40	1,452.50	142.50	7.68	\$5,015.08
Feb-11	3/17/11	3,401.08	1,452.50	142.50	7.64	\$5,003.72
Mar-11	05/11/11	3,477.15	1,452.50	142.50	7.64	\$5,079.79
Apr-11	05/11/11	3,620.66	1,452.50	142.50	7.61	\$5,223.27
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
TOTAL		45,882.39	14,525.00	1,425.00	44.99	\$62,077.38
AVG		4,588.23	1,452.50	142.50	4.49	\$6,207.73

* City Billing Not Received

FY2009-2010	DATE INVOICE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25	70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30	12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53	12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*	12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05	12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42	*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11	*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11	*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50	14.39	5,564.61
Apr-10	5/10&8/5/10	3,796.14	1,605.36	142.50	14.39	5,558.39
May-10	5/10&8/5/10	3,948.92	1,605.36	142.50	14.44	5,711.22
Jun-10	5/10&7/15/10	7,023.20	1,605.36	142.50	14.41	8,785.47
TOTAL		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
AVG		4,938.94	1,605.36	138.07	19.94	\$6,685.82



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for April 2011
DATE: May 16, 2011

Accomplishments

- Continued to meet with supervisors to prepare for and discuss the budget for fiscal year 2011-2012.
- Met with supervisors from Adult, Children's and Circulation to provide guidance and assistance on personnel matters.
- Secured \$300 from PLFF for a tablet for a raffle to solicit email addresses.
- Worked with Legal Consultant to develop two contract templates which were approved at the April board meeting.
- Met with Patti Finie from Gale Cengage Learning.
- Began automatic door replacement project.

Community / Outreach

- Santa Fe Merchants – April 12th
- Chief James Anderson Retirement – April 21st
- Easter Eggcitement – April 23rd
- Rotary District Conference – April 29th

Meetings

- Library Board of Trustees meetings – April 7th, 18th
- PLFF meetings – April 11th, 26th
- Supervisors/Manager meetings – April 5th, 6th, 13th, 19th, 26th
- All Staff meeting – April 19th
- Personnel meetings – April 4th, 13th,
- Rotary meetings – April 6th, 13th, 14th, 20th, 27th
- Roundtable Women's Club meetings – April 6th, 20th
- Easter Eggcitement meeting – April 7th

Projects in Progress

- Fiscal Year 2011-2012 Budget
- Post Construction Cleaning
- Gordon and Dixie Shaw Children's Library Dedication
- Facility projects – staff and ADA restrooms



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for April 2011
DATE: May 16, 2011

No report available due to vacancy of position.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian II
SUBJECT: Children's Services Monthly Activity Report for April 2011
DATE: May 16, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	April 2011	April 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	66	26	487	257	89.49%
In person reference/research:	749	554	6574	5342	23.06%
Total Reference	815	580	7061	5605	25.98%
Total Number of Programs	24	26	243	257	-5.45%
Total Programs Attendance	1860	893	9987	8592	16.24%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	30
Read to the Dogs	1	30
Preschool Story Times I & II: 3-6 years	8	226
Pocket Tales: Stories, music, and movement.	4	138
Lap Sit 24 months & younger	4	263
P-TAC	2	41
Family Game Day	1	14
Super STAR Storytime	1	18
4/23 Easter Eggcitement	1	1,000
4/30 El Día De Los Niños, El Día De Los Libros	1	100

Total April 2011	24	1,860
Total April 2010	26	893
Current FY to date	243	9,987
Previous FY to date	257	8,592

Achievements:

- Lori Worden attended an Eggcitement breakfast planning meeting on April 7 with Jeanette Contreras and other Eggcitement community partners.
- Placentia Library, the Placentia Library Friends Foundation, Placentia Rotary, Placentia Women's Roundtable, and Placentia Community Services conducted a successful Easter Eggcitement program at Kraemer Park on April 23, with approximately 1,000 children and adults attending. Placentia Library P-TAC teen volunteers also assisted with set-up, crafts, Easter Bunny pictures, the egg hunt, and clean-up.
- Lori Worden attended the Library Board of Trustees meeting on April 18.
- Lori Worden conducted a Children's staff meeting on April 19 to discuss and plan the Summer Reading Program for children and teens.
- Children's staff attended the All-Staff meeting on April 19.
- Coleen Wakai hosted a YA librarian SCLC meeting on April 20.
- Matthew Worden, son of Lori Worden, participated in "National Take Your Child to Work Day" at Placentia Library on April 28.
- Brenda Ramirez and Children's staff presented an El Dia de Los Ninos program on April 30 with stories, crafts, music, and refreshments for children and families. Each child received a free book. Books were purchased with Reforma grant funds.
- Lori Worden attended 3 library supervisor's meetings with Jeanette Contreras in April.

In Progress:

- Staff made plans for the upcoming program with musician Dan Crow, to be held on May 14.
- Staff is making plans for the children's and YA Summer Reading programs.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Volunteers
SUBJECT: Volunteer Report for April, 2011
DATE: May 16, 2011

Volunteer Hours:

	April 2011	April 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
History Room	67.5	31	521	438.5	18.81%
PLFF	421	508	3994	4990	-19.96%
Library (General)	403.75	235	3736.25	3222.5	15.94%
Homework Club	99	157	816.5	967	-15.60%
Tutors (Adult Literacy)	101	68	526.25	466	12.90%
PTAC	302.5		862.75		

Achievements:

- Interviewed potential volunteers for homework club and Summer Reading Program
- Referred potential Tech Volunteers to Nadia Dallstream
- Referred potential Adult Literacy Volunteers to Gary Bell
- Referred proctoring requests to Katie Matas
- Renewed our service learning/internship agreement with University of Phoenix
- Renewed our Federal Work/Study listing with Western State University
- Responded to requests for information from Volunteermatch.org
- Refreshed our listings on Volunteermatch.org

Projects in Progress:

- Supervising a One-Stop adult volunteer
- Supervising homework club volunteers
- Registered for a Volunteermatch workshop



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Librarian

SUBJECT: Reference and Adult Services Monthly Activity Report for April 2011

DATE: MAY 16, 2011

MONTHLY STATISTICS

Adult Services Programs

		April 2011
April 2, 2011	The Stories of Cesar Chavez	40
April 5, 2011	Computer Workshop: Introduction to E-Mail	5
April 6, 2011	Play Reading: Wuthering Heights	6
April 6, 2011	Tech Help	3
April 12, 2011	Book Discussion: Major Pettigrew's Last Stand	13
April 13, 2011	Tech Help	2
April 19, 2011	Computer Workshop: Intermediate E-Mail	8
April 20, 2011	Tech Help	1
April 27, 2011	Tech Help	5

Reference Desk Activity

	April 2011	April 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Reference -- in person	943	1343	10339	12512	-17.37%
Reference -- telephone	332	381	3311	3219	2.86%
Reference -- email/chat	2	1	4	1	100.00%
Technology assistance	542	682	6459	6578	-1.81%
Guest passes	143	36	1632	199	720.10%
Public computer use (desktops)	3208	2829	30036	28855	4.09%
Public computer use (express laptops)	320	1869	8414	16627	-49.40%
In library use -- cleanup	3009	3399	33952	34310	-1.04%
Adult Program Attendance*	83	0	869	0	100.00%

**No data for FY 2009-2010*

ACHIEVEMENTS

- **Kathy Staymates** updated the book troughs to display books celebrating spring and national poetry month.
- **Kathy Staymates** created a bibliography and a PowerPoint presentation for National Poetry Month.
- **Nadia Dallstream** coordinated a program celebrating Cèsar Chàvez day on April 2nd.
- **Trustee Shkoler** taught the Computer Workshop: Introduction to E-Mail on April 5th.
- **Gary Bell and Trustee Turner** led the April 6th play reading of *Wuthering Heights* by E. Bronte.
- **Katie Matas** led the April 12th book discussion of *Major Pettigrew's Last Stand* by Helen Simonson.
- **Nadia Dallstream** coordinated 7 Computer Workshops and Tech Help sessions.
- **Gary Bell** is coordinating the Adult Literacy Program. Fifteen students received 67.5 hours of assistance from 6 tutors.

MEETINGS

- **Nadia Dallstream** attended the April 7th Board Work Session.
- **Kathy Staymates** attended 1 Summer Reading Celebration meeting on April 12th.
- **Katie Matas, Nadia Dallstream and Gary Bell** attended the Reference Meeting on April 13th.
- **Nadia Dallstream** attended 3 Managers/Supervisors Meetings.
- **Nadia Dallstream and Katie Matas** attended the April 18th Board Meeting.
- **Katie Matas, Nadia Dallstream and Gary Bell** attended the Staff Meeting on April 19th.
- **Kathy Staymates, Katie Matas, Nadia Dallstream and Gary Bell** attended the Reference Staff Meeting on April 20th.

IN PROGRESS

- **Gary Bell** is preparing for May Play Reading of *Wuthering Heights* by Emily Bronte/R.Carter.
- **Gary Bell** is preparing for the May Book Discussion of *War Beneath the Waves* by Don Keith.
- **Kathy Staymates and Nadia Dallstream** are working on the Adult Summer Reading Program- *Novel Destinations*.
- **Kathy Staymates** is preparing for the Summer Reading Celebration.
- **Nadia Dallstream** is coordinating Computer Workshops and Computer Literacy for May.
- **Gary Bell** is preparing a recommended reading list for the Adult Summer Reading Program- *Novel Destinations*.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for April 2011
DATE: May 16, 2011

History Room Statistics:

	April 2011	April 2010	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
History Room Visitors	12	15	89	98	-9.18%
History Room Volunteer Hours	67.5	52	477.5	454	5.18%

ACHIEVEMENTS:

- **Gary Bell** obtained three proposals for videographers and completed the script for the Placentia Historical Homes DVD project.
- **Gary Bell** has completed the evaluation of intern Lisa Boskovitch and she has completed her internship with Placentia Library District.

IN PROGRESS

- **Gary Bell** is continuing with preparations for the filming of the Placentia Historical Homes DVD project.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for April 2011

DATE: May 16, 2011

MONTHLY STATISTICS

Online database usage:

	April 2011	April 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
General Reference Center	672	299	4,435	1,989	123%
Career Transitions (new for FY10/11)	9	0	268	0	NA
Heritage Quest	1,068	764	6,137	7,140	-14%
Novelist	117	31	594	510	16%
Tumblebooks	437	520	4,084	4,099	0%
Reference USA	65	80	912	798	13%
	2368	1694	16,430	14,536	13%

Website traffic for April 2011:

In April 2011 we had 20,501 visitors to our website. In April 2010 there were 35,880 page hits. Last year we had 17,154 visitors and 41,052 page hits in April.

STAFF ACTIVITY

- Katie attended one all staff meeting and two reference staff meetings.
- Katie led the April book discussion on Major Pettigrew's Last Stand.
- Katie proctored nine exams.

ONGOING PROJECTS

- Jesus continues to update Library events on the website and the outside digital sign.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Nadia updates the Library's Facebook account.
- Coleen updates the Library's Flickr and Twitter accounts.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Fiscal Year 2011-2012 Budget Hearing
DATE: June 16, 2011

BACKGROUND

The Fiscal Year 2011-2012 Budget for the General Fund was presented to and reviewed by the Library Board of Trustees at its April 18, 2011 Regular Meeting and scheduled for Public Hearing at the Library Board's June 16, 2011 Date Meeting.

Attachment A is the Proposed Budget for Fiscal Year 2011-2012.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2011-2012 for the Placentia Library District was sent to the Orange County Register and posted in the Library's public bulletin board on May 5, 2011. It was also posted on the Library's website on May 11, 2011.

Attachment B is a copy of the Public Notice.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for 2011-2012 Fiscal Year for the Placentia Library District.

Attachment C is guidelines for conducting a Public Hearing

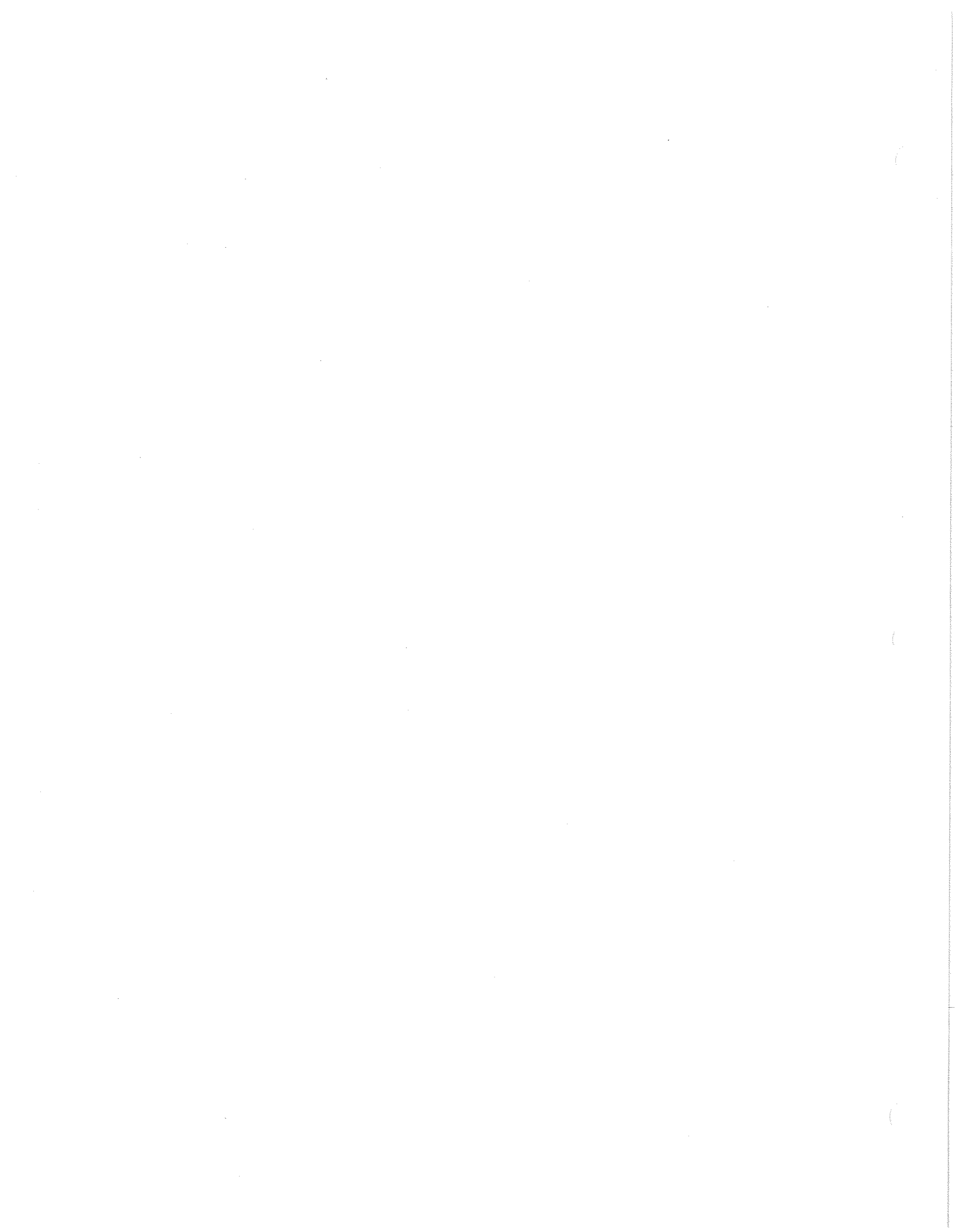
Budget Resolution

The Fiscal Year 2011-2012 Budget for all District Funds needs to be adopted by Resolution 12-01.

Attachment D is Resolution 12-01.

RECOMMENDATIONS

1. Conduct Public Hearing on the Budget for Fiscal Year 2011-2012 as published.
2. Finalize Placentia Library District budget for Fiscal Year 2011-2012.
3. Motion to read Resolution 12-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 12-01 by a roll call vote.



Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2011-2012

Object Code	Category	FY2009-2010 ACTUAL	FY2010-2011 BUDGET	FY 2011-2012 PROPOSED
6210-00	Current Secured	1,569,828		1,705,891
6210-01	Public Utility	23,280		24,521
6210-04	Teeter Plan - Current Delinquent	0	0	0
	SUB-TOTAL CURRENT SECURED	1,593,108	1,668,964	1,730,412
6230-00	Prior Secured	0	0	0
	TOTAL SECURED	1,593,108	1,668,964	1,730,412
6220-00	Current Unsecured	73,640	61,932	69,801
6240-00	Prior Unsecured	940	0	0
	TOTAL UNSECURED	74,580	61,932	69,801
6690	HOMEOWNER	14,320	12,476	15,368
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,682,008	1,743,372	1,815,581
6250	SPECIAL DISTRICT AUGMENTATION	7,520	3,962	
6260/6540	PENALTIES/DELINQUENCIES	0	1,563	
6280-00	SUPPLEMENTAL - CURRENT	36,760	14,621	22,366
6300	SUPPLEMENTAL - PRIOR	1,104	5,847	
6610-00	INTEREST	21,800	8,456	
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	67,184	34,449	
TOTAL PROPERTY TAX REVENUE		1,749,192	1,777,821	1,837,947
6970	STATE LIBRARY & STATE	20,000	18,844	0
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	
7670	LOCAL REVENUE	139,388		
	Fines & Fees		30,000	60,000
	Passports		62,800	60,000
	Meeting Room Fees		4,000	7,000
	DVD Rentals		4,000	5,500
	Test Proctor		0	2,000
TOTAL STATE & LOCAL REVENUE			100,800	134,500
SURPLUS FROM 2010-2011 FISCAL YEAR			262,713	110,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	0	
TOTAL REVENUE		1,908,580	2,160,178	2,082,447

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012

OBJECT CODE	DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
0100	Salaries & Wages	1,029,376	1,080,094	1,006,657
0200	Retirement (Social Security & Pension Contribution)	110,000	77,295	77,589
0301	Unemployment Insurance	5,000	6,000	15,000
0306	Health Insurance	105,900	106,622	146,979
0308	Dental Insurance	13,000	15,274	16,028
0309	Life Insurance	11,000	8,324	7,928
0310	Long Term Disability Insurance	7,000	4,737	4,308
0319	Vision Insurance	4,000	2,486	2,734
0320	EAP		787	822
0350	Workers Compensation - General	10,000	10,000	10,500
TOTAL SALARIES & EMPLOYEE BENEFITS		1,290,276	1,311,619	1,288,545
0700	Total Communications	10,000	17,000	13,000
0900	Total Food	1,300	1,000	1,000
1000	Total Household Expense	9,000	8,000	8,000
1100	Insurance	13,000	15,000	15,000
1300	Total Maintenance of Equipment	30,000	25,000	20,000
1400	Total Maintenance of Building & Grounds	17,197	65,000	131,400
1600	Total Memberships	1,500	4,700	12,000
1700	Total Miscellaneous Expense	0	0	0
1800	Total Office Supply Expense - General Fund	40,000	35,000	21,486
1803	Total Postage Expense	5,000	5,000	4,000
1900	Total Specialized Services - General Fund	134,000	149,100	119,500
1912	Investment Administrative fees for Orange County	2,000	1,500	1,500
2000	Total Legal Notices	1,000	1,000	1,000
2100	Rents/Leases-Equipment	1,500	1,000	500
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	73,500	35,000	35,000
2400	Total Special Department Expense	160,307	150,000	236,736
2600	Transportation/Travel - Local Mileage	2,000	2,000	2,000
2700	Total Transportation/Travel - Meetings	5,000	6,500	11,000
2800	Total Utilities	80,000	85,000	85,000
TOTAL SUPPLIES & SERVICES		586,304	606,800	718,122
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	7,000	7,000
4000	Total Equipment	25,000	10,000	25,000
4200	Structures/Improvements	0	100,000	20,000
TOTAL FIXED ASSETS		25,000	110,000	52,000
4700	Payment to Refunded Debt Escrow Ags	0	0	
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	
5200	Cotingencies/Reserves		124,759	23,780
TOTAL EXPENSES		1,908,580	2,160,178	2,082,447

April 14, 2011



NOTICE OF PUBLIC HEARING
REGARDING PROPOSED ADOPTION OF RESOLUTION 12-01,
THE BUDGET FOR ALL FUNDS FOR FISCAL YEAR 2011-2012

NOTICE IS HEREBY GIVEN that on May 16, 2011, the Board of Trustees of the Placentia Library District will hold a public hearing in the Meeting Room of the Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the public hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution No. 12-01. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 12-01, which would establish the Budget for all funds for Fiscal Year 2011-2012.

A copy of the full Resolution No. 12-01 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1925, extension 200.

DATED: May 5, 2011

POSTED: May 5 through May 16, 2011

Marisa Timothy
Administrative Assistant



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees President
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing Procedures
DATE: May 16, 2010

Public Hearing Procedures

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



RESOLUTION 12-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2011-2012 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2011-2012 was reviewed at the Regular Meeting of the Board of Trustees on April 18, 2011; and

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

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2011-2012, and implements such on July 1, 2011 as \$2,082,447.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth day of May 2011.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of May 2011.

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Fiscal Year 2011-2012 Exempt and Non-Exempt Salary Schedules
DATE: June 16, 2011

BACKGROUND

The Fiscal Year 2011-2012 Salary Schedules for Exempt and Non-Exempt employees were presented to and reviewed by the Library Board of Trustees at its April 18, 2011 Regular Meeting and scheduled for Public Hearing at the Library Board's June 16, 2011 Date Meeting.

Attachment A is the Proposed Exempt and Non-Exempt Salary Schedules for Fiscal year 2011-2012.

Legal Notices

The Notice of Public Hearing for the Proposed Exempt and Non-Exempt Salary Schedules for Fiscal Year 2011-2012 for the Placentia Library District were sent to the Orange County Register and posted in the Library's public bulletin board on May 5, 2011. It was also posted on the Library's website on May 11, 2011.

Attachment B is a copy of the Public Notice.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Exempt and Non-Exempt Salary Schedules for 2011-2012 Fiscal Year for the Placentia Library District.

Attachment C is guidelines for conducting a Public Hearing

Budget Resolution

The Fiscal Year 2011-2012 Salary Schedules for Exempt and Non-Exempt Employees need to be adopted by Resolution 12-02.

Attachment D is Resolution 12-02.

RECOMMENDATIONS

1. Conduct Public Hearing on the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2011-2012 as published; and,
2. Finalize Placentia Library District Exempt and Non-Exempt Salary Schedules for Fiscal Year 2011-2012; and,
3. Motion to read Resolution 12-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2011-2012; and,
4. Motion to adopt Resolution 12-02 by a roll call vote.

PLACENTIA LIBRARY DISTRICT

PROPOSED SALARY SCALE FOR FISCAL YEAR 2011-2012

NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
HR	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50	12.08
PP	755.20	774.08	793.43	813.27	833.60	854.44	875.80	897.70	920.14	966.14
AN	19,635.20	20,126.08	20,629.23	21,144.96	21,673.59	22,215.43	22,770.81	23,340.08	23,923.58	25,119.76
MO	1,636.27	1,677.17	1,719.10	1,762.08	1,806.13	1,851.29	1,897.57	1,945.01	1,993.63	2,093.31
LIBRARY CLERK										
HR	13.84	14.19	14.54	14.90	15.28	15.66	16.05	16.45	16.86	17.71
PP	1,107.20	1,134.88	1,163.25	1,192.33	1,222.14	1,252.70	1,284.01	1,316.11	1,349.02	1,416.47
AN	28,787.20	29,506.88	30,244.55	31,000.67	31,775.68	32,570.07	33,384.33	34,218.93	35,074.41	36,828.13
MO	2,398.93	1,875.47	1,922.27	1,970.80	2,019.33	2,714.17	2,782.03	2,851.58	2,922.87	3,069.01
CIRCULATION SUPERVISOR										
HR	15.66	16.05	16.45	16.86	17.29	17.72	18.16	18.61	19.08	20.03
PP	1,252.80	1,284.12	1,316.22	1,349.13	1,382.86	1,417.43	1,452.86	1,489.19	1,526.42	1,602.74
AN	32,572.80	33,387.12	34,221.80	35,077.34	35,954.28	36,853.13	37,774.46	38,718.82	39,686.79	41,671.13
MO	2,714.40	2,782.26	2,851.82	2,923.11	2,996.19	3,071.09	3,147.87	3,226.57	3,307.23	3,472.59
FACILITY MAINTENANCE TECHNICIAN										
HR	17.78	18.22	18.68	19.15	19.63	20.12	20.62	21.13	21.66	22.75
PP	1,422.40	1,457.96	1,494.41	1,531.77	1,570.06	1,609.32	1,649.55	1,690.79	1,733.06	1,819.71
AN	36,982.40	37,906.96	38,854.63	39,826.00	40,821.65	41,842.19	42,888.25	43,960.45	45,059.46	47,312.44
MO	3,081.87	3,158.91	3,237.89	3,318.83	3,401.80	3,486.85	3,574.02	3,663.37	3,754.96	3,942.70
LIBRARY ASSISTANT										
HR	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.10	22.65	23.78
PP	1,487.20	1,524.38	1,562.49	1,601.55	1,641.59	1,682.63	1,724.70	1,767.81	1,812.01	1,902.61
AN	38,667.20	39,633.88	40,624.73	41,640.35	42,681.35	43,748.39	44,842.10	45,963.15	47,112.23	49,467.84
MO	3,222.27	3,302.82	3,385.39	3,470.03	3,556.78	3,645.70	3,736.84	3,830.26	3,926.02	4,122.32
LIBRARIAN I										
HR	21.97	22.52	23.08	23.66	24.25	24.86	25.48	26.12	26.77	28.11
PP	1,757.60	1,801.54	1,846.58	1,892.74	1,940.06	1,988.56	2,038.28	2,089.23	2,141.46	2,248.54
AN	45,697.60	46,840.04	48,011.04	49,211.32	50,441.60	51,702.64	52,995.21	54,320.09	55,678.09	58,461.99
MO	3,808.13	3,903.34	4,000.92	4,100.94	4,203.47	4,308.55	4,416.27	4,526.67	4,639.84	4,871.83
LIBRARIAN II										
HR	25.60	26.24	26.90	27.57	28.26	28.96	29.69	30.43	31.19	32.75
PP	2,048.00	2,099.20	2,151.68	2,205.47	2,260.61	2,317.12	2,375.05	2,434.43	2,495.29	2,620.05
AN	53,248.00	54,579.20	55,943.68	57,342.27	58,775.83	60,245.22	61,751.36	63,295.14	64,877.52	68,121.39
MO	4,437.33	4,548.27	4,661.97	4,778.52	4,897.99	5,020.44	5,145.95	5,274.59	5,406.46	5,676.78
PAGES										
Starting Wage	8.16				1 Year					
			6 Months				18 Months			
			8.57				9.45			

Signature _____ : Approved
Gaeten Wood, President

Effective: July 1, 2011

April 18, 2011

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2011-2012
EXEMPT**

Agenda Item 28
Attachment A
Page 2 of 2

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	108,000									
MO										
LIBRARY SERVICES MANAGER										
HR	33.35	34.18	35.04	35.91	36.81	37.73	38.68	39.64	40.63	42.67
PP	2,668.00	2,734.70	2,803.07	2,873.14	2,944.97	3,018.60	3,094.06	3,171.41	3,250.70	3,413.23
AN	69,368.00	71,102.20	72,879.76	74,701.75	76,569.29	78,483.52	80,445.61	82,456.75	84,518.17	88,744.08
MO	5,780.67	5,925.18	6,073.31	6,225.15	6,380.77	6,540.29	6,703.80	6,871.40	7,043.18	7,395.34
BUSINESS MANAGER										
HR	26.80	27.47	28.16	28.86	29.58	30.32	31.08	31.86	32.65	34.29
PP	2,144.00	2,197.60	2,252.54	2,308.85	2,366.57	2,425.74	2,486.38	2,548.54	2,612.26	2,742.87
AN	55,744.00	57,137.60	58,566.04	60,030.19	61,530.95	63,069.22	64,645.95	66,262.10	67,918.65	71,314.58
MO	4,645.33	4,761.47	4,880.50	5,002.52	5,127.58	5,255.77	5,387.16	5,521.84	5,659.89	5,942.88
ADMINISTRATIVE ASSISTANT (Confidential)										
HR	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.06	27.36
PP	1,711.20	1,753.98	1,797.83	1,842.78	1,888.84	1,936.07	1,984.47	2,034.08	2,084.93	2,189.18
AN	44,491.20	45,603.48	46,743.57	47,912.16	49,109.96	50,337.71	51,596.15	52,886.06	54,208.21	56,918.62
MO	3,707.60	3,800.29	3,895.30	3,992.68	4,092.50	4,194.81	4,299.68	4,407.17	4,517.35	4,743.22

Signature _____ : Approved _____ Effective: July 1, 2011

Gaeten Wood, President

April 18, 2011



NOTICE OF PUBLIC HEARING
REGARDING PROPOSED ADOPTION OF RESOLUTION 12-02,
THE SALARY SCHEDULE FOR FISCAL YEAR 2011-2012

NOTICE IS HEREBY GIVEN that on May 16, 2011, the Board of Trustees of the Placentia Library District will hold a public hearing in the Meeting Room of the Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the public hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution No. 12-02. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 12-02, which would establish the Salary Schedule for Fiscal Year 2011-2012.

A copy of the full Resolution No. 12-02 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1925, extension 200.

DATED: May 5, 2011

POSTED: May 5 through May 16, 2011

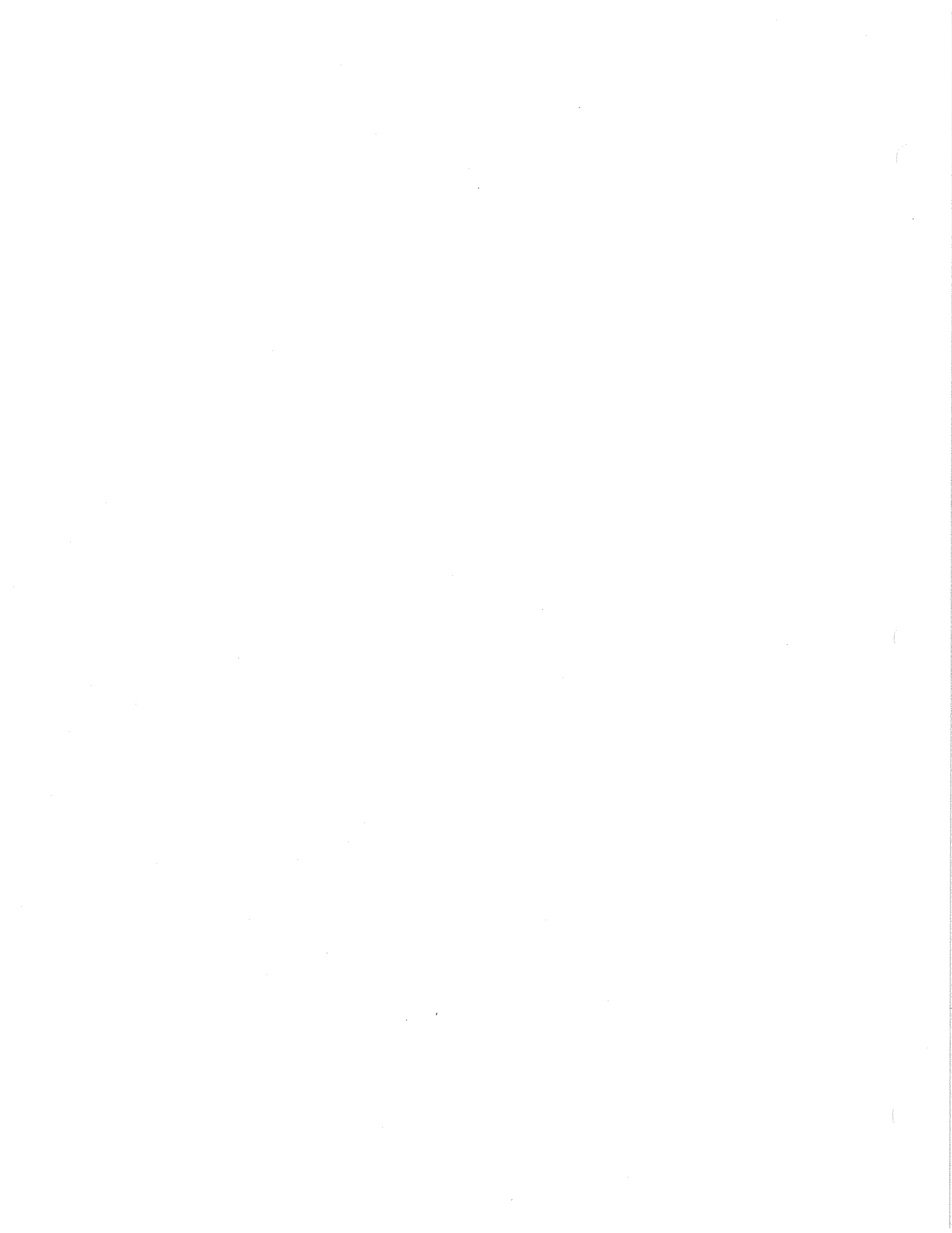
Marisa Timothy
Administrative Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees President
FROM: Jeanette Contreras, Library Director
SUBJECT: **Public Hearing Procedures**
DATE: May 16, 2010

Public Hearing Procedures

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



RESOLUTION 12-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2011-2012

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2011-2012 dated May 16, 2011, and implements such on July 1, 2011.

