



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

REGULAR DATE & LOCATION

Monday, August 18, 2008






6:30 P.M.

Library 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 203.*

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).

AS.
R.D.
B.E.
JT GW

17
16
28

Presentation: Library Director
Recommendation: Adopt by Motion

MM J.T.
M2 = G.W.

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).

Robin Markov
Ben Brodman
Stetler
cancelled

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report

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

attndd Chk Mgr, Board selected new director, Jeannette Cantreiras, Sep 8, 2008

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.

BE None R.D. amatory
JT None G.W. Rotary

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

possible author?
Jame kee Curtiss

CONSENT CALENDAR (Items 8 - 28)

MM = BE
M2 = RD

Presentation: Library Director
Recommendation: Approve by Motion

Items 8-28 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 July 21th 2008 Library Board of Trustees Regular Meeting, the July 31st 2008 Library Board of Trustees Emergency Meeting, the August 4th, 2008 Library Board of Trustees Emergency Meeting, the August 12th, 2008 Library Board of Trustees Emergency 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. FY2007-2008 Cash Flow Analysis through May 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

- 13. Financial Reports for July 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 14. Balance Sheet for July 2008. (Receive & File)
- 15. Acquisitions Report for July 2008. (Receive & File)
- 16. Entrepreneurial Activities Report for July 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 22)

- 17. Personnel Report for July 2008. (Receive, File, and Ratify Appointments)
- 18. Volunteer Reports for July 2008. (Receive & File)
- 19. Circulation Report for July 2008. (Receive & File)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 21. Status Report on Partnerships with Community Organizations. (Receive & File)
- 22. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 23 – 28)

- 23. Library Director's Report. (Katsouleas)
- 24. Program Committee Report for July 2008. (Roberts)
- 25. Children's Services Report for July 2008. (Ramirez, Wakai)
- 26. Placentia Library Literacy Services Report for July 2008. (Roberts)
- 27. Reference and Adult Services Report for July 2008. (Strazdas, Roberts)
- 28. Placentia Library Web Site & Technology Report for July 2008. (Matas)

CONTINUING BUSINESS

- 29. Budget FY 2008-2009

Presented: *Al/Gae/LK - Comte*
Interim Library Director
Recommendation: *no presented* Action to be determined by Board of Trustees

*GW
R/D*

- 30. Ceiling Replacement Contract

Presented: Interim Library Director
Recommendation: Action to be determined by Board of Trustees

NEW BUSINESS

M1 - BE
M2 - RD

31. Assembly Bill 983, Ma

Presented: Interim Library Director
Recommendation: Action to be determined by Board of Trustees

CLOSED SESSION

32. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

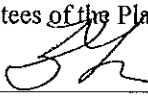
ADJOURNMENT

33. Agenda Preparation for the September Unusual Meeting which will be held on Tuesday, September 23, 2008 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
35. Adjourn

AUG. 21 @ 4pm

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

I, Wendy Goodson, Administrative Services Manager of Placentia Library District, hereby certify that the Agenda for the August 18, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 14, 2008.



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 2008**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 21, 2008 at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Interim Library Director Linda Katsouleas.

Members Absent: None

Managers Absent: None

Others Present: None

ORAL COMMUNICATIONS None at this time.

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

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler attended the Chamber Mixer of July 10th. He also attended the Library's Top 25 Donor Reception on July 18th.

Trustee Wood has nothing to report at this time.

Trustee Turner attended the Placentia Library Friends Foundation meeting of July 14th and the Library's Top 25 Donor Reception on July 18th.

Secretary DeVecchio attended the Placentia Library Friends Foundation (PLFF) meeting of July 14th.

Trustee Escobosa attended the Library's Top 25 Donor Reception on July 18th.

FRIENDS FOUNDATION REPORT Trustee Turner reported that PLFF is trying secure possible authors for next years Author's Luncheon.

Minutes, Placentia Library District Board of Trustees, Special Meeting of July 21, 2008, Page 2.

**CONSENT
CALENDAR**

It was moved by Secretary Turner and seconded by Trustee Wood approve Agenda Items 8-28:

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

Minutes of the Regular Meeting for June 26th, 2008.

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2007-2008 Cash Flow Analysis through June 26, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

Financial Reports for June 2008

Office General Ledger & Check Registers for June 2008

Acquisitions Report for June 2008

Entrepreneurial Report for June 2008

Collection Agency Report for June 2008

Gifts Report for June 2008

Building Maintenance for June 2008

Personnel Report for June 2008

Volunteer Report for June 2008

Circulation Report for June 2008

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

STAFF REPORTS

Director's Report for June 2008

Program Committee Report for June 2008

Children's Services Report for June 2008

Minutes, Placentia Library District Board of Trustees, Special Meeting of July 21, 2008, Page 3.

Placentia Library Literacy Services Report for June 2008

Reference and Adult Services Report for June 2008

Placentia Library Web & Technology Report for June 2008

**JANITORIAL
SERVICES
CONTRACT**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve awarding the janitorial services contract to C&B Enterprises, Inc. for Fiscal Year 2008-2009 to begin on August 1, 2008.

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

**JOB DESCRIPTION
REVISION –
LIBRARIAN I &
LIBRARIAN II**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the revisions & amendments to the Placentia Library District Policies 2315 – Librarian I & 2317 – Librarian II.

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

**BUDGET FY 2008-
2009**

Interim Library Director presented the proposed District Budget for FY 2008-2009. The Board President postponed budget approval for a later date.

CLOSED SESSION

No actions reported.

**AGENDA
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 18, 2008 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 21, 2008 adjourned at 7:22 P.M.

NEXT MEETING

An August Regular Meeting will be held on Monday, August 18, 2008 at 6:30P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES EMERGENCY MEETING
July 31, 2008**

ROLL CALL

Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood; and Interim Library Director Linda Katsouleas, and Administrative Services Manager Wendy Goodson.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the Agenda as printed.

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

**ORAL
COMMUNICATIONS**

No public comment.

**DISCUSSION &
SUMMARY OF
EARTHQUAKE OF
JULY 29, 2008**

Interim Library Director Katsouleas informed the Board that the District's regular roof contractor, RMC, Inc. came in immediately after the earthquake, surveyed the damage and submitted an estimate for repair for ceiling only. Zimmer Electric Inc. submitted estimates for lighting repairs. The Board directed Library Director to solicit additional bids for the repair work. The Library will remain closed to the public until necessary repairs are completed.

**AGENDA
PREPARATION**

Agenda Preparation for the August Board of Trustees Regular Meeting will be held on Monday, August 18, 2008 at 6:30 P.M.

