

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 18, 2010

6:30 P.M.

Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 8)

8. Minutes of the September 20, 2010 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. FY2009-2010 Cash Flow Analysis through September 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for September 2010.
21. Library Services Manager's Report for September 2010.
22. Children's Services Report for September 2010.
23. Literacy / Volunteer Services Report for September 2010.
24. Reference and Adult Services Report for September 2010.
25. Local History Room Report for September 2010.
26. Placentia Library Web Site & Technology Report for September 2010.

CONTINUING BUSINESS

27. Report on Actions Taken at the Library Board of Trustees Closed Session Meeting.
Presentation: President Shkoler
Recommendation: Action to be determined by the Library Board of Trustees
28. Employee of the Quarter
Presentation: President Shkoler
29. Staff Appreciation Dinner
Presentation: Trustee Wood
30. Computer Lab Update
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.
31. Update on Short-Term Disability Program Survey Results
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.
32. Update on Fiscal Year 2010-2011 Budget
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.
33. Continue Discussion of and Prioritize Fiscal Year 2010-2011 Capital Improvement Projects
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

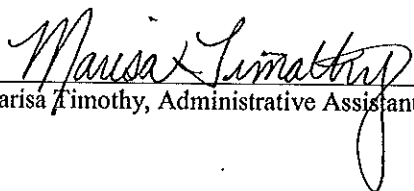
34. Meeting Room Policy Exemption Request from the Southern California Orchid Society
Presentation: Library Director
Recommendation: Exempt the Southern California Orchid Society from Placentia Library District Policy #6050.19.
35. Discuss and Develop a Social Media Policy for the Placentia Library District
Presentation: Library Director
Recommendation: Approve the proposed Placentia Library District Policy #2275 – Social Media Policy as a first draft as presented and to be further reviewed at the November Library Board of Trustees regular meeting.

ADJOURNMENT

36. Agenda Preparation for the November Regular Date Meeting which will be held on Monday, November 15, 2010 unless re-scheduled by the Library Board of Trustees.
37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
38. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 18, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 14, 2010.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 20, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 20, 2010 at 6:33 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Roger Hiles, and Katie Matas

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

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

ORAL COMMUNICATION

No public communication was made at this time.

TRUSTEE REPORTS

President Shkoler reported that he attended the Summer Reading Celebration, the Placentia Library Friends Foundation (PLFF) Jewel Reception, the PLFF Computer Lab Ribbon Cutting Ceremony, and the City of Placentia's National Night Out where he helped to serve snow cones. He also attended the Placentia Library Friends Foundation Board Meeting. (Item 5)

Secretary DeVecchio thanked his fellow Board members who joined him in celebration his 50th wedding anniversary. He attended the PLFF Jewel Reception and a PLFF ad-hoc meeting to discuss donated funds.

Trustee Escobosa attended the Summer Reading Celebration, the PLFF Jewel Reception, and the PLFF Computer Lab Ribbon Cutting Ceremony. She also participated in the City of Placentia's National Night Out and several Chamber events.

Trustee Turner attended the PLFF Jewel Reception that had good attendance and good food. About 40 members attended. She was also at the monthly Adult Book discussion and PLFF Board Meeting. She attended the Chamber Ribbon Cutting events for the Placentia-Linda Hospital and MD Medical Clinics.

Trustee Wood recognized the Library staff for hosting a very thoughtful and well received brunch for PLFF in appreciation for their support of the summer reading programs. She also attended the City of Placentia's National Night Out and the Library's Summer Reading Celebration. (Item 6)

PLFF REPORT

Trustee Turner reported that PLFF held a successful Jewel Reception on Friday, September 10th. At their monthly meeting they discussed obtaining a letter with a barcode from Ralph's in order to make it easier for supporters to subscribe to their donation program that allocates a percentage of purchases to PLFF. President Shkoler added that the slide show that was created for their reception will be added to the History Room archive. Library Director Contreras added that PLFF is moving forward with plans for their annual Author's Luncheon that will be held on March 5, 2011. Regarding funds, they will be committing approximately \$50 thousand dollars to the Library in the next two and a half years. Both Library Director Contreras and President Shkoler explained the discrepancies of the Donor/Member List created for the Jewel Reception. It did not recognize all donors, rather, only those who were also official PLFF members. The list is to be corrected and reprinted in order that all donors are acknowledged per the consensus at the PLFF meeting. (Item 7)

CONSENT CALENDAR

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

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

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

TREASURER'S REPORT

Financial Reports for July and August 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July and August 2010 (Item 14)

Acquisitions Report for July and August 2010 (Item 15)

Entrepreneurial Activities Report for July and August 2010 (Item 16)

GENERAL CONSENT

Personnel Report for July and August 2010 (Item 17)

Circulation Report for July and August 2010 (Item 18)

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

STAFF REPORTS

Library Director's Report for July and August 2010 (Item 20)

Library Services Manager's Report for July and August 2010 (Item 21)

Children's Services Report for July and August 2010 (Item 22)

Literacy / Volunteer Services Report for July and August 2010 (Item 23)

Reference and Adult Services Report for July and August 2010 (Item 24)

Local History Room Report for July and August 2010 (Item 25)

Web Site & Technology Report for July and August 2010 (Item 26)

**CONTINUING
BUSINESS**

**REPORT ON
CLOSED SESSION**

President Shkoler reported that in their Closed Session prior to the Regular Meeting, the Board appointed a Personnel Committee, made up of Secretary DeVecchio and Trustee Wood. The Personnel Committee will meet with Library Director Contreras to discuss her annual review at a time to be determined. (Item 27)

**SHORT-TERM
DISABILITY
INSURANCE**

In follow up to the Board of Trustees April 19th meeting, Library Director Contreras presented information on private short-term disability programs provided by Aflac and Metlife. Human Resources/Finance Baltierra added that Aflac's program offers more flexibility and options. Discussion was made regarding the District's cost to offer this as an additional benefit. Human Resources/Finance Baltierra confirmed that the cost would be \$104 per year in addition to staff time to process the deductions with payroll. It was moved by Trustee Turner and seconded by Trustee Wood to offer short-term disability insurance for all employees, with the employees to decide on the insurance carrier they prefer: (Item 28)

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

**PLD POLICY #1050
COPYING OF
DOCUMENTS**

Library Director Contreras presented recommended changes to Placentia Library District Policy #1050 – copying of Public Documents to remove "volunteer" from the photocopying responsibility and change verbiage of the last paragraph to read: "a 'current' copy of the Library Board Agenda packet is available at the Reference Desk. It was moved by Trustee Escobosa and seconded by Trustee Wood to revise PLD policy #1050 as presented: (Item 29)

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

**PLD POLICY #5060
MINUTES OF BOARD
MEETINGS**

Library Director Contreras presented the recommended change to Placentia Library District Policy #5060 – Minutes of Board Meetings to match the Brown Act requirement of 30 day retention of recordings of open and public meetings rather than a 90 day retention period. She also explained that Placentia Library District Policy #3090 – Records Retention

items 3090.5 and Appendix B would be revised to reflect the retention period change. Secretary DeVecchio expressed concern for not having the recording available if there was question regarding the minutes, particularly if the next meeting took place more than thirty days after the recorded meeting. Library Director Contreras reiterated that the 30 day retention period is consistent with the Brown Act requirement and appropriate for access to the public. It was moved by Trustee Escobosa and seconded by Trustee Wood to revise PLD Policy #5060 and PLD Policy #3090 as presented to designate a 30 day retention period: (Item 30)

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

**STAFF APPRECIATION
DINNER**

Library Director Contreras confirmed that the Staff Appreciation Dinner will be held on Friday, October 22, 2010 at 5:30 p.m. at the Fullerton Marriott Hotel. She announced that the entertainment will be mind readers and that private donations from Library vendors were received that will fund door prizes. Also, 1, 5, and 10 year employees will be recognized. (Item 31)

**NEW
BUSINESS**

**CONTRACT FOR PLD
FINANCIAL AUDIT**

Library Director Contreras presented a letter of proposal from Macias Gini & O'Connell to provide the fiscal year 2009-2010 Financial Audit and Annual Controllers Report at a cost not to exceed \$12,000. Secretary DeVecchio inquired about last year's cost as well as considering changing the District's audit provider. Library Director Contreras explained that the cost was increased \$2 thousand dollars and that it is standard practice to change government audit providers every three years. It was moved by Trustee Wood and seconded by Trustee Escobosa to award the financial audit and Annual Controller's Report preparation contract for fiscal year 2009-2010 to Macias Gini & O'Connell for an amount not to exceed \$12,000: (Item 32)

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

It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Contreras to sign the engagement letter from Macias Gini & O'Connell dated September 7, 2010: (Item 32)

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

**PUBLIC
TRANSPARENCY OF
PLD SALARY INFO**

Library Director Contreras explained that in light of the recent local government scandals regarding paid salaries and the recent request from local press for salary information, she is recommending that the District be proactive by providing Placentia Library District's salary information online via the website. Secretary DeVecchio asked about the step percentage difference for the last step and recommended that any necessary changes be made before posting. Discussion was made regarding the difference

and it was determined that no changes were necessary. It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize staff to post the Placentia library District's salary information on the website: (Item 33)

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

**TRAVEL
AUTHORIZATION**

Library Director Contreras presented program information for the upcoming California Library Association Conference and requested that the Administrative Assistant attend the conference as she is new to the library field. President Shkoler asked if the conference was designed to benefit library professionals rather than administrative staff. Library Director Contreras explained that the event is designed for support staff also. It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve the travel and attendance of the Administrative Assistant to the California Library Association Conference in Sacramento, California at a cost not to exceed \$1,200: (Item 34)

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

**HERITAGE FESTIVAL
BOOTH**

Library Director Contreras offered the opportunity for the Library to have an information booth at the upcoming Heritage Festival. Secretary DeVecchio volunteered to man the booth for a few hours. Discussion was made regarding the cost, Board members' availability, committing staff hours, and information to be provided. It was moved by Trustee Wood and seconded by Trustee Turner to authorize the Library management to provide an information booth with committed staff hours at the upcoming Heritage Festival: (Item 35)

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

**SDRMA DIRECTOR
VACANCY**

President Shkoler presented correspondence he received from the Special District Risk Management Authority regarding a current vacant Director's seat. Discussion was made regarding the time and travel requirements. There was no interest made or action taken in response. (Item 36)

**AGENDA
PREPERATION**

Agenda Preparation for the October Board of Trustees Meeting which will be held on Monday, October 18, 2010 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on September 20, 2010 adjourned at 7:45 P.M.

NEXT MEETING

The next meeting will be on October 18, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



**BOARD OF TRUSTEES
MEETING CALENDAR**

January 2010 – December 2010

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for September 2010
DATE: October 18, 2010

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

TOTAL \$0

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: October 18, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	9/29/10	5323	\$ 7,494.65
	10/06/10	5324	\$ 946.57
		TOTAL	\$ 8,441.22

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: October 18, 2010

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	10/18/10	5325	\$9,225.32
707	10/18/10	5326	\$2,918.99
707	10/18/10	5327	\$2,865.71
707	10/18/10	5328	\$1,314.63
707	10/18/10	5329	\$2,304.24
707	10/18/10	5330	\$21,670.20

Subtotal for Claims **\$40,299.09**

Payroll

On Demand Wire	10/18/10	9	\$40,000.00
	10/18/10	10	\$40,000.00
	10/18/10	11	\$40,000.00

Subtotal for Payroll **\$120,000.00**

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$160,299.09**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/18/10
REPORT NO: 5325

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
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	10-01-10	0005169-IN	0309		\$ 660.66		
	10-01-10	0005169-IN	0308		\$ 1,225.67		
	10-01-10	0005169-IN	0310		\$ 357.86		
	10-01-10	0005169-IN	1900		\$ 62.58		
	10-01-10	0005169-IN	0319		\$ 220.85		
						\$ 2,527.62	
(needs vendor#) Anthem Blue Cross L and H PO Box 54010 Los Angeles, CA 90054-0010	10-01-10	637A75490	0308		\$ 324.00		
VC0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	09-24-10	8000-9000-0652-5830	1803		\$ 224.26		
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	09-29-10	6746022400	0200		\$ 2,892.51		
	10-06-10	6746022400	0200		\$ 2,851.65		
					\$ 5,744.16		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	09-28-10	0676-000571233	1001		\$ 227.28		
VC6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	10-06-10	10-5-5309	1001		\$ 145.00		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	10-01-10	14231	1300		\$ 33.00		
TOTAL REMITTANCE:					\$ 9,225.32		
The claims listed above (totaling \$9,225.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/18/10
REPORT NO: 5326

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
VC0596 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	09-13-10 56744867001	2400	0760		\$ 84.85		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON MSM 3Z4 Canada	09-20-10 26405	2400	0760		\$ 399.00		
VC4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	09-22-10 54102162	2400	0760		\$ 21.50		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-23-10 4009514453	2400	0760		\$ 65.45		
	08-23-10 4009514454	2400	0760		\$ 20.97		
	08-23-10 4009514455	2400	0760		\$ 21.31		
	08-23-10 4009514456	2400	0760		\$ 123.78		
	08-23-10 4009514457	2400	0760		\$ 100.89		
	08-23-10 4009514458	2400	0760		\$ 43.23		
	08-23-10 4009514459	2400	0760		\$ 660.26		
	08-23-10 4009514460	2400	0760		\$ 403.91		
	08-23-10 4009514461	2400	0760		\$ 86.66		
	08-23-10 4009514462	2400	0760		\$ 275.27		
	08-23-10 4009514463	2400	0760		\$ 389.22		
	08-23-10 4009514464	2400	0760		\$ 137.93		
	08-23-10 4009514465	2400	0760		\$ 69.81		
	08-30-10 4009540338	2400	0760		\$ 14.95		
TOTAL REMITTANCE:					\$ 2,413.64		
<p>The claims listed above (totaling \$2,918.99) 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.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/18/10
REPORT NO: 5327

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	09-07-10	2400	0760				
	4009551047				\$ 341.53		
	09-09-10	2400	0760				
	4009528819				\$ 17.84		
	09-09-10	2400	0760				
	4009528820				\$ 20.99		
	09-09-10	2400	0760				
	4009528821				\$ 16.48		
	09-09-10	2400	0760				
	4009528822				\$ 27.16		
	09-09-10	2400	0760				
	4009528823				\$ 19.68		
	09-09-10	2400	0760				
	4009528824				\$ 149.30		
	09-09-10	2400	0760				
	4009528825				\$ 17.11		
	09-09-10	2400	0760				
	4009528826				\$ 85.39		
	09-09-10	2400	0760				
	4009528827				\$ 33.42		
	09-09-10	2400	0760				
	4009528828				\$ 143.66		
	09-13-10	2400	0760				
4009531584				\$ 120.94			
09-13-10	2400	0760					
4009531585				\$ 123.91			
09-13-10	2400	0760					
4009531586				\$ 271.67			
09-13-10	2400	0760					
4009531587				\$ 19.13			
09-13-10	2400	0760					
4009531588				\$ 19.13			
09-13-10	2400	0760					
4009531589				\$ 37.88			
09-13-10	2400	0760					
4009531590				\$ 43.31			
09-13-10	2400	0760					
4009531591				\$ 355.00			
09-13-10	2400	0760					
4009531592				\$ 340.75			
09-13-10	2400	0760					
4009531593				\$ 265.48			
09-13-10	2400	0760					
4009531594				\$ 395.95			
				\$ 2,865.71			
TOTAL REMITTANCE:					\$ 2,865.71		
The claims listed above (totaling \$2,865.71) 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: 10/18/10
REPORT NO: 5328

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	09-13-10	2400	0760				
	4009531595				\$ 69.44		
	09-13-10	2400	0760				
	4009531596				\$ 161.21		
	09-13-10	2400	0760				
	W257049DM				\$ 10.88		
	09-14-10	2400	0760				
	4009558938				\$ 21.02		
	9-20-10	2400	0760				
	4009565906				\$ 315.69		
	09-21-10	2400	0760				
	4009545423				\$ 20.21		
	09-21-10	2400	0760				
	4009545424				\$ 21.63		
	09-21-10	2400	0760				
	4009545425				\$ 71.68		
	09-21-10	2400	0760				
	4009545426				\$ 39.91		
	09-21-10	2400	0760				
	4009545427				\$ 41.32		
	09-21-10	2400	0760				
	4009545428				\$ 17.11		
	09-21-10	2400	0760				
4009545429				\$ 46.93			
09-21-10	2400	0760					
4009545430				\$ 12.54			
09-21-10	2400	0760					
4009545431				\$ 123.95			
09-21-10	2400	0760					
4009545432				\$ 42.62			
09-21-10	2400	0760					
4009545433				\$ 60.36			
09-21-10	2400	0760					
4009545434				\$ 41.89			
09-21-10	2400	0760					
4009545435				\$ 15.86			
09-21-10	2400	0760					
4009545436				\$ 33.98			
09-22-10	2400	0760					
4009533345				\$ 47.79			
09-27-10	2400	0760					
4009551149				\$ 15.18			
09-27-10	2400	0760					
4009551150				\$ 83.43			
					\$ 1,314.63		

TOTAL REMITTANCE: \$ 1,314.63

The claims listed above (totaling \$1,314.63) 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: 10/18/10
REPORT NO: 5329