AYES:

NOES:

ABSENT:

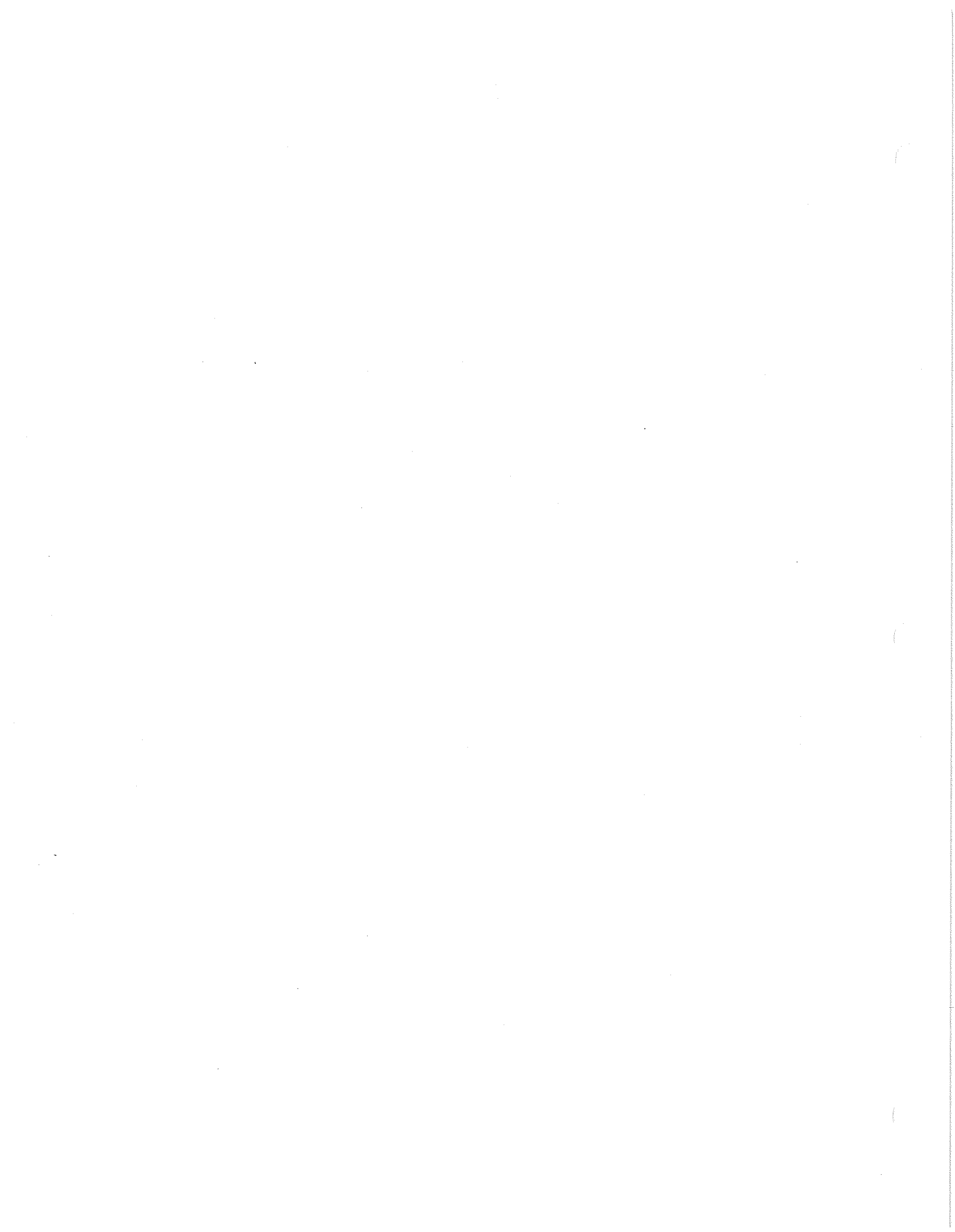
ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular Meeting hereof held on the sixteenth day of May, 2011.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of May, 2011.

Richard DeVecchio, Ed.D., Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing on the Fines & Fees Schedule for Fiscal Year 2011-2012
DATE: June 16, 2011

BACKGROUND

Attachment A is the Fines & Fees Schedule for Fiscal Year 2011-2012 as approved by the Library Board of Trustees at its Regular Meeting on April 18, 2010, and scheduled for Public Hearing at the Library Board of Trustees Regular Meeting on June 16, 2011.

Attachment A is the Proposed Fines & Fees schedule for Fiscal year 2011-2012.

Legal Notices

The Notice of Public Hearing for the Fines & Fees Schedule for Fiscal Year 2011-2012 for the Placentia Library District was sent to the Orange County Register and posted in the Library's public bulletin board on May 5, 2011. It was also posted on the Library's website on May 11, 2011.

Attachment B is a copy of the Public Notice.

Public Hearing

A Public Hearing needs to be conducted for the Fines & Fees Schedule for 2011-2012 Fiscal Year for the Placentia Library District.

Attachment C is guidelines for conducting a Public Hearing.

Budget Resolution

The Fines & Fees Schedule for Fiscal Year 2011-2012 for the Placentia Library District needs to be adopted by Resolution 12-04.

Attachment D is Resolution 12-04.

RECOMMENDATIONS

1. Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Year 2011-2012 as published; and,
2. Adopt the Placentia Library District Fines & Fees Schedule for Fiscal Year 2011-2012; and,
3. Adopt Motion to read Resolution 12-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2011-2012 of the Placentia Library District of Orange County; and,
4. Motion to adopt Resolution 12-04 by a roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule

POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

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

Revised February 17, 2009, Revised August 17, 2009, Revised June 21, 2010,

Revised July 19, 2010 – Effective August 1st, 2010

FINES PER DAY

DVD's:

New Feature Films \$ 1.00

Old Feature Films..... \$ 1.00

Mini Series \$ 1.00

All Other Items \$.20

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

RENTAL FEE

DVD's (Non-educational):

New Feature Films \$ 1.00 For Two (2) Days

~~All Others Old Feature Films.....~~ \$ 1.00 Per Week

~~Mini Series.....~~ \$ 1.00 Per Week

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 20.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$15.00

LOST MATERIALS DEFAULT*

Cataloged Adult & Children's Books Item Cost + \$ 105.00 \$ 30.00

Uncataloged Paperbacks Item Cost + \$ 105.00 \$20.00

Magazines/Pamphlets..... No Processing Fee..... \$3.00

Cassettes..... No Processing Fee..... \$10.00

CDs, CD ROMs & Videos..... Item Cost + \$ 105.00 \$20.00

Audio Books (all formats)..... Item Cost + \$ 105.00 \$50.00

DVDs Item Cost + \$ 10.00 \$25.00

**Default price will be used in the event the item cost is not available. The processing fee of \$105.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES	PER ITEM
Headsets.....	\$21.00
Library card replacement.....	\$ 2.00
<u>Barcode replacement</u>	<u>\$ 2.00</u>
<u>CD case replacement</u>	<u>\$ 2.00</u>
<u>Play-away case replacement.....</u>	<u>\$ 3.00</u>
<u>DVD case replacement.....</u>	<u>\$ 2.00</u>
<u>CD from Audio Book replacement</u>	<u>\$ 8.00</u>
Fax per document (outgoing or incoming) plus \$.10 per page.....	\$2.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping.....	\$10.00 for non-commercial use; \$75.00 for commercial use
Printing & Photocopy, black ink, per page	\$.15
Printing & Photocopy, color, per page	\$.50
Passport Photos.....	\$12.00
Test monitoring, per exam.....	\$50.00
 MEETING ROOM	
Per hour.....	\$20.00
for non-profit and \$35 for other groups	
Refundable Security Deposit/Cleaning fee.....	\$50.00
Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hour Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee	\$20.00
Clean-up fee	\$20.00
 SURCHARGES	
Returned check, up to 30 days	\$ 25.00
Returned check, 30th day and over: the greater of 3 times value of check or	\$100.00
Report to Collection Agency, per report	\$25.00
 DAMAGES	
<u>All Damages</u>	<u>Item Cost + \$ 10.00..... \$ 20.00</u>

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. (Adopted by the Library Board of Trustees, January 18, 1993.)



NOTICE OF PUBLIC HEARING
REGARDING PROPOSED ADOPTION OF RESOLUTION 12-04, THE
FINES AND FEES SCHEDULE FOR FISCAL YEAR 2011-2012

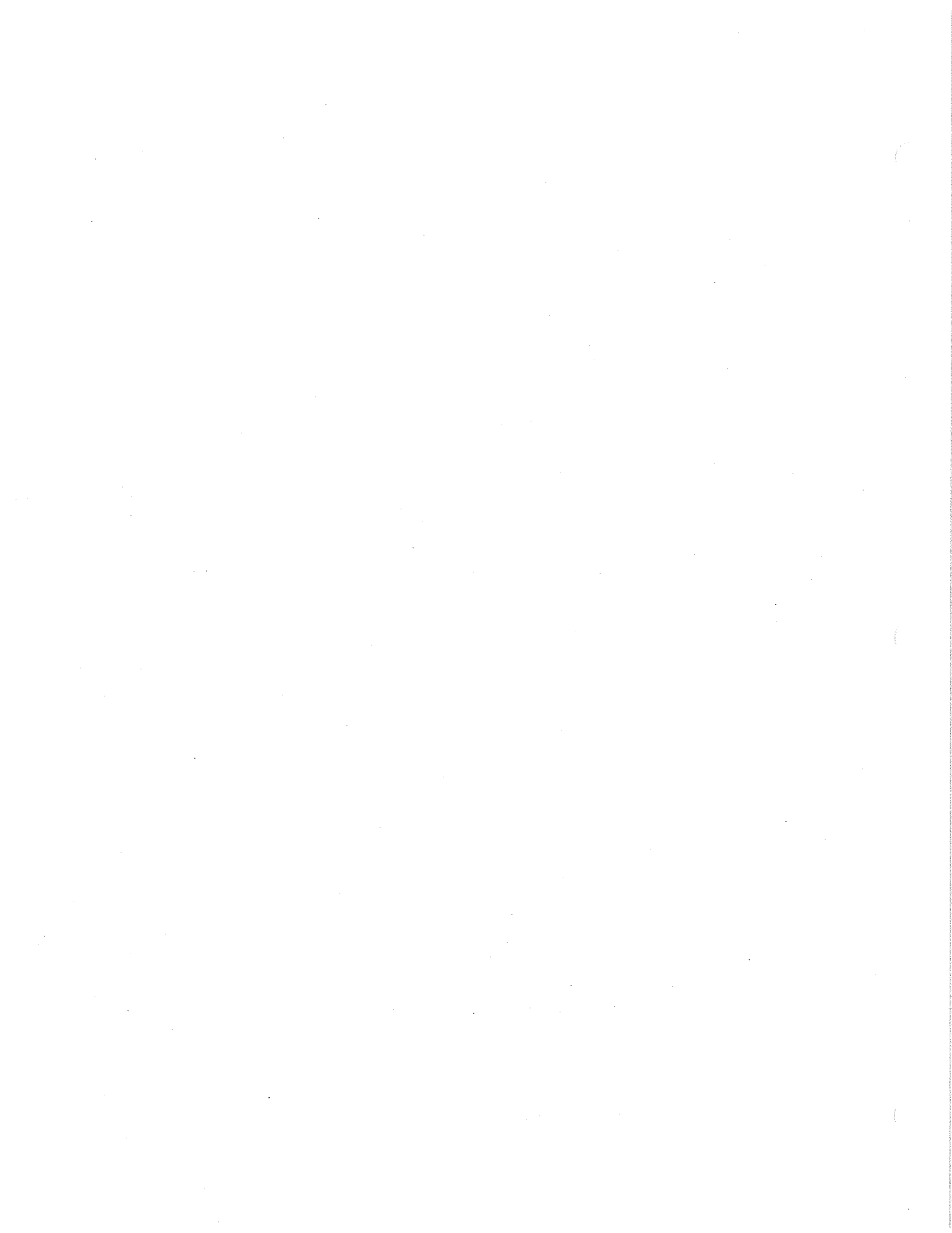
NOTICE IS HEREBY GIVEN that on May 16, 2011, the Board of Trustees of the Placentia Library District will hold a public hearing in the Meeting Room of the Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870 as part of the Regular Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the public hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution No. 12-04. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 12-04, which would establish the Fines and Fees Schedule for Fiscal Year 2011-2012.

A copy of the full Resolution No. 12-04 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1925, extension 200.

DATED: May 5, 2011

POSTED: May 5 through May 16, 2011

Marisa Timothy
Administrative Assistant



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees President
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing Procedures
DATE: May 16, 2010

Public Hearing Procedures

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

RESOLUTION 12-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
THE FINES AND FEES SCHEDULE FOR FISCAL YEAR 2011-2012 FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2011-2012 dated May 16, 2011, and implements such on July 1, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth day of May 2011.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of May 2011.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Amendment to the Placentia Library District Policy #6050 – Meeting Room Policy**

DATE: May 16, 2011

BACKGROUND

Library staff recommends an amendment to the Placentia Library District Policy #6050 – Meeting Room Policy to reflect the current department handling meeting room reservations. Amendment would include:

6050.3 Application for use of the room will be made through the **Circulation Department**.

Administration Office formerly handled the reservations.

Attachment A is a copy of the Placentia Library District Policy #6050 – Meeting Room Policy.

Fiscal Impact: \$0

RECOMMENDATION

Authorize a change in Placentia Library District Policy #6050 – Meeting Room Policy as presented.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Meeting Room Policy
POLICY NUMBER: 6050

6050.1 The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups, organizations, or businesses. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

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

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

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

6050.5 Permission to use the room is not transferable.

6050.6 Upon reasonable notice and in emergency cases, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.

6050.7 Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$20 per hour is charged.

6050.8 The person who signs the application form will be deemed an official representative of the group, and liable for any damage to the library and facilities. The person signing the application form must be at least 18 years old.

6050.9 Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

6050.10 Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.

6050.11 No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive to the Constitution of the United States or the State of California.

6050.12 Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for serving refreshments.

6050.13 There is a \$50 refundable security deposit/cleaning fee required at time of application.

6050.14 Alcoholic beverages are prohibited.

6050.15 The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff. The Board and the Library Staff will not be held responsible for any action undertaken or administered by any organization.

6050.16 Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

6050.17 Permits may be revoked by the Library Director whenever there has been a violation of these rules.

6050.18 Meeting rooms must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.

6050.19 If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

6050.20 Capacity limitations: When used as one room, the maximum capacity will be 136 standing and seating will be limited to 100. When the room is divided, each side will be limited to 50 people.

