Placentia Library District

Board of Trustees
Regular Meeting

October 15, 2012
6:30 P.M.

Placentia Library
Meeting Room

Administration

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

CLOSED SESSION
Monday, October 15, 2012
5:00 P.M.
History Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *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).
   Presentation: Library Director
   Recommendation: Adopt by Motion

CLOSED SESSION

4. Closed Session to Discuss a Personnel Matter, Library Director's Annual Performance and Salary.
   Pursuant to California Government Code Section 54957 a closed session can 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

5. Review of Action Items.
   No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

6. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 15, 2012 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 10, 2012.

Marisa Timothy, Administrative Assistant

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, October 15, 2012
6:30 P.M.
Meeting Room

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   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 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 24 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 17, 2012 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. FY2012-2013 Cash Flow Analysis through September 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for September 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for September 2012. (Receive & File)

15. Acquisitions Report for September 2012. (Receive & File)

16. Entrepreneurial Activities Report for September 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for September 2012. (Receive, File, and Ratify Appointments)

18. Circulation Report for September 2012. (Receive & File)

19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for September 2012.

21. Library Services Manager's Report for September 2012. (No report due to vacancy).

22. Children's Services Report for September 2012.

23. Adult Services Report for September 2012.

24. Placentia Library Web Site & Technology Report for September 2012.

PRESENTATION

25. Employee of the Quarter Award
    Presentation: Board President

CONTINUING BUSINESS

26. Report on Actions taken at the Library Board of Trustees Closed Session Meeting
    Presentation: Library Board of Trustees President
    Recommendation: Action to be determined by the Library Board of Trustees

27. Adoption of Proposed Placentia Library District Policy #2013 – Name Badge Policy
    Presentation: Library Director
    Recommendation: Adopt Placentia Library District Policy #2013 – Name Badge Policy as presented inclusive of feedback from the Library Board of Trustees.

28. Adoption of Resolution 13-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015.
    Presentation: Library Director
    Recommendations: 1) Read Resolution 13-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015; and,

    2) Adopt Resolution 13-08 by a roll call vote.

NEW BUSINESS

29. Withdraw Membership From the Southern California Library Cooperative (SCLC)
    Presentation: Library Director
    Recommendation: Authorize Placentia Library District to withdraw its membership from SCLC, effective July 1, 2013.

30. Contract for a Computer Workshop Instructor
    Presentation: Adult Services Librarian II
    Recommendation: Authorize library staff to procure the service of an instructor to conduct computer workshops as presented inclusive of feedback from the Library Board of Trustees.

DISCUSSION ITEMS

31. Discuss the Request for Proposals (RFP) – Backup Generator
    Presentation: Business Manager
    Recommendation: Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.

32. Discuss the Request for Proposals – Ceiling Lights
    Presentation: Business Manager
    Recommendation: Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.

33. Discuss the Request for Proposals – Facility Improvements for the Meeting Room and Staff Lounge
    Presentation: Library Director
    Recommendation: Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.

ADJOURNMENT

34. Agenda Preparation for the November Regular Date Meeting which will be held on Monday, November 19, 2012 unless re-scheduled by the Library Board of Trustees.

35. Review of Action Items.
    No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

36. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 15, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 10, 2012.

Marisa Timothy

Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 17, 2012

CALL TO ORDER

President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 17, 2012 at 6:37 P.M.

ROLL CALL

Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Marian Kalman

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Trustee Carline to adopt the agenda as presented:

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio reported that he attended the City's National Night Out Event. He also attended the Library's Summer Reading Celebration. (Item 5)

Secretary Escobosa reported that she also attended the City's National Night Out and the Library's Summer Reading Celebration. She also enjoyed the Library's FIESTA event.

Trustee Carline did not have anything to report.

Trustee Shkoler reported that he attended the City's National Night Out and the Library's Summer Reading Celebration.

Trustee Turner reported that she attended the Summer Reading Celebration and the FIESTA events at the Library. She also participated in the Adult Book Discussion that was well attended with fifteen patrons. (Item 6)

PLFF REPORT

PLFF Board Member Marian Kalman reported that PLFF will be hosting their Ruby-Diamond Members Reception that will include dinner and wine for their top donors on Friday, October 12th at the Library. She stated that their Second Sunday Booksale continues to be successful. (Item 7)

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee Carline to approve the Meeting Minutes with the recommended change: (Item 8)

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

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Secretary Escobosa to approve Agenda Items 9-24:

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

CLAIMS

Nonstandard Claims in excess of $300 (Item 9)

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

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through July 2012 and August 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for July 2012 and August 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July 2012 and August 2012 (Item 14)

Acquisitions Report for July 2012 and August 2012 (Item 15)