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	09-27-10	2400	0760				
	4009551151				\$ 24.14		
	09-27-10	2400	0760				
	4009551152				\$ 132.48		
	09-27-10	2400	0760				
	4009551153				\$ 611.41		
	09-27-10	2400	0760				
	4009551154				\$ 17.82		
	09-27-10	2400	0760				
	4009551155				\$ 37.44		
	09-27-10	2400	0760				
	4009551156				\$ 69.91		
	09-27-10	2400	0760				
	4009551157				\$ 390.76		
	09-27-10	2400	0760				
	4009551158				\$ 166.08		
	09-27-10	2400	0760				
	4009551159				\$ 354.27		
	09-27-10	2400	0760				
	4009551160				\$ 15.65		
	09-27-10	2400	0760				
	4009551161				\$ 306.18		
	09-27-10	2400	0760				
4009551162				\$ 36.32			
09-28-10	2400	0760					
4009576339				\$ 5.26			
09-09-10	2400	0760					
W49031720				\$ 49.47			
09-09-10	2400	0760					
W48867600				\$ 20.51			
09-09-10	2400	0760					
W48294580				\$ 17.29			
09-09-10	2400	0760					
W48959620				\$ 13.27			
09-15-10	2400	0760					
W49994130				\$ 17.29			
09-24-10	2400	0760					
W50597740				\$ 18.69			
				\$ 2,304.24			
TOTAL REMITTANCE:					\$ 2,304.24		
<p>The claims listed above (totaling \$2,304.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/18/10
REPORT NO: 5330

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
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	05-25-10 09-21-10	 00418 00486	1900 1900	0739 0739	 \$ 250.00 \$ 1,550.00 \$ 1,800.00		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	09-28-10 535375806001		1800	0725	\$ 317.54		
(needs vendor#) C9 Balloons 2279 Eagle Glen Pkwy #112-410 Corona, CA 92883	10-09-10 4334		2400	0761	\$ 113.31		
VC1426 Legacy Integrative Solutions 8734 Cleta Street, Unit D Downey, CA 90241	10-05-10 11013 10-05-10 11014		1300 1300		\$ 477.38 \$ 400.08 \$ 877.46		
VC5465-3 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	10-05-10 8448400250276198		0700	0702	\$ 128.95		
VC000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	10-12-10 59941 10-12-10 59941		2801 1400	 0712	\$ 6,848.56 \$ 1,595.00 \$ 8,443.56		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	10-06-10 0005214-IN		0306		\$ 9,989.38		
TOTAL REMITTANCE:					\$ 21,670.20		

The claims listed above (totaling \$21,670.20) 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: 10/18/10
REPORT NO: 9

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 Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*10-21-10 Payroll #9	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/18/10
REPORT NO: 10

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 Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*11-04-10 Payroll #10	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totalling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/18/10
REPORT NO: 11

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:
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 Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*11-11-10 Payroll #11	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

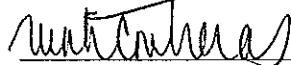
SUBJECT: **Financial Reports through September 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: October 18, 2010

Summary of Cash and Investments as of September 30, 2010

Cash with Orange County Treasurer Fund 702	10,247.60
Cash with Orange County Treasurer Fund 703	12,219.70
Cash with Orange County Treasurer Fund 706	175,987.40
Cash with Orange County Treasurer Fund 707	1,094,842.08
Cash with Orange County Treasurer Fund 708	11,923.82
General Fund Checking – Bank of the West	161,403.89
General Fund Savings – Bank of the West	238,836.48
Payroll Checking – Wells Fargo Bank	23,627.56
Total Cash and Investments	1,729,088.53

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
 September 30, 2010

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,668,964	54,254	1,614,710	3.3%
6220	Property Taxes - Current Unsecured	61,932	46,948	14,984	75.8%
6230	Property Taxes - Prior Secured	0	-	0	100.0%
6240	Property Taxes - Prior Unsecured	0	-	0	100.0%
6250	Taxes - Spec Dist Augmentation	3,962	-	3,962	100.0%
6280	Property Taxes - Curr Supplemental	14,621	4,689	9,932	32.1%
6300	Property Taxes - Prior Supplemental	5,847	3,598	2,249	100.0%
6540	Penalties & Costs on Delinq Taxes	1,563	1,129	434	100.0%
REVENUE FROM USE OF MONEY & PROPY					
6610	Interest	8,456	2,120	6,336	25.1%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	12,476	-	12,476	0.0%
6970	State - Other	18,844	-	18,844	0.0%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)	30,000	17,261	12,739	57.5%
	Passports	62,800	22,437	40,363	35.7%
	DVD Rental	4,000	1,865	2,135	46.6%
	Meeting Room	4,000	1,510	2,490	37.8%
	Test Proctor	0	350	0	100.0%
	FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:		2,160,178	156,160		7.2%
MISCELLANEOUS REVENUES (Restricted)					
	Impact Fees	0	23,952	23,952	100.0%
	Emergency Payroll	0	26,562	0	100.0%

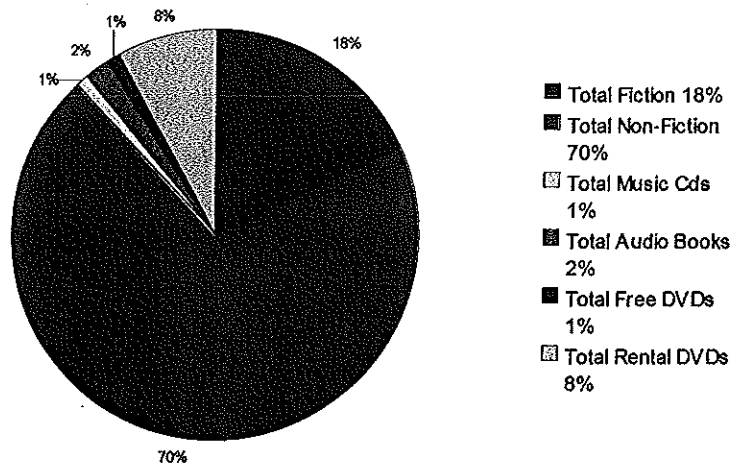
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
September 30, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	262,575	0.24	\$817,519
0200	Retirement	77,295	13,006	0.17	\$64,289
0301	Unemployment Insurance	6,000	56	0.01	\$5,944
0306	Health Insurance	106,622	32,143	0.30	\$74,479
306	Employee Assistance Program	787	0	0.00	\$787
0308	Dental Insurance	15,274	2,736	0.18	\$12,538
0309	Life Insurance	8,324	1,321	0.16	\$7,003
0310	AD & D Insurance	4,737	716	0.15	\$4,021
0319	Vision Insurance	2,486	435	0.17	\$2,051
0350	Workers' Compensation Insurance	10,000	1,421	0.14	\$8,579
	TOTAL	\$1,311,619	\$314,409	0.24	\$997,210
SERVICES & SUPPLIES					
0700	Communications	17,000	1,692	0.10	\$15,308
0900	Food	1,000	237	0.24	\$763
1000	Household Expenses	8,000	2,227	0.28	\$5,773
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	10,839	0.43	\$14,161
1400	Maintenance, Buildings & Improvements	65,000	3,174	0.05	\$61,826
1600	Memberships	4,700	4,103	0.87	\$597
1800	Office Expenses	35,000	4,792	0.14	\$30,208
1803	Postage	5,000	886	0.18	\$4,114
1900	Prof./Specialized Services	149,100	9,980	0.07	\$139,120
1912	Investment Administrative Fees	1,500	238	0.16	\$1,262
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	0	0.00	\$1,000
2200	Rents & Leases - Buildings & Improvements	35,000	28,740	0.82	\$6,260
2400	Books/Library Materials	150,000	19,934	0.13	\$130,066
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	2,358	0.36	\$4,142
2800	Utilities	85,000	23,449	0.28	\$61,551
	TOTAL	\$606,800	\$123,939	0.20	\$482,861
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$1,918,419	\$438,348	0.23	\$1,480,071
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$0	0.00	\$10,000
4200	Structures/Improvements	100,000	\$0	0.00	\$100,000
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$0	0.00	\$234,759
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$438,348		\$1,721,830
	General Reserves	\$30,000	\$0	0.00	\$30,000
	702-Equipment & Structural Repair Fund	\$10,265	\$0	0.00	\$10,265
	703-Automated Replacement Fund	\$12,236	\$0	0.00	\$12,236
	706-Interest & Sinking Bond Redemption	\$175,985	\$0	0.00	\$175,985
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$0	0.00	\$11,939
	Impact Fees	\$42,732	\$0	0.00	\$42,732

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$7,857	514	657
Total Non-Fiction	\$16,894	435	899
Total Music CDs	\$308	17	17
Total Audio Books	\$363	3	3
Total Free DVDs	\$275	14	14
<u>Total Rental DVDs</u>	<u>\$2,195</u>	<u>68</u>	<u>84</u>
TOTAL MATERIALS	\$27,892	1051	1674



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

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$2,263	122	135	\$164	3	15	\$2,427	125	150	\$678	24	25	\$3,105	149	175
Adult Circulating Non-Fiction	\$7,558	350	353	\$0	0	0	\$7,558	350	353	\$25	1	1	\$7,583	351	354
Adult Reference	\$370	5	5	\$0	0	0	\$370	5	5	\$0	0	0	\$370	5	5
Adult magazines	\$136	1	432	\$0	0	0	\$136	1	432	\$0	0	0	\$136	1	432
Adult on-line databases	\$6,940	1	0	\$0	0	0	\$6,940	1	0	\$0	0	0	\$6,940	1	0
Total Adult Non-Fiction	\$15,004	357	790	\$0	0	0	\$15,004	357	790	\$25	1	1	\$15,029	358	791
TOTAL ADULT PRINT MATERIALS	\$17,266	479	925	\$164	3	15	\$17,431	482	940	\$703	25	26	\$18,134	507	966
Adult Music CDs	\$308	17	17	\$0	0	0	\$308	17	17	\$398	24	24	\$706	41	41
Adult Audio Books	\$363	3	3	\$0	0	0	\$363	3	3	\$0	0	0	\$363	3	3
Adult Free DVDs	\$37	1	1	\$0	0	0	\$37	1	1	\$0	0	0	\$37	1	1
Adult Rental DVDs	\$1,734	63	63	\$0	0	0	\$1,734	63	63	\$200	11	11	\$1,934	74	74
TOTAL ADULT NON-PRINT MATERIALS	\$2,442	84	84	\$0	0	0	\$2,442	84	84	\$598	35	35	\$3,039	119	119
TOTAL ADULT MATERIALS	\$19,708	563	1009	\$164	3	15	\$19,872	566	1,024	\$1,301	60	61	\$21,173	626	1,085
Juvenile Fiction	\$3,986	258	387	\$0	0	0	\$3,986	258	387	\$202	18	18	\$4,187	276	405
Young Adult Fiction	\$1,609	134	135	\$0	0	0	\$1,609	134	135	\$128	8	8	\$1,737	142	143
Total Juvenile Fiction	\$5,594	392	522	\$0	0	0	\$5,594	392	522	\$330	26	26	\$5,924	418	548
Juvenile Circulating Non-Fiction	\$1,186	59	60	\$0	0	0	\$1,186	59	60	\$50	3	3	\$1,235	62	63
Young Adult Circulating Non-Fiction	\$308	18	18	\$0	0	0	\$308	18	18	\$13	1	1	\$318	19	19
Juvenile Reference	\$0	0	0	\$366	22	22	\$366	22	22	\$0	0	0	\$366	22	22
Juvenile Magazines	\$0	0	31	\$0	0	0	\$0	0	31	\$0	0	0	\$0	0	31
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$1,890	78	109	\$366	22	22	\$2,256	100	131	\$83	4	4	\$2,319	104	135
TOTAL JUVENILE PRINT MATERIALS	\$7,485	470	631	\$366	22	22	\$7,851	492	653	\$383	30	30	\$8,243	522	683
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$20	1	1	\$20	1	1
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Free DVDs	\$238	13	13	\$0	0	0	\$238	13	13	\$0	0	0	\$238	13	13
Juvenile Rental DVDs	\$461	5	21	\$0	0	0	\$461	5	21	\$0	0	0	\$461	5	21
TOTAL JUVENILE NON-PRINT MATERIALS	\$699	18	34	\$0	0	0	\$699	18	34	\$20	1	1	\$719	19	35
TOTAL JUVENILE MATERIALS	\$8,184	488	665	\$366	22	22	\$8,550	510	687	\$413	31	31	\$8,963	541	718
Total Fiction	\$7,857	514	657	\$164	3	15	\$8,022	517	672	\$1,008	50	51	\$9,029	567	723
Total Non-Fiction	\$16,894	435	899	\$366	22	22	\$17,260	457	921	\$88	5	5	\$17,348	462	926
Total Music CDs	\$308	17	17	\$0	0	0	\$308	17	17	\$418	25	25	\$726	42	42
Total Audio Books	\$363	3	3	\$0	0	0	\$363	3	3	\$0	0	0	\$363	3	3
Total Free DVDs	\$275	14	14	\$0	0	0	\$275	14	14	\$0	0	0	\$275	14	14
Total Rental DVDs	\$2,195	68	84	\$0	0	0	\$2,195	68	84	\$200	11	11	\$2,395	79	95
TOTAL MATERIALS	\$27,892	1051	1674	\$531	25	37	\$28,423	1076	1711	\$1,713	91	92	\$30,136	1167	1803

Outstanding Orders as of September 2010
 General Fund \$11,039
 Adopt-a-book \$108
 TOTAL \$11,147

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Entrepreneurial Activities Report for September 2010

DATE: October 18, 2010

September 2010 Net Revenue Summary

			YTD	YTD
	Sep-10	Sep-09	2010-2011	2009-2010
Passport	3,373.00	4,416.00	18,851.00	16,936.00
Passport Photos	840.00	660.00	3,586.00	3,050.00
Test Proctor	200.00	350.00	350.00	850.00
Meeting Room	290.00	415.00	1,510.00	1,545.00
DVD Rentals	594.00	474.00	1,865.00	1,746.00
Total	5,297.00	6,315.00	26,162.00	24,127.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for September 2010
DATE: October 18, 2010

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: October 18, 2010

MONTHLY STATISTICS

September 2010

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Sept 10.	Sept 09.		2010-11	2009-10	% change
NEW PATRON REGISTRATIONS	392	404		1,120	1,290	-13.2%
TOTAL CIRCULATION	17,173	16,731		59,391	58,863	0.9%
ATTENDANCE	24,420	25,483		77,594	79,516	-2.4%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	386	610	718	670	502	2,886
10:00	0	452	546	712	778	572	3,060
011:00	0	566	538	898	798	764	3,564
12:00	0	586	622	810	838	788	3,644
1:00	1,160	652	774	932	944	922	5,384
2:00	1,004	824	864	1,020	846	930	5,488
3:00	742	768	932	1,030	1,036	764	5,272
4:00	758	778	902	1,076	1,234	684	5,432
5:00	0	780	934	1,132	1,192	0	4,038
6:00	0	662	834	1,078	1,304	0	3,878
7:00	0	682	694	1,064	884	0	3,324
8:00	0	522	666	786	896	0	2,870
Total/Day	3,664	7,658	8,916	11,256	11,420	5,926	
							Grand Total 24,420

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	4	4
10:00	0	0	2	0	0	8	10
11:00	0	2	0	0	0	5	7
12:00	0	0	2	2	1	10	15
1:00	4	0	1	2	2	4	13
2:00	1	3	0	4	3	5	16
3:00	2	4	1	6	3	4	20
4:00	1	2	4	5	3	3	18
5:00	0	3	1	6	2	0	12
6:00	0	1	3	1	1	0	6
7:00	0	1	1	4	4	0	10
8:00	0	1	0	0	0	0	1
Total/Day	8	17	15	30	19	43	
							Grand Total 132

STAFF ACTIVITY

- Sept 2, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Sept 2, 2010- Meeting with Estella Wnek to discuss schedules and weekend programs.
- Sept, 7 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Sept 7, 2010-meeting with Jesus Diaz to discuss Sunday's schedule.
- Sept 7, 2010-Meeting with Estella Wnek to discuss schedule of events for Saturday and Monday.
- Sept 7, 2010-Meeting with Lori Worden to discuss Saturday's children's program.
- Sept 16, 2010-Meeting with Yesenia Baltierra to discuss schedules and library personnel issues.
- Sept 18, 2010-Meeting with Shawn Robison to discuss his schedule for Sunday's.
- Sept 23, 2010-Meeting with Estella Wnek to discuss issues with the schedules.
- Sept 27, 2010-Circulation Meeting.
- Sept 28, 2010-Meeting with Fernando Maldonado to discuss his work objectives.
- Sept 28,2010-Meeting with Jesus Diaz to discuss his work objectives.
- Sept 29, 2010-Meeting with Laura Cabaruvias to discuss her work objectives.
- Sept 30,2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Sept 30, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.

ONGOING PROJECTS

- Sept 15, 2010-Examined all the fire extinguishers in the library.

NEW PROJECTS AND ACTIVITIES

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: October 18, 2010

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	*	*	*	*	*	*
Oct-10	*	*	*	*	*	*
Nov-10	*	*	*	*	*	*
Dec-10	*	*	*	*	*	*
Jan-11	*	*	*	*	*	*
Feb-11	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
TOTAL		13,741.29	2,905.00	285.00	*	\$16,945.71
AVG		6,870.64	1,452.50	142.50	*	\$8,472.85

* 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 September 2010

DATE: October 18, 2010

Accomplishments

- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Finalized preparations for the Jewel Reception with the Placentia Library Friends Foundation (PLFF).
- Began working the public Reference Desk.
- Attended the California Special District Association Conference with President Shkoler, Trustees Escobosa and Trustee Wood.