ADJOURNMENT

The Emergency Meeting of the Placentia Library District for July 31, 2008 adjourned at 1:40 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 18, 2008

TYPE	REPORT NUMBER	AMOUNT
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None		
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	TOTAL	
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PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director & Trustees
 August 18, 2008

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUND 707	July 29, 2008	5139	707	2,903.67
	July 29, 2008	5140	707	3,948.55
	July 29, 2008	5141	707	2,611.22
	July 31, 2008	5142	707	6,527.74
	August 12, 2008	5143	707	7,873.80
		CLAIM TOTAL		23,864.98

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
August 18, 2008

TYPE	REPORT NUMBER	AMOUNT
Claims	5144	3,916.54
	5145	8,596.84
	5146	2,092.02
Subtotal for Claims		14,605.40
Payroll	8/27/2008	55,472.00
	9/10/2008	55,472.00
	9/24/2008	55,472.00
Subtotal for Payroll		166,416.00
TOTAL CURRENT CLAIMS & PAYROLL		181,021.40

Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer
Post-Petition Balances (B/S Account 8010 - Cash)
 August 18, 2008

	Fiscal Year 2008-2009						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008							
9/30/2008							
10/31/2008							
11/30/2008							
12/31/2008							
1/31/2009							
2/28/2009							
3/31/2009							
4/30/2009							
5/31/2009							
6/30/2009							
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2007-2008						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58
6/30/2008	150,180.09	11,824.60	188,593.36	932,562.29	11,538.28	1,294,698.62	362,136.33

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Treasurer's Reports for July 200⁸ for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: August 18, 2008

Summary of Cash and Investments as of July 31, 2008

Cash with Orange County Treasurer Fund 702	150,895.34
Cash with Orange County Treasurer Fund 703	11,880.92
Cash with Orange County Treasurer Fund 706	189,491.56
Cash with Orange County Treasurer Fund 707	937,880.81
Cash with Orange County Treasurer Fund 708	11,593.23
County Exempt Checking – Bank of the West	16,279.15
County Exempt Savings – Bank of the West	10,956.83
General Fund Checking – Bank of the West	5,052.39
General Fund Savings – Bank of the West	2,515.63
Literacy Fund Savings – Bank of the West	14,311.13
Payroll Checking – Wells Fargo Bank	73,775.72
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is May 27, 2009.

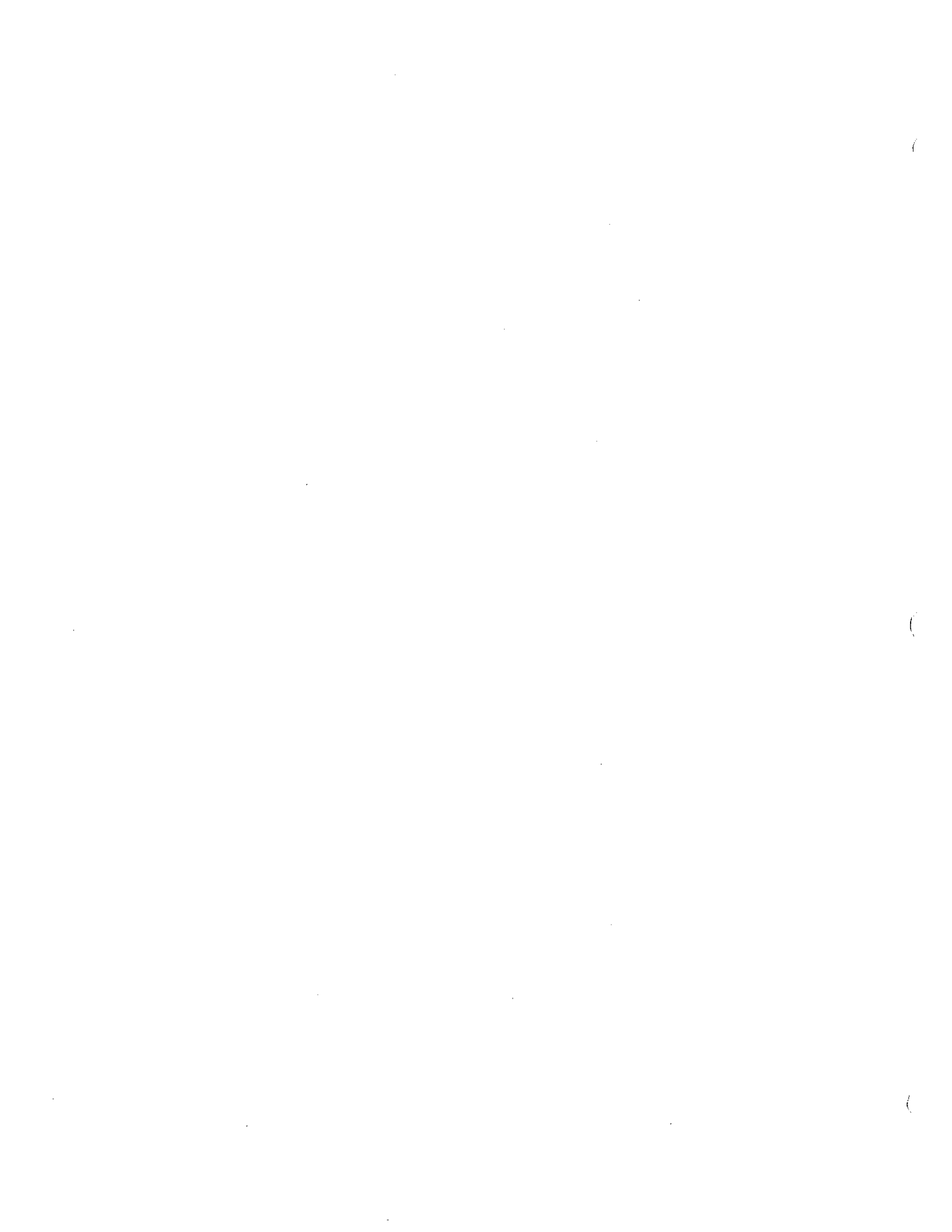
Linda Katsouleas
Interim Library Director