Entrepreneurial Activities Report for July 2012 and August 2012 (Item 16)

GENERAL CONSENT

Personnel Report for July 2012 and August 2012 (Item 17)

Circulation Report for July 2012 and August 2012 (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 2012 and August 2012 (Item 20)

Information Technology Report for July 2012 and August 2012 (Item 21)

Children's Services Report for July 2012 and August 2012 (Item 22)

Adult Services Report for July 2012 and August 2012 (Item 23)

Web Site & Technology Report for July 2012 and August 2012 (Item 24)

CONTINUING BUSINESS

REPORT ON CLOSED SESSION

President DeVecchio reported that all Board Members participated in the Closed Session held at 5:00 pm. He recommended that the Library Director's annual salary be set at $116,000 with an increase of $50 per month to car allowance to be effective September 1, 2012. It was moved by Trustee Shkoler and seconded by Trustee Carline to approve the recommended Library Director's salary: (Item 25)

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

NEW BUSINESS

EARTHQUAKES UPDATES

Library Director Contreras provided information regarding the effects of the recent earthquakes on the ceiling and lighting in the public areas of the Library. There was discussion regarding the possible approaches to addressing the issue including various vendors. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to submit an RFP for earthquake-proofing the ceiling and lighting in the public area of the Library: (Item 26)

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

PLD POLICY 2130 – PAYPERIODS AND DISTRIBUTION OF PAYCHECKS

Library Director Contreras presented proposed changes to PLD Policy 2130 – Pay Periods and Distribution of Paychecks. Business Manager Baltierra explained that at this time all employees are participating in the direct deposit program and it would save time and postage costs to have employee's immediate supervisors disperse paychecks/paystubs. There was discussion and recommendations for proper wording for the amendment. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize amendments to PLD Policy #2130 – Pay Periods and Distribution of Paychecks with inclusion of recommended changes: (Item 27)

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

PLD POLICY 6065 – LIBRARY RULES OF CONDUCT & PLD POLICY 6060 – PATRON BEHAVIOR & LATCHKEY CHILDREN

Library Director Contreras presented multiple amendments to PLD Policy 6065 – Library Rules of Conduct including integration of PLD Policy 6060 – Patron Behavior & Latchkey Children Policy topics, thus eliminating Policy 6060. There was extensive discussion on the specifics and possible amendments to the suggested amendments including the use of more general statements. It was moved by Secretary Escobosa and seconded by Trustee Carline to authorize amendments to PLD Policy 6065 – Library Rules of Conduct with inclusion of input from the Library Board of Trustees. Trustee Turner requested further discussion and stated that some of the proposed wording is inconsistent and unclear: (Item 28)

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

President DeVecchio confirmed that the proposed PLD Policy 6060 Amendments be revised as recommended and re-presented to the Board.

PLD POLICIES SERIES 3000 - FINANCIAL

Library Director Contreras explained that review by the Board of Trustees of PLD Policy Series 3000 – Financial was due. She presented the Policy Series that included recommended changes to some of the policies. Each policy was reviewed, and recommended changes or omissions were expressed by Board Members. It was moved by Trustee Shkoler and seconded by Trustee Turner that no changes that exclude staff be made to PLD Policy 3045 – Travel Reimbursement: (Item 29)

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

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to authorize amendments to PLD Policy Series 3000 – Financial with inclusion of recommended changes from the Board as : (Item 29)

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

ADJOURNMENT & RE-CONVEYNE

President DeVecchio adjourned the meeting for a short break at 8:16pm. The meeting re-convened at 8:22pm.

PROPOSED POLICY #2013 – NAME BADGE POLICY

Library Director Contreras explained the benefits of implementing a Name Badge Policy that included security, professionalism, name and branding recognition. She added that the new policy would provide standards and requirements for the display of identification, a consistent method of identification, and establishing a safe environment at the Library. There was discussion about the logistics and enforcement of the policy as well as the replacement charge to staff. Library Director Contreras stated that since wearing a name badge is a requirement, it should be stated so by policy. It was moved by Secretary Escobosa and seconded by Trustee Carline to adopt as a first reading PLD Policy 2013 – Name Badge Policy: (Item 30)

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

AMENDMENT TO RESOLUTION 13-01 FY 2012-2013 BUDGET

Business Manager Baltierra explained the suggested and necessary amendment to Resolution 13-01: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2012-20312

Budget for the Placentia Library District of Orange County that will align the PLD budget numbers to the County budget reports dated July 29, 2012. The Proposed Amendment was presented to the Board. The Amended Resolution 13-01 was read by title only. It was moved by Trustee Turner and seconded by Trustee Shkoler to adopt Amended Resolution 13-01 by roll call vote: (Item 31)