Meetings

- Library Board of Trustees meeting – September 20th
- Rotary Weekly Meetings – September 1st, 8th, 15th, 22nd & 29th
- Rotary Board Meetings – September 9th
- Torrance Winston from Fullerton Marriott regarding Staff Appreciation Dinner – September 1st
- Rosalina Davis regarding community partnerships – September 2nd
- Carol Fizzard, Dottie Rogers & Secretary DeVecchio regarding the Dixie Shaw Account – September 7th
- Trustee Escobosa regarding budget – September 8th
- PLFF Meeting – September 13th
- Rotary President Hugh Wood – September 14th
- Trustee Wood regarding Staff Appreciation Dinner – September 15th
- PLFF Author's Luncheon Meeting – September 16th
- Meeting with Personnel Committee – September 29th
- Luncheon Meeting with Anaheim Library Director, Carol Stone – September 30th

Community Events / Functions

- PLFF Jewel Reception – September 10th
- Computer Lab Ribbon Cutting – September 13th
- Rotary District Meeting – September 14th
- Placentia Yorba Linda Hospital Medical Clinic Ribbon Cutting – September 22nd
- Placentia City Council Candidate Forum – September 29th

Projects in Progress

- Strategic Plan
- Technology plan

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Services Manager Report for September 2010
DATE: **OCTOBER 18, 2010**

Activities Report:

Achievements

Presented Library services of interest to seniors at St. Joseph's Church Senior forum on September 9.

Assisted in setup of Computer Lab, which opened on September 13, with 12 student computers, an instructor workstation, printer, scanner and large display.

Worked with the IT technician to diagnose a problem with the building's wi-fi service. New access point purchased on September 16, which resolved the problem.

Completed the final materials budget allocations for adult and children's materials on September 17.

Represented the Library at the Southern California Library Cooperative Strategic Planning Conference and Strategic Planning Director's Session on September 21-22.

Attended the opening of the new Surgical Pavillion at Placentia-Linda Hospital on September 22.

Reviewed Envisionware contract for public printing and PC reservation software, and moved to a different pricing tier, saving \$603 per year.

Webinars

Attended the InfoPeople webinar "Finding Health and Wellness @ Your Library" on September 9.

Attended the InfoPeople webinar "Designing Customized Library Services" on September 14.

Projects in Progress

Library Email System Training – Board member training planned for October 18. Email syncing will follow as the implementation wraps up.

Collection Management in Adult Collection – working with Adult Services staff to improve circulation and “browse-ability” of the adult collection. Shifting books in the adult section continues, with 900s and Biographies adjusted in September.

Computer Workshops – Preparing training materials for 4 computer workshops in November, December, and January.

Holiday Program – I am working with the Theatre Arts Department at CSUF to present a program of holiday songs in December.

Public Access Channel – Time Warner Cable has proposed a solution to the broken feed for the Library's cable access channel that would involve purchasing approximately \$7500 in new equipment and partnering with the City of Placentia to share other costs. I am currently sounding out the City about the proposal.

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

Collection Development Plan for Children's Collection – Continued discussing plan with the Children's Librarian. Due: December

Computer infrastructure – Action on computer refresh plan awaits final approval.

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

Literacy Program – Working on a program plan. Anticipated completion: Fall 2010.

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

Library Twitter account – continued updating library Twitter feed.

Website Updates – continued updating library website.

PLFF Twitter and Facebook accounts – continued updating feeds.

PLFF Online Bookstore – Set up on online bookstore is awaiting availability of PLFF volunteer.

Meetings

I met with the Children's Librarian on September 15.

I attended the Board of Trustees meeting on September 20.

I chaired the combined Adult Services/Children's Staff meeting on September 14.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian

SUBJECT: Children's Services Monthly Activity Report for September 2010

DATE: October 18, 2010

MONTHLY STATISTICS

	September 2010	September 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	68	26	161	66	143.94%
In person reference/research:	593	450	2055	1353	51.88%
Total Reference	661	476	2216	1419	56.17%
Total Number of Programs	29	26	77	79	-2.53%
Total Programs Attendance	888	708	3367	2872	17.24%

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	29
Read to the Dogs	1	25
Preschool Story Times I & II: 3-6 years	8	152
Pocket Tales: Stories, music, and movement.	4	156
Lap Sit 24 months & younger	4	284
P-TAC	4	47
Family Game Day	1	53
Super STAR Storytime	1	35
9/11 YA: Kaplan Practice Test	1	29
9/13 YA: Computer Lap Grand Opening- Electronic Games	1	12
9/16 YA: Kaplan Test Results	1	40

9/18 YA: Teen Volunteer Party	1	6
9/28 Cub Scout Tour	1	20
Total September 2010	29	888
Total September 2009	26	708
Current FY to date	77	3,313
Previous FY to date	79	2,872

Achievements:

- Brenda Ramirez began conducting the Fall session of Preschool storytime and Lapsit storytime.
- Coleen Wakai planned a successful Kaplan SAT practice testing program for teens.
- Homework Club resumed for the school year under the supervision of Toby Silberfarb.
- Toby Silberfarb held a F.I.R.S.T. family book discussion on the book How I Spent My Summer Vacation.
- Super S.T.A.R. storytime resumed on Saturday, Sept. 25 with a special first year anniversary celebration and pizza lunch.
- Children's staff supervised SJSU library intern Emily Otis. She is assisting with and observing all facets of the Children's/ YA department.

In Progress:

- Children's staff are planning the annual Camp Library sleepover event. Registration began on September 7. The event will be on October 15-16.
- P-TAC teens are preparing for October's "Library Haunt" event for children ages 7-12.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Toby Silberfarb, Library Assistant Children's / Volunteers

SUBJECT: Volunteer Report for September 2010

DATE: October 18, 2010

Volunteer Hours:						
		September	September	Y-T-D	Y-T-D*	Y-T-D
		2010	2009	2010-11	2009-10	% change
History Room		44	45	138.5	45	207.78%
PLFF		444	667	1134	667	70.01%
Library (General)		278	411	1341.5	411	226.40%
Technical		19	3	21	3	600.00%
Homework Club		88	56	88	56	57.14%
H.I.S. House Homework club		0	10	0	10	-100.00%
Tutors (Adult Literacy)		59	18	89	18	394.44%
PTAC		135	N/A	135	N/A	N/A

Achievements:

- Placentia Achieves School Success (PASS) homework club restarted.

Projects in Progress

- Mentoring 2 interns from Cal State Fullerton.
- Reorganizing and collating teen volunteer applications.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Adult Services Monthly Activity Report for September 2010
DATE: **OCTOBER 18, 2010**

MONTHLY STATISTICS

Reference Desk Activity

	September 2010	September 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Reference -- in person	1189	1258	3308	3976	-16.80%
Reference -- telephone	355	313	1021	748	36.50%
Reference -- email/chat	0	0	0	0	0.00%
Technology assistance	675	618	1907	1911	-0.21%
Guest passes	97	8	348	38	815.79%
Public computer use (desktops)	3051	2897	8427	8883	-5.13%
Public computer use (express laptops)	1012	1562	4192	4816	-12.96%
In library use -- cleanup	3436	2828	11066	10804	2.43%

ACHIEVEMENTS

- *Gary Bell* connected several adults needing English assistance with tutors who are providing them with instruction.
- *Gary Bell* met and interviewed potential tutors and students and accepted their applications for volunteer tutoring and literacy help.
- *Nadia Dallstream* updated the e-mail notification list for Adult Services and programs.
- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program. Five volunteers are available to assist patrons on Wednesday evenings. Thirty-five people received Tech Help and 32.50 hours of assistance.
- *Nadia Dallstream* coordinated the Voter Education Workshop on September 18th, nine people participated.
- *Katie Matas and Gary Bell* weeded the 900s.
- *Kathy Staymates and Nadia Dallstream* updated the book trough for September to showcase books in celebration of Hispanic Heritage month.
- *Kathy Staymates, Jesus Diaz and Nadia Dallstream* created a Library Card Month/Get Caught Reading display in the large library display case.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.

- *Kathy Staymates* continues to update the New Paperback book trough.
- *Kathy Staymates* led the September 14th, book discussion of *Dreaming Water* by Gail Tsukiyama. Four people attended the program.
- *Kathy Staymates* led the September 14th, book discussion of *Dreaming Water* by Gail Tsukiyama. Four people attended the program.
- *Roger Hiles* shifted and weeded 900s and Biographies.

MEETINGS

- *Katie Matas and Gary Bell* attended the Adult Services and Children's Services Combined Staff Meeting on September 14th.
- *Nadia Dallstream* attended a Social Committee Meeting on September 1, 2010.
- *Estella Wnek, Coleen Wakai and Nadia Dallstream* co-hosted a staff event on September 17, 2010.

IN PROGRESS

- *Gary Bell* is preparing for a Genealogy program on October 5.
- *Gary Bell* is preparing for a Play Reading of *Other People's Money* by Jerry Sterner on October 6 at 9 a.m..
- *Gary Bell* is preparing for a book discussion of *The Guernsey Literary and Potato Peel Society* by Mary Ann Shaffer and Annie Barrows on October 12.
- *Nadia Dallstream* is weeding Fiction.
- *Nadia Dallstream and Gary Bell* are weeding Biography.
- *Nadia Dallstream* is preparing to teach a computer workshop on October 5, *Introduction to Email*.
- *Nadia Dallstream* is preparing to teach a computer workshop on October 26, *Creating a Résumé Using Career Transitions*.
- *Roger Hiles* is preparing to teach a computer workshop on November 6, *Introduction to Word Processing with Google Docs*.
- *Kathy Staymates* is preparing for a Fall display in the Display case.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Gary Bell, History Room Librarian

SUBJECT: Local History Room Monthly Report for September 2010

DATE: October 18, 2010

<u>History Room Statistics:</u>						
<u>History Room Statistics:</u>						
		September	September	Y-T-D	Y-T-D	Y-T-D
		2010	2009	2010-11	2009-10	% change
History Room Visitors		3	12	27	27	0%
History Room Volunteer Hours		44	0	120	56	114%

Achievements:

- A short history of the Placentia/Yorba Linda Unified School District's schools was provided to each individual school for inclusion in each institution's website.
- The Bancroft volumes were retrieved from the book bindery (Kater-Kraft), and are now back in the History Room.
- I scanned a photograph of Norm Eckenrode with President Gerald Ford, and returned the original to him.

Activity and in Progress:

- Work continues on the planning of the DVD project.
- Volunteers continue with archiving, filing, and providing input for computer inventorying.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for September 2010

DATE: October 18, 2010

MONTHLY STATISTICS

Online database usage:

	September	September	Y-T-D	Y-T-D	Y-T-D
	2010	2009	2010-11	2009-10	% change
General Reference Center	NA	329	429	372	15%
Career Transitions (new for FY10/11)	NA	0	144	0	NA
Heritage Quest	650	649	1,542	1,700	-9%
Novelist	162	101	226	173	31%
World Book (began 12/2009)	39	0	111	0	NA
Tumblebooks	355	358	760	917	-17%
Reference USA	129	54	304	178	41%
	1335	1491	3,516	3,340	5%

Website traffic for September 2010:

In September 2010 we had 17,083 visitors to our website. In September 2009 there were 35,273 page hits. Last year we had 16,970 visitors and 42,970 page hits in September.

STAFF ACTIVITY

- Katie attended a Combined Reference and Children's department meeting.
- Katie relabeled the shelves affected by the shifting of collections.
- Katie proctored four exams.

ONGOING PROJECTS

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session
DATE: October 18, 2010

BACKGROUND

President Shkoler will provide a report on the actions taken at the Closed Session.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Award
DATE: October 18, 2010

President Shkoler will present the Employee of the Quarter Award for the months of July 2010 – September 2010.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gaeten Wood, Trustee
SUBJECT: Staff Appreciation Dinner
DATE: October 18, 2010

BACKGROUND

Presently we have 51 confirmed reservations for the October 22nd Staff Appreciation Dinner at the Fullerton Marriott Hotel on Nutwood Avenue in Salons C & D. The evening's activities will include:

- Welcome
- Dinner
- Service Recognition
- Program – The Saint Twins (Mind Readers)
- Door Prizes

Event will begin at 5:30 p.m. Guests are \$15.00/person.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Computer Lab Update
DATE: October 18, 2010

BACKGROUND

On September 13, 2010, the Library held a Ribbon Cutting Ceremony for the Placentia Library Friends Foundation (PLFF) Computer Lab. The event was attended by the Library Board of Trustees, PLFF Board Members, City Council, representatives of elected officials, members from neighboring libraries, and our staff.

PLFF received over \$2,000 in sponsorships for the PLFF Computer Lab to cover some furniture.

The first computer workshop was offered on October 5th – Introduction to Email, conducted by Adult Services Librarian, Nadia Dallstream. The room was at full capacity with a waiting list of seven patrons. Six additional workshops have been added through February 5th, including Creating a Resume Using Career Transitions, Introduction to Word Processing with Google Docs, Introduction to Computers and Introduction to the Internet. Sign-ups for the workshops are completely filled with waiting lists for all workshops.

The generous donations made by PLFF towards the PLFF Computer Lab have enabled the Placentia Library District to accomplish its goal of providing technology access to everyone to promote lifelong learning.

Fiscal Impact: \$0. Workshops are conducted by Library Staff as part of their responsibilities.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Update on Short-Term Disability Program Survey Results
DATE: October 18, 2010

BACKGROUND

At the September 20, 2010 Library Board of Trustees Regular Meeting, the Library Board of Trustees approved to offer an elective short-term disability insurance benefit to all employees, with the employees to decide on the insurance carrier they prefer.

A survey was conducted and Aflac was selected as the preferred carrier by 6 of 7 employees who submitted a vote.

Fiscal Impact: \$104,000/Year plus Administrative Cost

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Update on Fiscal Year 2010-2011 Budget
DATE: October 18, 2010

BACKGROUND

Revenue

- Property Tax – On October 4, 2010, the Orange County Auditor-Controller's Office posted a projected \$1,819,394 property tax assessment for the Placentia Library District.
- Local Revenue – As of September 30, 2010, the total received is \$ 17,261 or 58%
- Entrepreneurial – As of September 30, 2010, the total received is \$26,162 or 37%
- Library Impact Fees (Restricted) – As of September 30, 2010, the total received is \$42,732

Expenditure

- As of September 30, 2010, \$438,348 or 20% of the budget was expended. Based on a \$2,160,178 budget, the average monthly expenditure is \$180,015. The Library's current expenditure rate is below the monthly average.

Attachment A is a copy of the Tax Ledger Summary from the Auditor-Controller's Office.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

OC Home >> Auditor-Controller - David Sundstrom >> Property Tax Accounting

Agenda Item 32
Attachment A
Page 1 of 1

2010 Tax Ledger Summary 707 Placentia Library District-General Fund

Through Last Friday Today's Date 10/4/2010

[\[Excel Download\]](#)

Fund Description	Date	Tax Charge	Amount Apportioned	Refunds Impnds/Adj.	Collection Charge	Unpaid
FUND: 707 707 01 PLACENTIA LIBRARY DIST-GEN FUND						
SECURED TAX LEDGER						
LOCAL ROLL		1,724,652.83	0.00	0.00	0.00	1,724,652.83
TOTAL SECURED TAX LEDGER		1,724,652.83	0.00	0.00	0.00	1,724,652.83
SUPPLEMENTAL TAX LEDGER						
SUPPLEMENTAL ROLL TOTALS		16,597.10	3,335.44	405.30	0.00	12,856.36
TOTAL SUPPLEMENTAL TAX LEDGER		16,597.10	3,335.44	405.30	0.00	12,856.36
UNSECURED TAX LEDGER						
LOCAL ROLL		78,144.10	46,830.14	8,528.17	117.37	22,668.42
TOTAL UNSECURED TAX LEDGER		78,144.10	46,830.14	8,528.17	117.37	22,668.42
FUND ID 707 707 01 TOTAL		1,819,394.03	50,165.58	8,933.47	117.37	1,760,177.61
FUND TOTAL		1,819,394.03	50,165.58	8,933.47	117.37	1,760,177.61

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Continue Discussion of and Prioritize Fiscal Year 2010-2011 Capital Improvement Projects

DATE: October 18, 2010

BACKGROUND

At the June 21, 2010 Library Board of Trustees Regular Meeting, the following capital improvement projects were presented to the Library Board of Trustees during the Budget Hearing for FY 2010-2011:

- Re-flooring Project -- \$32,500-\$67,500
- Automatic Door Replacement -- \$8,500-\$11,000
- Security Camera System -- \$3,887 + \$600 Annual Maintenance Cost
- PC Management System (Useful) -- \$20,341 1st Year; \$8,200 Annual Cost thereafter
- Staff Computer Upgrades -- \$7,600
- Meeting Room Enhancements -- N/A
- Multimedia Signage -- \$5,000 + \$800-\$1,000 Annual Maintenance Cost

A decision was made to postpone discussion of the above projects until property tax projections were available to the Placentia Library District. As presented in Agenda Item 32, the projected property tax for the Placentia Library District is \$1,819,394. The purpose of Agenda Item 33 is for the Library Board of Trustees to provide library staff with their input as to the priority of the above capital improvement projects.