10:01 AM
 08/14/08
 Accrual Basis

Placentia Library District
Balance Sheet
 As of July 31, 2008

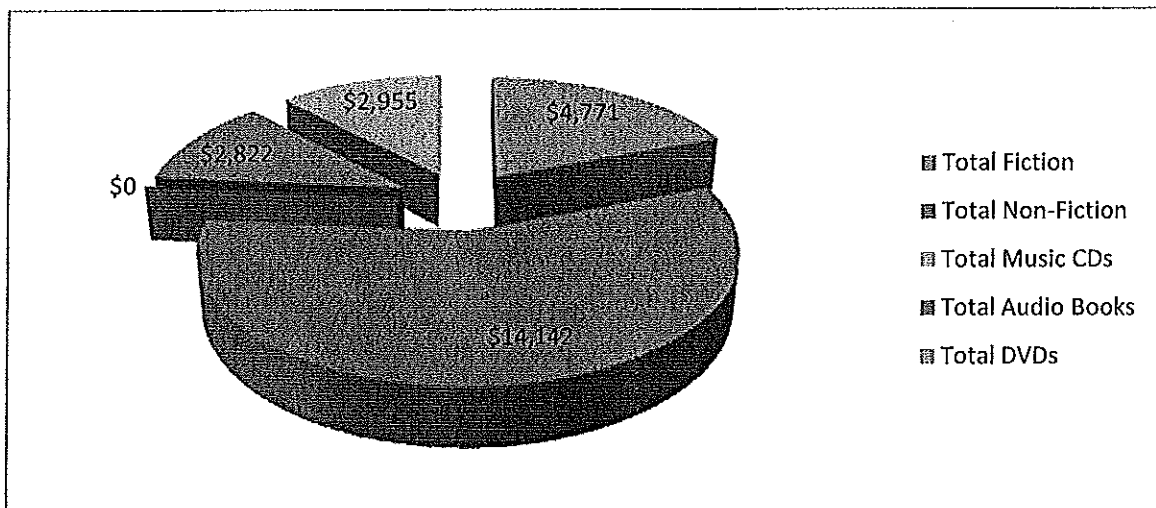
	<u>Jul 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	16,279.15
County Exempt - Savings	10,956.83
General Fund - Checking	5,052.39
General Fund - Savings	2,515.63
Literacy Fund - Savings	14,311.13
Payroll Checking - Wells Fargo	73,775.72
Payroll Checking (CDs)	
0028205565	<u>23,624.58</u>
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>146,515.43</u>
Total Current Assets	<u>146,515.43</u>
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xxAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	<u>-584,086.00</u>
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,385,471.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	<u>1,496.00</u>
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	<u>144,932.12</u>
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	<u>5,936.36</u>
Total Equity	<u>975,888.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,385,471.43</u></u>



Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF JULY 2008

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$4,771	230	280
Total Non-Fiction	\$14,142	308	309
Total Music CDs	\$0	0	0
Total Audio Books	\$2,822	42	42
<u>Total DVDs</u>	<u>\$2,955</u>	<u>91</u>	<u>95</u>
TOTAL MATERIALS	\$24,690	671	726



In addition to the items above, items totaling \$18,565 are currently on order.



Entrepenurial Activities Report
 Net Revenue Summary
 July-08

	Jul-08	Jul-07	YTD 2008-2009	YTD 2007-2008
Passport	7,426.58	16,700.20	7,426.58	16,700.20
Passport Photos	1,440.00	1,910.00	1,440.00	1,910.00
Notary Public	192.50	320.00	192.50	320.00
Test Proctor	180.00	270.00	180.00	270.00
Total	9,239.08	19,200.20	9,239.08	19,200.20

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Wendy Goodson, Administrative Services Manager
SUBJECT: Personnel Report for Jul 2008
DATE: August 18, 2008

RESIGNATIONS:

NONE

APPOINTMENTS:

Sheyenne Baker, Library Clerk II (PT)
Brenda Ramirez, Library Assistant – Children’s (PT)
Colleen Wakai, Library Assistant – Children’s (PT)

OPEN POSITIONS:

Library Director

WORKERS’ COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson

**PLACENTIA LIBRARY DISTRICT
Circulation Report – July 2008**

	July 2008	July 2007	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D % change
NEW PATRON REGISTRATIONS	412	304	412	304	
TOTAL CIRCULATION	24,332 3	24,921	24,332	24,921	
TOTAL ACTIVE BORROWERS *	24,878	24,660	24878	24660	
TOTAL REGISTERED BORROWERS *	33,171	36,911	33171	36911	
ATTENDANCE	54,779	48,245	54,779	48,245	11.9%

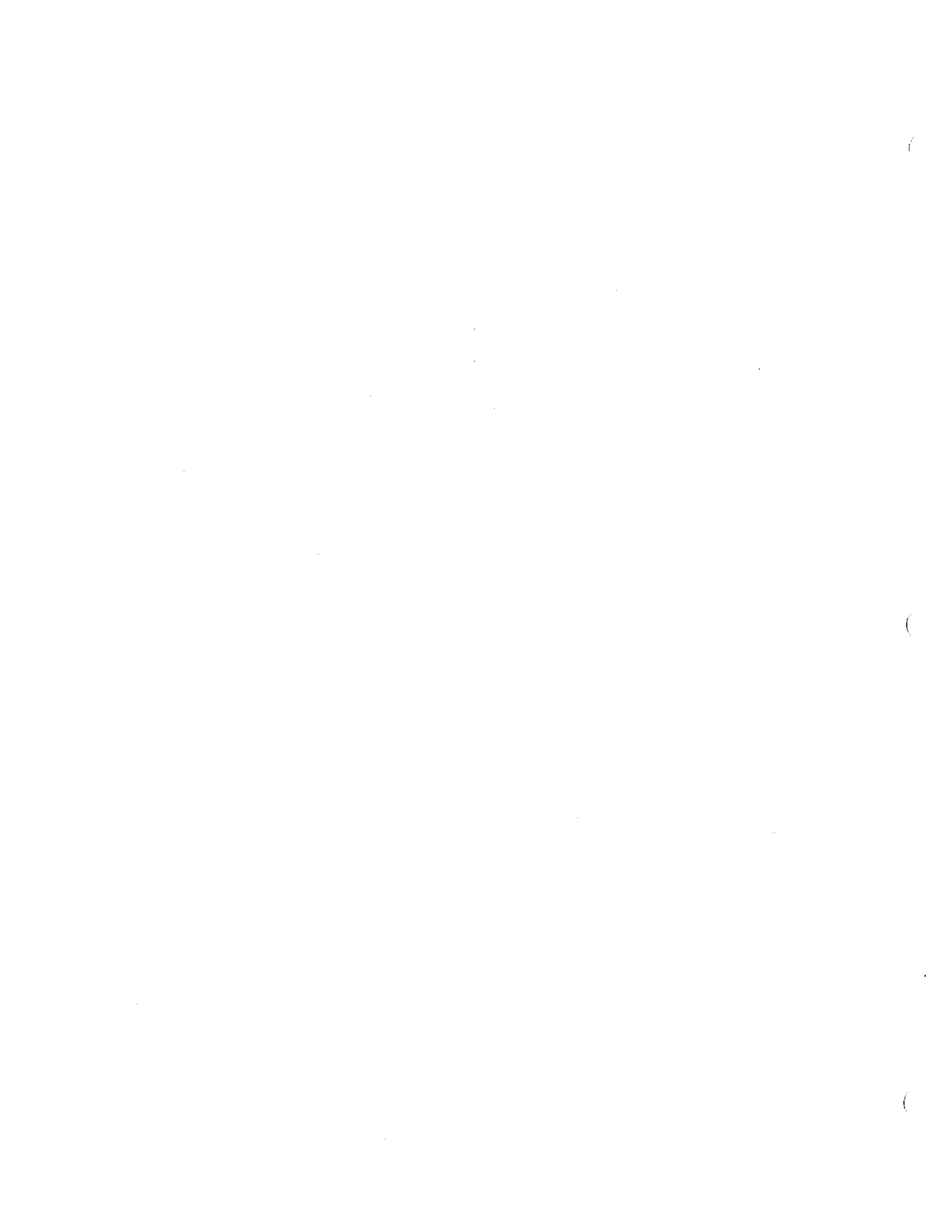
* Active borrowers have used the Library this month
Registered borrowers have used the Library within the past 12 months