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

TRAVEL AUTHORIZATION – DISASTER PREPAREDNESS ACADEMY

Library Director Contreras presented information on the upcoming American Red Cross 28th Annual Disaster Preparedness Academy that is to be held at Anaheim Convention Center on October 10, 2012. She recommended that the PLD Business Manager attend the Academy in order to help PLD be better prepared to take actions during an emergency. It was moved by Trustee Shkoler and seconded by Trustee Carline to authorize the Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, CA on October 10, 2012 with expenses to be drawn from the General Fund: (Item 32)

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

TRAVEL AUTHORIZATION – LIBRARY DIRECTORS DIGITAL STRATEGY SUMMIT

Library Director Contreras presented information on the upcoming Library Directors Digital Strategy Summit that is to be held in Monterey, CA from October 22nd to 23rd, 2012. She recommended that the PLD Library Director attend the Summit that will provide discussion on issues and opportunities in the digital environment. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to authorize the Library Director to attend the Library Directors Digital Strategy Summit in Monterey, CA from October 22nd to 23rd with expenses to be drawn from the General Fund: (Item 33)

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

STAFF APPRECIATION AND RECOGNITION DINNER UPDATE

Library Director Contreras provided updates on the Staff Appreciation Dinner that will take place at the Fullerton Marriott Hotel on Friday, October 26, 2012. Forty-three have confirmed their attendance. (Item 34)

DISCUSSION ITEMS

REQUEST FOR PROPOSALS (RFP) FOR IT SERVICES

Library Director Contreras explained the need for PLD to secure an Information Technology (IT) firm to provide services for all IY needs. She added that the Library needs an infrastructure and replacement plan in order to have a proactive rather than reactive approach. There was discussion regarding funding for the services and possibly establishing a co-

op with neighboring cities. A draft Request for Proposals (RFP) was also presented. It was moved by Trustee Carline and seconded by Trustee Shkoler to authorize staff to post the RFP for IT Services for bid solicitation: (Item 35)

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

AGENDA PREPARATION

Agenda Preparation for the October Board of Trustees Meeting to be held on October 15th at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on September 17, 2012 adjourned at 8:37 P.M.

NEXT MEETING

The next meeting will be on October 15th, 2012 at 6:30 P.M. for the Regular Board Meeting.

Richard DeVecchio	Betty Escobosa
President	Secretary
Library Board of Trustees	Library Board of Trustees

Agenda Item 9

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Summary of Non-standard Claims for August 2012**

DATE: October 15, 2012

TYPE	DATE	CLAIM #	AMOUNT
NONE			
		TOTAL	**$0**

Agenda Item 10

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, September 2012**

DATE: October 15, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	09/20/12	5539	$19,316.48
FUND 707	09/20/12	5540	$ 582.67
FUND 707	10/3/12	5541	$ 9,811.67
		TOTAL	**$29,710.82**

AGENDA ITEM 11

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Current Claims and Payroll**

DATE: October 15, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	10/15/12	5542	$ 1,170.33
707	10/15/12	5543	$ 3,802.38
707	10/15/12	5544	$ 3,121.00
707	10/15/12	5545	$ 1,065.25
707	10/15/12	5546	$ 2,685.13
707	10/15/12	5547	$ 1,587.66
707	10/15/12	5548	$ 1,385.43
Subtotal for Claims			*$14,817.18*

Payroll

On Demand Wire

NONE

Subtotal for Payroll *$0.00*

TOTAL CURRENT CLAIMS & PAYROLL **$14,817.18**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5542

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-1580 OCLC, Inc. Dept #34299 PO Box 39000 San Francisco, CA 94139	07-31-12 0000185980	2400	0760		$45.82		
VC-0596 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	09-19-12 69944903001	2400	0760		$90.31		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-28-12 4010250131	2400	0760		$20.80		
	08-28-12 4010250132	2400	0760		$65.51		
	08-28-12 4010250133	2400	0760		$129.52		
	08-28-12 4010250134	2400	0760		$19.42		
	08-28-12 4010250135	2400	0760		$28.56		
	08-28-12 4010250136	2400	0760		$53.98		
	08-28-12 4010250137	2400	0760		$116.01		
	08-28-12 4010250138	2400	0760		$136.27		
	08-28-12 4010250139	2400	0760		$68.64		
	08-28-12 4010250140	2400	0760		$16.36		
	08-28-12 4010250141	2400	0760		$121.59		
	08-28-12 4010250142	2400	0760		$81.06		
	08-28-12 4010252087	2400	0760		$25.28		
	08-29-12 4010260404	2400	0760		$6.51		
	08-30-12 4010253179	2400	0760		$43.17		
	08-30-12 4010253180	2400	0760		$66.01		
	08-30-12 4010253181	2400	0760		$35.51		
					$1,034.20		
				TOTAL REMITTANCE:	$1,170.33		