6050.21 Organizations requiring the presence of a staff member will incur a \$25/hour cost.

6050.22 Equipment available for the Meeting Room:

6050.22.1 85 Chairs

6050.22.2 12 Tables (6' x 2 ½')

6050.22.3 1 Lectern

6050.22.4 3 Wall Screens

6050.22.5 Piano (\$25 Rental Fee)

6050.22.6 2 Flags (American and State flag)

6050.22.7 White Board/Cork Board

6050.22.8 Santa Chair (\$25 Rental Fee)

6050.22.9 Projector (\$15 Rental Fee)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Gordon C. and Dixie M. Shaw Children's Library Dedication Update

DATE: May 16, 2011

Library Director will provide an update on the planning and preparation of the Gordon C. and Dixie M. Shaw Children's Library Dedication to held on Tuesday, May 31st at 7:00 pm.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Establish the District's Appropriations Limitations (Gann Limit) at \$3,565,311 for Fiscal Year 2011-2012 by Resolution 12-03.

DATE: June 16, 2011

BACKGROUND

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

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

Attachment B is the background information from the California Department of Finance for Fiscal Year 2011-2012.

Attachment C is Resolution 12-03 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2011-2012 in the amount of \$3,565,311.

RECOMMENDATIONS

1. Read Resolution 12-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2011-2012.
2. Adopt Resolution 12-03 by Roll Call Vote.

A. LAST YEAR'S Limit	\$ 3,468,648			
		<u>.27+ 100</u>	1.0027	1
B. ADJUSTMENT FACTORS		100		1.02786777
1. Population %	0.27%			2.79%
2. Inflation %	2.51%	<u>102.51</u>	1.0251	
		100		
Total Adjustment %	2.79%			
C. ANNUAL ADJUSTMENT \$	\$ 96,663			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 96,663			
F. CURRENT YEAR LIMIT	\$ 3,565,311			

FY 11/12



EDMUND G. BROWN JR. - GOVERNOR

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

May 2011

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2011, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2011-2012. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2011-2012 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county's and incorporated area's summed population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

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

Population Certification

The population certification program applies only to cities and counties. The Federal 2010 Census population counts for cities and counties have been certified to the State Controller's Office. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2011.**

Please Note: The population estimates provided in this report incorporate 2010 Census numbers as benchmarks. Therefore, the population estimates for 2010 and 2011 published in this report for your jurisdiction may be noticeably different from the previous year estimates.

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

May 2011

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2011-2012 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2011-2012	2.51

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2011-2012 appropriation limit.

2011-2012:

Per Capita Cost of Living Change = 2.51 percent
Population Change = 0.77 percent

Per Capita Cost of Living converted to a ratio: $\frac{2.51 + 100}{100} = 1.0251$

Population converted to a ratio: $\frac{0.77 + 100}{100} = 1.0077$

Calculation of factor for FY 2011-2012: $1.0251 \times 1.0077 = 1.0330$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2010 to January 1, 2011 and Total Population, January 1, 2011

County City	Percent Change 2010-2011	--- Population Minus Exclusions ---		Total Population
		1-1-10	1-1-11	1-1-2011
Orange				
Aliso Viejo	1.06	47,814	48,320	48,320
Anaheim	1.45	336,149	341,034	341,034
Brea	2.00	39,279	40,065	40,065
Buena Park	0.48	80,484	80,868	80,868
Costa Mesa	0.22	109,491	109,734	110,146
Cypress	0.34	47,745	47,907	47,907
Dana Point	0.28	33,336	33,429	33,429
Fountain Valley	0.31	55,251	55,423	55,423
Fullerton	0.32	135,146	135,574	135,574
Garden Grove	0.32	170,773	171,327	171,327
Huntington Beach	0.21	189,977	190,377	190,377
Irvine	3.31	212,126	219,156	219,156
Laguna Beach	0.33	22,718	22,792	22,792
Laguna Hills	0.23	30,341	30,410	30,410
Laguna Niguel	0.44	62,953	63,228	63,228
Laguna Woods	0.20	16,191	16,224	16,224
La Habra	0.33	60,231	60,432	60,432
Lake Forest	0.30	77,257	77,490	77,490
La Palma	0.24	15,558	15,596	15,596
Los Alamitos	0.23	11,448	11,474	11,474
Mission Viejo	0.20	93,297	93,483	93,483
Newport Beach	0.23	85,180	85,376	85,376
Orange	0.54	136,256	136,995	136,995
Placentia	0.27	50,529	50,665	50,665
Rancho Santa Margarita	0.20	47,849	47,947	47,947
San Clemente	0.39	63,494	63,743	63,743
San Juan Capistrano	0.48	34,567	34,734	34,734
Santa Ana	0.23	324,483	325,228	325,228
Seal Beach	0.21	24,125	24,176	24,215
Stanton	0.39	38,170	38,317	38,317
Tustin	0.39	75,488	75,781	75,781
Villa Park	0.21	5,811	5,823	5,823
Westminster	0.29	89,677	89,937	89,937
Yorba Linda	1.24	64,061	64,855	64,855
Unincorporated	0.32	121,101	121,488	121,488
County Total	0.70	3,008,356	3,029,408	3,029,859

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



RESOLUTION 12-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2011-2012

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

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

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2011-2012.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$3,565,311 for Fiscal Year 2011-2012.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth day of May 2011.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
sixteenth day of May 2011.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Holiday and Library Closure Schedule for FY 2011-2012 and
Adopt by Resolution 12-05.
DATE: June 16, 2011

BACKGROUND

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

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Attachment A is the proposed Holiday and Library Closure Schedule for FY 2011-2012.

Attachment B is Resolution 12-05.

RECOMMENDATIONS

1. Determine and adopt the Holiday and Library Closure Schedule for FY 2011-2012.
2. Read Resolution 12-05 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for FY 2011-2012.
3. Adopt Resolution 12-05 by a roll call vote.

**Placentia Library District
Holiday and Library Closure Schedule
FY 2011/2012**

Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Veteran's Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Christmas Eve Day	Saturday	December 24, 2011
Christmas Day	Sunday	December 25, 2011
New Year's Eve Day	Saturday	December 31, 2011
New Year's Day	Sunday	January 1, 2012
President's Day	Monday	February 20, 2012
Easter *	Sunday	April 8, 2012
Memorial Day	Monday	May 28, 2012

*Denotes non-paid holiday

RESOLUTION 12-05

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH FY 2011/2012
HOLIDAY AND LIBRARY CLOSURE SCHEDULE**

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

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its FY 2011/2012 Holiday and Library Closure Schedule dated May 16, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Library Board of Trustees at the Unusual Date Meeting hereof held on the sixteenth day of May 2011.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of May 2011.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Amendment to the Placentia Library District's Public Agency Retirement System (PARS) Policy

DATE: May 16, 2011

BACKGROUND

We were contacted by Placentia Library District's Public Agency Retirement System (PARS) Administrator regarding recent IRS legislative changes. In order to comply with these changes the District is required to amend its current PARS Plan Document. The amendment reflects changes in respect to the definition of Eligible Rollover Distribution and the Heroes Earnings Assistance and Relief Tax (HEART) Act. These changes do not affect our current contribution amount or procedures in place.

Attachment A Amendment to the Placentia Library District of Orange County PARS Defined Contribution Plan

RECOMMENDATION

Authorize Library Director to sign the PARS Amendment as presented.

**AMENDMENT TO THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
PARS DEFINED CONTRIBUTION PLAN**

WHEREAS, the Placentia Library District of Orange County (the "Employer") has previously adopted the Placentia Library District of Orange County PARS Defined Contribution Plan (the "Plan"); and

WHEREAS, the Employer has the right to amend said Plan in accordance with Section 7.3 of the Plan; and

WHEREAS, the Employer desires to amend the Plan to comply with recent legislation and regulations applicable to the Plan.

NOW, THEREFORE, the Plan is hereby amended as follows:

1. Effective January 1, 2007, Section 5.8(a)(1), "Eligible Rollover Distribution," is hereby amended in its entirety to read as follows:

"(1) Eligible Rollover Distribution. An eligible rollover distribution is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include the following: (i) any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or the life expectancy) of the distributee or the joint lives (or joint life expectancies) of the distributee and the distributee's designated beneficiary, or for a specified period of ten (10) years or more; (ii) any distribution to the extent such distribution is required under Section 401(a)(9) of the Internal Revenue Code; (iii) and any hardship distribution; and (iv) the portion of any distribution that is not includible in gross income, provided that effective January 1, 2002, a portion of a distribution will not fail to be an eligible rollover distribution merely because the portion consists of after-tax employee contributions that are not includible in gross income. However, such portion may be transferred only: (A) to an individual retirement account or annuity described in Section 408(a) or (b) of the Internal Revenue Code (or, on or after January 1, 2008, to a Roth IRA described in Section 409A of the Code) or to a qualified defined contribution plan described in Section 401(a) of the Internal Revenue Code; (B) on or after January 1, 2007, to a qualified defined benefit plan described in Section 401(a) of the Internal Revenue Code or to an annuity contract described in Section 403(b) of the Internal Revenue Code, that agrees to separately account for amounts so transferred (and earnings thereon), including separately accounting for the portion of the distribution that is includible in gross income and the portion of the distribution that is not so includible."

2. Effective January 1, 2007, Section 5.8(a)(3), "Distributee," is hereby amended by adding the following to the end of the section:

"Also, in this case, the determination of any required minimum distribution under Section 401(a)(9) that is ineligible for rollover shall be made in accordance with Notice 2007-7, Q&A 17 and 18, 2007-5 I.R.B. 395."

3. Effective July 1, 2010, Section 5.9, "Military Service", is hereby amended by adding the following to the end of the section:

"In the case of a Member who dies while performing qualified military service, the survivors of the Member are entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) provided under the Plan had the Member resumed and then terminated employment on account of death. A Participant receiving a "differential wage payment," as defined in Code Section 3401(h)(2) shall be treated as an Employee of the Employer, and the differential wage payment shall be treated as Section 415 Compensation."

This Amendment is hereby adopted this ___ day of _____, 2011 effective as of the dates set forth above.

Placentia Library District of Orange County

By: _____

Its: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: **Amendment to the Voluntary Nationwide Retirement Solutions
457 (b) Plan**

DATE: May 16, 2011

BACKGROUND

We were contacted by Placentia Library District's Nationwide Retirement Solutions Plan Administrator regarding recent federal regulation changes. Nationwide Retirement Solutions 457 (b) Plan is a voluntary program; the District does not contribute to this plan. The recent federal regulation changes will require the District to amend its current plan document. The amendment reflects changes in respect to the definition of the Pension Protection Act; Worker, Retiree and Employer Recovery Act; and the Heroes Earnings Assistance and Relief Tax (HEART) Act. These changes do not affect our current procedures in place.

Attachment A Nationwide Retirement Solutions Plan Sponsor Signature Page

RECOMMENDATION

Authorize Library Director to sign the amendment as presented.





Nationwide® Retirement Solutions

a Nationwide Financial® company

Plan Sponsor Signature Page

My signature below represents that I have the authority of my Employer to act on behalf of the plan. I acknowledge receipt of a copy of the Certificate of Participation and Disclosure Document (Certificate). I understand that the Certificate replaces prior versions. I have read and understand the Certificate and will contact my Nationwide representative if I have any questions or concerns. In addition, my Employer's plan makes the following selections:

- 1. Plan Document** – My Employer's plan has formally adopted the Plan Document, effective January 1, 2011, and directs Nationwide to administer in accordance with its terms. I understand that the Plan Document provides that Nationwide may propose future amendments to this plan and outlines a process by which my Employer may file objections. I acknowledge that any future amendments to this Plan Document, to which my Employer has not objected, will be deemed adopted with my consent and at my direction. I certify that the signature will apply to all plan(s) listed below.

If your Employer does not wish to adopt the Plan Document, please check the box below. A Nationwide representative will contact you to obtain additional information regarding the plan document applicable to your Employer's plan.

I do NOT wish to adopt the Plan Document.

- 2. Nationwide ProAccount** – My Employer agrees to the terms of the Nationwide ProAccount Plan Sponsor Agreement, and the ProAccount service will continue to be made available to plan participants.

If your Employer wishes to terminate the ProAccount service, please check the box below and contact Nationwide at 877-496-1630 to provide additional instructions regarding the effective date of termination for plan participants currently enrolled in ProAccount.

I wish to TERMINATE ProAccount.

Name of authorized signer

Date

Printed name of signer

Entity Name

Entity #

**RETURN THIS PAGE VIA FAX WITH YOUR SIGNATURE TO
NATIONWIDE AT 1-877-677-4329.**

Or, please send this self-addressed signature page via mail.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

**SUBJECT: Videographer Services Contract for the History Room
Historical Homes DVD Project**

DATE: May 16, 2011

BACKGROUND

In December 2010, the Placentia Library Friends Foundation received an anonymous donation for the History Room. The donation was to support a DVD project highlighting historical homes in Placentia.

Through the dedication and hard work of the History Room volunteers and under the supervision of the Adult Services Librarian II, the project has resulted in a proposed contract for videographer services.

Attachment A is the proposed contract.

Attachment B is the consultant's proposed invoice.

Fiscal Impact: N/A

RECOMMENDATION

Approve the Independent Consultant Contract for Mr. Jitesh M. Bhakta to provide videographer services for the History Room Historical Homes DVD project.

**AGREEMENT FOR VIDEO
PRODUCTION/EDITING/DUPLICATION SERVICES
BETWEEN THE PLACENTIA LIBRARY DISTRICT AND
JITESH BHAKTA FOR THE PRODUCTION OF A DVD**

THIS AGREEMENT is made and effective as of May 17, 2011 between the Placentia Library District, a California independent special district ("District") and Jitesh Bhakta ("Consultant").

RECITALS

- A. The District has determined that it requires the services of Consultant to provide video production/editing/duplication.
- B. On April 20, 2011 the Consultant submitted a proposal for services for a video production.
- C. Consultant represents that it has the experience, staff and capability to provide the type of outreach services necessary to assist the District in the accomplishment of the program.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM:

This Agreement shall commence on May 17, 2011 and shall remain and continue in effect until tasks described herein are completed, but in no event later than August 31, 2011, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES:

Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is set forth in Exhibit B.

3. PERFORMANCE:

Consultant shall at all times faithfully, competently, and to the best of his ability, experiences, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. PAYMENT:

A. The District agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibits A and B, Tasks to be Performed and Payment Rates and Schedule, attached hereto and incorporated herein by this

reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed Eight Hundred and Seventy-Five (\$875.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance by the District and approved in writing by the Library Director.

C. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the District disputes any of Consultant fees it shall give written notice to Consultant within 30 days of receipt of an invoice of any disputed fees set forth on the invoice.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE:

A. The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days prior written notices. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the District shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the District. Upon termination of the Agreement pursuant to this Section, Consultant will submit an invoice to the District pursuant to Section 4.

6. DEFAULT OF CONSULTANT:

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to Consultant. If such failure by Consultant to make progress in the performance of work hereunder arises out of causes beyond Consultant's control, and without fault or negligence of Consultant, it shall not be considered a default.

B. If the Library Director or his or her delegate determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve Consultant with written notice of the default. Consultant shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, the District shall have

the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. OWNERSHIP OF DOCUMENTS:

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by the District that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the District or its designees at reasonable times to such books and records, shall give the District the right to examine and audit said books and records, shall permit the District to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the District and may be used, reused or otherwise disposed of by the District without the permission of Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the District, upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

C. With respect to the design of public improvements, Consultant shall not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in Exhibit A without the written consent of Consultant.

8. INDEMNIFICATION: – TWO OPTIONS – PICK ONE

A. ***[USE THIS PARAGRAPH AND PARAGRAPH B ONLY IF THE CONSULTANT IS PROVIDING DESIGN PROFESSIONAL SERVICES]*** Indemnity for Design Professional Services: In connection with its design professional services, Consultant shall hold harmless and indemnify District, and its elected officials, officers, employees, servants, designated volunteers, and those District agents serving as independent contractors in the role of District officials (collectively, "Indemnities"), with respect to any and all claims, demands, damages, liabilities, losses, costs or expenses, including reimbursement of attorneys' fees and costs of defense (collectively, "Claims" hereinafter), including but not limited to Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to in whole or in part to the negligence, recklessness, or willful misconduct of Consultant or any of its officers, employees, subcontractors, or agents in the performance of its design professional services under this Agreement.