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	05/14/08	3,757.21	1,150.57	145.15	107.50	0.00	0.00	5,160.43
Apr-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul-08	*							
TOTAL		46,947.67	11,845.84	1,289.69	2,656.66	0.00	38.70	62,778.56
AVG		9,389.53	2,369.17	257.94	531.33	0.00	7.74	12,555.71

* Waiting for City Invoices from April forward to current.



TO: Linda Katsouleas, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

DATE: August 18, 2008

SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community for July 2008.

Provided below is a list of active PLLS partnerships/coalitions in the community.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) is on hold for the summer. We had more than 140 high school students PRREP volunteers from El Dorado and Valencia High Schools last school year.
- ◆ Our partnership with Even Start at Ruby Drive Elementary School is on hold for the summer
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning. These are all on hold for the summer
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.
- ◆ The homework partnership with H.I.S. House is on hold for the summer.
- ◆ Because of budget constraints, the homework clubs at Topaz Elementary School Kraemer Middle School will be cancelled next school year.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: August 18, 2008

SUBJECT: Program Committee Report for the month of March.

ADULT SERVICES

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
NUMBER OF PROGRAMS	2	2	12	11
NUMBER OF ATTENDEES	90	25	290	234

CHILDREN'S SERVICES

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
NUMBER OF PROGRAMS	26	8	26	26
NUMBER OF ATTENDEES	1,041	1,609	5,887	8,918

PROGRAM COMMITTEE

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
NUMBER OF MEETINGS	2	2	18	18
NUMBER OF ATTENDEES	18	12	107	133
NEWS RELEASES	2	2	11	13

LITERACY SERVICES

	Jul 07-08	Jul 08-09	YTD 07-08	YTD 08-09
Total Tutors	84	84	246	200
Total Students	240	206	342	319
Total Hours	1,331	1,300	14,708	8,423

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Linda Katsouleas, Interim Library Director

SUBJECT: Library Director's Report

DATE: August 13, 2008

Activities Report:

Throughout July and the first half of August I continued work with the budget and the changes the reduction wrought. The Finance Committee met on July 30th and reviewed the revised budget. It will be presented at the August 18th meeting.

As part of the budget reduction we are developing procedures to use all staff time more efficiently. Yesenia has developed a master desk schedule. Special schedules have been changed and all staff will be working at the times the public most needs service. Supervisors are responsible for checking with Yesenia and finding a way to mitigate staff absences before granting leave.

The end of July brought the earthquake and a great deal of change. The staff did an excellent job of handling the immediate crisis. No one was injured. We began the process of locating vendors and moving toward repairs. The building was declared undamaged by City inspectors; however the acoustic tiles in the ceiling fell down or partially fell down, creating a public safety hazard. Staff was sent home and the library was closed July 29. Some staff has been brought back to the building to manage the materials which continue to be returned and to clean up some areas such as the store room.

Both staff and the Board President were interviewed by the press. Additional press releases were sent out. Because of the increasing complexity of the ceiling reconstruction, we had several Board meetings to review proposed contracts and the Board chose the lowest bidder, Belfor Property Restoration, to complete the ceiling repair.

The Director search continued through mid August. The selection process required several meetings and many emails as the Board prepared criteria for resume review, discussed candidates to be asked to interviews and developed questions and schedules for interviews. In addition staff members were recruited and staff questions were developed for their part in the director selection interviews.

To: Linda Katsouleas, Interim Library Director
 From: Brenda Ramírez, Children's Library Assistant
 Date: for Board Meeting, August 18, 2008




Subject: June 2008 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	0	0
Story Time I: 6 years & younger	0	0
Story Time II: 6 years & younger	0	0
Pocket Tales: Stories, music, and movement.	3/4 (due to vacation & earthquake)	111
Read to the Dogs event	0 (due to earthquake)	0
Summer Reading Program Events	4	844
Summer Reading Program Registrations	1/mo.	244 (as of 7/29/08)
Total July 2008	8	1,199
Total July 2007	26	1,517
Current FY to date	8	1,199
Previous FY to date	26	1,517

CHILDREN'S REFERENCE STATS JULY 2008			
Board Meeting August 18, 2008			
DATE	IN-PERSON	PHONE	TOTAL
1	31	2	33
2	43	3	46
3	33	2	35
closed 4	0	0	0
5	27	0	27
6	8	0	8
7	35	5	40
8	40	2	42
9	22	0	22
10	62	4	66
closed 11	0	0	0
12	21	0	21
13	22	1	23
14	43	1	44
15	48	2	50
16	46	4	50
17	46	6	52
closed 18	0	0	0
19	50	2	52
20	19	0	19
21	41	5	46
22	42	3	45
23	50	3	53
24	26	1	27
closed 25	0	0	0
26	16	0	16
27	11	1	12
28	36	4	40
29	7	0	7
30	0	0	0
31	0	0	0
TOTAL	825	51	876

Agenda Item 26

TO: Linda Katsouleas, Library Director

FROM: Toby Silberfarb, Assistant Literacy Coordinator 

DATE: August 18, 2008

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of July.**

Tutor Training. There was no tutor training in July.

Placentia Rotary Reading Enrichment Program (PRREP).

The PRREP Clubs at El Dorado High School and Valencia High School will begin again in October 2008.

Update on the three off-site PLLS homework clubs. Depending on intern and Federal Work Study recruitment, H.I.S. House may be the only off-site homework club next school year.

English Language and Literacy Intensive (ELLI) Program Update. ELLI is on hold for the summer.

Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continued to be this school year. We have already renewed our FWS contracts with Cal State Fullerton and Western State for FY 2008/09.