Attachment A is information on the Re-flooring Project.
Attachment B is information on the Automatic Door Replacement.
Attachment C is information on the Security Camera System
Attachment D is information on the PC Management System
Attachment E is information on the Staff Computer Upgrades
Attachment F is information on the Multimedia Signage

Management has recommended postponing the Meeting Room Enhancement project until further notice.

Fiscal Impact: \$77,828 - \$116,328

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



RE-FLOORING PROJECT

Fiscal Impact: **\$32,500 - \$67,500**

Flooring + Related Expenditures

\$21,000 - \$26,000 All Carpet

\$16,000 - \$51,000 All Vinyl

\$25,000 - \$46,500 Cork/Carpet Combination

\$16,500 Related Expenditures

- Circulation Desks - \$6,000
- Reference Desk - \$4,000
- Electrical - \$4,000
- Lighting for Art Wall - \$1,400
- Lettering - \$500
- City Permits - \$450

OPTION IV

- CARPET : LOBBY
HALLWAY
RESTROOM VESTIBULE
REFERENCE DESK
OFFICE (12 X 12)

1. DEMOLITION

1.1 Demo and remove the following:

- .1 Ceramic tile
- .2 Carpet
- .3 Circulation and reference desk

1.2 Placentia Library to relocate all book shelves and furniture

\$ 5,500.00

2. FLOOR COVERING

2.1 Floor prep

\$ 3,300.00

2.2 Carpet tile

\$ 9,300.00

2.3 Cove base

\$ 880.00

\$ 13,480.00

3. GENERAL CONDITIONS

3.1 Field supervision

\$ 2,200.00

3.2 Project management

\$ 880.00

3.3 Temporary walls

\$ 880.00

3.4 Daily clean-up

\$ 550.00

3.5 Disposal cost

\$ 660.00

3.6 Liability insurance

\$ 660.00

3.7 Performance bond

\$ 1,100.00

** Complete project in one phase

\$ 6,930.00

TOTAL COST

\$ 25,910.00

Rite-Loom FLOORING CO.

CARPET * TILE - WOOD * LAMINATE * WINDOW COVERINGS
 1295 N. Kraemer Blvd., Anaheim, CA 92806
 (714) 764-1122 * Fax (714) 632-3556
www.riteloom.com

PROPOSAL

PROPOSAL SUBMITTED TO: Placentia Library	PHONE: (714) 528-1925	DATE: 10/14/2010
ADDRESS: 411 E. Chapman Ave.	JOB NAME: LIBRARY	
CITY, STATE AND ZIP CODE: Placentia Ca. 92870	JOB LOCATION:	
SALES PERSON: Rafael Magana	SOURCE:	JOB PHONE:

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:		
2440	sf. Carpet By Shaw Style: Capitak III 54480	\$9,735.60
	Color: TBD by customer including Installation	
16	pails of adhesive	\$2,880.00
400	lf. removed and install new vinyl wall base color TBD	\$900.00
1	64 sf. Leveling area	\$250.00
2440	sf. take out existing carpet, tile, and VCT	\$6,800.00
	prep. Floor and disposal all areas	
2	disposal counter top	\$200.00
1	Moving furniture and bookshelves	\$200.00
TOTAL:		\$20,965.60

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Dollars \$ 20,965.60

Payment to be made as follows:

Contractor's License # 683712
 Authorized Signature _____
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.
 Signature: _____

Date of Acceptance: _____

California Carpet Co. / About Floors & More ...

Carpet - Vinyl - Wood - Tile
License #884047

Date of Proposal: 05/20/2010

Bid Number: 10030-B

Customer: Placentia Library
411 E. Chapman Ave.
Placentia, Ca. 92870

Project Name: Same

Attention: Edgar/Yesenia

Bid By: Ray

Phone: (714) 528-1925

Fax: (714) 528-8236

E-Mail:

Project Scope: Supply labor and materials to install the following items:

PLEASE ACCEPT THE FOLLOWING AS OUR BID TO SUPPLY AND INSTALL AS FOLLOWS

Item # 1

Supply labor and materials to install California Vinyl floors, color Peacon in all specified areas:

Item Total: \$ 14,988.48

Materials: \$ 8,335.12

Labor: \$ 6,653.36

Item #2

Grind and level floor behind the service area, demo front service desk and dispose:

Labor: \$ 900.00

Item Total: \$ 15,888.48

Price Effective Through: 06/28/2010

900 South Placentia Avenue Suite B
Placentia, CA 92870
(714) 685-2945 (714) 685-2944 Fax

DATE 5-10-10
Tel. (714) 632-8911
Fax (714) 632-8053

SALES ORDER INVOICE



3088 E. LA PALMA AVENUE, ANAHEIM, CA 92808

SOLD BY JERRY
SOURCE _____

NAME: PLACENTIA LIBRARY PHONE# H: 714-528-1928
ADDRESS: 411 E. CHAPMAN AVE PHONE# W: _____
DELIVER TO: PLACENTIA 92870 MEASURE DATE: _____ DEL. DATE: _____

ITEM	APPROX QUANTITY	STYLE NAME/NUMBER	COLOR NAME/NUMBER	PADDING
1.	<u>250</u>	<u>TARKET, NAPCO</u>	<u>PECAN</u>	<u>X</u>
		<u>STRAIGHT LAY</u>	<u>CP-35</u>	
2.	<u>460</u>	<u>BLACK COVE</u>	<u>BASE 4" WITH</u>	<u>TOE</u>
3.		<u>BLACK T-MOLD</u>		
4.		<u>NAPCO GLUE</u>		
5.		<u>INSTALL OVER</u>	<u>VCT -</u>	
		<u>* CUSTOMER TO</u>	<u>MOVE ALL FURNITURE</u>	

TOTAL	\$	
TAX	\$	<u>00</u>
TOTAL (TAX INCL.)	\$	<u>27,960</u>
DEPOSIT	\$	
BALANCE DUE	\$	

TERMS OF SALE
 C.O.D. \$ _____ (Guaranteed Check or Cash to be given to installers upon Arrival.)
 NOTE: CREDIT CARD SALES MUST BE MADE AT THE TIME OF PURCHASE AND WILL NOT BE ACCEPTED AT TIME OF DELIVERY.
 MATERIALS ONLY
 PAID IN FULL
 RETURNS AND REFUNDS MAY BE SUBJECT TO A 25% RESTOCK FEE OR LABOR FEE.

I have read and accept all conditions of this Sales Order Invoice/Contract.
 PURCHASER: _____

LIV	DIN	FAM	BONUS	HALL	BR-1	BR-2	BR-3	BR-4	BR-5	BR-6	BA-1	BA-2	BA-3	BA-4	KIT	UTIL	ENT	ADDITIONAL	

ONLY THOSE ROOMS CHECKED ABOVE WILL BE INSTALLED
 STRETCH IN GLUE DOWN EMPTY NOT EMPTY CEMENT WOOD
 SPECIAL INSTRUCTIONS
 METALS * NOT INCLUDING UNFORESEEN FLOOR PREP (X)

CUSTOMER: PLEASE READ!

OUR INSTALLERS WILL:	OUR INSTALLERS WILL NOT:
1. Help move larger furniture items at customer's risk.	1. Disconnect or move electrical items (TVs, VCRs, computers, etc.)
2. Haul away old carpet unless laden with pests, urine, feces, etc.	2. Dismantle any furniture (unbolt, unscrew, etc.)
3. Repair or replace tack strip as they deem necessary.	3. Cut doors for clearance, or remove/replace baseboards or moldings.
4. Need electric power to be available at the job site.	4. Perform floor preparation unless stipulated to in writing.

TO AVOID ADDITIONAL CHARGES AND DELAYED INSTALLATION, CUSTOMER SHOULD:

Move all small to medium size items and have very large, breakable, or valuable items removed from the installation area (pool tables, pianos, organs, safes, vases, antiques, mirrors, wall mirrors, glass items, clocks, juke boxes, collections, aquariums, etc.) before installers arrive. Some items may require professional movers at customer's expense.

WHAT THE CUSTOMER SHOULD KNOW BEFORE THE INSTALLERS ARRIVE:

We cannot guarantee a specific time when the installer will arrive or finish.
 We are not responsible for any cables, wires, or security system wires beneath carpet or flooring.
 We request that you keep children and pets away from the work area.

Carpet & Flooring Discounters will not be held responsible for plumbing failures, damage to paint, ceilings, walls, doors, door jams, baseboards, or furniture being moved. It is customer's responsibility to advise us of alarm wiring or alarm pad placement. Carpet & Flooring Discounters will not be responsible for damage or replacement of wiring due to installation unless an extra charge was specified on the sales order. Electric power must be available at the job site.

NOTE: Carpet seams and footprints show in almost all carpets. Seams are likely to be visible in new carpet installed in homes without window coverings or furnishings, especially in areas with the greatest amount of light. Seam visibility usually decreases with time. Seams in berber and other level loop carpets are more noticeable and may always be visible. Footprints are most likely to show in new carpet which has not yet been exposed to traffic and vacuuming, and which has not yet recovered the moisture removed in the manufacturing process.

This Contract is Subject to the Following Terms and Conditions:

Terms are net cash. Payment is due and payable upon delivery before work is commenced. Where credit is extended, this contract is subject to the approval of the Credit Department. Prices are subject to the approval of Seller's Office. Buyer agrees to pay exactly as outlined under "TERMS OF SALE." In the event payment is seven (7) days late, Buyer agrees to pay a late charge of 20% of the outstanding balance, as well as the entire outstanding balance, immediately. Refunds and returns are subject to a 25% restocking/processing fee. There are no refunds on ANY special order merchandise, out order merchandise, open box merchandise, or any merchandise which has been processed in any way. Such orders may not be cancelled. Title to any and all goods, wares, and merchandise remains the Seller's possession until payment is made in full. In the event suit is necessary to collect the contract price, or any part thereof, Buyer agrees to pay Seller's reasonable attorney's fees and court costs. Buyer agrees that this contract contains the entire agreement between Buyer and Seller and that any oral agreements shall not constitute any part thereof. Buyer understands that flooring prices are upon estimates of yardage/footage to be used, and are subject to revision after the area to be covered has been measured and prorated proportionately.

Notice to Property Owner

If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property, even though you have paid your contractor in full. You may wish to protect yourself against such proceedings by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice prior to making payment to your contractor or (2) any other method or device which is appropriate under the circumstances.

October 14, 2010

OPTION III

- SHEET VINYL: LOBBY
HALLWAY
RESTROOM VESTIBULE
REFERENCE DESK
OFFICE (12 X 12)

1. DEMOLITION

1.1 Demo and remove the following:

- 1. Ceramic tile
- 2. Carpet
- 3. Circulation and reference desk

1.2 Placentia Library to relocate all book shelves and furniture

\$ 5,500.00

2. FLOOR COVERING

2.1 Moisture testing

\$ 1,100.00

2.2 Moisture barrier

\$ 11,000.00

2.3 Self leveling Ardex at reference desk

\$ 1,420.00

2.4 Floor prep

\$ 3,300.00

2.5 Sheet vinyl with self cove

\$ 20,500.00

2.6 Cove base

\$ 330.00

\$ 37,650.00

3. GENERAL CONDITIONS

3.1 Field supervision

\$ 2,200.00

3.2 Project management

\$ 880.00

3.3 Temporary walls

\$ 880.00

3.4 Daily clean-up

\$ 550.00

3.5 Disposal cost

\$ 660.00

3.6 Liability insurance

\$ 660.00

3.7 Performance bond

\$ 2,000.00

** Complete project in one phase

\$ 7,830.00

TOTAL COST

\$ 50,980.00

Rite-Loom FLOORING CO.

CARPET * TILE - WOOD * LAMINATE * WINDOW COVERINGS
1295 N. Kraemer Blvd., Anaheim, CA 92806
(714) 764-1122 * Fax (714) 632-3556
www.riteloom.com

PROPOSAL

PROPOSAL SUBMITTED TO: Placentia Library	PHONE: (714) 528-1925	DATE: 10/14/2010
ADDRESS: 411 E. Chapman Ave.	JOB NAME: LIBRARY	
CITY, STATE AND ZIP CODE: Placentia Ca. 92870	JOB LOCATION:	
SALES PERSON: Rafael Magana	SOURCE:	JOB PHONE:

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:		
2440	sf. Urban Luxury Vinyl #1671 Color: splinter bamboo including installation	\$14,615.60
16	pails of adhesive	\$2,400.00
400	lf. removed and install new vinyl wall base color TBD	\$900.00
1	64 sf. Leveling area	\$250.00
2440	sf. take out existing carpet, tile, and VCT prep. Floor and disposal all areas	\$6,800.00
2	disposal counter top	\$200.00
1	Moving furniture and bookshelves	\$200.00
TOTAL:		\$25,365.60

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Dollars \$ 25,365.60

Payment to be made as follows:

Contractor's License # 683712

Authorized

Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

TS Carpet & Design Center

License # 910442
 320 Orangethorpe Ave., Suites A & B
 Placentia, CA 92870
 714-572-7333 Showroom Phone
 714-572-1024 Fax

Agenda Item 33
 Attachment A
 Page 8 of 20

SOLD TO: Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	PROJECT: Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	PROPOSAL# 05172010-A
Attn: Edgar Morales Date: May 17th 2010		
Phone: 714-528-1925	Fax: 714-528-8236	

LINE ITEM PROPOSAL

	QTY.	UNIT	MATERIAL	LABOR	TOTAL
Nafco Vinyl, Crestview, Med Oak or Pecan, 3" x 36", 10 yr warranty	2350.00	sq.ft.	\$15,747.76	\$4,857.45	\$20,605.21
Adhesive	15.00	box	\$923.32		\$923.32
Vinyl Cove Base, color TBD, Group #1	400.00	lf	\$503.30	\$413.40	\$916.70
Demo entrance pavers & reference area, and 8' x 8' foot office - existing VCT	2200.00	sq. ft.		\$4,547.40	\$4,547.40
Leveling of Reference area - BUDGET -	64.00	sq. ft	\$90.48	\$176.38	\$266.86
Entrance to Reference area - Nafco Vinyl, Crestview, Med. Oak or Pecan	850.00	sq ft.	\$5,696.00	\$1,756.95	\$7,452.95
Adhesive	7.00	box	\$430.88		\$430.88
Transition to carpet - rubber "Black"	104.00	lf	\$367.58	\$107.48	\$475.06
Vinyl Cove base, Color TBD, Group #1	100.00	lf	\$125.82	\$103.35	\$229.17
Demo & Prep runway from entrance to reference desk	789.00	sq. ft		\$1,087.24	\$1,087.24

Qualifications:

Light Preparation (Skim Coat) included. Major Prep (Slab cracks) if required, TBD after and/or during
 Price does not include any major floor prep (I.E. Slab Cracks.)

Total Price: \$36,651.92

Carpet/Resil Subtotal
Wood Subtotal
Ceramic Subtotal
Subtotal
Subtotal
Subtotal

Incl. Tax

Unless specifically noted above, the following applies to all pricing: Work shall be normal working hours Monday-Friday.
 Excessive subfloor preparation, furniture moving, removal of existing floorcoverings, cleaning, waxing and protection
 are not included. Field-authorized work shall be billed at \$85.00 per man-hour plus the cost of all materials that may
 be required. If Moisture Vapor Emission exceeds Mfg requirements, Warranties are void. Price includes applicable taxes and freight.

ACCEPTANCE OF THIS PROPOSAL constitutes a contract. The prices, specifications and conditions of this Proposal are
 satisfactory and hereby accepted. TS Carpet & Design Center is authorized to do the work as described. Payment will be made as outlined
 within this document. My signature below constitutes agreement to the amount of the contract based upon the provisions and
 Qualifications stated above, as well as agreement to pay reasonable attorney or collection agency fees, together with all court costs
 should it be necessary for Trevcourt Inc., dba TS Carpet & Design Center to retain the services of an attorney or collection agency.

A Finance charge of 1 1/2% per month starting with the invoice date (18% APR) will be charged for all invoice amounts unpaid after due date.

Sincerely,


 Kris Bowers
 T/S Carpet & Design Center

Accepted By:
 Placentia Library District

Date

Terms: 50% Material Billing or deposit required
 Balance net 30 days (Upon substantial completion)

Carpet - Vinyl - Wood - Tile

License #884047

Date of Proposal: 9/14/2010

Bid Number: 101064

Customer: City of Placentia

Project Name: Placentia Library

Attention: Edgar Pineda

Bid By: Don McCoy

Phone: (712) 528-1925

Fax: (712) 528-8236

Project Scope: Supply labor and materials to install FINISHED CORK tiles on floor in public lobby area which includes flooring at two (2) "Help Desks".

PLEASE ACCEPT THE FOLLOWING AS OUR BID TO SUPPLY AND INSTALL AS FOLLOWS

PUBLIC LOBBY AREA:

Each alternate listed below will include demolish ceramic tile and mortar base. Do light basic floor prep in all areas of project to receive new floor covering. To minimize traveling dust, areas immediately surrounding demo work will be partitioned off using visqueen plastic. Install vinyl wall base at areas where cork is installed.

The following are four (4) options to choose from:

- 1) 2,200 s.f. of CORK SQUARE TILE (6x6; 9x9; 12x12; 18x18 or 24x24) "Natural Cork" look.

Total Proposal: Thirty-four thousand Four hundred Fifty-six and no/100 dollars (\$34,456.00)

- 2) 2,200 s.f. of CORK SQUARE TILE (6x6; 9x9; 12x12; 18x18 or 24x24) "Standard Colors".