B. Other Indemnities: In connection with any and all claims, demands, damages, liabilities, losses, costs or expenses, including attorneys' fees and costs of defense (collectively, "Damages" hereinafter) not covered by Paragraph A, Consultant shall defend, hold harmless and indemnify the Indemnities' with respect to any and all Damages, including but not limited to, Damages relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to the acts or omissions of Consultant or any of its officers, employees, subcontractors, or agents in the performance of this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the District, as determined by final arbitration or court decision or by the agreement of the parties. Consultant shall defend Indemnities' in any action or actions filed in connection with any such Damages with counsel of District's choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant's duty to defend pursuant to this Paragraph B shall apply independent of any prior, concurrent or subsequent misconduct, negligent acts, errors or omissions of Indemnities'."

[USE THIS PARAGRAPH IF THE CONSULTANT'S SERVICES ARE NOT FOR DESIGN PROFESSIONAL SERVICES.] Consultant shall defend, hold harmless and indemnify the District, and their elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of District officials, (collectively, "Indemnities'"), from any claim, demand, damage, liability, loss, cost or expense (collectively, "claims"), including but not limited to death or injury to any person and injury to any property, arising out of, pertaining to, or relating to Consultant's performance of this Agreement. Consultant shall defend Indemnities' in any action or actions filed in connection with any such Damages with counsel of District's choice, and shall pay all costs and expenses, including all District's attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant's duty to defend pursuant to this Paragraph B shall apply independent of any prior, concurrent or subsequent misconduct, negligent acts, errors or omissions of Indemnities'.

9. INSURANCE REQUIREMENTS:

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92 covering Automobile Liability, code 1 (any auto). If Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If Consultant has no employees while

performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability Insurance shall be written on a policy form providing professional liability for Consultant's profession.

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1) General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: One million dollars (\$1,000,000) per accident for bodily injury and property damage.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Professional Liability coverage: One million dollars (\$1,000,000) per claim and in aggregate. (Consult with the District's Risk Manager before including this insurance provision in your agreement as this requirement may either need to be changed or excluded).

C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Library Director. At the option of the Library Director, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers; or Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The District, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees or volunteers.

2) For any claims related to this project, Consultant's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees or volunteers shall be in excess of Consultant's insurance and shall not contribute to it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the District, its officers, officials, employees or volunteers.

4) Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

E. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage: Consultant shall furnish the District with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the District. All endorsements are to be received and approved by the District before work commences. As an alternative to the District's forms, Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

10. INDEPENDENT CONTRACTOR:

A. Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the District nor any of their officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the District. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against the District, or bind the District in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, the District shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the District. The District shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES:

Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner may affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The District, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this section.

12. RELEASE OF INFORMATION:

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the District's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the Library Director or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the District. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the District notice of such court order or subpoena.

B. Consultant shall promptly notify the District should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the District. The District retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the District and to provide the District with the opportunity to review any response to discovery requests provided by Consultant. However, the District's right to review any such response does not imply or mean the right by the District to control, direct, or rewrite said response.

13. NOTICES:

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To District:

Placentia Library District
Mailing Address:
411 East Chapman Avenue
Placentia, California 92870
Attention: Library Director

To Consultant: Jitesh Bhakta
1730 East Redwood Ave.
Anaheim, CA 92805

14. ASSIGNMENT:

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the District. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the District and Consultant.

15. LICENSES:

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW:

The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the District within Orange County, California. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. PROHIBITED INTEREST:

No officer, or employee of the District shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, Consultant, or Consultant's sub-contractors for this project, during his/her tenure or for one year thereafter. Consultant hereby warrants and represents to the District that no officer or employee of the District has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of Consultant or Consultant's sub-contractors on this project. Consultant further agrees to notify the District in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. ENTIRE AGREEMENT:

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement

based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

19. AUTHORITY TO EXECUTE THIS AGREEMENT:

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

PLACENTIA LIBRARY DISTRICT

Jeanette Contreras
Library Director

ATTEST:

[District Secretary]

Jitesh M. Bhakta

By: _____
Name:
Title: Owner

By: _____
Name:
Title:

EXHIBIT A

TASKS TO BE PERFORMED

PROPOSAL SUBMITTED APRIL 20, 2011 PLACENTIA LIBRARY DISTRICT

VIDEO PRODUCTION:

- Introduction” Welcome by Richard DeVecchio”
- Placentia History Room
- May 23rd event at Key Ranch and Bradford House
- Valencia High School (Bradford School) May 28th
- Senior Center (old Library) May 24th
- B-Roll Shots around Placentia (water tower, parks, churches, downtown, streets, & signs, restaurants, learning center, Tri-city park
- Stradley Building
- Kraemer Building
- Marjie Building
- Restaurant Interior
- Filming to commence in May and continue through June and July with a completion date no later than August 15, 2011.

Editing:

- Capture
- Narration recording
- Edit Titling
- Render
- Encode
- Formatting
- Duplication

EXHIBIT B

PAYMENT RATES AND SCHEDULE

ADDITIONAL DVD DUPLICATION RATES

STANDARD DVD CASE W/ SLEEVE \$6.00/ COPY

CLEAR POLY BOX CASE W/ SLEEVE \$5.00/ COPY

PAPER SLEEVE NO PRINTING \$0.80/ COPY



Jitesh Bhakta
 1730 E. Redwood Ave.
 Anaheim, CA 92805

Bill To:
Placentia Library 411 E. Chapman Ave. Placentia, CA 92870

Date	Invoice No.	P.O. Number	Terms	Project
05/12/11	142		Consignment	

Item	Description	Quantity	Rate	Amount
Custom Video Package	Video Production & Post-Production Package		875.00	875.00
Please make checks payable to "Jitesh Bhakta"			Total	\$875.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss Post Construction Cleaning
DATE: May 16, 2011

BACKGROUND

During the tile removal and subfloor preparation phases of the Re-flooring Project, fine concrete dust spread throughout areas of the library not protected by Visqueen barriers. Affected areas include the library entry and tangential open spaces, Community Meeting Room, public restrooms, staff offices and work areas, and the staff lounge. For health and safety reasons, the fine concrete dust needs to be removed from the areas listed above.

Two estimates from licensed professional post-construction cleaning & restoration companies are submitted for your review and consideration. If scheduled in sections, the cleaning is likely to take approximately 6 working days. These estimates were presented at the February 28, 2011 Library Board of Trustees meeting.

At the April 7, 2011 meeting, the Library Board of Trustees approved moving forward with the post construction cleaning. Two bids were presented; Disaster Kleenup/Better Floor Restorations included the public and staff area and Emercon did not. As a result, attached is the revised bid from Emercon which includes staff and public areas. Another cleaning project related to the post construction cleaning is the cleaning of the air ducts and vents. The estimated cost for the cleaning of the air ducts and vents is approximately \$11,000.

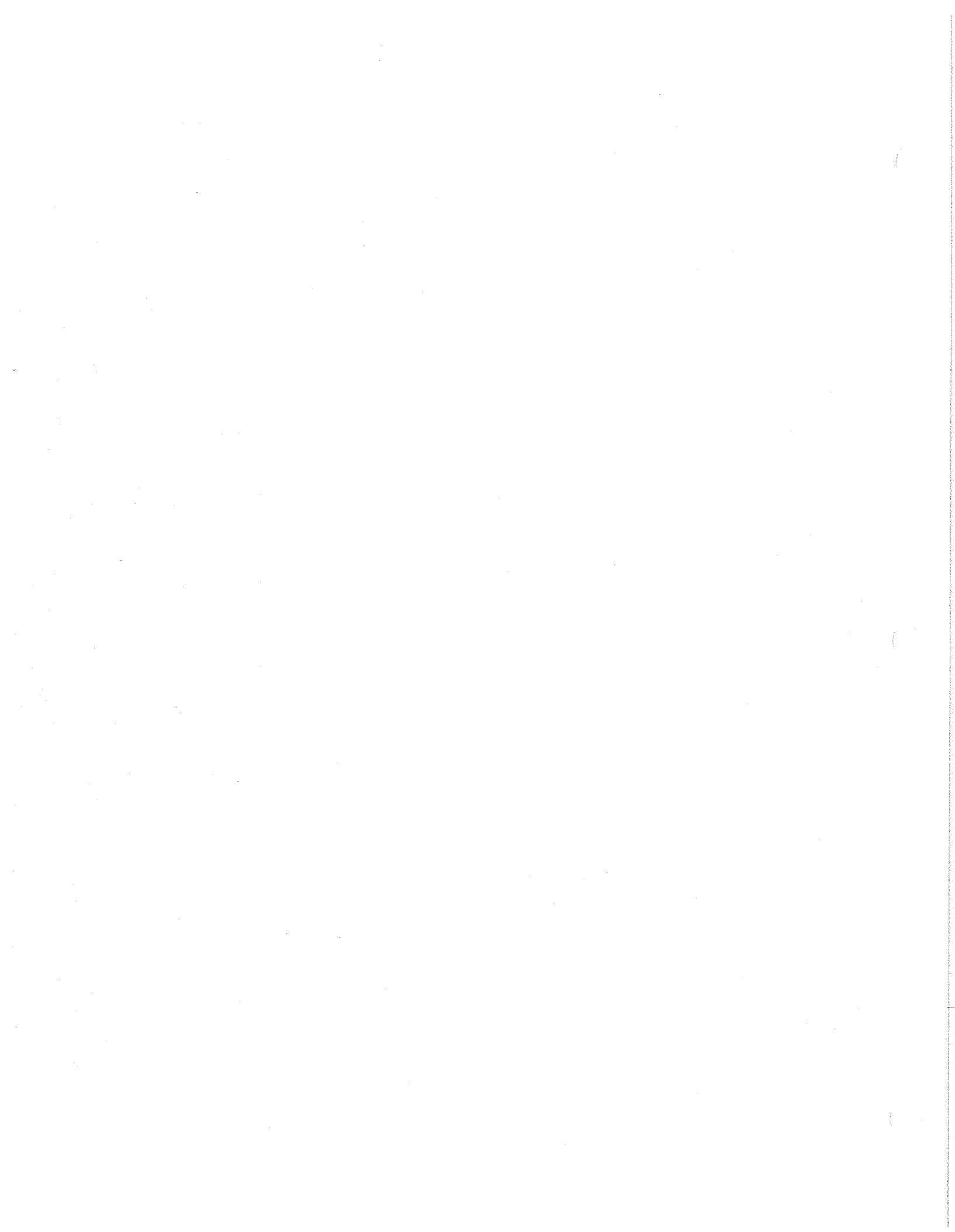
Attachment A is Disaster Kleenup/Better Floors and Restorations bid.

Attachment B is Emercon's revised bid.

Fiscal Impact: Approximately \$27,000 for both construction cleaning and air ducts/vent cleaning.

RECOMMENDATIONS

1. Library staff recommends awarding of contract for post construction cleaning to Disaster Kleenup/Better Floors and Restorations; and,
2. Library staff to present bids for air ducts and vent cleaning at the July 18, 2011 meeting.





Disaster Kleenup / Better Restorations

Client: Placentia Library
Property: 411 E. Chapman Ave.
Placentia, CA 92870

Operator Info:
Operator: AMANDA

Estimator: Chad Laffoon Business: (714) 524-8500 x 111

Reference:
Company: Better Floors & Restorations

Type of Estimate: <NONE>
Date Entered: 2/18/2011 Date Assigned: 2/17/2011
Date Est. Completed: 2/18/2011 Date Job Completed:

Price List: CAOG7X_FEB11
Restoration/Service/Remodel
Estimate: 47253-CLNFCC
File Number: 47277

The attached estimate includes labor and materials to perform a top down cleaning including contents. Work areas will be sealed off as necessary to perform cleaning without cross contamination. Please note air scrubbers are recommended to control airborne particles during cleaning. Air ducts will be sealed off in all work areas during cleaning.

Please note areas can be cleaned in sections if requested. Please view line item notes for recommendations.

This estimate does not include duct cleaning which is recommended after cleaning is completed.

Fee Summary:

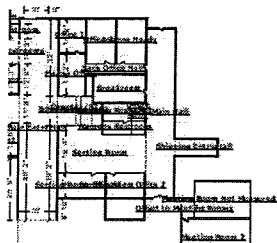
Cleaning Services Total: \$16,600.03



Disaster Kleenup / Better Restorations

47253-CLNFCC

Library



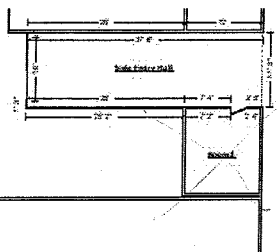
Main Entry Hall

Height: 8'

1,200.97 SF Walls	1,334.18 SF Ceiling
2,535.15 SF Walls & Ceiling	1,334.18 SF Floor → 3869.33
148.24 SY Flooring	148.41 LF Floor Perimeter
158.66 LF Ceil. Perimeter	

Missing Wall: 1 - 10' 3" X 6' 8"	Opens into HALL_TO_REST	Goes to Floor
Missing Wall: 1 - 11' 8" X 8'	Opens into SIDE_ENTRY_H	Goes to Floor/Ceiling
Missing Wall: 1 - 15' 11 15/16" X 8'	Opens into MAIN_LIBRARY	Goes to Floor/Ceiling
Missing Wall: 1 - 12' X 8'	Opens into BOOK_RETURN_	Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (High Ceilings) - Includes contents wipe/vac				
30. Cleaning - Supervisory/Administrative - per hour	5.00 HR	0.00	56.70	283.50
29. Cleaning Technician - per hour	20.00 HR	0.00	32.50	650.00
4 men 4 hours				
32. Scaffolding	1.00 EA	0.00	175.00	175.00
Scaffold needed due to very high ceilings				
34. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	2.00 DA	0.00	120.00	240.00
Air scrubbers optional (Recommended)				
118. Cleaning Supplies	1.00 EA	0.00	32.67	32.67
Totals: Main Entry Hall				1,381.17



Side Entry Hall - Friends' aisle

Height: 8'

693.45 SF Walls	435.64 SF Ceiling
1,129.09 SF Walls & Ceiling	435.64 SF Floor → 1564.73
48.40 SY Flooring	86.68 LF Floor Perimeter
86.68 LF Ceil. Perimeter	

Missing Wall: 1 - 11' 8" X 8'	Opens into MAIN_ENTRY_H	Goes to Floor/Ceiling
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DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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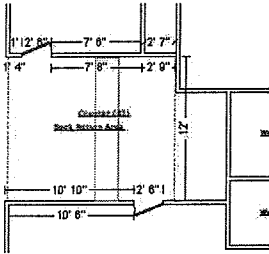


Disaster Kleenup / Better Restorations

CONTINUED - Side Entry Hall

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with main entry)				
36. Cleaning Technician - per hour	3.00 HR	0.00	32.50	97.50
2 men 1.5 hours				
119. Cleaning Supplies	1.00 EA	0.00	3.41	3.41
Totals: Side Entry Hall				100.91

SF walls ceiling floors
5434.06



Book Return Area

Height: 8'

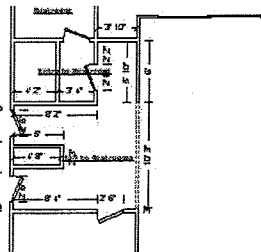
228.28 SF Walls	169.21 SF Ceiling
397.49 SF Walls & Ceiling	169.21 SF Floor
18.80 SY Flooring	28.54 LF Floor Perimeter
28.54 LF Ceil. Perimeter	

Missing Wall: 1 - 12' X 8'
Missing Wall: 1 - 12' X 8'

Opens into Exterior
Opens into MAIN_ENTRY_H

Goes to Floor/Ceiling
Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with main entry)				
45. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
2 men 1 hour				
120. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Book Return Area				67.28



Hall to Restrooms

Height: 8'