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Placentia Library District

TO: Linda Katsouleas, Library Director (interim)
 FROM: Katie Matas, Librarian
 DATE: August 18, 2008
 SUBJECT: **Technology & Website Report for July, 2008**

1. Technical Services Report for July 2008

- Much of July was spent preparing for Vernon's retirement.
- Jesus and Katie will keep the website up to date with input from staff.
- The Library will contract with Patrick to keep our staff and public computers running smoothly.

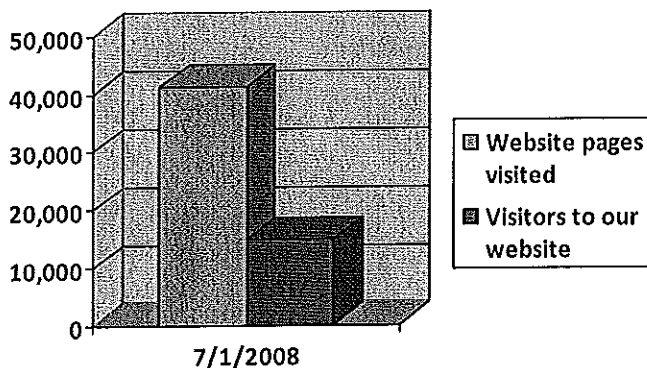
2. Online database usage for July 2007 and July 2008

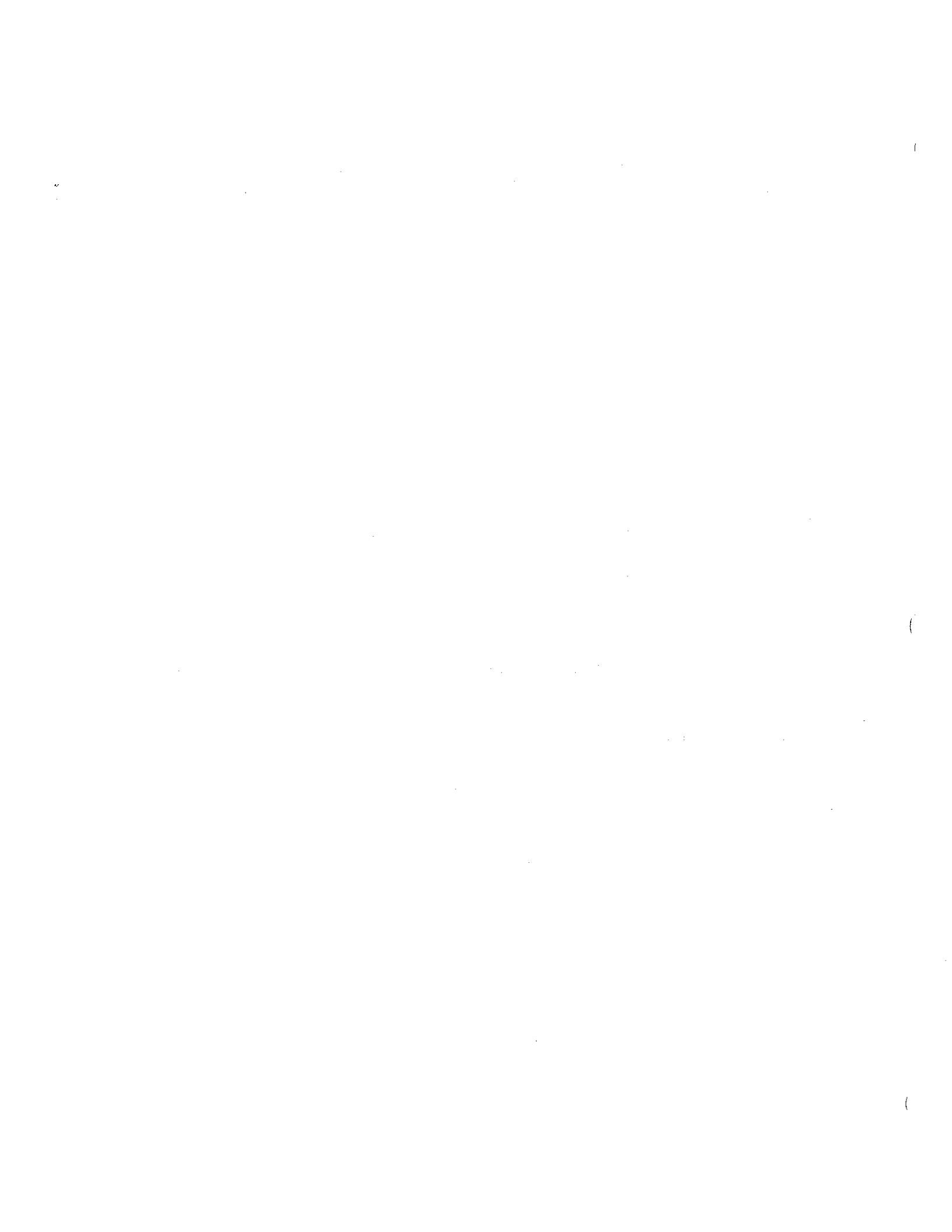
	July 2008	July 2007	Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D change
Total number of enquiries	2982	10031	2982	10031	-7049

Last year there was a particularly heavy use of the genealogical research database Heritage Quest. The drop off in use of this database accounts for the decline in the year-to-date totals.

3. Website traffic for July 2008

In July 2008 we had 14,831 visitors to our website. In July 2008 there were 41,177 page hits.





PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	
0100-00	Salaries & Wages	896,272	1,051,435	1,171,248	962,802	1,093,479	1,189,827.00
0200-00	Retirement (Social Security & Pension Contrib)	116,518	144,496	183,664	75,877	171,129	216,195.00
0301-00	Unemployment Insurance	3,113	125	0	0	10,000	0.00
0306-00	Health Insurance	112,736	94,165	105,000	75,334	88,590	114,125.00
0308-00	Dental Insurance	11,058	10,636	11,000	8,825	9,427	12,085.00
0309-00	Life Insurance	1,497	1,904	1,000	5,831	10,743	6,935.00
0310-00	Long Term Disability Insurance	3,975	4,281	4,052	3,452	4,061	4,878.00
0319-00	Vision Insurance	2,983	3,055	2,550	1,740	2,000	4,074.00
	Total Employee Insurance	132,249	114,167	123,602	95,182	124,822	142,097.00
0350-00	Workers Compensation - General	10,028	6,732	8,000	3,567	8,200	7,000.00
	TOTAL SALARIES & EMPLOYEE BENEFIT	1,138,179	1,316,829	1,486,514	1,137,427	1,397,630	1,555,119.00
0700-00	Communications - Telephone	4,176	4,092	4,000	3,555	4,500	4,500.00
0700-01	Communications - Modem/Fax/T1/DSL	7,068	5,811	5,200	4,771	5,500	5,500.00
0700-02	Communications - Internet Access	0	2,814	3,800	1,251	3,120	3,120.00
0700-05	Communications - Cataloging Access	2,371	0	0	0	0	0.00
0700-07	Communications - ELLI Grant	0	0	0	0	0	0.00
0700-08	Communications - Adult Literacy	1,381	977	1,400	889	750	1,200.00
	Total Communications	14,995	13,693	14,400	10,466	13,870	14,320.00
0900-00	Food - General Fund	663	960	500	319	500	500.00