The claims listed above (totaling $1,170.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5543
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	08-30-12	2400	0760				
Baker & Taylor Books	4010254901				$188.35		
PO Box 277930	08-30-12	2400	0760				
Atlanta GA 30384-7930	4010254902				$390.25		
	08-31-12	2400	0760				
	4010254883				$71.59		
	08-31-12	2400	0760				
	4010254884				$14.48		
	08-31-12	2400	0760				
	4010254885				$107.38		
	08-31-12	2400	0760				
	4010254886				$44.49		
	08-31-12	2400	0760				
	4010254887				$18.56		
	08-31-12	2400	0760				
	4010254888				$43.16		
	08-31-12	2400	0760				
	4010254889				$20.80		
	08-31-12	2400	0760				
	4010254890				$39.68		
	08-31-12	2400	0760				
	4010254891				$11.75		
	08-31-12	2400	0760				
	4010254892				$356.40		
	08-31-12	2400	0760				
	4010254893				$615.61		
	08-31-12	2400	0760				
	4010254894				$702.86		
	08-31-12	2400	0760				
	4010254896				$330.49		
	08-31-12	2400	0760				
	4010254897				$238.12		
	09-06-12	2400	0760				
	4010267179				$63.19		
	09-11-12	2400	0760				
	4010264786				$202.21		
	09-11-12	2400	0760				
	4010272269				$232.11		
	09-11-12	2400	0760				
	4010264044				$69.28		
	09-11-12	2400	0760				
	4010264046				$13.06		
	09-11-12	2400	0760				
	4010264047				$28.56		
					$3,802.38		
				TOTAL REMITTANCE:	$3,802.38		

The claims listed above (totaling $3,802.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5544

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	09-11-12	2400	0760				
Baker & Taylor Books	4010264048				$14.46		
PO Box 277930	09-11-12	2400	0760				
Atlanta GA 30384-7930	4010264049				$35.79		
	09-11-12	2400	0760				
	4010264050				$14.48		
	09-11-12	2400	0760				
	4010264051				$83.07		
	09-11-12	2400	0760				
	4010264052				$96.51		
	09-11-12	2400	0760				
	4010264054				$14.48		
	09-11-12	2400	0760				
	4010264055				$68.17		
	09-11-12	2400	0760				
	4010264056				$15.11		
	09-11-12	2400	0760				
	4010264057				$27.47		
	09-13-12	2400	0760				
	4010267166				$371.68		
	09-13-12	2400	0760				
	4010267167				$24.18		
	09-13-12	2400	0760				
	4010267168				$83.15		
	09-13-12	2400	0760				
	4010267169				$18.88		
	09-13-12	2400	0760				
	4010267170				$25.18		
	09-13-12	2400	0760				
	4010267171				$11.59		
	09-13-12	2400	0760				
	4010267172				$18.56		
	09-13-12	2400	0760				
	4010267173				$15.69		
	09-13-12	2400	0760				
	4010267174				$1,650.59		
	09-13-12	2400	0760				
	4010267175				$344.55		
	09-14-12	2400	0760				
	4010267917				$153.83		
	09-17-12	2400	0760				
	4010270812				$15.69		
	09-17-12	2400	0760				
	4010270813				$17.89		
					$3,121.00		
				TOTAL REMITTANCE:	$3,121.00		

The claims listed above (totaling $3,121.00) 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:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5545
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	09-17-12	2400	0760				
Baker & Taylor Books	4010270814				$72.40		
PO Box 277930	09-17-12	2400	0760				
Atlanta GA 30384-7930	4010270815				$119.12		
	09-17-12	2400	0760				
	4010270816				$20.14		
	09-17-12	2400	0760				
	4010270817				$45.57		
	09-17-12	2400	0760				
	4010270818				$48.38		
	09-17-12	2400	0760				
	4010270819				$315.38		
	09-05-12	2400	0760				
	W82966670				$18.51		
	09-05-12	2400	0760				
	W82966710				$336.40		
	09-12-12	2400	0760				
	W83218580				$18.51		
	09-12-12	2400	0760				
	W83218590				$18.51		
	09-17-12	2400	0760				
	W83341930				$18.51		
	09-18-12	2400	0760				
	W83375750				$16.91		
	09-18-12	2400	0760				
	W83380330				$16.91		
					$1,065.25		
				TOTAL REMITTANCE:	$1,065.25		