462.23 SF Walls	133.08 SF Ceiling
595.31 SF Walls & Ceiling	133.08 SF Floor
14.79 SY Flooring	56.07 LF Floor Perimeter
66.32 LF Ceil. Perimeter	

Missing Wall: 1 - 10' 3" X 6' 8"

Opens into MAIN_ENTRY_H

Goes to Floor

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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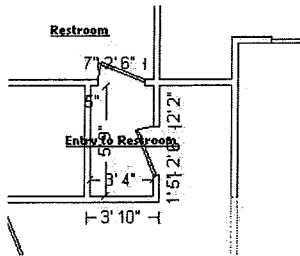
Top down cleaning (This are to be cleaned with main entry)



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CONTINUED - Hall to Restrooms

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
48. Cleaning Technician - per hour 1 man 1 hour	1.00 HR	0.00	32.50	32.50
121. Cleaning Supplies	1.00 EA	0.00	1.14	1.14
Totals: Hall to Restrooms				33.64

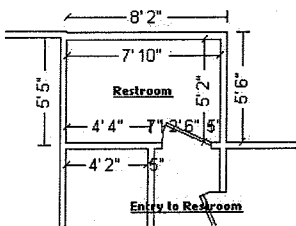


Entry to Restroom

Height: 8'

145.64 SF Walls	19.28 SF Ceiling
164.91 SF Walls & Ceiling	19.28 SF Floor
2.14 SY Flooring	18.20 LF Floor Perimeter
18.20 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Included with restroom cleaning				
Totals: Entry to Restroom				0.00



Restroom

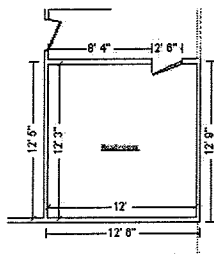
Height: 8'

207.88 SF Walls	40.43 SF Ceiling
248.32 SF Walls & Ceiling	40.43 SF Floor
4.49 SY Flooring	25.99 LF Floor Perimeter
25.99 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
54. Cleaning Technician - per hour 1 man 1.5 hour	1.50 HR	0.00	32.50	48.75
122. Cleaning Supplies	1.00 EA	0.00	1.71	1.71
Totals: Restroom				50.46



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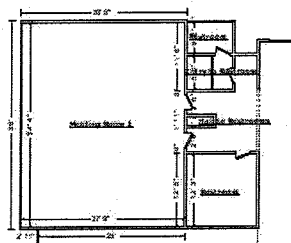


Restroom

Height: 8'

388.00 SF Walls	147.00 SF Ceiling
535.00 SF Walls & Ceiling	147.00 SF Floor
16.33 SY Flooring	48.50 LF Floor Perimeter
48.50 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
55. Cleaning Technician - per hour 1 man 1.5 hour	1.50 HR	0.00	32.50	48.75
123. Cleaning Supplies	1.00 EA	0.00	1.71	1.71
Totals: Restroom				50.46



Meeting Room 1

Height: 8'

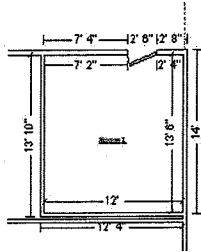
993.45 SF Walls	953.00 SF Ceiling
1,946.45 SF Walls & Ceiling	953.00 SF Floor
105.89 SY Flooring	124.18 LF Floor Perimeter
124.18 LF Ceil. Perimeter	

2899.45

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
50. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
51. Cleaning Technician - per hour 4 men 1 hour	4.00 HR	0.00	32.50	130.00
53. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	120.00	120.00
144. Clean and deodorize carpet	953.00 SF	0.00	0.27	257.31
124. Cleaning Supplies	1.00 EA	0.00	6.53	6.53
Totals: Meeting Room 1				570.54



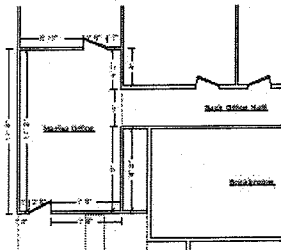
Disaster Kleenup / Better Restorations



Room1 Friends' Sales Office Height: 8'

408.00 SF Walls	162.00 SF Ceiling
570.00 SF Walls & Ceiling	162.00 SF Floor
18.00 SY Flooring	51.00 LF Floor Perimeter
51.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
61. Cleaning Technician - per hour 4 men 1.5 hour	6.00 HR	0.00	32.50	195.00
62. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	70.00	70.00
125. Cleaning Supplies	1.00 EA	0.00	6.83	6.83
Totals: Room1				271.83



Marisa Office Height: 8'

418.63 SF Walls	189.47 SF Ceiling
608.10 SF Walls & Ceiling	189.47 SF Floor
21.05 SY Flooring	52.33 LF Floor Perimeter
52.33 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
56. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
57. Cleaning Technician - per hour 2 men 1 hour	2.00 HR	0.00	32.50	65.00
58. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	70.00	70.00
63. Clean and deodorize carpet	189.47 SF	0.00	0.27	51.16

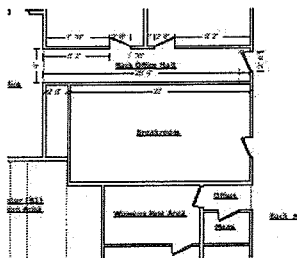
Missing Wall: 1 - 4' X 8' Opens into BACK_OFFICE_ Goes to Floor/Ceiling



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CONTINUED - Marisa Office

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
127. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
Totals: Marisa Office				247.12



Back Office Hall

Height: 8'

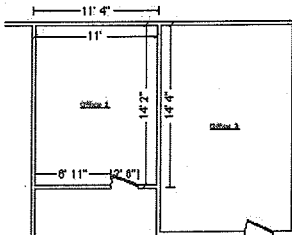
437.33 SF Walls	100.67 SF Ceiling
538.00 SF Walls & Ceiling	100.67 SF Floor
11.19 SY Flooring	54.67 LF Floor Perimeter
54.67 LF Ceil. Perimeter	

Missing Wall: 1 - 4' X 8'

Opens into MARISA_OFFIC

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning (This are to be cleaned with Marissa's Office)				
59. Cleaning Technician - per hour 1 man 1 hour	1.00 HR	0.00	32.50	32.50
64. Clean and deodorize carpet	100.67 SF	0.00	0.27	27.18
128. Cleaning Supplies	1.00 EA	0.00	1.14	1.14
Totals: Back Office Hall				60.82



Office 1

Al's

Height: 8'

402.63 SF Walls	155.80 SF Ceiling
558.44 SF Walls & Ceiling	155.80 SF Floor
17.31 SY Flooring	50.33 LF Floor Perimeter
50.33 LF Ceil. Perimeter	

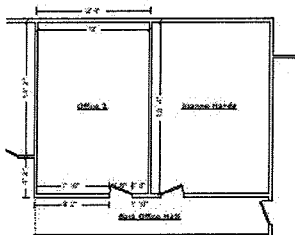
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
65. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
66. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



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CONTINUED - Office 1

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2 men 1 hour				
67. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00
Air scrubbers optional (Recommended) If cleaned with Marissa's office 1 air scrubber can be used.				
68. Clean and deodorize carpet	155.80 SF	0.00	0.27	42.07
129. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
Totals: Office 1				238.03



Office 2

Vesenia's

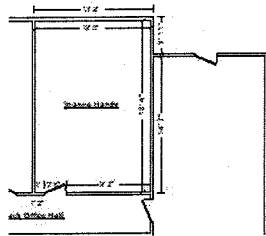
Height: 8'

485.33 SF Walls	220.00 SF Ceiling
705.33 SF Walls & Ceiling	220.00 SF Floor
24.44 SY Flooring	60.67 LF Floor Perimeter
60.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
69. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
70. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
2 men 1 hour				
71. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00
Air scrubbers optional (Recommended) If cleaned with Marissa's office 1 air scrubber can be used.				
72. Clean and deodorize carpet	220.00 SF	0.00	0.27	59.40
130. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
Totals: Office 2				255.36



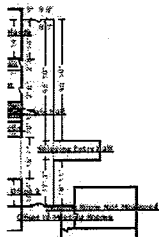
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Joanne Hardy Director's **Height: 8'**

496.00 SF Walls	232.22 SF Ceiling
728.22 SF Walls & Ceiling	232.22 SF Floor
25.80 SY Flooring	62.00 LF Floor Perimeter
62.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
73. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
74. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
2 men 1 hour				
75. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00
Air scrubbers optional (Recommended) If cleaned with Marissa's office 1 air scrubber can be used. If all back offices are done it is recommended to use 2 negative air machines.				
76. Clean and deodorize carpet	232.22 SF	0.00	0.27	62.70
131. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
Totals: Joanne Hardy				258.66



Back Main Hall **Height: 8'**

1,108.73 SF Walls	845.26 SF Ceiling
1,954.00 SF Walls & Ceiling	845.26 SF Floor
93.92 SY Flooring	138.59 LF Floor Perimeter
138.59 LF Ceil. Perimeter	

- Missing Wall: 1 - 6' 11 7/8" X 8' Opens into SHIPPING_ENT Goes to Floor/Ceiling
- Missing Wall: 1 - 15' 7" X 8' Opens into SORTING_ROOM Goes to Floor/Ceiling
- Missing Wall: 1 - 3' X 8' Opens into OFFSET Goes to Floor/Ceiling

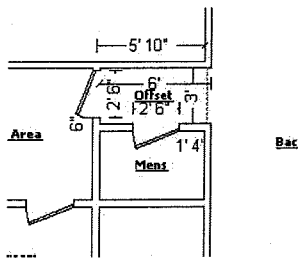
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with sorting area)				
77. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
78. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



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CONTINUED - Back Main Hall

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2 men 1 hour				
80. Clean and deodorize carpet	845.26 SF	0.00	0.27	228.22
132. Cleaning Supplies	1.00 EA	0.00	4.26	4.26
Totals: Back Main Hall				354.18



Offset

Height: 8'

120.00 SF Walls	17.50 SF Ceiling
137.50 SF Walls & Ceiling	17.50 SF Floor
1.94 SY Flooring	15.00 LF Floor Perimeter
15.00 LF Ceil. Perimeter	

Missing Wall: 1 - 3' X 8'

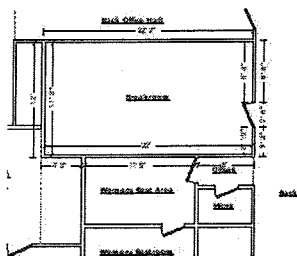
Opens into BACK_MAIN_H

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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* This area included in Back main hall

Totals: Offset				0.00
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Breakroom

Height: 8'

538.67 SF Walls	256.67 SF Ceiling
795.33 SF Walls & Ceiling	256.67 SF Floor
28.52 SY Flooring	67.33 LF Floor Perimeter
67.33 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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Top down cleaning - Includes contents (This area to be cleaned with other areas)

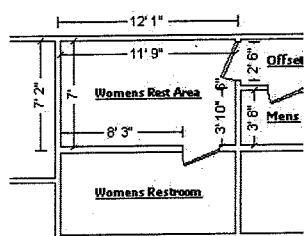
85. Cleaning - Supervisory/Administrative - per hour	1.00 HR	0.00	56.70	56.70
86. Cleaning Technician - per hour	3.00 HR	0.00	32.50	97.50
3 men 1 hour				
87. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA	0.00	70.00	70.00



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CONTINUED - Breakroom

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Air scrubbers optional (Recommended)				
88. Clean and deodorize carpet	128.33 SF	0.00	0.27	34.65
133. Cleaning Supplies	1.00 EA	0.00	5.40	5.40
Totals: Breakroom				264.25

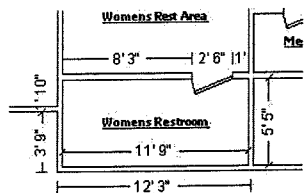


Womens Rest Area

Height: 8'

300.00 SF Walls ✓	82.25 SF Ceiling
382.25 SF Walls & Ceiling	82.25 SF Floor ✓
9.14 SY Flooring	37.50 LF Floor Perimeter
37.50 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
90. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
1 man 1 hour				
91. Clean and deodorize carpet	82.25 SF	0.00	0.27	22.21
134. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Womens Rest Area				89.49



Womens Restroom

Height: 8'

274.67 SF Walls ✓	63.65 SF Ceiling
338.31 SF Walls & Ceiling	63.65 SF Floor ✓
7.07 SY Flooring	34.33 LF Floor Perimeter
34.33 LF Ceil. Perimeter	

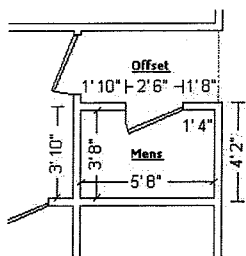
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
95. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00



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CONTINUED - Womens Restroom

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2 men 1 hour				
135. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Womens Restroom				67.28

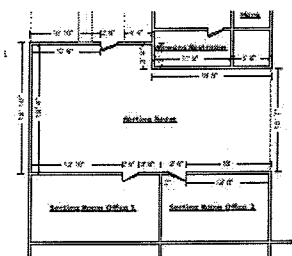


Mens Restroom

Height: 8'

149.33 SF Walls ✓	20.78 SF Ceiling
170.11 SF Walls & Ceiling	20.78 SF Floor ✓
2.31 SY Flooring	18.67 LF Floor Perimeter
18.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				
97. Cleaning Technician - per hour	1.00 HR	0.00	32.50	32.50
1 man 1 hour				
136. Cleaning Supplies	1.00 EA	0.00	1.14	1.14
Totals: Mens				33.64



Sorting Room

Height: 8'

771.30 SF Walls	637.19 SF Ceiling
1,408.49 SF Walls & Ceiling	637.19 SF Floor
70.80 SY Flooring	96.41 LF Floor Perimeter
96.41 LF Ceil. Perimeter	

- 2045.68

Missing Wall: 1 - 15' 7" X 8'

Opens into BACK_MAIN_H

Goes to Floor/Ceiling

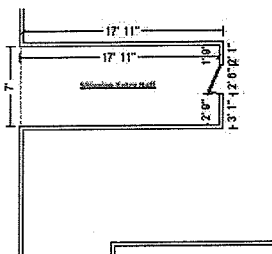
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents				
81. Cleaning - Supervisory/Administrative - per hour	8.00 HR	0.00	56.70	453.60
82. Cleaning Technician - per hour	32.00 HR	0.00	32.50	1,040.00



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CONTINUED - Sorting Room

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
4 men 8 hour				
83. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	2.00 DA	0.00	120.00	240.00
Air scrubbers optional (Recommended) 2 large units for 1 day to include attached hall and 2 offices				
84. Clean and deodorize carpet	637.19 SF	0.00	0.27	172.04
137. Cleaning Supplies	1.00 EA	0.00	52.28	52.28
Totals: Sorting Room				1,957.92



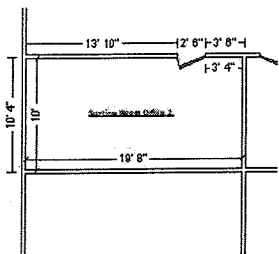
Shipping Entry Hall

Height: 8'

342.60 SF Walls	124.10 SF Ceiling
466.70 SF Walls & Ceiling	124.10 SF Floor
13.79 SY Flooring	42.82 LF Floor Perimeter
42.82 LF Ceil. Perimeter	

Missing Wall: 1 - 6' 11 7/8" X 8' Opens into BACK_MAIN_H Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with sorting area)				
106. Cleaning Technician - per hour	2.00 HR	0.00	32.50	65.00
1 man 1 hour				
107. Clean and deodorize carpet	124.10 SF	0.00	0.27	33.51
138. Cleaning Supplies	1.00 EA	0.00	2.28	2.28
Totals: Shipping Entry Hall				100.79



Sorting Room Office 1

circ staff Cubicles

Height: 8'

474.63 SF Walls	196.65 SF Ceiling
671.28 SF Walls & Ceiling	196.65 SF Floor → 867.93
21.85 SY Flooring	59.33 LF Floor Perimeter
59.33 LF Ceil. Perimeter	

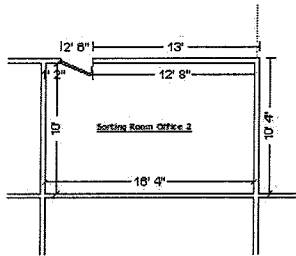
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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Disaster Kleenup / Better Restorations

CONTINUED - Sorting Room Office 1

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (To be done with sorting room)				
100. Cleaning Technician - per hour 4 men 3 hour	12.00 HR	0.00	32.50	390.00
102. Clean and deodorize carpet	196.65 SF	0.00	0.27	53.10
139. Cleaning Supplies	1.00 EA	0.00	13.65	13.65
Totals: Sorting Room Office 1				456.75



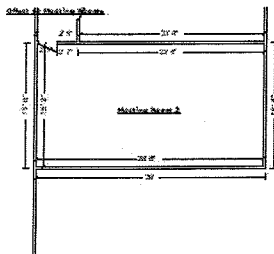
Sorting Room Office 2

Katie's

Height: 8'

421.33 SF Walls	163.33 SF Ceiling
584.67 SF Walls & Ceiling	163.33 SF Floor →
18.15 SY Flooring	52.67 LF Floor Perimeter
52.67 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (To be done with sorting room)				
103. Cleaning Technician - per hour 3 men 6 hours	18.00 HR	0.00	32.50	585.00
104. Clean and deodorize carpet	163.33 SF	0.00	0.27	44.10
140. Cleaning Supplies	1.00 EA	0.00	20.48	20.48
Totals: Sorting Room Office 2				649.58



Meeting Room 2

Local History Room

Height: 8'

701.33 SF Walls ✓	434.78 SF Ceiling
1,136.11 SF Walls & Ceiling	434.78 SF Floor ✓
48.31 SY Flooring	87.67 LF Floor Perimeter
87.67 LF Ceil. Perimeter	

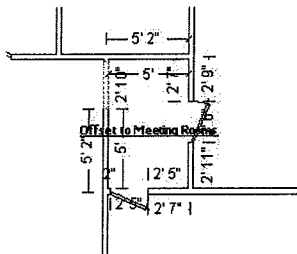
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents (This area to be cleaned with other areas) Please note minimum service per day must total \$250.00 or minimum will apply.				