Total Proposal: Forty-two thousand One hundred Eighty-four and no/100 dollars (\$42,184.00)

- 3) 2,200 s.f. of CORK PLANK TILE (12"x36") "Natural Cork" look.

Total Proposal: Forty thousand Two hundred Fifty-four and no/100 dollars (\$40,254.00)

- 4) 2,200 s.f. of CORK PLANK TILE (12"x36") "Standard Colors".

Total Proposal: Forty-six thousand Eight hundred Ninety-nine and no/100 dollars (\$46,899.00)

Carpet - Vinyl - Wood - Tile

License #884047

Alternate work:

If existing bookcases attached to walls are removed and reinstalled by California Carpet, please add \$55 per bookcase. This excludes removal of books, magazines, etc.

Work to be done during off-hours Monday through Thursday. Proposal assumes work can be done during business hours on Fridays. Work to be done in and up to 2 stages.

Price Effective Through: 11/14/2010

Total Proposal: See From Above Options

Acceptance of Proposal

The customer agrees and understands that the terms of California Carpet Company are the following:

- 1. This bid excludes major floor prep, sanding or grinding, asbestos removal, furniture or fixture moving. Please note: the sub floor beneath the VCT at the employee work station and the surrounding carpet is rising up. This will have to be addressed after the VCT demo work and before installation of new floor covering. Paint or texture of any walls is also excluded.*
- 2. Except for extended term contracts, current billings are payable upon the receipt of the invoice. The above listed customer agrees to pay the amount due within thirty (30) calendar days of each invoice date. Balances beyond (30) calendar days of each invoice date will be subject to a one and one-half percent (1 ½%) finance or interest charge per month (18% per annum) or the highest rate allowable by law. The above listed customer will be delinquent when the billed invoice is thirty (30) days past due. California Carpet Company reserves the right to apply payments at its discretion.*
- 3. Unless otherwise stated, quotations expire 30 days from the date thereof, and may be modified or withdrawn by California Carpet Company prior to acceptance. All quotes include taxes, surcharges (if applicable), and freight charges. All material that can be returned for a credit must be with prior approval and shall be subject to a 30% restocking fee.*
- 4. Materials sold by California Carpet Company are products from reputable manufacturers. California Carpet Company shall use its best efforts to obtain from each manufacturer, in accordance with the manufacturer's warranty, the repair or replacement of goods that may prove to be defective in material or workmanship. Understand that California Carpet Company is a distributor of such products and it will be up to the manufacturer to determine as to whether or whether not goods are defective in material or workmanship. California Carpet Company will warranty all jobs for a period of year from the date of final invoice.*
- 5. If the customer above is a corporation, partnership, LLC, or other business entity, the undersigned affirmatively states that he/she is authorized to make a legal binding agreement on behalf of the said entity or customer above.*

900 South Placentia Avenue Suite B
Placentia, CA 92870
(714) 688-7101 (714) 688-0224 Fax

6. *No waiver, alteration or modification of any of the provisions hereof shall be binding upon California Carpet Company unless specifically assented to in writing by an authorized representative of California Carpet Company.*
7. *Please note that if the above quote is found to be satisfactory and is hereby accepted, it is understood that acceptance of this bid authorizes Seller to proceed with all required orders and schedules.*

Bid # 101064

Total Proposal: Choose From Above Options

Signature: _____

Date of Acceptance: _____

October 14, 2010

OPTION I

- **CORK FLOOR** : LOBBY
HALLWAY
RESTROOM VESTIBULE
OFFICE (12 X 12)
REFERENCE DESK

1. DEMOLITION

1.1 Demo and remove the following:

- .1 Ceramic tile
- .2 Carpet
- .3 Circulation and reference desk

1.2 Placentia Library to relocate all book shelves and furniture

\$ 5,500.00

2. FLOOR COVERING

- 2.1 Moisture testing
- 2.2 Moisture barrier
- 2.3 Self leveling Ardex at reference desk
- 2.4 Floor prep
- 2.5 Cork floor
- 2.6 Cove base

\$ 1,100.00

\$ 11,000.00

\$ 1,420.00

\$ 3,300.00

Allowance \$ 37,400.00

\$ 880.00

\$ 55,100.00

3. GENERAL CONDITIONS

- 3.1 Field supervision
- 3.2 Project management
- 3.3 Temporary walls
- 3.4 Daily clean-up
- 3.5 Disposal cost
- 3.6 Liability insurance
- 3.7 Performance bond
- ** Complete project in one phase

\$ 2,200.00

\$ 880.00

\$ 880.00

\$ 550.00

\$ 660.00

\$ 660.00

\$ 2,000.00

\$ 7,830.00

TOTAL COST

\$ 68,430.00

Rite-Loom FLOORING CO.

CARPET * TILE - WOOD * LAMINATE * WINDOW COVERINGS
1295 N. Kraemer Blvd., Anaheim, CA 92806
(714) 764-1122 * Fax (714) 632-3556
www.riteloom.com

PROPOSAL

PROPOSAL SUBMITTED TO: Placentia Library	PHONE: (714) 528-1925	DATE: 10/14/2010
ADDRESS: 411 E. Chapman Ave.	JOB NAME: LIBRARY	
CITY, STATE AND ZIP CODE: Placentia Ca. 92870	JOB LOCATION:	
SALES PERSON: Rafael Magana	SOURCE:	JOB PHONE:

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:		
2440	sf. WE Cork commercial grade	\$14,615.60
	Color: TBD (5 colors to choose) including installation	
16	pails of adhesive	\$2,880.00
400	lf. removed and install new vinyl wall base color TBD	\$900.00
1	64 sf. Leveling area	\$250.00
2440	sf. take out existing carpet, tile, and VCT	\$6,800.00
	prep. Floor and disposal all areas	
2	disposal counter top	\$200.00
1	Moving furniture and bookshelves	\$200.00
TOTAL:		\$25,845.60

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: **Dollars \$ 25,845.60**

Payment to be made as follows:

Contractor's License # 683712

Authorized

Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Carpet - Vinyl - Wood - Tile
License #884047

Date of Proposal: 10/11/2010

Bid Number: 101064-Rev

Customer: City of Placentia

Project Name: Placentia Library

Attention: Edgar Pineda

Bid By: Don McCoy

Phone: (712) 528-1925

Fax: (712) 528-8236

Project Scope: *Supply Labor and Materials to Demo & Haul-Away of Two "Help Desks", Demo Ceramic Tile Flooring and Help Desk Flooring, Install FINISHED CORK Tiles on Floor in Entry Area of Public Lobby, Install New 12x12 Carpet Tile in Remaining Lobby Area, and Install New 18x18 Carpet Tile, to Match Existing, at (1) Demolished Help Desk.*

PLEASE ACCEPT THE FOLLOWING AS OUR BID TO SUPPLY AND INSTALL AS FOLLOWS

EACH ALTERNATE LISTED BELOW WILL INCLUDE:

Demolish ceramic tile and mortar base. Demo (2) two "Help Desks" and associated flooring. Supply & install of 12x12 carpet tile in remaining lobby area. Supply & install of 18x18 carpet tile to match existing where (1) one Help Desk is demolished. Do light basic floor prep in all areas of project to receive new floor covering. To minimize traveling dust, areas immediately surrounding demo work will be partitioned off using visqueen plastic. Install vinyl wall base at areas where cork is installed.

The following are four (4) options to choose from:

- 1) 1,120 s.f. of CORK SQUARE TILE (6x6; 9x9; 12x12; 18x18 or 24x24) "Natural Cork" look.

Total Proposal: Twenty-seven thousand One hundred Six and no/100 dollars (\$27,106.00)

- 2) 1,120 s.f. of CORK SQUARE TILE (6x6; 9x9; 12x12; 18x18 or 24x24) "Standard Colors".

Total Proposal: Thirty thousand Three hundred Twenty-eight and no/100 dollars (\$30,328.00)

- 3) 1,134 s.f. of CORK PLANK TILE (12"x36") "Natural Cork" look.

Total Proposal: Twenty-eight thousand Six hundred Forty-three and no/100 dollars (\$28,643.00)

- 4) 1,134 s.f. of CORK PLANK TILE (12"x36") "Standard Colors".

Total Proposal: Thirty-one thousand Six hundred Fifty-six and no/100 dollars (\$31,656.00)

Carpet - Vinyl - Wood - Tile
License #884047

Alternate work:

If existing bookcases attached to walls are removed and reinstalled by California Carpet, please add \$55 per bookcase. This excludes removal of books, magazines, etc.

Work to be done during off-hours Monday through Thursday. Proposal assumes work can be done during business hours on Fridays. Work to be done in and up to 2 stages.

Price Effective Through: 11/11/2010

Total Proposal: See From Above Options

Acceptance of Proposal

The customer agrees and understands that the terms of California Carpet Company are the following:

- 1. This bid excludes major floor prep, sanding or grinding, asbestos removal, furniture or fixture moving. Please note: the sub floor beneath the VCT at the employee work station and the surrounding carpet is rising up. This will have to be addressed after the VCT demo work and before installation of new floor covering. Paint or texture of any walls is also excluded.*
- 2. Except for extended term contracts, current billings are payable upon the receipt of the invoice. The above listed customer agrees to pay the amount due within thirty (30) calendar days of each invoice date. Balances beyond (30) calendar days of each invoice date will be subject to a one and one-half percent (1 ½%) finance or interest charge per month (18% per annum) or the highest rate allowable by law. The above listed customer will be delinquent when the billed invoice is thirty (30) days past due. California Carpet Company reserves the right to apply payments at its discretion.*
- 3. Unless otherwise stated, quotations expire 30 days from the date thereof, and may be modified or withdrawn by California Carpet Company prior to acceptance. All quotes include taxes, surcharges (if applicable), and freight charges. All material that can be returned for a credit must be with prior approval and shall be subject to a 30% restocking fee.*
- 4. Materials sold by California Carpet Company are products from reputable manufacturers. California Carpet Company shall use its best efforts to obtain from each manufacturer, in accordance with the manufacturer's warranty, the repair or replacement of goods that may prove to be defective in material or workmanship. Understand that California Carpet Company is a distributor of such products and it will be up to the manufacturer to determine as to whether or whether not goods are defective in material or workmanship. California Carpet Company will warranty all jobs for a period of year from the date of final invoice.*

5. *If the customer above is a corporation, partnership, LLC, or other business entity, the undersigned affirmatively states that he/she is authorized to make a legal binding agreement on behalf of the said entity or customer above.*
6. *No waiver, alteration or modification of any of the provisions hereof shall be binding upon California Carpet Company unless specifically assented to in writing by an authorized representative of California Carpet Company.*
7. *Please note that if the above quote is found to be satisfactory and is hereby accepted, it is understood that acceptance of this bid authorizes Seller to proceed with all required orders and schedules.*

Bid # 101064 -Rev

Total Proposal: Choose From Above Options

Signature: _____

Date of Acceptance: _____

October 14, 2010

OPTION II

- **CORK FLOOR** : LOBBY (30 X 16)
RESTROOM VESTIBULE (13 X 14)
- **CARPET** : OFFICE (12 X 12)
LOBBY (54 X 16)
HALLWAY (12 X 35)
REFERENCE DESK (12 X 12)

1. DEMOLITION

1.1 Demo and remove the following:

- .1 Ceramic tile
- .2 Carpet
- .3 Circulation and reference desk

1.2 Placentia Library to relocate all book shelves and furniture

\$ 5,500.00

2. FLOOR COVERING

2.1	Moisture testing	\$	1,100.00
2.2	Moisture barrier (under cork floor)	\$	5,500.00
2.3	Self leveling Ardex in lobby and at reference desk	\$	5,280.00
2.4	Floor prep	\$	1,100.00
2.5	Cork floor	<i>Allowance</i> \$	13,750.00
2.6	Carpet tile	\$	5,500.00
2.7	Cove base	\$	880.00
		\$	<u>33,110.00</u>

3. GENERAL CONDITIONS

3.1	Field supervision	\$	2,200.00
3.2	Project management	\$	880.00
3.3	Temporary walls	\$	880.00
3.4	Daily clean-up	\$	550.00
3.5	Disposal cost	\$	660.00
3.6	Liability insurance	\$	660.00
3.7	Performance bond	\$	2,000.00
**	Complete project in one phase	\$	<u>7,830.00</u>

TOTAL COST \$ 46,440.00

Rite-Loom FLOORING CO.

CARPET * TILE * WOOD * LAMINATE * WINDOW COVERINGS
1295 N. Kraemer Blvd., Anaheim, CA 92806
(714) 764-1122 * Fax (714) 632-3556
www.riteloom.com

PROPOSAL

PROPOSAL SUBMITTED TO: Placentia Library	PHONE: (714) 528-1925	DATE: 10/14/2010
ADDRESS: 411 E. Chapman Ave.	JOB NAME: LIBRARY	
CITY, STATE AND ZIP CODE: Placentia Ca. 92870	JOB LOCATION:	
SALES PERSON: Rafael Magana	SOURCE:	JOB PHONE:

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:		
1960	sf. WE Cork commercial grade	\$11,740.40
	Color: TBD (5 colors to choose) including installation	
13	pails of adhesive	\$2,340.00
480	sf. Carpet By Shaw Style: Capitak III 54480	\$1,915.20
	Color: TBD by customer including installation	
3	pails of adhesive	\$540.00
400	lf. removed and install new vinyl wall base color TBD	\$900.00
1	64 sf. Levelling area	\$250.00
2440	sf. take out existing carpet, tile, and VCT	\$6,800.00
	prep. Floor and disposal all areas	
2	disposal counter top	\$200.00
1	Moving furniture and bookshelves	\$200.00
TOTAL:		\$24,885.60

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Dollars \$ 24,885.60

Payment to be made as follows:

Contractor's License # 683712

Authorized

Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

TS Carpet & Design Center

License # 910442
 320 Orangethorpe Ave., Suites A & B
 Placentia, CA 92870
 714-572-7333 Showroom Phone
 714-572-1024 Fax

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 Attachment A
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SOLD TO: Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	PROJECT: Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	PROPOSAL# 9182010
---	---	--------------------------

Attn: Yesenia Baltierra
Date: September 18th 20 **Phone:** 714-528-1925, Ext 201 **Fax:** 714-579-1082

LINE ITEM PROPOSAL

	QTY.	UNIT	MATERIAL	LABOR	TOTAL
WE Cork & Carpet Tile Quote					
WE Cork 3/16" thick 4" x 36" plank-	685.00	sq.ft.			
Bostik MVP	6.00	box			
Bostik BST Adhesive	6.00	lf			
Vinyl Cove Base, color TBD, Group #1	400.00	lf			
Leveling of Reference area - BUDGET -	64.00	sq. ft			
Shaw "Intermix" carpet tiles	310.00	yards			
Carpet Adhesive	2.00	Pails			
Transition to carpet - rubber "Black"	160.00	lf			
Vinyl Cove base, Color TBD, Group #1	100.00	lf			
Demo pavers & Prep runway from entrance to reference desk	656.00	sq. ft			
Demo VCT in office	156.00	sq ft			
Demo 2,043 ft of Entrance pavers, Demo Checkout desk, dispose of and prep Includes floor prep of both areas. Both ref desk prep areas unknown and are currently hidden. Budget submitted.	2212.50	sq ft			
Areas included are, Main Entrance, Lobby, Friends Bookstore Friends Bookstore Office, Circulation, Public areas from Circulation to Reference Desk					

Qualifications:

Light Preparation (Skim Coat) included. Major Prep (Slab cracks) if required, TBD after and/or during
 Includes Demo of existing pavers
 No furniture moving included.

Optional Cork for Conference Room Add \$9,989.47

Total Price: \$36,345.16

Incl. Tax

Carpet/Resil Subtotal
Wood Subtotal
Ceramic Subtotal
Subtotal
Subtotal
Subtotal

Unless specifically noted above, the following applies to all pricing: Work shall be normal working hours Monday-Friday.
 Excessive subfloor preparation, furniture moving, removal of existing floorcoverings, cleaning, waxing and protection
 are not included. Field-authorized work shall be billed at \$85.00 per man-hour plus the cost of all materials that may
 be required. If Moisture Vapor Emission exceeds Mfgr requirements, Warranties are void. Price includes applicable taxes and freight.

ACCEPTANCE OF THIS PROPOSAL constitutes a contract. The prices, specifications and conditions of this Proposal are satisfactory and hereby accepted. TS Carpet & Design Center is authorized to do the work as described. Payment will be made as outlined within this document. My signature below constitutes agreement to the amount of the contract based upon the provisions and Qualifications stated above, as well as agreement to pay reasonable attorney or collection agency fees, together with all court costs should it be necessary for Trevcourt Inc., dba TS Carpet & Design Center to retain the services of an attorney or collection agency.

A Finance charge of 1 1/2% per month starting with the Invoice date (18% APR) will be charged for all invoice amounts unpaid after due date.

Sincerely,



Kris Bowers
 T/S Carpet & Design Center

Accepted By:
 Placentia Library District

Date

Terms: 50% Material Billing or deposit required
 Balance net 30 days (Upon substantial completion)

Re-flooring Project Related Expenditures

Circulation Desks (3) \$6,000

Reference Desk (1) \$4,000

Lettering (Welcome to your Library) \$515

Lighting for Art \$1,400

Electrical \$ 4,000

City Permits \$420

Total \$16,335

AUTOMATIC DOOR REPLACEMENT

Fiscal Impact: \$8,500 - \$11,000

1105 North Allen Avenue
Pasadena, CA 91104
Phone: 626 / 794-6940
FAX: 626/794-7451

DOORKEYPER, INC.