The claims listed above (totaling $1,065.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5546
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	09-18-12	2400	0760				
Baker & Taylor Books	4010278888				$16.94		
PO Box 277930	09-22-12	2400	0760				
Atlanta GA 30384-7930	4010271486				$25.45		
	09-22-12	2400	0760				
	4010271487				$18.88		
	09-22-12	2400	0760				
	4010271488				$22.24		
	09-22-12	2400	0760				
	4010271489				$13.73		
	09-22-12	2400	0760				
	4010271490				$35.91		
	09-22-12	2400	0760				
	4010271491				$7.68		
	09-22-12	2400	0760				
	4010271492				$37.10		
	09-22-12	2400	0760				
	4010271493				$478.33		
	09-22-12	2400	0760				
	4010271494				$264.81		
	09-22-12	2400	0760				
	4010271495				$744.64		
	09-22-12	2400	0760				
	4010271496				$471.18		
	09-22-12	2400	0760				
	4010271497				$161.94		
	09-22-12	2400	0760				
	4010271498				$80.40		
	09-22-12	2400	0760				
	4010278379				$94.50		
	09-22-12	2400	0760				
	4010278380				$42.86		
	09-22-12	2400	0760				
	4010278381				$27.27		
	09-22-12	2400	0760				
	4010278382				$18.95		
	09-22-12	2400	0760				
	4010278383				$29.57		
	09-22-12	2400	0760				
	4010278384				$23.33		
	09-22-12	2400	0760				
	4010278385				$28.37		
	09-22-12	2400	0760				
	4010278386				$41.05		
					$2,685.13		
				TOTAL REMITTANCE:	$2,685.13		

The claims listed above (totaling $2,685.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5547
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-22-12 4010278388	2400	0760		$11.97		
	09-22-12 4010278389	2400	0760		$13.20		
	09-22-12 4010278391	2400	0760		$16.77		
	09-22-12 4010278392	2400	0760		$296.43		
	09-22-12 4010278393	2400	0760		$25.82		
	09-22-12 4010278394	2400	0760		$20.16		
	09-22-12 4010278395	2400	0760		$17.01		
	09-22-12 4010278396	2400	0760		$33.30		
	09-22-12 4010278397	2400	0760		$18.56		
	09-22-12 4010278398	2400	0760		$111.38		
	09-22-12 4010278399	2400	0760		$22.68		
	09-22-12 4010278400	2400	0760		$345.15		
	09-22-12 4010278401	2400	0760		$29.86		
	09-22-12 4010278402	2400	0760		$89.63		
	09-24-12 4010277783	2400	0760		$82.53		
	09-25-12 4010285797	2400	0760		$14.17		
	09-25-12 4010286575	2400	0760		$98.86		
	09-26-12 4010286734	2400	0760		$95.45		
	10-01-12 4010285462	2400	0760		$42.84		
	10-01-12 4010285463	2400	0760		$165.05		
	10-01-12 4010285464	2400	0760		$18.95		
	10-01-12 4010285465	2400	0760		$17.89		
					$1,587.66		
				TOTAL REMITTANCE:	$1,587.66		

The claims listed above (totaling $1,587.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/15/12
REPORT NO: 5548

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-01-12 4010285466	2400	0760		$65.72		
	10-01-12 4010285467	2400	0760		$37.82		
	10-01-12 4010285469	2400	0760		$49.21		
	10-01-12 4010285470	2400	0760		$14.48		
	10-01-12 4010285471	2400	0760		$318.85		
	10-01-12 4010285472	2400	0760		$44.57		
	10-01-12 4010285473	2400	0760		$17.65		
	10-01-12 4010285474	2400	0760		$14.48		
	10-01-12 4010285475	2400	0760		$80.74		
	10-01-12 4010285476	2400	0760		$76.25		
	10-01-12 4010285477	2400	0760		$14.48		
	10-01-12 4010285478	2400	0760		$18.95		
	10-01-12 4010285479	2400	0760		$133.51		
	10-01-12 4010285480	2400	0760		$216.52		
	10-01-12 4010286662	2400	0760		$282.20		
					$1,385.43		
				TOTAL REMITTANCE:	$1,385.43		

The claims listed above (totaling $1,385.43) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)**

DATE: October 15, 2012

Fiscal Year 2012-2013

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/11	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
11/30/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
12/31/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
01/31/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
2/28/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

Fiscal Year 2011-2012

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through September 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: October 15, 2012

Summary of Cash and Investments as of September 30, 2012

Cash with Orange County Treasurer Fund 707	1,303,635.10
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	9,923.38
General Fund Savings – Bank of the West	506,335.38
Payroll Checking – Wells Fargo Bank	224,070.48
Total Cash and Investments	**2,833,172.74**