PLACENTIA LIBRARY DISTRICT
 Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
 July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2007-2008 PROPOSED	FY2008-2009 PROPOSED
0900-07	Food - ELLI Grant	0	0	0	0	0.00
0900-08	Food - Adult Literacy	949	5,583	4,500	1,514	750
0900-09	Food - Family Literacy	483	406	0	0	0.00
	Total Food	2,094	6,949	5,000	1,833	1,250
1000-00	Household Expense	16,816	22,461	15,000	10,063	12,000
1001-00	Trash	0	308	0	0	500
	Total Household Expense	16,816	22,769	15,000	10,063	12,500
1100-00	Insurance	12,282	13,057	13,750	14,924	15,000
1300-00	Maintenance of Equipment - General Fund (Ot	4,331	6,741	7,500	5,744	6,500
1300-01	Maintenance of Equipment - General Fund (Co	24,540	39,732	37,500	27,896	35,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0.00
1300-08	Maintenance of Equipment - Adult Literacy	-335	1,049	500	898	500
1300-09	Maintenance of Equipment - Family Literacy/L	0	0	0	0	0.00
	Total Maintenance of Equipment	28,536	47,522	45,500	34,537	42,000
	HVAC	11,927	6,348	7,500	7,559	8,000
	Carpet Cleaning	0	0	2,750	1,658	2,750
	Groundskeeping, City of Placentia	22,833	20,132	16,000	14,389	16,000
	Plumbing	3,653	1,004	2,500	3,395	5,000
	Electrical	568	7,320	7,000	6,371	10,000
	Cleaning Service	15,800	14,350	18,000	10,525	19,000
	Locksmith	757	74	1,000	0	500
	Other (includes fire alarms & seismic retrofit pr	2,573	8,243	8,000	2,098	6,000
	Total Maintenance of Building & Grounds	58,110	57,471	62,750	45,994	67,250
1400-00	Memberships - General Fund	3,518	3,654	4,000	5,968	1,500
1600-07	Memberships - ELLI Grant	0	0	0	0	0.00
1600-08	Memberships - Adult Literacy	300	750	1,000	180	250

PLACENTIA LIBRARY DISTRICT
 Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
 July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006	FY2006-2007	FY2007-2008	FY2007-2008	FY2008-2009	FY2008-2009
		ACTUAL	ACTUAL	BUDGETED 9 months	PROPOSED	PROPOSED	
1600-09	Memberships - Family Literacy	150	0	0	0	0	0.00
	Total Memberships	3,968	4,404	5,000	6,148	1,750	5,500.00
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	0	0.00
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	0.00
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	0.00
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	0.00
	Total Miscellaneous Expense	0	0	0	0	0	0.00
	Library Supplies	22,538	19,526	22,000	25,741	20,000	22,000.00
	Printing	10,465	9,432	14,000	23,581	25,000	25,000.00
	[Unassigned]	217	0	0	0	0	0.00
	Publications	948	75	1,100	849	250	500.00
	Paper	748	18	700	633	800	800.00
	Drinking Water Service	281	384	350	293	350	350.00
	Other Office Supplies	21,666	15,219	20,000	16,130	18,000	18,000.00
1800-00	Total Office Supply Expense - General Fund	56,862	44,653	58,150	67,227	64,400	66,650.00
1800-07	Literacy - ELLI Grant	0	0	0	0	0	0.00
	Printing	5,268	1,086	2,000	1,813	1,500	2,000.00
	Publications	0	2,484	2,500	213	250	500.00
	Paper	0	0	0	0	0	0.00
	Other Office Supplies	3,207	11,333	3,000	3,155	3,000	3,000.00
1800-08	Total Adult Literacy Office Supply Expense	8,475	14,904	7,500	5,181	4,750	5,500.00
1800-09	Family Literacy Supply Expense/LSCA Grant E	0	0	2,000	0	0	0.00
	Total Office Expense	65,337	59,557	67,650	72,408	69,150	72,150.00

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2007-2008 PROPOSED	FY2008-2009 PROPOSED
1803-00	Postage Expense - General Fund	6,388	7,132	6,800	4,227	5,500
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0
1803-08	Postage Expense - Adult Literacy	0	0	100	150	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	0
	Total Postage Expense	6,388	7,132	6,900	4,377	5,600
	Employee Assistance Program/SDRMA	385	420	1,200	292	630
	Pension Fund Operating & Investment Mgmt. F	6,449	9,802	11,000	9,017	11,000
	Anaheim Library Automated Library System	30,431	33,274	32,000	1,122	35,000
	Library Board Consultants & Legal	9,261	14,511	10,000	10,545	20,000
	HCS Computer Services					30,000
	Clipping Service	450	450	600	315	0
	Tax Collection Services & Fees by Orange Cou	1,033	22,018	10,000	4,328	6,000
	Advertising (including WEB site)	4,199	4,499	5,000	5,791	5,000
	Medical Exams	2,121	2,037	2,000	2,677	4,000
	Collection Services - Accounts Receivable	1,522	1,530	2,000	1,199	2,000
	Audit & Accounting Services	9,140	8,320	10,000	8,650	10,500
	Payroll Preparation	5,071	3,960	5,500	6,098	8,000
	Election Expenses	0	0	0	0	15,000
	Staff Training in Library	0	0	4,000	0	2,000
	Other	30,001	12,886	14,000	25,586	20,000
1900-00	Total Specialized Services - General Fund	100,063	113,707	107,300	152,158	169,130
1900-01	Specialized Services - Partnerships for Change/	3,084	5,953	5,000	4,317	5,000
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0
1900-08	Specialized Services - Adult Literacy	12,106	17,645	14,000	17,604	14,000
1900-09	Specialized Services - Family Literacy/LSCA G	0	0	0	0	0
						14,000.00
						0.00
						6,000.00
						0.00
						100.00
						0.00
						6,100.00
						675.00
						11,000.00
						32,000.00
						20,000.00
						0.00
						600.00
						6,000.00
						7,000.00
						3,000.00
						2,000.00
						9,000.00
						8,000.00
						13,000.00
						2,000.00
						20,000.00
						134,275.00