Agenda Item 33
Attachment B
Page 2 of 8

Fax

To: Roger Hiles	From: Claudia Cook
Placentia Library	Pages: 4 Total
Fax: 714 / 579-1082	Date: 07/02/10
Re: Quote	

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Comments:**

Thank you for inviting Doorkeyper to provide a quote for your project. We appreciate every opportunity to demonstrate our years of experience, product knowledge and customer service.

Please review our quotation, which includes a note section with payment terms, material lead time, requirements and exclusions. **If this quote is acceptable, please sign, date and return fax to Doorkeyper.** We will place order for material and call to schedule installation upon receipt of your material.

Once again, thank you for the opportunity to provide this quote and feel free to contact us with any questions you might have.

Doorkeyper Inc
 1105 North Allen Ave
 Pasadena, CA 91104

QUOTATION

Quote Number: 825
 Quote Date: Jul 2, 2010
 Page: 1

Voice: 626-794-6940
 Fax: 626-794-7451

Agenda Item 33
 Attachment B
 Page 3 of 8

Quoted To:
Placentia Library 411 East Chapman Placentia, CA 92870


Customer ID	Good Thru	Payment Terms	Sales Rep
pla001	8/1/10	Net 30 Days	Office

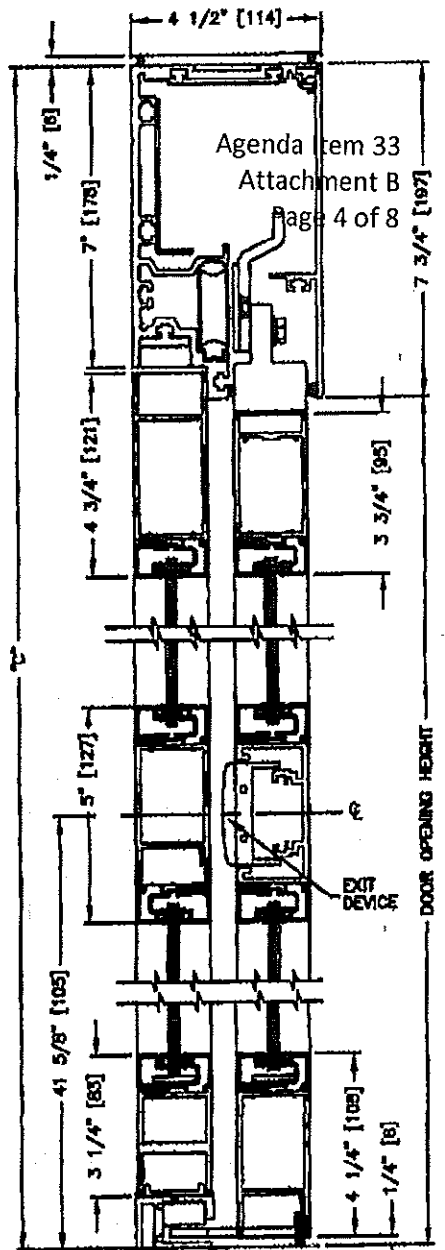
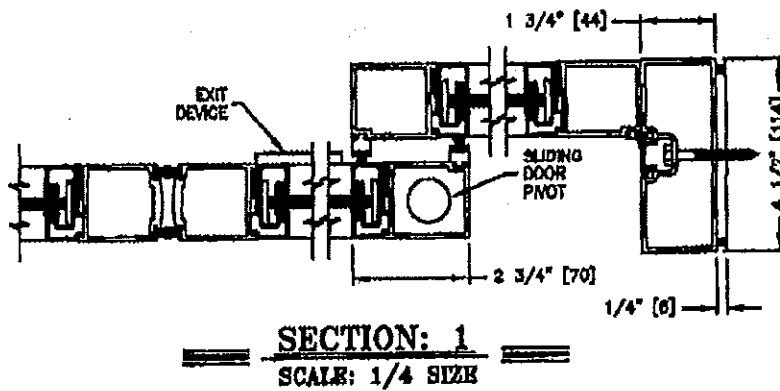
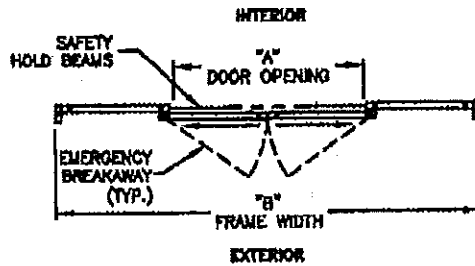
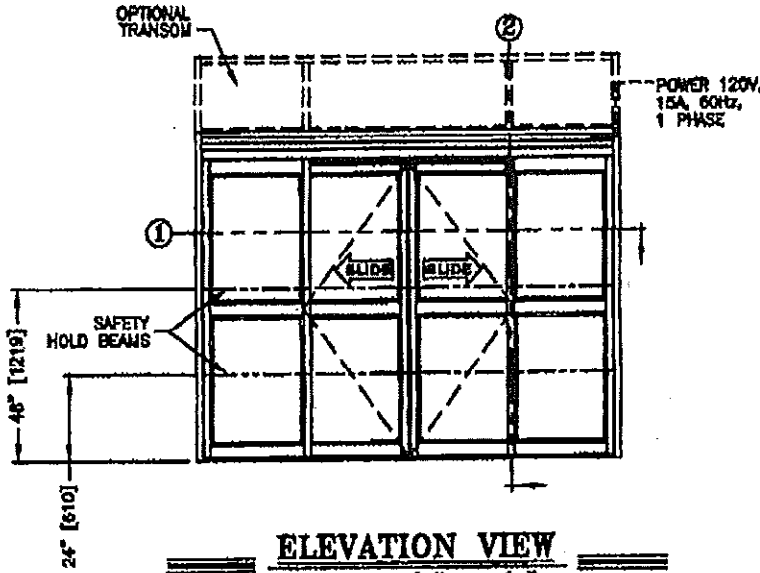
Description	Amount
<p>SCOPE OF WORK: REMOVE (1) EXISTING AUTOMATIC SLIDING DOOR PACKAGE. FURNISH AND INSTALL (1) RECORD MODEL 5100 AUTOMATIC BI-PART SLIDING DOOR PACKAGE COMPLETE WITH NARROW STILE DOORS AND SIDELITE PANELS WITH 10" BOTTOM RAILS, DUAL SAFETY SENSOR SYSTEM, SENSOR ACTIVATION, 1/4" BRONZE TEMPERED GLASS, (1) ELECTRIC LOCK ASSEMBLY, MID-RAIL PANIC EXIT DEVICES, (1) 4-POSITION CONTROL SWITCH, (1) HANDICAP COMPLIANT THRESHOLD AND NECESSARY HARDWARE FOR A STANDARD INSTALLATION. FINISH WILL BE MANUFACTURER'S DARK BRONZE ANODIZE ALUMINUM FINISH.</p> <p>WARRANTY: (1) YEAR PARTS AND LABOR.</p> <p>NOTE: - ALLOW APPROXIMATELY 3 - 4 WEEKS LEAD TIME FOR MATERIAL FROM FINAL SITE MEASUREMENT. - BONDING, PERMITS/LICENSE FEES, INSURANCE REQUIREMENTS AND/ OR VERBIAGE BEYOND OUR INSURER'S STANDARD COVERAGE AND TERMS, CONCRETE WORK, OPENING PREPARATIONS, ELECTRICAL POWER SERVICE AND ANY WORK NOT SPECIFICALLY DETAILED HEREIN. - ANY UNFORESEEN CONDITIONS, TIME OR MATERIALS ARE AT AN ADDITIONAL CHARGE. - WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS, MONDAY THROUGH FRIDAY, 8:00 AM TO 4:30 PM. - NOT QUOTED AT PREVAILING WAGE.</p>	8,266.19

Subtotal	8,266.19
Sales Tax	
TOTAL	8,266.19

You are hereby authorized to furnish all materials and labor required to complete the work described in the above quote, for which I/we agree to pay the amount stated in said quote, and according to the terms thereof. Labor portion of this quote is based upon non-prevailing wage during normal business hours, Monday through Friday, 8:00 am - 4:30 pm.

Accepted by _____ Date _____

 Record-usa 4910 STARCREST DR. MIDWICH, MO 26110 (704) 280-9212	JOB NAME: _____	SERIES 5100 AUTOMATIC SLIDING DOORS TYPE: 5103-1, 0-SX-SX-0, BI-PART WITH SECURITY PACKAGE PAGE 51-2.35
	LOCATION: _____	



NOTES:

1. Security Package includes concealed vertical rod type exit devices on the sliding doors and fail secure electric lock in the header.
2. See sheets 51-2.88 thru 51-2.91 for optional muntins, bottom rails, transoms, glazing variations, bottom guides & thresholds.
3. See sheet 51-2.03 for package size details.



“Total Door Solutions”

1105 N. Allen Avenue Pasadena, California 91104

626 794-6940 • fax 626 794-7451

website www.doorkeyperinc.com email doorkeyperinc@aol.com

Agenda Item 33

Attachment B

Page 5 of 8

Commercial Door Company

Established in 1902 - Family owned for three generations

Our Services

Sales • Service • Repairs • Installation

Complete Selection of Doors, Frames and Door Hardware

Ⓚ AUTOMATIC DOOR CONTROL DIVISION

- Handicap Access Door Operators
- Automatic Swing & Sliding Doors
- Access Control – Buzz-In, Mechanical & Telephone Entry Systems
- Access Control – Electronic & Computerized
- Fire, Life and Safety & Building Code Compliance for Hardware
- Factory Direct for LCN/Ingersoll-Rand Products

Ⓚ DOOR AND FRAME DIVISION

- Aluminum / Glass Doors & Frames and Small Store Fronts
- Hollow Metal Fire Doors & Frames – Fire Rated and Standard Non-rated
- Solid Core Wood Doors – Fire Rated and Standard Non-rated
- Double Action Food Service Doors
- Life Safety Smoke and Fire Door Controls
- Joint Commission Inspection & Service

Ⓚ HARDWARE DIVISION

- Panic Exit Systems Door Closer Devices Latching Hardware
- Heavy & Standard Duty Commercial Locks Knob Sets Levers Dead Bolts
- Manual & Electrified Hardware Magnetic Locks Electric Strikes
- Hinges Thresholds Door Wraps Astragals Weather Stripping
- Radio Controlled Transmitters

Ⓚ MASTER LOCKSMITHING

- High Security Key Control
- Master Key Systems
- Electronic Key Pad Programmed Locks

Ⓚ OVER COUNTER SALES

- Full Product Line of Material & Parts Available From Most Manufacturers
- Large Inventory in Stock
- Discontinued Hardware and Parts

DOORKEYPER, Inc. *offers you a single source for all your door needs, providing Sales, Service, Installation and Repairs to give you a Total Door Solution.*

CAPITOL DOOR SERVICE Southern California

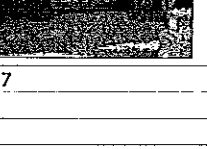
Home Products Services Our Team About Us Contact Us Sitemaps Product Downloads Employee Login Privacy Policy

Automatic Sliding Doors



Click Image to Enlarge

- ↳ Automatic Sliding Doors
- ↳ Heavy Duty Sliding Doors
- ↳ All Glass Sliding Doors
- ↳ Versatile Sliding Doors
- ↳ Low Profile Sliding Doors
- ↳ Call for Additional Sliding Door Models
- ↳ Telescoping Sliding Doors
- ↳ Curved Sliding Doors
- ↳ Angled Sliding Doors
- ↳ ICU Sliding Doors
- ↳ CCU Sliding Doors



Capitol Door Service offers a full line of Automatic Sliding Entrances with a complete range of options and features to fit any entrance design. The benefits of automatic sliding doors include attractive designs and functional stability while providing proven economical and dependable performance.

Automatic | Heavy Duty | Automatic (Full Breakout) | All Glass Profile | Telescoping

Sliding Doors Include:

- Automatic Sliding Doors (Single Breakout) (Top) ↕

Standard Automatic Sliding Door Entry Systems include a fixed sidelight door package. The aluminum sliding door package is available as a single slide and bi-part slide with or without transom. Optional accessories include electric locking, panic exit hardware and battery backup as well as a heavy duty drive system and components. Other models available include our surface mount and flush mounted units for applications without sidelights and our impact rated model for coastal environments. Sliding panels breakout for emergency egress for code compliance.

- Heavy Duty Sliding Doors (Single Breakout) (Top) ↕

Heavy Duty Automatic Sliding Door Entry Systems include a fixed sidelight door package. The aluminum sliding door package is available as a single slide and bi-part slide with or without transom. Optional accessories include electric locking, panic exit hardware and battery backup. Other models available include our surface mount and flush mounted units for applications without sidelights and our impact rated model for coastal environments. Sliding panels breakout for emergency egress for code compliance.

Automatic Sliding Doors (Full Breakout) (Top) ↕

Capitol Door Service offers a Standard Automatic Sliding Door System with a full breakout door package. The aluminum door package is available as a single slide and bi-part slide with or without transom. Optional accessories include electric locking, panic exit hardware, battery backup as well as a heavy duty drive system and components. Other models available include utility sliders with a flush mount or self-supporting header. All panels breakout for emergency egress.

- All-Glass Sliding Doors (Top) ↕

All-Glass Automatic Sliding Door entrance systems create an appealing design that provides open and clear sight lines. The All-Glass Door system utilizes a direct drive system and 1/2" thick tempered safety glass panels. The All-Glass sliding door system is available in clear or dark bronze finish as well as stainless steel or brass clad finish. A fully adjustable door system, the All-Glass sliding door is available with emergency breakout and many additional optional features. The ideal solution for a smooth, quiet and elegant entrance that requires an inviting look.

- Telescoping Sliding Doors (Top) ↕

Capitol Door Service offers Automatic Sliding Door Systems with a telescopic sliding door design available in either the fixed sidelight or full breakout configuration. The all aluminum door package provides maximum opening width and is available as a single sliding or bi-part package. Telescopic Sliding Doors offer smooth, quiet operation, and are ideal for spaces that require optimum opening width in all applications.

Space w/ Dongy - est. cost to replace door \$9,100
clients include: O.C. Library System

8690 Red Oak Street · Rancho Cucamonga, CA 91730 · Phone: (888) 637-3667 · Fax: (888) 637-1167

Capitol Door Home | Products | Services | Our Team | About Capitol Door | Contact Capitol Door | Sitemap
Automatic Sliders | Manual Sliders | Automatic Swing | Revolving Doors | Folding Doors | Manual Doors | Drive-Thru Windows



All American Automatic Door Services Inc.

850 E. Parkridge Ave. Suite 114
Corona, California 92879

Phone: (951) 371-3667

Fax: (951) 371-3677

E-mail: sales@aaadoorservices.com

Agenda Item 33

Attachment B

Page 7 of 8

Fax Transmittal Form

To: *YESSINIA BALTICIZZA*

Name: *RACONTEIA LIBRARY*

Organization Name/Dept:

CC:

Phone number: *714 579 1032*

From *BRAD*

All American Automatic Door Service Inc.

Phone: (951) 371-3667

Fax: (951) 371-3677

E-mail:

Urgent

For Review

Please Comment

Date sent: *July 1 2010*

Time sent: *12:15*

Number of pages including cover page: *2*

*HERE IS OUR PROPOSAL TO REPLACE YOUR FRONT SLIDER. ANY
QUESTIONS FEEL FREE TO CALL ME.*

BRAD



All American Automatic Door Services Inc.

850 E. Parkridge Ave. Suite 114, Corona, California 92879

Office: (951) 371-3667 Fax: (951) 371-3677 Email: AAADoorService@att.net

Proposal

Proposal # 337
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Date: July 1 2010
To: Placentia Library
Attention: Yessenia Baltierra
Subject: Replace front sliders

Thank you for trusting All American Automatic Door Services Inc. for all of your auto-
matic and manual door needs. It is our pleasure to provide the following proposal for
your review and approval:

Inclusions

1- 188 1/2" x 95 1/2" Tormax TX9300 full break out bi-part slider. Dk. Bronze with electric lock and panic bars, 1/4" bronze glass and 10" bottom rails-	\$7,900.00
Tax @ 8.75%	691.25
Labor for 2 men ea to demo old slider and install new slider @ 69.00 hr. ea	1,380.00
Trip charge-	65.00

Excludes- Any concrete or pulling of 120vac power. We will use existing power from door.

1 Year Warranty on parts and labor. All equipment meets ANSI A156.10 and A156.19 standards.

Exclusions

Any parts or labor not listed

Total Proposal Price.....(valid for 30 days)..... \$10,036.25

*Thanks for trusting All American Automatic Door Services Inc., we appreciate your trust
AND your business! Vince Smith & Brad Aduddell, founders.*

Proposal Approved:

Name: _____
Signature: _____
Date: _____
P.O.# _____

ADT Customer Proposal

Part of our job at ADT is to help you identify areas of concern for your business and offer security solutions and services that can help you protect your employees, your assets and yourself. One of the ways to leverage your electronic security system is by integrating it with additional security solutions and services, such as video surveillance combined with electronic access control, intrusion detection and fire and life safety.

As the nation's leading electronic security services provider, ADT can offer your company a comprehensive range of products and services that can help you meet your growing security needs. As security systems become more sophisticated, you can be assured that ADT will continue to offer you unparalleled service and superior integrated business security solutions.