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 LI .RY DISTRICT

YTD REVENUE REPORT

September 30, 2012

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
	6210	Property Taxes - Current Secured	1,797,216	41,766	1,755,450	2.3%
	6220	Property Taxes - Current Unsecured	76,781	42,523	34,258	55.4%
	6230	Property Taxes - Prior Secured	0	-	-	0.0%
	6240	Property Taxes - Prior Unsecured	0	-	-	0.0%
	6250	Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
	6280	Property Taxes - Curr Supplemental	24,602	4,243	20,359	17.2%
	6300	Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
	6540	Penalties & Costs on Delinq Taxes	1,620	817	803	0.0%
		Sub Total		90,969		
REVENUE FROM USE OF MONEY & PROP'Y						
	6610	Interest	0	1,442	(1,442)	100.0%
		Sub Total		1,442		
INTERGOVERNMENTAL REVENUES						
	6690	State - Homeowners Property Tax Relief	16,905	-	16,905	0.0%
	6970	State - Other	0	-	-	0.0%
	7120	Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		-		
MISCELLANEOUS REVENUES						
	7670	Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	8,941	26,059	25.5%
		Passport	55,000	20,874	34,126	38.0%
		Meeting Room Fees	5,500	1,030	4,470	18.7%
		DVD Rentals	5,000	1,704	3,296	34.1%
		Test Proctor	3,000	1,800	1,200	60.0%
		Sub Total		34,348		
	7680	6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		126,759		
		FY 11/12 Funds Available	70,000			
		TOTALREVENUES FY 11/12:	2,094,494	**126,759**	1,967,735	6.1%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

10/10/2012
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PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT
September 30, 2012
25% of year completed

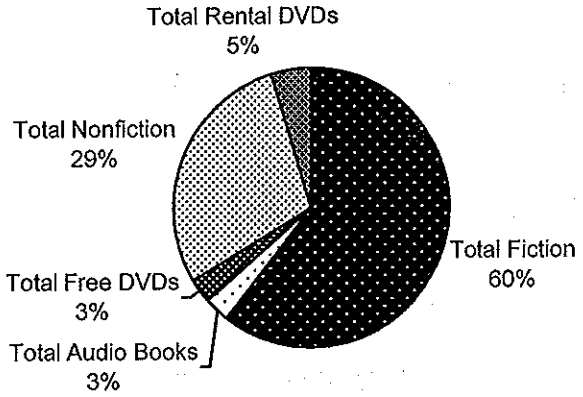
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	271,149	0.25	$799,713
0200	Retirement	37,960	4,344	0.11	$33,616
0301	Unemployment Insurance	11,000	0	0.00	$11,000
0306	Health Insurance	166,441	24,557	0.15	$141,884
0306-0770	Employee Assistance Program	800		0.00	$800
0308	Dental Insurance	15,500	4,410	0.28	$11,090
0309	Life Insurance	7,400	1,892	0.26	$5,508
0310	AD & D Insurance	4,000	1,001	0.25	$2,999
0319	Vision Insurance	2,600	664	0.26	$1,936
0350	Workers' Compensation Insurance	10,000	3,074	0.31	$6,926
	TOTAL	$1,326,563	$311,089	0.23	$1,015,474
SERVICES & SUPPLIES					
0700	Communications	12,000	2,184	0.18	$9,816
0900	Food	1,500	44	0.03	$1,456
1000	Household Expenses	10,000	2,321	0.23	$7,679
1100	Library Insurance	13,000	11,846	0.91	$1,154
1300	Maintenance, Equipment	20,000	3,596	0.18	$16,404
1400	Maintenance, Buildings & Improvements	85,000	6,420	0.08	$78,580
1600	Memberships	14,000	3,854	0.28	$10,146
1800	Office Expenses	30,000	7,041	0.23	$22,959
1803	Postage	5,000	1,370	0.27	$3,630
1900	Prof./Specialized Services	184,900	6,380	0.03	$178,520
1912	Investment Administrative Fees	1,500	208	0.14	$1,292
2000	Publication and Legal Notices	1,000	72	0.07	$928
2100	Rents and Leases - Equipment	500	0	0.00	$500
2200	Rents & Leases - Buildings & Improvements	30,000	7,045	0.23	$22,955
2400	Books/Library Materials	211,731	26,307	0.12	$185,424
2600	Transportation & Travel	2,000	62	0.03	$1,938
2700	Meetings	9,000	4,772	0.53	$4,228
2800	Utilities	97,500	10,226	0.10	$87,274
	TOTAL	$728,631	$93,748	0.13	$634,883
OTHER CHARGES					
3700	Taxes and Assessments	$8,300	$1,782	0.21	$6,518
	OPERATING EXPENSES	**$2,063,494**	**$406,620**	**0.20**	**$1,656,874**
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	$21,000	$0	0.00	$21,000
4200	Structures/Improvements	10,000	$0	0.00	$10,000
5200	Contingency Funds	$0	$0	0.00	$0
	TOTAL	$31,000	$0	0.00	$31,000
TOTAL BUDGET (Fund 707)		**$2,094,494**	**$406,620**	**0.19**	**$1,687,874**
Reserves	General Reserves	$414,789	$0	0.00	$414,789
	Impact Fees (Restricted)	$374,419	$0	0.00	$374,419