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED	
1900-18	Tax Collection Services & Fees by Orange Cou	11,717	6,690	9,000	10,716	12,000	12,000.00
	Total Specialized Services	126,970	143,994	135,300	184,795	200,130	165,275.00
1912-00	Investment Administrative fees for Orange Cou	726	3,046	3,000	720	1,000	1,000.00
2000-00	Legal Notices - General Fund	0	518	1,000	489	1,000	1,000.00
2000-01	Legal Notices - Grants	0	0	0	0	0	0.00
	Total Legal Notices	0	518	1,000	489	1,000	1,000.00
2100-00	Rents/Leases-Equipment	639	1,187	1,800	1,256	1,500	1,800.00
2200-00	Semi-Annual Bond Payment, Energy Loan & C	86,917	118,731	110,300	111,687	73,456	73,456.00
2300-00	Small Tools/Instruments	0	0	0	0	0	0.00
2400-00	Special Department Expense - Miscellaneous	26	3,500	0	54	0	0.00
2400-01	Special Department Expense- Books	99,053	123,751	245,760	95,107	255,000	255,677.00
2400-02	Special Department Expense - Video	2,365	35,059	0	8,514	0	0.00
2400-03	Special Department Expense - Electronic	15,113	39,552	0	33,972	0	0.00
2400-04	Special Department Expense - Periodicals	8,961	6,832	0	7,942	0	0.00
2400-05	Special Department Expense - Audio	15,845	23,743	0	11,717	0	0.00
2400-07	Special Department Expense - ELLI Grant	0	0	0	408	0	0.00
2400-08	Special Department Expense - Adult Literacy	9,376	2,126	2,000	755	1,000	2,000.00
2400-09	Special Department Expense - Family Literacy	0	0	0	0	0	0.00
	Total Special Department Expense	150,740	234,563	247,760	158,468	256,000	257,677.00
2600-00	Transportation/Travel - Local Mileage	0	2,080	2,500	1,272	2,000	2,000.00
2700-00	Transportation/Travel - Meetings, Staff Out of	3,703	9,371	10,500	8,079	3,000	10,500.00
2700-01	Transportation/Travel - Meetings, Staff Local	20,439	10,192	7,500	6,348	3,000	7,500.00

PLACENTIA LIBRARY DISTRICT
 Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
 July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2008-2009 PROPOSED	FY2008-2009 PROPOSED
2700-02	Transportation/Travel - Meetings, Board Out of	380	1,395	3,000	2,075	3,000.00
2700-03	Transportation/Travel - Meetings, Board Local	1,169	1,201	1,500	3,414	1,500.00
2700-04	Transportation/Travel - Meetings, LSCA II Gra	0	0	0	0	0.00
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0	0	0	0.00
2700-08	Transportation/Travel - Meetings - Adult Litera	688	912	1,000	185	1,000.00
2700-09	Transportation/Travel - Meetings - Family Liter	0	0	0	0	0.00
	Total Transportation/Travel - Meetings	26,379	23,072	23,500	20,101	23,500.00
2801-00	Electricity	40,301	58,768	65,000	43,190	65,000.00
2802-00	Gas	10,782	7,211	9,000	7,618	9,000.00
2803-00	Water	4,528	5,965	6,000	4,913	6,000.00
	Total Utilities	55,612	71,944	80,000	55,721	80,000.00
	TOTAL SUPPLIES & SERVICES	656,509	831,688	841,110	735,549	869,456
3700-00	Taxes, Assessments (Sales Tax & Sewer Assess	8,894	5,409	6,000	4,063	5,000.00
4000-00	Equipment	17,893	90,225	50,000	21,650	40,000.00
4000-07	Equipment - ELLI Grant	0	0	0	0	0.00
4000-08	Equipment - CLC Grant	4,548	0	0	5,226	0.00
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0.00
4000-11	Equipment	0	0	0	0	0.00
	Total Equipment	22,440	90,225	50,000	26,876	40,000.00
4200-00	Structures/Improvements		0		0	
	TOTAL EQUIPMENT EXPENSE	22,440	90,225	50,000	26,876	40,000.00
4700-00	Payment to Refunded Debt Escrow Ags	1,499				
4807	OPERATING TRANSFER TO ANOTHER DI	0	0	0	0	

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2008-2009
July 16, 2008

OBJECT CODE	DESCRIPTION	FY2005-2006 ACTUAL	FY2006-2007 ACTUAL	FY2007-2008 BUDGETED 9 months	FY2007-2008 PROPOSED	FY2008-2009 PROPOSED
5600	INVESTMENT POOL LOSS	0	0	0	0	0
	TOTAL EXPENSES	1,847,522	2,244,151	2,383,624	1,903,915	2,322,086
	ELLI Grant Summary Object Code 07	0	5,953	0	4,317	5,000
	CLC Summary Object Code 08	37,487	0	32,000	408	0
	FFL Grant Summary Object Code 09	633	43,945	2,000	32,583	22,600
	Partnerships for Change Grant/Spanish Literacy	3,084	406	5,000	0	0
	TOTAL LITERACY (Excluding Personnel)	38,120	50,304	34,000	37,307	27,600
	Revenues	2,080,449	2,181,388			2,328,212
	Balance	232,927	-62,763			-6,126
						2,322,086
						2,436,647.00
						30,800.00
						25,800.00
						0.00



PROPERTY RESTORATION

CA License #810553

Service Contract

Contract No. 0001

The Service Contract (the Contract) is entered into on this 13 day of August, 2008, by and between BELFOR USA, Inc. (BELFOR) and Pleasantia Library ("Customer").

1. **Scope of Services.** BELFOR hereby agrees to act as Contractor and furnish all labor, materials, equipment, and subcontracted items reasonably necessary to complete the work described in the SCOPE OF WORK (Exhibit A). Belfor and Customer may make changes in the work to be performed hereunder by written CHANGE ORDER agreed to by both parties.
2. **Term.** This contract shall commence on the date hereof and shall continue until the services to be performed pursuant to the SCOPE OF WORK and any applicable CHANGE ORDER have been completed, unless otherwise terminated by the Customer.
3. **Price.** Work performed hereunder shall be priced as indicated in the BELFOR Rate Schedule (Exhibit B), plus any applicable taxes.
4. **Pay Authorization.** If customer possesses insurance coverage applicable to the Work, Customer authorizes each insurance carrier providing that coverage to make payment directly to BELFOR for performance of the Work.
5. **Invoicing and Payment.** BELFOR shall submit to Customer itemized invoice(s) setting forth the total amounts due in accordance with the Rate Schedule for services utilized in performance of the Scope of Work.