Whether you are concerned about risk management, business operational management or loss prevention, this information should help you understand some of the ADT products and services available and what solutions can work best for your company. If you would like additional information, please ask your ADT Account Executive today.

Ownership

ADT makes it affordable to install the right security system. Choosing security for your business at a price you can afford can be challenging. ADT can help.



Outright Sale Option provides your business with ownership of the electronic security equipment upon purchase.

Installation Investment Package:	\$3,887.25	
Total Monthly Payment Including Preferred Services:	\$50.00	/Month

*Loans are made by an independent entity to qualified ADT customers and are subject to completion of a credit application. Please contact your ADT sales representative for further details. All terms subject to credit approval and availability, and are subject to change without notice. Certain restrictions may apply. Cannot be combined with any other financing offer.

License Information: AL Alabama Electronic Security Board of Licensure, 7956 Vaughn Rd., Montgomery 36116, (334) 264-9388; AK 256239, 5520 Lake Otis Pkwy., Anchorage, AK 99507; AR E0055, Regulated by Arkansas Bd. of Private Investigators & Private Security Agencies, #1 State Police Plaza Dr., Little Rock 72209, (501) 618-8600; AZ ROC109396-C12; ROC109402-L67; CA ACO4227; PPO12949; 707408; Alarm company operators are licensed and regulated by the Bureau of Security & Investigative Services, Dept. of Consumer Affairs, Sacramento, CA 95814; DC 39703010; FL EF0001121,-0950,-1123-0478,EF20000341,-0413,EG0000164; GA LVA205374, -205386, -002833, -001438 -003379,-004452,-205572, LU001160; HI C27996; IL 127-000364; MA 45-C: MIA-0639, 3601202182 - 4182 Pier North Dr. Ste. D, Flint, MI 48504; MN TS00021; NV 0040091; NM 056126; NY 12000025576, Licensed by NYS Dept. of State; NC 846-CSA-Alarm Systems Licensing Bd., 1631 Midtown Pl., Ste.104, Raleigh, 27609 (919) 875-3611; OH 16782, 50-18-1052; 50-57-1034; 53-89-1329; 53-31-1582; 50-50-1019; 50-48-1032; 50-25-1050; 50-76-1025; OK 00067; OR 59944; RI AFC0126; 18004; TN ACC-216,-241,-255,-773,-173,-937,-294,-748,-511,-934,-1227; TX B00536-140 Heimer Rd. Ste. 100, San Antonio, TX 78232 - Texas Private Security Bureau, 5805 N. Lamar Blvd., Austin 78752; UT 297869-6501; VA 11-1878; 11-1879; 11-3247; 11-3635; 11-3863; Alarm Security Contracting 2701-035978A exp. 01/31; WA ECO6 ADTSESI03205, 11824 N Creek Pkwy. #105, Bothell, WA 98011; WV 014142.

© 2010 ADT – All rights reserved. ADT, the ADT logo, ADT Always There, Parallel Protection, ADT Select, Select Link and Anti-Skim are service/trade marks of ADT Services AG and are used under license. All other product names and/or company names used herein may be protected as trademarks of their respective owners.



Comments / Scope of Work

ADT to install (1) Pelco Digital 16 Channel Digital Recorder 250 gig with CWRW. ADT to install (2) color dome cameras 480 TVL to replace the 2 existing cameras that currently are not working.

ADT to connect all existing cameras to new digital recorder, and connect new recorder to customer provided static IP address.



ADT Proposed List of Equipment

The following is a list of equipment identified as part of this proposal.

Group		
Qty	Product Name	Location
1	Profile Codes	
1	None (Connection) - 10	
1	None (Transmission) - 10	
1	None (Acct Mgmt Service) - 10	
1	None (Guard Response) - 10	
1	CCTV - 25	
1	CCTV - 60	
1	Full Maintenance-No Inspections - 90	
16	Regular Labor	
1	16CH MPEG4 DVR,240IPS,250GB	
1	Inspect and focus all cameras	
2	Camera, Color, Fixed dome, 1/3", 480TVL, 4-9mm VF, AI, 12VDC/24VAC	
250	RG59/U Coaxial Non-Plenum CMR (500 RL) for CCTV	
250	RG59/U Coaxial Non-Plenum CMR (500 RL) for CCTV	
1	Programming	

PC MANAGEMENT SYSTEM (USERFUL)

Fiscal Impact: \$20,341 First Year (Installation & Training)
 \$8,200 After First Year



Estimate

Userful Corporation

#200, 709 11th Ave. S.W.
 Calgary AB T2R 0E3
 Canada
 Phone: +1-403-289-2177
 Fax: +1-403-206-7010

Date	Estimate #
7/15/2010	EST012378

Agenda Item 33
 Attachment D.
 Page 2 of 3

Bill To
Placentia Library District 411 East Chapman Ave. Placentia CA 92870 United States

Terms	Expires	Sales Rep	Ship Via	Currency
50% Deposit	8/14/2010	Yani Indrajaya	Regular Shipping (US &	US\$
			Cust Phone	Tax ID #
			714-528-1906	

Qty	Description	Unit Price	Amount
1			
26	Userful Desktop (UD) Standard Subscription (1 Year) Access To Desktop Manager Web Portal Full User Desktop And Printer Support Phone Support	239.00	6,214.00
1	Pre-book Server Support And Maintenance (1 Year)	1,499.00	1,499.00
38	UD Time Management Module (1 Year)	29.00	1,102.00
26	UD Remote Monitoring and Remote Real-Time Control Module (1 Year)	29.00	754.00
1	UD End User Authentication - Flat file Integration - One Time Integration Fee	500.00	500.00
26	UD Client Authentication Module (Authenticates Users Against External Database) (1 Year)	15.00	390.00
			10,459.00
	10% Non-Profit Discount	-10.00%	-1,045.90
	16% Volume Discount	-16.00%	-1,673.44
1	CMS Kiosk Remote Installation	350.00	350.00
2	CMS Print Release Self Service Kiosk Software Includes 1st Year Support (support for subsequent years is 18% of first year)	1,595.00	3,190.00
38	CMS Print Cost Recovery Kiosk (Diginet Only) Per Client Per Seat Includes 1st Year Support (support for subsequent years is 18% of first year)	35.00	1,330.00
2	Jamex Print Release Coin/Bill Vend Unit Including 1 Year of Support	2,566.00	5,132.00
1	Onsite Set Up and Training (first day) for less than 20 seats, 1 location includes travel estimated at \$750	2,100.00	2,100.00
1	Additional day of onsite set up and training for more than 20 seats	500.00	500.00
1	Userful Install DVD	0.00	0.00
			20,341.66

	Subtotal	20,341.66
	Shipping Cost (Regular Shipping (US & CA))	0.00
	Total	\$20,341.66

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Estimate

Userful Corporation

#200, 709 11th Ave. S.W.
 Calgary AB T2R 0E3
 Canada
 Phone: +1-403-289-2177
 Fax: +1-403-206-7010

Date	Estimate #
7/15/2010	EST012379

Agenda Item 33
 Attachment D
 Page 3 of 3

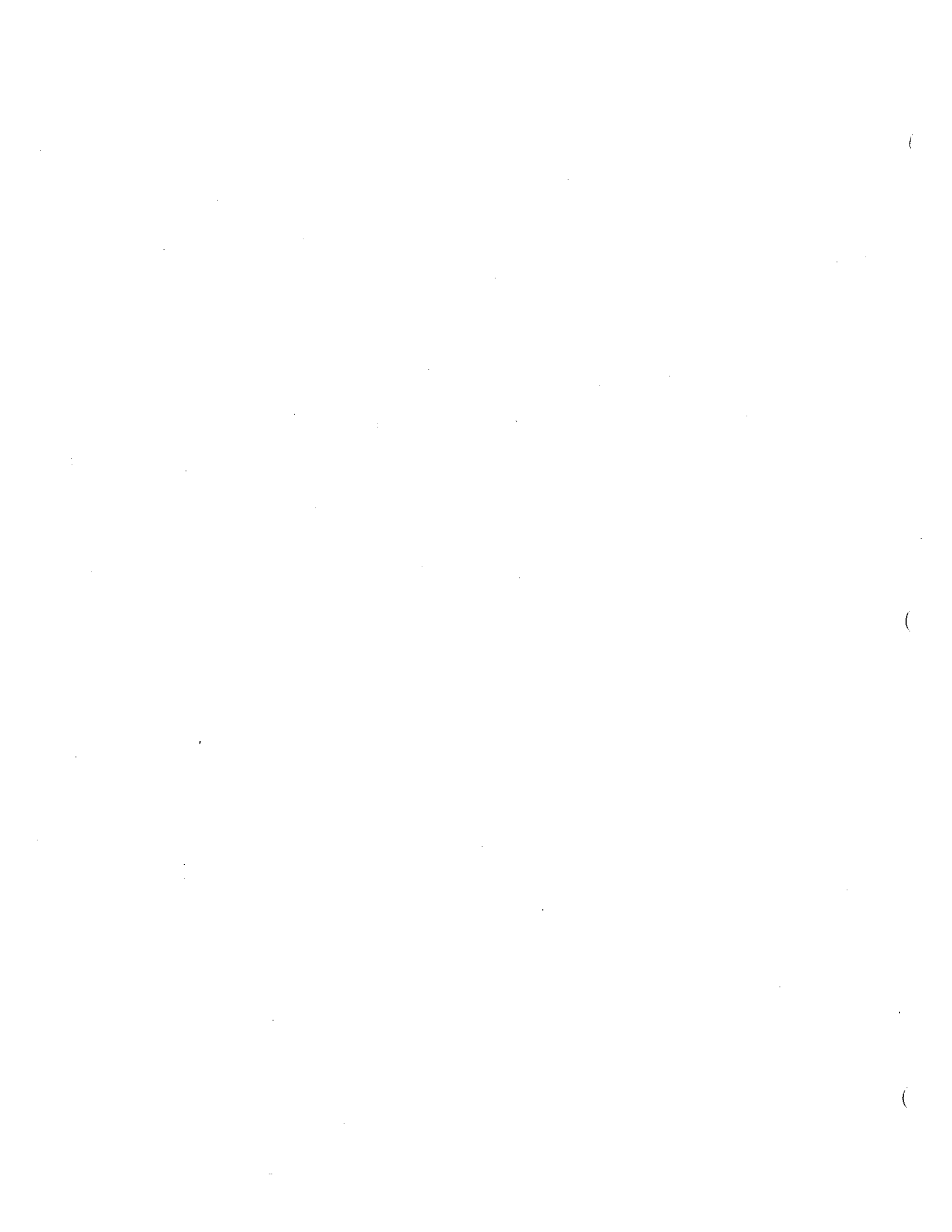
Bill To
Placentia Library District 411 East Chapman Ave. Placentia CA 92870 United States

Terms	Expires	Sales Rep	Ship Via	Currency
50% Deposit	8/14/2010	Yani Indrajaya	Regular Shipping (US &	US\$
			Cust Phone	Tax ID #
			714-528-1906	

Qty	Description	Unit Price	Amount
1	Userful Desktop (UD) Standard Subscription (1 Year)	239.00	6,214.00
26	Access To Desktop Manager Web Portal Full User Desktop And Printer Support Phone Support		
1	Pre-book Server Support And Maintenance (1 Year)	1,499.00	1,499.00
38	UD Time Management Module (1 Year)	29.00	1,102.00
26	UD Remote Monitoring and Remote Real-Time Control Module (1 Year)	29.00	754.00
26	UD Client Authentication Module (Authenticates Users Against External Database) (1 Year)	15.00	390.00
			9,959.00
	10% Non-Profit Discount	-10.00%	-995.90
	16% Volume Discount	-16.00%	-1,593.44
2	CMS Print Release Self Service Kiosk Software subsequent year support	287.10	574.20
38	CMS Print Cost Recovery Kiosk (Diginet Only) Per Client Per Seat subsequent ear support	6.30	239.40
1	Userful Install DVD	0.00	0.00
			8,183.26

		Subtotal	8,183.26
		Shipping Cost (Regular Shipping (US & CA))	0.00
		Total	\$8,183.26

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STAFF COMPUTER UPGRADES

Fiscal Impact: \$7,600

Replacements Computers:

Lori Worden, Librarian II

Brenda Ramirez, Library Assistant

Nadia Dallstream, Librarian I

Roger Hiles, Library Services Manager

Children's Desk

Circ Desk (3 computers) *This will allow one added computer to the circ desk to be used for ADA access with the new desk.*

Retired Computers:

Edgar Pineda, Facility Maintenance Technician (2000, shared computer)

Brenda Ramirez (2002)

Lori Worden (2002)

Gary Bell, Librarian (2003)

OPAC 1-2 (2003)

Reassigned Computers:

Roger's old computer will go to Gary

The old Children's Desk computer will go to Edgar

Circ Desk 1-2 will replace the OPAC 1-2

CDW Government www.cdwg.com
230 N. Milwaukee Avenue
Vernon Hills, Illinois 60061
1-800-800-4239

Quote Date: 10/14/2010 4:09:33 PM
Quote Number: BTRP966
P.O. Number: HP DESKTOPS
Customer#: 11455920

=====

Ship To:
PLACENTIA LIBRARY DISTRICT
411 E CHAPMAN AVE
AVE
PLACENTIA, CA 92870-6101
92870-6101

=====

Bill To:
ROGER HILES
411 E CHAPMAN

PLACENTIA, CA

QTY	CDW-G PART #	DESC/MFG. PART NUMBER	UNIT PRICE	EXT.
8	1997027	HP SB 8100 I5-650 250GB 2GB 7XP	\$870.61	\$6,964.88
Subtotal				\$6,964.88
Freight				0.00
Sales Tax				\$609.42
Total				\$7,574.30

Payment Terms: MasterCard/Visa Govt
Shipped Via: FedEx Ground

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515

Chicago, IL 60675-1515

All information subject to CDW's terms and policies.

For more details, contact a CDW account manager or go to

<http://www.cdwg.com/r.asp?n=17151>

Form: OE400SPS

HP Compaq Elite 8100 - Core i5 650 3.2 GHz Features/Specifications:

Main Specifications

Product Description	HP Compaq Elite 8100 - Core i5 650 3.2 GHz
Type	Personal computer
Platform Technology	Intel vPro Technology
Form Factor	Convertible mini tower
Dimensions (WxDxH)	7 in x 17.5 in x 17.6 in
Weight	24.7 lbs
Localization	English / United States
Processor	1 x Intel Core i5 650 / 3.2 GHz (Dual-Core)
Cache Memory	4 MB
Cache Per Processor	4 MB
RAM	2 GB (installed) / 16 GB (max) - DDR3 SDRAM - non-ECC - 1333 MHz - PC3-10600
Storage Controller	Serial ATA (Serial ATA-300)
Hard Drive	1 x 250 GB - standard - Serial ATA-300
Optical Storage	DVD±RW (±R DL) / DVD-RAM with LightScribe Technology
Monitor	None.
Graphics Controller	Intel HD Graphics shared video memory (UMA)
Audio Output	Sound card - stereo
Networking	Network adapter - Ethernet, Fast Ethernet, Gigabit Ethernet
Power	AC 120/230 V (50/60 Hz)
OS Provided	Microsoft Windows 7 Professional / XP Professional downgrade
Manufacturer Selling Program	HP Smart Buy
Environmental Standards	ENERGY STAR Qualified
Manufacturer Warranty	3 years warranty - on-site

General	
Platform Technology	Intel vPro Technology
Type	Personal computer
Product Form Factor	Convertible mini tower
Built-in Devices	Speaker
Embedded Security	Trusted Platform Module (TPM 1.2) Security Chip
Width	7 in
Depth	17.5 in
Height	17.6 in
Weight	24.7 lbs
Localization	English / United States
Processor	
Type	Intel Core i5 650 / 3.2 GHz
Multi-Core Technology	Dual-Core

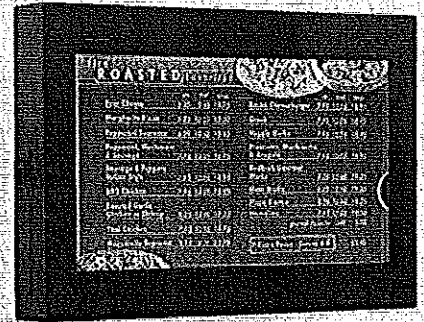
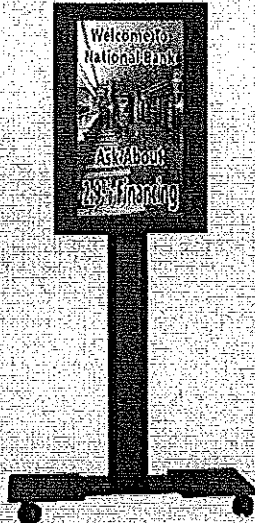
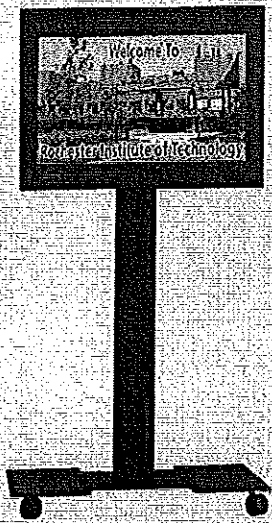
64-bit Computing	Yes
Installed Qty	1
Max Supported Qty	1
Cache Memory	
Installed Size	4 MB
Cache Per Processor	4 MB
Mainboard	
Chipset Type	Intel Q57 Express
RAM	
Installed Size	2 GB / 16 GB (max)
Technology	DDR3 SDRAM - non-ECC
Memory Speed	1333 MHz
Memory Specification Compliance	PC3-10600
Form Factor	DIMM 240-pin
Configuration Features	1 x 2 GB
Storage Controller	
Type	1 x Serial ATA - integrated
Controller Interface Type	Serial ATA-300
Storage	
Hard Drive	1 x 250 GB - standard - Serial ATA-300 - 7200 rpm - Native Command Queuing (NCQ)
Optical Storage	
Type	DVD±RW (±R DL) / DVD-RAM - Serial ATA
Read Speed	48x (CD) / 16x (DVD)
Write Speed	48x (CD) / 16x (DVD±R) / 8x (DVD±R DL)
Rewrite Speed	32x (CD) / 6x (DVD-RW) / 8x (DVD+RW) / 12x (DVD-RAM)
Disc Labeling Technology	LightScribe Technology
Monitor	
Monitor Type	None.
Graphics Controller	
Type	Integrated
Graphics Processor / Vendor	Intel HD Graphics shared video memory (UMA)
Audio Output	
Type	Sound card - integrated
Sound Output Mode	Stereo