Agenda Item 15

Placentia Library District

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

	Amount	Titles	Volumes
Total Fiction	$17,725	1007	1161
Total Non-Fiction	$8,396	356	724
Total Electronic	0$	0	0
Total Audio Books	$854	22	22
Total Free DVDs	$882	42	44
Total Rental DVDs	$1,405	39	49
TOTAL MATERIALS	$29,262	1466	2000



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 2012-2013 THROUGH THE MONTH OF SEPTEMBER 2012

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	$6,447	325	342	$383	5	41	$6,830	330	383	$15	1	1	$6,845	331	384
Adult Non-Fiction	$4,218	195	200	$143	7	7	$4,361	202	207	$82	4	4	$4,443	206	211
Adult Reference	$173	4	4	$0	0	0	$173	4	4	$92	6	6	$265	10	10
Adult magazines	$665	2	338	$0	0	0	$665	2	338	$0	0	0	$665	2	338
Total Adult Non-Fiction	$5,056	201	542	$143	7	7	$5,199	208	549	$174	10	10	$5,373	218	559
TOTAL ADULT PRINT MATERIALS	$11,503	526	884	$526	12	48	$12,029	538	932	$189	11	11	$12,218	549	943
Adult Music CDs	$0	0	0	$0	0	0	$0	0	0	$585	39	39	$585	39	39
Adult Audio Books	$781	20	20	$142	3	5	$923	23	25	$0	0	0	$923	23	25
Adult Free DVDs	$225	9	9	$0	0	0	$225	9	9	$0	0	0	$225	9	9
Adult Rental DVDs	$758	24	24	$0	0	0	$758	24	24	$0	0	0	$758	24	24
TOTAL ADULT NON-PRINT MATERIALS	$1,764	53	53	$142	3	5	$1,148	32	34	$585	39	39	$1,733	71	73
TOTAL ADULT MATERIALS	$13,267	579	937	$668	15	53	$13,177	570	966	$774	50	50	$13,951	620	1,016
Juvenile Fiction	$8,005	443	577	$14	1	1	$8,019	444	578	$231	19	19	$8,250	463	597
Young Adult Fiction	$3,273	239	242	$0	0	0	$3,273	239	242	$70	10	10	$3,343	249	252
Total Juvenile Fiction	$11,278	682	819	$14	1	1	$11,292	683	820	$301	29	29	$11,593	712	849
Juvenile Non-Fiction	$2,309	109	114	$0	0	0	$2,309	109	114	$0	0	0	$2,309	109	114
Young Adult Non-Fiction	$1,031	46	47	$30	2	2	$1,061	48	49	$0	0	0	$1,061	48	49
Juvenile Reference	$0	0	0	$235	13	13	$235	13	13	$18	1	1	$253	14	14
Juvenile Magazines	$0	0	21	$0	0	0	$0	0	21	$0	0	0	$0	0	21
Total Juvenile Non-Fiction	$3,340	155	182	$265	15	15	$3,605	170	197	$18	1	1	$3,623	171	198
TOTAL JUVENILE PRINT MATERIALS	$ 14,618	837	1,001	$279	16	16	14,897	853	1,017	319	30	30	$ 15,216	883	1,047
Juvenile Music CDs	0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Juvenile Audio Books	73	2	2	$0	0	0	$73	2	2	$0	0	0	$73	2	2
Juvenile Free DVDs	657	33	35	$0	0	0	$657	33	35	$0	0	0	$657	33	35
Juvenile Rental DVDs	647	15	25	$0	0	0	$647	15	25	$0	0	0	$647	15	25
TOTAL JUVENILE NON-PRINT MATERIALS	$1,377	50	62	$0	0	0	$1,377	50	62	$0	0	0	$1,377	50	62
TOTAL JUVENILE MATERIALS	$4,717	205	1063	$265	15	15	$4,982	220	259	$18	1	1	$5,000	221	260
On-line databases	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-music	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
TOTAL ELECTRONIC MATERIALS	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Fiction	$17,725	1007	1161	$397	6	42	$18,122	1013	1203	$316	30	30	$18,438	1043	1233
Total Non-Fiction	$8,396	356	724	$408	22	22	$8,804	378	746	$192	11	11	$8,996	389	757
Total Electronic	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Audio Books	$854	22	22	$142	3	5	$996	25	27	$0	0	0	$996	25	27
Total Free DVDs	$882	42	44	$0	0	0	$882	42	44	$0	0	0	$882	42	44
Total Rental DVDs	$1,405	39	49	$0	0	0	$1,405	39	49	$0	0	0	$1,405	39	49
TOTAL MATERIALS	$29,262	1466	2000	$947	31	69	$30,209	1,497	2,069	$508	41	41	$30,717	1538	2110