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CONTINUED - Meeting Room 2

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
108. Cleaning - Supervisory/Administrative - per hour	2.00 HR	0.00	56.70	113.40
109. Cleaning Technician - per hour 2 men 2 hours	4.00 HR	0.00	32.50	130.00
110. Negative air fan/Air scrubber (24 hr period) - No monit. Air scrubbers optional (Recommended)	1.00 DA	0.00	70.00	70.00
111. Clean and deodorize carpet	434.78 SF	0.00	0.27	117.39
141. Cleaning Supplies	1.00 EA	0.00	8.52	8.52
Totals: Meeting Room 2				439.31



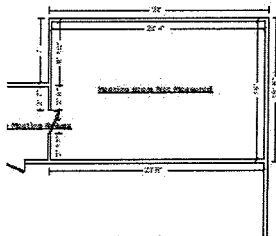
Offset to Meeting Rooms

Height: 8'

188.94 SF Walls ✓	40.00 SF Ceiling
228.94 SF Walls & Ceiling	40.00 SF Floor ✓
4.44 SY Flooring	23.14 LF Floor Perimeter
26.00 LF Ceil. Perimeter	

Missing Wall: 1 - 2' 10 5/16" X 6' 8" Opens into MAIN_LIBRARY Goes to Floor

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
* Included with meeting room cleaning				
Totals: Offset to Meeting Rooms				0.00



Meeting Room Not Measured

Local History Workroom

Height: 8'

613.33 SF Walls ✓	350.00 SF Ceiling
963.33 SF Walls & Ceiling	350.00 SF Floor ✓
38.89 SY Flooring	76.67 LF Floor Perimeter
76.67 LF Ceil. Perimeter	

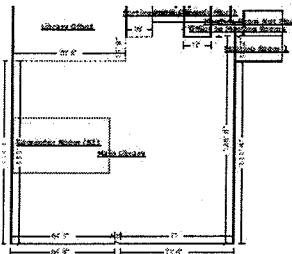
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Room not measured for cleaning				



Disaster Kleenup / Better Restorations

CONTINUED - Meeting Room Not Measured

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Totals: Meeting Room Not Measured				0.00



Main Library

Height: 8'

3,686.26 SF Walls ✓
20,412.38 SF Walls & Ceiling
1,858.46 SY Flooring
463.16 LF Ceil. Perimeter

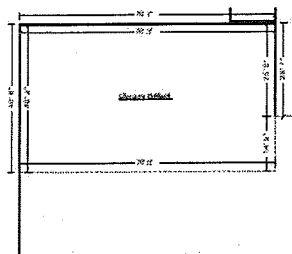
16,726.12 SF Ceiling
16,726.12 SF Floor ✓
460.31 LF Floor Perimeter

Missing Wall:	1 -	2' 10 5/16" X 6' 8"	Opens into OFFSET_TO_ME	Goes to Floor
Missing Wall:	1 -	70' 5 1/16" X 8'	Opens into LIBRARY_OFFS	Goes to Floor/Ceiling
Missing Wall:	1 -	14' 9" X 8'	Opens into LIBRARY_OFFS	Goes to Floor/Ceiling
Missing Wall:	1 -	15' 11 15/16" X 8'	Opens into MAIN_ENTRY_H	Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Top down cleaning - Includes contents wipe/vac				
112. Cleaning - Supervisory/Administrative - per hour	16.00 HR	0.00	56.70	907.20
113. Cleaning Technician - per hour	96.00 HR	0.00	32.50	3,120.00
12 men 8 hours				
115. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	4.00 DA	0.00	120.00	480.00
Air scrubbers optional (Recommended)				
116. Clean and deodorize carpet	16,726.12 SF	0.00	0.20	3,345.22
Please note discount applied to carpet cleaning due to extra large area.				
142. Cleaning Supplies	1.00 EA	0.00	140.95	140.95
Totals: Main Library				7,993.37



Disaster Kleenup / Better Restorations



Library Offset *Children's Area* **Height: 8'**

1,086.72 SF Walls ✓	2,824.46 SF Ceiling
3,911.18 SF Walls & Ceiling	2,824.46 SF Floor ✓
313.83 SY Flooring	135.84 LF Floor Perimeter
135.84 LF Ceil. Perimeter	

Missing Wall:	1 -	70' 5 1/16" X 8'	Opens into MAIN_LIBRARY	Goes to Floor/Ceiling
Missing Wall:	1 -	14' 9" X 8'	Opens into MAIN_LIBRARY	Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
Wall and content cleaning included in main library area				
117. Clean and deodorize carpet	2,824.46 SF	0.00	0.20	564.89
Please note discount applied to carpet cleaning due to extra large area.				
143. Cleaning Supplies	1.00 EA	0.00	19.77	19.77
Totals: Library Offset				584.66
Total: Library				16,577.50
Line Item Totals: 47253-CLNFCC				16,577.50

Grand Total Areas:

17,745.70 SF Walls	27,074.71 SF Ceiling	44,820.41 SF Walls and Ceiling
27,074.71 SF Floor	3,008.30 SY Flooring	2,213.84 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	2,240.06 LF Ceil. Perimeter
27,074.71 Floor Area	27,625.21 Total Area	17,745.70 Interior Wall Area
9,425.69 Exterior Wall Area	1,057.97 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Disaster Kleenup / Better Restorations

Summary

Line Item Total				16,577.50
Material Sales Tax	@	8.750% x	257.49	22.53
Replacement Cost Value				\$16,600.03
Net Claim				\$16,600.03

Chad Laffoon



Disaster Kleenup / Better Restorations

Recap by Room

Estimate: 47253-CLNFCC

Area: Library

Main Entry Hall	1,381.17	8.33%
Side Entry Hall	100.91	0.61%
Book Return Area	67.28	0.41%
Hall to Restrooms	33.64	0.20%
Restroom	50.46	0.30%
Restroom	50.46	0.30%
Meeting Room 1	570.54	3.44%
Room1 - Friends' Sales office	271.83	1.64%
Marisa Office	247.12	1.49%
Back Office Hall	60.82	0.37%
Office 1 - Al's	238.03	1.44%
Office 2 - Yestinas	255.36	1.54%
Joanne Hardy	258.66	1.56%
Back Main Hall	354.18	2.14%
Breakroom	264.25	1.59%
Womens Rest Area	89.49	0.54%
Womens Restroom	67.28	0.41%
Mens Restroom	33.64	0.20%
Sorting Room	1,957.92	11.81%
Shipping Entry Hall	100.79	0.61%
Sorting Room Office 1	456.75	2.76%
Sorting Room Office 2	649.58	3.92%
Meeting Room 2 Local History	439.31	2.65%
Main Library	7,993.37	48.22%
Library Offset - Children's area	584.66	3.53%

\$7560.16

\$9017.34

Area Subtotal: Library

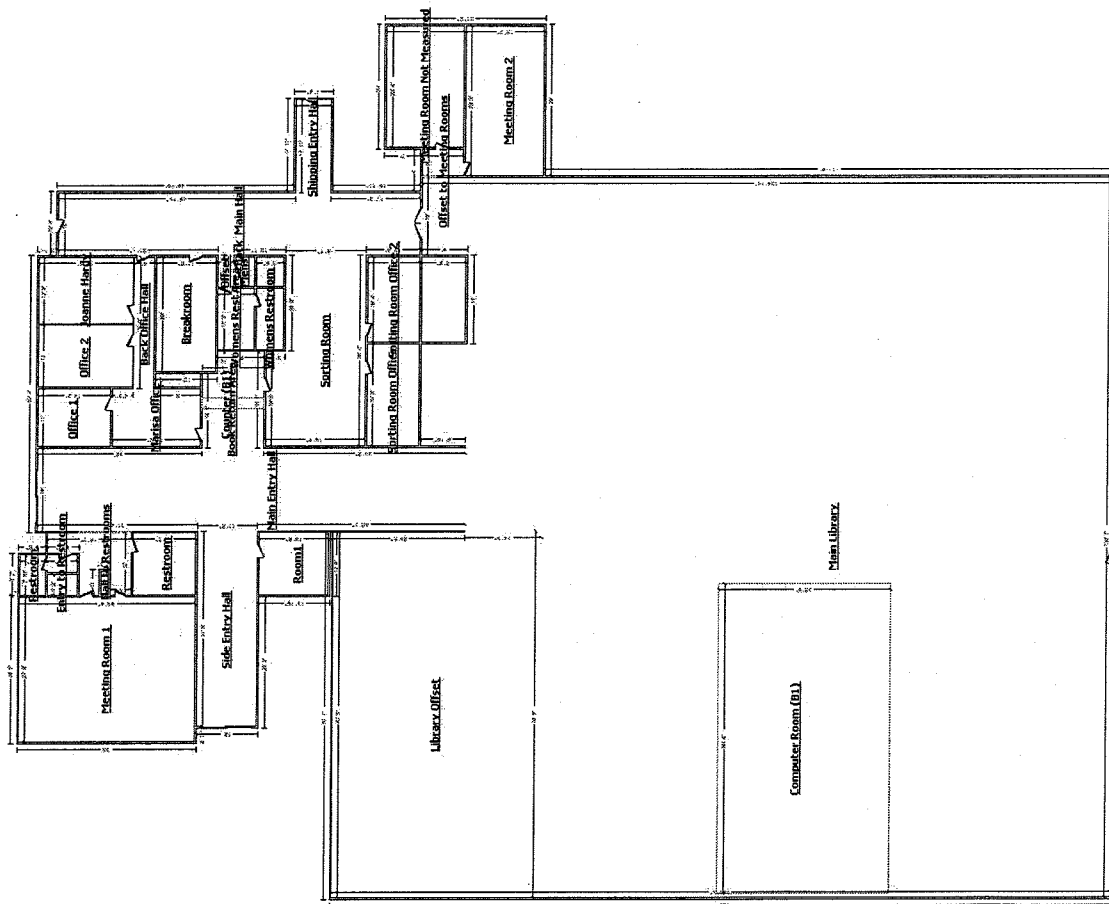
16,577.50 100.00%

Subtotal of Areas

16,577.50 100.00%

Total

16,577.50 100.00%



Emercon Construction, Inc.

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Anaheim, CA 92806
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Contractors License #525903

Client: Placentia Library
Property: 411 E. Chapman
Placentia, CA 92870

Contact 1: (714) 528-1906 x 203

Operator Info:

Operator: EMERCON

Estimator: Joseph F. Gildner Jr.
Position: Estimating & Sales
Company: Emercon Construction, Inc.
Business: 2906 E. Coronado St.
Anaheim, CA 92806

Business: (714) 630-9615 x 136

Type of Estimate:

Date Entered: 2/8/2011

Date Assigned:

Price List: CAOG7X_FEB11

Labor Efficiency: Restoration/Service/Remodel

Estimate: C4789JGB

NOTE: THIS ESTIMATE INCLUDES ONLY THE WORK OUTLINED IN THE ABOVE TYPED SCOPE. ANY ADDITIONAL WORK WILL BE CONSIDERED SUPPLEMENTAL TO THIS BID AND BILLED AS SUCH. PRICE OF MATERIAL IS SUBJECT TO CHANGE BASED ON MARKET CONDITIONS.

NOTE: THIS BID IS EFFECTIVE FOR 30 DAYS FROM DATE OF ESTIMATE.

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C4789JGB

Main Level

Main Level

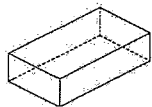
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
NOTE: The HVAC system will need to be cleaned in conjunction with the cleaning outlined in the following scope of work. Prices quoted are for cleaning performed during normal business hours.				
Total: Main Level				0.00

General Items

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
15. Negative air machine - Large to capture particulate matter utilizing HEPA filtration to control dust - 4 units for 3 days	3.00 DA			NO CHARGE
18. Chemical/dry sponges used	125.00 EA	0.00	3.25	406.25
Totals: General Items				406.25
Total: Main Level				406.25

Meeting Room

LxWxH 34' 6" x 28' x 11' 6"



1,437.50 SF Walls	966.00 SF Ceiling
2,403.50 SF Walls & Ceiling	966.00 SF Floor
107.33 SY Flooring	125.00 LF Floor Perimeter
396.75 SF Long Wall	322.00 SF Short Wall
125.00 LF Ceil. Perimeter	

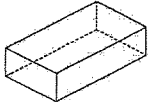
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
20. Clean and deodorize carpet	966.00 SF	0.00	0.66	637.56
21. Clean the walls and ceiling	2,403.50 SF	0.00	0.41	985.44
22. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	48.75	195.00
Totals: Meeting Room				1,818.00

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Reception Area

LxWxH 17' x 11' x 9' 6"

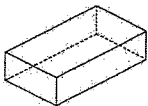


532.00 SF Walls	187.00 SF Ceiling
719.00 SF Walls & Ceiling	187.00 SF Floor
20.78 SY Flooring	56.00 LF Floor Perimeter
161.50 SF Long Wall	104.50 SF Short Wall
56.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
23. Clean and deodorize carpet	187.00 SF	0.00	0.66	123.42
24. Clean the walls and ceiling	719.00 SF	0.00	0.41	294.79
25. Cleaning Technician - per hour to clean misc. contents and fixtures	2.00 HR	0.00	48.75	97.50
29. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Reception Area				563.81

Office 1

LxWxH 14' x 11' x 9' 6"



475.00 SF Walls	154.00 SF Ceiling
629.00 SF Walls & Ceiling	154.00 SF Floor
17.11 SY Flooring	50.00 LF Floor Perimeter
133.00 SF Long Wall	104.50 SF Short Wall
50.00 LF Ceil. Perimeter	

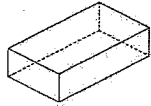
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
26. Clean and deodorize carpet	154.00 SF	0.00	0.66	101.64
27. Clean the walls and ceiling	629.00 SF	0.00	0.41	257.89
28. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	48.75	195.00
30. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 1				602.63

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Hallway

LxWxH 25' x 4' x 9' 6"