Max Sample Rate	192 kHz
Compliant Standards	High Definition Audio
Input Device	
Type	Mouse, keyboard
Keyboard	
Keyboard Name	HP Standard Keyboard
Interface	PS/2
Mouse	
Technology	Optical
Interface	PS/2
Features	Scroll
Networking	
Networking	Network adapter - integrated
Ethernet Controller(s)	Intel 82578DM
Data Link Protocol	Ethernet, Fast Ethernet, Gigabit Ethernet
Features	Wake on LAN (WoL)
Compliant Standards	IEEE 802.2, IEEE 802.3, IEEE 802.3u, IEEE 802.1Q, IEEE 802.3ab, IEEE 802.1p
Expansion / Connectivity	
Expansion Bays Total (Free)	3 (2) x front accessible - 5.25" x 1/2H 3 (2) x internal - 3.5" x 1/3H
Expansion Slots Total (Free)	3 (3) x PCI - full-height 2 (2) x PCI Express x16 - full-height 1 (1) x PCI Express x1 - half-length 1 (0) x processor 4 (3) x memory - DIMM 240-pin
Interfaces	10 x Hi-Speed USB - 4 pin USB Type A (4 front, 6 rear) 1 x serial - RS-232 - 9 pin D-Sub (DB-9) 1 x keyboard - generic - 6 pin mini-DIN (PS/2 style) 1 x audio / video - DisplayPort - 20 pin DisplayPort 1 x display / video - VGA - 15 pin HD D-Sub (HD-15) 1 x mouse - generic - 6 pin mini-DIN (PS/2 style) 1 x audio - line-in/microphone - mini-phone stereo 3.5 mm 1 x audio - line-out - mini-phone stereo 3.5 mm 1 x network - Ethernet 10Base-T/100Base-TX/1000Base-T - RJ-45 1 x headphones - output - mini-phone stereo 3.5 mm (1 in front) 1 x microphone - input - mini-phone stereo 3.5 mm (1 in front)
Miscellaneous	
Features	Security lock slot (cable lock sold separately), power-on password, parallel port I/O control, serial port I/O control, USB port control, Power Factor Correction (PFC)
Compliant Standards	ACPI
Manufacturer Selling Program	HP Smart Buy

Power	
Device Type	Power supply
Voltage Required	AC 120/230 V (50/60 Hz)
Power Provided	320 Watt
Operating System / Software	
OS Provided	Microsoft Windows 7 Professional / XP Professional downgrade
Environmental Standards	
ENERGY STAR Qualified	Yes
Manufacturer Warranty	
Service & Support	3 years warranty
Service & Support Details	Limited warranty - parts and labor - 3 years - on-site
Environmental Parameters	
Min Operating Temperature	50 °F
Max Operating Temperature	95 °F
Humidity Range Operating	10 - 90%

Brightboard Professional Series Digital Signage System

Agenda Item 33
Attachment F
Page 2 of 7.



Brightboard Professional Series *

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

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

Optional Accessories

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



772-221-0537

www.popadvisions.com

Potomac Bundle - GSA Pricing

Quote Date: 6/1/2010	Project Name: Electronic Messaging System	Attachment F
Quote Number: 06012010	Contact: Roger Hiles	Page 3 of 7
Quote Expires: 2/1/2010.	Customer: Placentia Library	
Quoted By: John Noll / Cindy James	Address: 411 E Chapman Ave	
Phone: 800-329-3289 x 125 (John) or x 143 (Cindy)	City, State, Zip: Placentia, CA 92870	
Fax: 770-623-8001	Phone: 714-528-1906 x 202	
Email: jnoll@interface.com and cjames@interface.com	Email: rhiles@placentialibrary.org	

Potomac Electronic Messaging system supports the following file types: mpeg, avi, asf, wmv, .wma, Quicktime, -(mov, mp4), mpeg-video(mpv-m2v), Real (rm,ra,Ram), network graphic format (.png, .mng) jpg, gif, png, bmp, animated gif
 Potomac supports the following video codecs: mpeg1/2/4, ms mpeg4, windows, Media video7
 Potomac software includes: 14 various style of fonts for creating content from within the Potomac system
 Potomac appliance supports the following transitions for special effects: random, spiral, fade, slide towards top right, top left, slide towards bottom left, bottom right, slide towards top or bottom, slide towards left or slide towards right, no transition.
 Potomac Electronic Messaging System supports RSS feeds from the Internet
 Potomac Appliance Includes: The Rapid Alert feature to enable emergency messages to LCD displays connected to the Potomac
 Potomac Appliance and software include 1 year hardware warranty on appliance and software updates, technical support.

Line	Qty	Part Number	Description	Unit	Extended
1		1004-4700-342-GOV	Potomac Desktop Appliance Bundle		\$4,995.00
2			Includes the following:		
3			Potomac Appliance in a desktop case		
4			42 inch table top LCD Display		
5			CAT5 VGA & Audio 4 Port Splitter		
6			CAT5 VGA & Audio Remote Unit		
7			Wall Mount Brack for a 32-63" LCD Display		
8			12 month Potomac hardware depot repair warranty		
9			12 month Potomac software technical support & updates		
10					
11					
12					
13					
14					
15					
16					
17					
18					
19		Web Training	Web Training Included at no additional charge		N/C
20					
21			Optional Extended Warranty Options Quoted Below Not Included In Total		
22					
23		004-4700-902	2nd Year Hardware depot repair warranty and 2nd Year software technical support and updates		\$777.00
24					
25					
26		004-4700-903	3rd Year Hardware depot repair warranty and 3rd Year software technical support and updates		\$777.00
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51				SUB TOTAL	\$4,995.00
52				EST FRT	Paid
53				TAX	As Required
54					
55			**Credit Card Orders Subject To A 3% Surcharge**	TOTAL W/O Options	\$4,995.00

Mailing Address: Interface Electronics, Inc P.O. Box 3689 Suwanee, GA 30024 www.interface.com	Federal Tax ID Number: 58-1682736	Physical Street Address: Interface Electronics Inc 3680 Burnette Park Drive Suwanee, GA 30024
---	-----------------------------------	--

Interface Electronics can help - seamless solutions since 1986



Prepared for

Placentia Library



Roger Hiles
411 East Chapman Avenue
Placentia, CA
714.528.1906

Purpose

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

Project Summary

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

Terms

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

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

Implementation Schedule

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

Customer Responsibilities

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

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

System Detail

Digital Signage System

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

Commercial Grade Display & Mounting System

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

Media Player/PC

*Please see attached.

Professional A/V Installation Service (Cost Varies widely)

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

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

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

Codigo™ (3.0) Client Software License

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

Codigo™ Server Hosting Service

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

Financial Content

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

Entertainment Content

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

Stock Ticker

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

News Feed Ticker

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

Custom Content Creation Service

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

System Cost

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

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

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

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

Customer Signature _____



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Meeting Room Policy Exemption Request from
the Southern California Orchid Society

DATE: October 18, 2010

BACKGROUND

The Southern California Orchid Society has been renting the meeting room at the Placentia Library for over 25 years. The group uses the Library's meeting room and courtyard to hold their annual auction which is the "main fund-raising event for the society, and proceeds from this event are vital to the continued operation of Southern California's oldest orchid society."

Although the group has used our Meeting Room and courtyard area for many years for their annual auction, it has been in violation of our Meeting Room policy #6050.19: "The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event are related to the improvement or betterment of the Library. Vending of any article or service will not be permitted."

The group is seeking an exemption from Placentia Library District Policy #6050.19 so they may continue to hold their annual auction at Placentia Library.

Attachment A is their formal request for consideration of policy exemption.

Fiscal Impact: \$170.00 from meeting room rental funds.

RECOMMENDATION

Exempt the Southern California Orchid Society from Placentia Library District Policy #6050.19.



From: Barbara Olson [mailto:barstan50@hotmail.com]
Sent: Thursday, October 07, 2010 6:09 PM
To: Marisa Timothy
Subject: Re. Meeting Room and Annual auction

Meeting Room and Annual Auction for SCOSS.

Our Society being a non-profit society must have a way to earn monies to pay our rent and for minor supplies. All our officers, board members, directors are all volunteers no one is paid. This being the case we need a way to support the clubs expenses. We are a small society with probably 30 of the 60 members attending. We have people from all over coming and even people from the library drop by everyone is invited to come and enjoy the meeting and auction.

Our auction gives us an opportunity to introduce many people to the fun of growing orchids earn money to pay our bills, our guests a fun and educational time. We have enjoyed our relationship with the library for the last 25 years and hope we will be able to continue to have the auction there at our room.

Please let me as President of this society to invite you to our auction, buy an orchid and get hooked on these wonderful flowers.
Thank you for helping us.
Barbara A. Olson, President of SCOSS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Develop a Social Media Policy for the Placentia Library District**

DATE: October 18, 2010

BACKGROUND

President Shkoler and Library Director Contreras attended the “Social Media Policy” workshop at this year’s California Special District Association Conference. The speakers spoke about the necessity for businesses to develop such a policy.

“Social media”, or interactive web-based publishing, has come to play a major role in today’s world. Decentralized and accessible to all, blogging, microblogging, posting comments on websites, updates on Facebook, or photos on Flickr can reach thousands, or hundreds of thousands, of people, instantly and can play a vital role in publicizing library programs and marketing library services. At the same time, the decentralized nature of social media allows library staff and trustees to reach a wide audience outside of normal regulated institutional channels. The possibilities for confusion and abuse are endless.

The proposed Placentia Library District Policy #2275 – Social Media Policy establishes rules and guidelines governing use of social media by library staff and trustees and helps define what is permissible in this new media.

Attachment A is the proposed Draft Social Media Policy.

Fiscal Impact: \$0

RECOMMENDATION

Approve the proposed Placentia Library District Policy #2275 – Social Media Policy as a first draft as presented and to be further reviewed at the November Library Board of Trustees regular meeting.



~~-----DRAFT-----~~

PLACENTIA LIBRARY DISTRICT POLICY #2275 – Social Media Policy

2275.1 Policy Statement

Social media may be used by Placentia Library District employees and trustees for business-related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality agreements. Social media includes items such as blogs, podcasts, discussion forums, and social networks.

2275.2 Purpose

The purpose of this policy is to provide Placentia Library District employees and trustees with requirements for participation in social media, including Placentia Library District-hosted social media, and in non-Placentia Library District social media in which the employee's Placentia Library District affiliation is known, identified, or presumed.

2275.3 Definitions

- 2275.3.1 Blog – Short for “Web log,” a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.
- 2275.3.2 Electronic Media – Non-computing devices, e.g., flash memory drives, CDs, DVDs, hard disks, internal memory, and any other interchangeable, reusable, and/or portable electronic storage media on which electronic information is stored, or which are used to move data among computing systems/devices.
- 2275.3.3 Placentia Library District Information – Information in any form or media that is created by or on behalf of Placentia Library District in the course and scope of its business, regardless of whether that information is maintained or stored by Placentia Library District and others on Placentia Library District's behalf. Examples of Placentia Library District information include, but are not limited to, patron records, personnel records, financial information, Placentia Library District developed intellectual property, and business e-mail messages.
- 2275.3.4 Podcast – A collection of digital media files distributed over the Internet, often using syndication feeds, for playback on portable media players and personal computers.

- 2275.3.5 RSS feeds or Syndication feeds – A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via e-mail or by an RSS reader. This enables users to keep up with their favorite Web sites in an automated manner that’s easier than checking them manually.
- 2275.3.6 Social media – Includes but are not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that accessible to internal and external audiences, RSS feeds, video sharing, and social networks like Facebook and Twitter.
- 2275.3.7 Wiki – A web publishing system which allows users to create, edit and link web pages easily; often used to create collaborative web sites, called Wikis, and to power community web sites.

2275.4 Provisions

- 2275.4.1 Using Social Media. Employees and trustees are expected to adhere to Placentia Library District compliance requirements when using or participating in social media. All the rules that apply to other Placentia Library District communications apply here, specifically: respecting patrons, customers and one another; protecting confidentiality, privacy and security; and safeguarding and proper use of Placentia Library District assets.
- 2275.4.2 Be respectful. Employees and trustees may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity when posting to Placentia Library District hosted sites.
- 2275.4.3 Placentia Library District Hosted Blogs. Placentia Library District hosted blogs must focus on subjects related to the organization.
- 2275.4.4 Abide by the law and respect copyright laws. Employees and trustees may not post content or conduct any activity that fails to conform to any and all applicable state and federal laws. For Placentia Library District’s and our trustees’ and employees’ protection, it is critical that everyone abide by the copyright laws by ensuring that they have permission to use or reproduce any copyrighted text, photos, graphics, video or other material owned by others.

- 2275.4.5 Obtain pre-approval before setting up Placentia Library District hosted sites. Trustees must consult with the Library Director before setting up a Placentia Library District hosted blog or social media site. Employees must seek approval from the Library Director before setting up a Placentia Library District hosted blog or other social media site.
- 2275.4.6 Proprietary Information. Employees and trustees may not disclose any confidential or proprietary information of or about Placentia Library District, its affiliates, vendors, or suppliers, including but not limited to business and financial information, represent that they are communicating the views of Placentia Library District, or do anything that might reasonably create the impression that they are communicating on behalf of or as a representative of Placentia Library District.
- 2275.4.7 Patron Confidentiality. Employees and trustees may not use or disclose any patron identifiable information of any kind on any social media without the express written permission of the patron. Even if an individual is not identified by name within the information you wish to use or disclose, if there is reasonable basis to believe that the person could still be identified from that information, then its use or disclose could constitute a confidentiality violation.
- 2275.4.8 Self-Hosted Sites. Employees and trustees must not say or suggest that the views and opinions they express related to Placentia Library District and library services and/or government business topics represent the official views of Placentia Library District.
- 2275.4.9 Policy application. This policy applies to employees and trustees using social media while at work. It also applies to the use of social media when away from work, when the trustees' and employees' Placentia Library District affiliation is identified. It does not apply to content that is non-library and/or government related or is otherwise unrelated to Placentia Library District. If you are identifying yourself as a Placentia Library District employee, please include a disclaimer.

2275.5 Social Media and Blogging Best Practices.

- 2275.5.1 Get Approval. Do not announce company news on your blog or social media outlet. Do not cite or reference patrons, consultants, vendors or suppliers without their approval. You must make sure you do not disclose or use Placentia Library District confidential or proprietary information or that of any other person or company on any blog or social media outlet. Never identify a patron, consultant, vendor or supplier by name without permission and never discuss confidential details of any of the above. Your blog and social media outlet are not places to conduct business with a client.
- 2275.5.2 Identify yourself – Name and, when relevant, your position with Placentia Library District. You need to make it clear that you are speaking for yourself and not on behalf of Placentia Library District. When posting comments on internal Placentia Library District blogs use your company email and do not use pseudonyms or post anonymously.
- 2275.5.3 Respect Copyright laws. When writing, you should never quote more than a few sentences. Do not post or conduct any activity that fails to conform to any and all applicable laws. For Placentia Library District's protection as well as your own, it is critical that you show proper respect for copyrighted material owned by others this includes copyright laws for text as well as images.
- 2275.5.4 Add value. Blogs hosted on Placentia Library District-owned domains should be used in a way that adds value to Placentia Library District business. This includes if it helps you, your colleagues, our patrons, or our partners to do their jobs and solve problems; if it helps to improve knowledge or skills; if it contributes directly or indirectly to the improvement of Placentia Library District service, programming, processes and policies; or if it helps to promote Placentia Library District's values.
- 2275.5.5 Be accurate. Respect the facts and link to the trusted sources that validate your opinions.
- 2275.5.6 Be professional. Placentia Library District employees and trustees must treat the organization and its employees, customers and suppliers with respect when making statements in the confines of private blogs or other social outlets.

- 2275.5.7 Use your best judgment. Remember that there are always consequences to what you publish. If you're about to publish something that makes your readers even the slightest bit uncomfortable, review the policies above and think about why that is. If you're still unsure, and it is related to Placentia Library District business, feel free to discuss it with your manager. Ultimately, however, you have sole responsibility for what you post or publish in any form of online social media.
- 2275.5.8 Be mindful. Everything you say is likely to be indexed and stored forever, either via search engines or through bloggers that reference your posts.