Customer will pay BELFOR fees and charges for the Work, together with all applicable federal, state or local taxes, in accordance with the following schedule:

- A. \$ _____ on or before _____
- B. \$ _____ on or before _____
- C. The balance of BELFOR's fees and charges for the Work will be paid within 30 days from the Customer's receipt of the final invoice.

If payments are not received within 30 days, Customer agrees to pay all costs of collections up to and including court costs, reasonable attorney's fees and interest charges at the lesser of: 1) 1.5% per month, or 2) the maximum lawful interest rate.

6. **Responsibility for Payment.** Customer agrees to make payment to BELFOR for services rendered hereunder in the amounts and on the terms specified above, regardless of whether Customer is entitled to reimbursement for such costs from his/her or from some other person's or entity's insurance carrier or any other source.

BELFOR

PROPERTY RESTORATION

CA License #810553

7. **Best Efforts.** BELFOR and Customer acknowledge that the property which is the subject of the WORK has been involved in a fire, flood, or other catastrophe. BELFOR will perform the Work on a "best efforts" basis, but cannot, and therefore does not, guarantee that any of the property will be operational or free from defect following completion of the work.
8. **Limited Warranty** All work performed by BELFOR decontamination technicians is warranted for one year against the return of corrosion and contamination resulting from defects in workmanship.
9. **Causes Beyond Control.** If any circumstance or event which is beyond the reasonable control of BELFOR delays the performance of any of BELFOR's obligations under this agreement or makes any of those obligations impossible to perform, BELFOR will not have any liability for that delay or non-performance.
10. **Consents and Permits.** Any federal, state, or local permits or consents required for the performance of the Work are the responsibility of the Customer; provided that, if made a part of the Work, BELFOR may obtain such permits and consents at Customer's expense. Both BELFOR and Customer will comply with all applicable governmental regulations, statutes, laws, and ordinances.
11. **Disposal.** Disposal of any Hazardous Material (including specimens or samples) or any property that contains Hazardous Material, performed by BELFOR under this Agreement will be made in the name of the Customer and under any applicable generator number or other identification assigned by the Customer.
12. **Indemnity.** Each party agrees to indemnify and hold harmless the other party hereto and the other party's shareholders, directors, officers, employees and agents, from and against any and all claims, demands, causes of action and liabilities of any nature, whether for damages to property, and/or the conditions to which this Contract pertains, to the extent that any such claim, demand, cause of action and/or liability is attributable to the breach of contract, negligence or other fault of the indemnifying party.
13. **Confidential Information.** BELFOR and Customer mutually agree to maintain in confidence and will not, directly or indirectly disclose or use, either during or after the term of this Agreement, any proprietary or confidential information belonging to the other party, whether it is in written or permanent form, except to the extent necessary to perform the Services until such time as said information has become public knowledge.
14. **Jurisdiction, Venue and Governing Law.** The parties hereby irrevocably consent to the jurisdiction of the courts of the State in which the work is performed and any federal court located in such State in connection with any action or proceeding arising out of or relating to this contract, any document or instrument delivered pursuant to, in connection with, or simultaneously with this contract, or a breach of this contract or any such document or instrument. The parties also hereto consent that venue of any action brought under this agreement shall be in the County in which the work is performed. This contract shall be construed in accordance with the laws of the State in which the work is performed, without giving effect to conflict of laws.

BELFOR (●)

PROPERTY RESTORATION

CA License #810553

- 15. **Attorneys Fees.** In the event that either party to this Agreement commences legal action against the other party, the prevailing party shall be entitled to recover reasonable attorneys' fees and court costs.
- 16. **No Consequential Damages.** No party shall in any action or proceeding or otherwise assert any claim for consequential damages against any other party to this contract on account of any loss, cost, damage or expense which such party may suffer or incur because of any act or omission of any other party to this contract or its agents or employees in the performance of a party's obligations under this contract, or any other cause of action (including negligence) arising out of or related to transactions in connection with this contract, or otherwise, and each party expressly waives any such claims.
- 17. **Entire Agreement.** This Contract and the Exhibits hereto comprise the complete agreement of the parties respecting the services to be performed. No engagements, promises, representations, or warranties have been made by either party except as is expressly stated in this Contract and its Exhibits, and the parties hereby expressly disclaim all implied warranties. All modifications to this Contract shall be in writing, signed by both parties hereto.
- 18. **Attachments.** The following documents are attached and incorporated herein by reference:
 - Exhibit A, Scope of Work
 - Exhibit B, Rate Schedule
 - Advance Work Authorization
 - Change Order

Agreed to and accepted this 13 day of August, 2008.

BELFOR USA, INC.

NAME: Mitchell Louino
 SIGNATURE: [Signature]
 TITLE: Project Manager

CUSTOMER

NAME: AL SHKOLER
 SIGNATURE: [Signature]
 TITLE: President

[Signature]
[Signature]



[District letterhead]

[Date]

The Honorable Arnold Schwarzenegger
Governor, State of California
State Capitol Building
Sacramento, CA 95814

Re: Assembly Bill 983 (Ma)—Request for veto

Dear Governor Schwarzenegger:

The [District name] opposes Assembly Bill 983 by Assembly Member Fiona Ma. AB 983 requires local public agencies, before entering into a contract for a project, to provide full, complete and accurate plans and specifications and estimates of cost. [Some info about the district.]

Simply put, perfection is not achievable. This bill puts unrealistic expectations on local public agencies and has the potential to greatly increase costs incurred by the local public agency and the public through design delays and litigation on projects. Requiring “full, complete and accurate” estimates of cost raises concern, because “estimates” implies an uncertainty about the actual and definitive value. Cost estimates are typically based on historical data and are used as a reference point only, not a definitive number. Additionally, in emergencies or otherwise urgent projects, contractors need to operate quickly based on plans and specifications that may not be fully complete because of time constraints.

Case law in public construction law still holds that a bidder must prove an intentional misrepresentation or active concealment of the plans and specifications by the public entity in order for the contractor to recover against the public entity. This bill eliminates this standard which limits the liabilities of public agencies regarding the reliability and accuracy of plans. AB 983 limits design professional liability in such instances and transfers this liability to the local public agency bidding the job.

Many special districts are not staffed with construction experts and rely on the expertise of architects, engineers and other design professionals to ensure the accuracy and completeness of plans and specifications. However, AB 983 forces a district to guarantee to a contractor the accuracy of these very plans it receives from the engineer or architect, but the district is unable to seek a defense from the engineer or architect if the contractor asserts the plans are inaccurate. Costs to constituents and the agency would increase because of delays, additional burdens and lawsuits.

For these reasons, we oppose AB 983 and respectfully request that you veto this legislation.

Cordially,

[Your name]
[Your title]

CC: Thomas Vu, CSDA: 916.442.7889

[District letterhead]

[Date]

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Governor, State of California
State Capitol Building
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