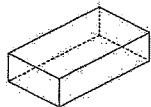


551.00 SF Walls	100.00 SF Ceiling
651.00 SF Walls & Ceiling	100.00 SF Floor
11.11 SY Flooring	58.00 LF Floor Perimeter
237.50 SF Long Wall	38.00 SF Short Wall
58.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
31. Clean and deodorize carpet	100.00 SF	0.00	0.66	66.00
32. Clean the walls and ceiling	651.00 SF	0.00	0.41	266.91
Totals: Hallway				332.91

Office 2

LxWxH 19' x 12' x 9' 6"



589.00 SF Walls	228.00 SF Ceiling
817.00 SF Walls & Ceiling	228.00 SF Floor
25.33 SY Flooring	62.00 LF Floor Perimeter
180.50 SF Long Wall	114.00 SF Short Wall
62.00 LF Ceil. Perimeter	

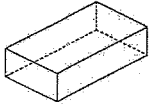
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
34. Clean and deodorize carpet	228.00 SF	0.00	0.66	150.48
35. Clean the walls and ceiling	817.00 SF	0.00	0.41	334.97
36. Cleaning Technician - per hour to clean misc. contents and fixtures	2.00 HR	0.00	48.75	97.50
37. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 2				631.05

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Office 3

LxWxH 19' x 12' x 9' 6"

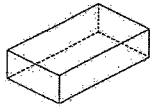


589.00 SF Walls	228.00 SF Ceiling
817.00 SF Walls & Ceiling	228.00 SF Floor
25.33 SY Flooring	62.00 LF Floor Perimeter
180.50 SF Long Wall	114.00 SF Short Wall
62.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
38. Clean and deodorize carpet	228.00 SF	0.00	0.66	150.48
39. Clean the walls and ceiling	817.00 SF	0.00	0.41	334.97
40. Cleaning Technician - per hour to clean misc. contents and fixtures	2.00 HR	0.00	48.75	97.50
41. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 3				631.05

Hallway 2

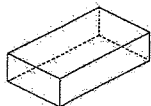
LxWxH 78' x 5' 10" x 9' 6"



1,367.21 SF Walls	455.00 SF Ceiling
1,822.21 SF Walls & Ceiling	455.00 SF Floor
50.56 SY Flooring	143.92 LF Floor Perimeter
741.00 SF Long Wall	55.42 SF Short Wall
143.92 LF Ceil. Perimeter	

Subroom 1: Offset 1

LxWxH 18' x 7' x 9' 6"



304.00 SF Walls	126.00 SF Ceiling
430.00 SF Walls & Ceiling	126.00 SF Floor
14.00 SY Flooring	32.00 LF Floor Perimeter
171.00 SF Long Wall	66.50 SF Short Wall
32.00 LF Ceil. Perimeter	

Missing Wall: 1 - 18' X 9' 6" Opens into Hallway 2 Goes to Floor/Ceiling

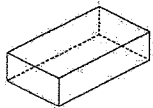
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CONTINUED - Hallway 2

Subroom 2: Offset 2

LxWxH 5' 9" x 4' x 9' 6"



130.63 SF Walls	23.00 SF Ceiling
153.63 SF Walls & Ceiling	23.00 SF Floor
2.56 SY Flooring	13.75 LF Floor Perimeter
54.63 SF Long Wall	38.00 SF Short Wall
13.75 LF Ceil. Perimeter	

Missing Wall: 1 - 5' 9" X 9' 6"

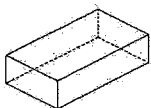
Opens into Hallway 2

Goes to Floor/Ceiling

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
42. Clean and deodorize carpet	604.00 SF	0.00	0.66	398.64
43. Clean the walls and ceiling	2,405.83 SF	0.00	0.41	986.39
44. Cleaning Technician - per hour to clean misc. contents and fixtures	0.50 HR	0.00	48.75	24.38
Totals: Hallway 2				1,409.41

Lounge

LxWxH 22' x 12' x 9' 6"



646.00 SF Walls	264.00 SF Ceiling
910.00 SF Walls & Ceiling	264.00 SF Floor
29.33 SY Flooring	68.00 LF Floor Perimeter
209.00 SF Long Wall	114.00 SF Short Wall
68.00 LF Ceil. Perimeter	

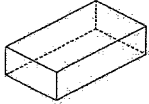
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
46. Clean and deodorize carpet	132.00 SF	0.00	0.66	87.12
50. Clean floor	132.00 SF	0.00	0.42	55.44
47. Clean the walls and ceiling	910.00 SF	0.00	0.41	373.10
48. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	48.75	195.00
49. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Lounge				758.76

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Sorting Center

LxWxH 36' x 16' x 9' 6"



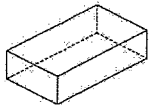
988.00 SF Walls	576.00 SF Ceiling
1,564.00 SF Walls & Ceiling	576.00 SF Floor
64.00 SY Flooring	104.00 LF Floor Perimeter
342.00 SF Long Wall	152.00 SF Short Wall
104.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
51. Clean and deodorize carpet	576.00 SF	0.00	0.66	380.16
52. Clean the walls and ceiling	1,564.00 SF	0.00	0.41	641.24
53. Cleaning Technician - per hour to clean misc. contents and fixtures	16.00 HR	0.00	48.75	780.00
54. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Sorting Center				1,849.50

Cubicles

Office 4

LxWxH 20' x 11' x 9' 6"



589.00 SF Walls	220.00 SF Ceiling
809.00 SF Walls & Ceiling	220.00 SF Floor
24.44 SY Flooring	62.00 LF Floor Perimeter
190.00 SF Long Wall	104.50 SF Short Wall
62.00 LF Ceil. Perimeter	

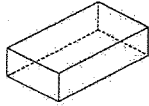
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
55. Clean and deodorize carpet	220.00 SF	0.00	0.66	145.20
56. Clean the walls and ceiling	809.00 SF	0.00	0.41	331.69
57. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	48.75	195.00
58. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 4				719.99

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Office 5

LxWxH 13' x 11' x 9' 6"

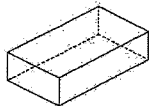


456.00 SF Walls	143.00 SF Ceiling
599.00 SF Walls & Ceiling	143.00 SF Floor
15.89 SY Flooring	48.00 LF Floor Perimeter
123.50 SF Long Wall	104.50 SF Short Wall
48.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
59. Clean and deodorize carpet	143.00 SF	0.00	0.66	94.38
60. Clean the walls and ceiling	599.00 SF	0.00	0.41	245.59
61. Cleaning Technician - per hour to clean misc. contents and fixtures	4.00 HR	0.00	48.75	195.00
62. Block and pad furniture in room	1.00 EA	0.00	48.10	48.10
Totals: Office 5				583.07
Total: Cubicles				1,303.06

Public Area

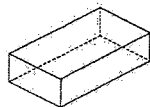
LxWxH 115' x 115' x 10'



3,900.00 SF Walls	13,225.00 SF Ceiling
17,125.00 SF Walls & Ceiling	13,225.00 SF Floor
1,469.44 SY Flooring	390.00 LF Floor Perimeter
1,150.00 SF Long Wall	1,150.00 SF Short Wall
390.00 LF Ceil. Perimeter	

Subroom 1: Offset

LxWxH 70' x 40' x 10'



1,500.00 SF Walls	2,800.00 SF Ceiling
4,300.00 SF Walls & Ceiling	2,800.00 SF Floor
311.11 SY Flooring	150.00 LF Floor Perimeter
700.00 SF Long Wall	400.00 SF Short Wall
150.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
63. Clean and deodorize carpet - Light	16,025.00 SF	0.00	0.35	5,608.75

Missing Wall: 1 - 70' X 10'

Opens into Public Area

Goes to Floor/Ceiling

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CONTINUED - Public Area

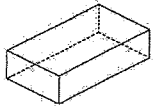
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
64. Content Manipulation charge - per hour to block and manipulate furniture to allow for carpet cleaning	16.00 HR	0.00	40.83	653.28
66. Cleaning supplies *daily allowance	4.00 DA	0.00	125.00	500.00
67. Cargo van and equipment - per day	4.00 EA	0.00	81.45	325.80
68. Cleaning - Supervisory/Administrative - per hour	32.00 HR	0.00	56.70	1,814.40
65. Cleaning Technician - per hour to clean misc. contents, books, bookshelves, computers, and other misc. fixtures *all items will be HEPA vacuumed and wiped down	140.00 HR	0.00	48.75	6,825.00

The public area appears to have been effected far less by the construction debris and dust than the administrative offices and meeting room. I could detect no residue on the walls.

Totals: Public Area 15,727.23

History Room

LxWxH 50' x 30' x 10'



1,600.00 SF Walls	1,500.00 SF Ceiling
3,100.00 SF Walls & Ceiling	1,500.00 SF Floor
166.67 SY Flooring	160.00 LF Floor Perimeter
500.00 SF Long Wall	300.00 SF Short Wall
160.00 LF Ceil. Perimeter	

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
69. Clean and deodorize carpet - Light	1,500.00 SF	0.00	0.35	525.00
70. Cleaning Technician - per hour	16.00 HR	0.00	32.50	520.00

Totals: History Room 1,045.00

Line Item Totals: C4789JGB 27,078.66

Emercon Construction, Inc.

2906 E. Coronado Street
Anaheim, CA 92806
(714) 630-9615
(714) 630-6071 FAX
Contractors License #525903

Grand Total Areas:

15,654.33 SF Walls	21,195.00 SF Ceiling	36,849.33 SF Walls and Ceiling
21,195.00 SF Floor	2,355.00 SY Flooring	1,584.67 LF Floor Perimeter
5,470.88 SF Long Wall	3,281.92 SF Short Wall	1,584.67 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

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Summary

Line Item Total				27,078.66
Material Sales Tax	@	8.750% x	384.72	33.66
Replacement Cost Value				\$27,112.32
Net Claim				\$27,112.32

Joseph F. Gildner Jr.
Estimating & Sales

Emercon Construction, Inc.

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Recap by Category

Items		Total	%
CLEANING		25,714.78	94.85%
CONTENT MANIPULATION		653.28	2.41%
CONT: PACKING,HANDLNG,STORAGE		325.80	1.20%
WATER EXTRACTION & REMEDIATION		384.80	1.42%
Subtotal		27,078.66	99.88%
Material Sales Tax	@	33.66	0.12%
Total		27,112.32	100.00%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss and Review the Naming/Sponsorships of Library Buildings and Departments Proposed Policy
DATE: June 16, 2011

BACKGROUND

At the April 18, 2011 Library Board of Trustees regular meeting, it was approved to name the Children's Department after Gordon and Dixie Shaw with two Trustees voting against it due to the lack of an established policy regarding the naming of public buildings. The Trustees requested that Library Staff present a policy for the Trustees to review and consider.

Attachment A is the proposed policy.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Approved the proposed policy as presented as a first reading; and,
2. Authorize Library Staff to present an updated version incorporating input from the Library Board of Trustees and present at the July 18, 2011 meeting.

PROPOSED POLICY NAMING / SPONSORSHIPS OF LIBRARY BUILDINGS AND DEPARTMENTS

Policy:

- i) It is the Policy of the Placentia Library Board of Trustees to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations by authorizing the naming of a library building or department.

Purpose and Need:

- i) The purpose of this Policy is to set forth guidelines for the ~~solicitation~~ ^{recognition or solicitation} of new donor opportunities within the District. These guidelines are necessary for the following reasons:
 - (a) To establish a consistent procedure for ~~solicitation~~ ^{recognition or solicitation} of donors by the District;
 - (b) To encourage ~~solicitation~~ ^{recognition or solicitation} of donor opportunities such as facility or site amenity sponsorship and naming rights;
 - (c) To ensure conformance and compliance with existing District policies and procedures.
- ii) Sponsorship means funds, products or services provided by a company or individual to the District, in consideration of the opportunity for the company or individual to promote its name, product or service, or to recognize an individual in conjunction with a District facility, site amenity, equipment or project.
- iii) Donor means a company or individual who provides the District with funds, products or services.
- iv) Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.
- v) District means Placentia Library District.

General Principles:

- i) Donor opportunities will assist in meeting the cost of projects initiated by the District.
- ii) Donor opportunities will completely cover all costs associated with discretionary projects, or projects initiated or proposed by the donor. This shall include any design, permitting or administrative costs associated with the donation.
- iii) At all times, recognition for donors must be evaluated to ensure the District is not faced with undue commercialism and is consistent with the scale of each partner's contribution.
- iv) Donor sponsorships in excess of ten thousand dollars (\$10,000) shall require approval of the Library Board of Trustees.

Criteria
✓ money?
✓ unusual circumstances?

Donor Recognition:

- i) The following are examples of available opportunities and are for example only. All of the following are subject to negotiation and are to be viewed in the context of District standards established for each particular use:
 - (a) Recognition rights at a specific facility, site amenity, equipment or project (style, format and duration as per donor agreement).
 - (b) Donor signs and plaques (quantity, size, design, location and duration as per donor agreement).
 - (c) Acknowledgement in news releases and media, including the use of TV, radio, other media outlets and the District Web Site. Recognition in the media and the District Web Site by the District thanking the donor is limited to listing the donor name, telephone number, address, logo and acknowledging the facility, site amenity, equipment or project that the donor supported.
 - (d) Other opportunities shall be considered on a case-by-case basis.
- ii) The form, type and duration of any donor recognition, and the required donation for said recognition, shall be clearly detailed in the Donor Agreement. *and approved by the library board of trustees*

Selection of the Appropriate Donor:

- i) District staff may solicit potential donors for facilities, site amenities, equipment or projects.
- ii) Priority for donor opportunities will be assigned, in order, to lessees of the District, businesses and individuals in the City of Placentia and the County of Orange, and businesses and individuals outside the above described area.
- iii) If a donation is unsolicited, the Library Director will submit donation to the Library Board of Trustees for approval, deny the donation, or approve the donation with conditions.
- iv) No donor participating in the sponsorship program will receive any preferential treatment for the donation other than recognition, as detailed in the Donor Agreement, from the District as a result of the participation in the sponsorship program.

Donor Agreements:

- i) The respective obligations of the sponsor and the District shall be set forth in a written agreement, subject to legal review. An approved sample of such an agreement may be obtained from the District.
- ii) Each agreement for recognition for a donation to a facility, site amenity, equipment or project shall be for a period not to exceed the useful life of the facility, site amenity, equipment or project, as determined by the Library Director, ~~but in no circumstance shall exceed ten years.~~

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discuss Policy of Use of the Placentia Library District's Digital Signage
DATE: May 16, 2011

BACKGROUND

The Placentia Library District has a digital signage located at the Check Out desk which is used to promote and publicize library programs, events and services. The digital monitor is one of the most efficient and timely ways of delivering news to our visiting patrons.

As the District continues to foster its relationship with community partners, we would like to offer our partners the opportunity to promote their events and information for the betterment of our community.

Attachment A is the proposed policy.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Approve the proposed policy as presented as a first reading; and,
2. Authorize Library Staff to present an updated version incorporating input from the Library Board of Trustees and present at the July 18, 2011 meeting.

PROPOSED POLICY DIGITAL SIGNAGE

The Placentia Library provides digital signage that may be used to promote programs, events, services, and communicate emergency broadcasting instructions to our community. The digital signage is one of the most efficient and timely ways of delivering news to our visiting patrons.

The digital signage is located at the Circulation Checkout desk in the lobby area.

Community partners wishing to promote their programs, events and/or services using the District's digital signage must submit a request to the Library Director for consideration. Partners are defined as organizations, businesses and/or groups who have an established collaboration with the District.

Requests for posting event/information must be emailed to mtimothy@placentialibrary.org.

- Submission must include name of event, brief description, dates, times and contact information. This information needs to be embedded in the body of the email or attached as a Word, Publishers or ~~PDF~~ document. Photos need to be submitted as a jpeg file.
- Submission must include the name of sponsoring agency or organization and contact information for person submitting. *2 months* → *minimum 1*
- Requests must be submitted ~~14 business days~~ prior to the event.
- Approvals are granted at the discretion of the Library Director.
- Submissions that do not represent the mission and goals of the District will not be accepted.

→ *conference*