Outstanding Orders as of September 2012

General Fund	Adopt-a-book	TOTAL
$18,655	$65	$18,721

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Entrepreneurial Activities Report for September 2012**

DATE: October 15, 2012

Net Revenue Summary for September 2012

			YTD	YTD
	Sep-12	Sep-11	2012-2013	2011-2012
Passport	5,025.00	4,550.00	16,675.00	14,200.00
Passport Photos	1,247.00	1,068.00	4,199.00	2,964.00
Test Proctor	150.00	350.00	1,800.00	1,350.00
Meeting Room	570.00	290.00	1,030.00	1,430.00
DVD Rentals	510.00	438.00	1,703.60	1,645.00
Total	7,502.00	6,696.00	25,407.60	21,589.00

Agenda Item 17

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Personnel Report for September 2012**

DATE: October 15, 2012

			YTD	YTD
	Sep-12	Sep-11	2012-2013	2011-2012
Separation	0	0	0	0
Retirement	0	0	0	1
Appointments	0	0	0	4
Open Positions	1	2	1	2
Workers' Compensation Leave	0	0	0	0
Total	1	2	1	7

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (30 hrs.)

WORKERS' COMPENSATION LEAVE:
None

Agenda Item 18

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: **October 15, 2012**

MONTHLY STATISTICS

September 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Sep-12	Sep-11		2012-13	2011-12	% change
New Patron Registrations	333	348		1,002	1,035	-3.2%
Total Circulation	15,944	14,904		55,369	54,089	2.3%
Total Active Borrowers	8,720	9,148		26,113	27,546	-5.2%
Attendance	23,002	21,423		70,106	69,337	1.1%
Registered Card Holders	31,411	27,553		93,236	89,115	4.6%
Adult Fiction	2,801	2,844		9,322	9,747	-4.4%
Adult Nonfiction	1,628	1,759		5,848	6,177	-5.3%
Adult Magazines	246	289		780	974	-19.9%
Adult Music CDs	160	219		546	685	-20.3%
Adult Audio Books	525	557		1,617	1,890	-14.4%
Adult Free DVDs	291	283		1,032	866	19.2%
Adult Rental DVDs	433	402		1,341	1,336	0.4%
Overdrive E-Books	247	54		685	181	278.5%
Overdrive Audio Books	90	70		254	175	45.1%
JV Fiction	6,333	5,388		21,833	20,847	4.7%
YA Fiction	1,152	697		4,567	3,029	50.8%
JV Nonfiction	937	811		3,429	3,117	10.0%
YA Nonfiction	74	60		237	145	63.4%
JV Magazines	9	4		34	23	47.8%
JV Music CDs	21	33		100	77	29.9%
JV Audio Books	52	35		120	111	8.1%
JV Free DVDs	611	667		2,267	2,457	-7.7%
JV Rental DVDs	165	150		714	687	3.9%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		941	670	467	596	609	3,283
10:00		294	1,051	339	1,055	439	3,178
11:00		351	550	344	514	816	2,575
12:00		403	623	495	318	974	2,813
1:00	1,466	309	443	341	424	1,178	4,161
2:00	1,714	409	731	674	588	1,016	5,132
3:00	1,436	383	791	685	1,003	804	5,102
4:00	1,168	656	987	1,216	923	745	5,695
5:00		1,080	880	1,059	1,000		4,019
6:00		901	831	1,110	1,236		4,078
7:00		706	1,179	576	898		3,359
8:00		392	702	768	746		2,608
Total/Day	5,784	6,825	9,438	8,074	9,301	6,581	46,003
					*** Grand Total**		**23,002**

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		2	0	0	0	7	9
10:00		1	2	1	0	7	11
11:00		0	2	0	0	8	10
12:00		1	0	0	2	16	19
1:00	15	0	3	2	1	10	31
2:00	13	0	3	3	0	13	32
3:00	4	1	0	3	0	7	15
4:00	5	6	3	6	0	3	23
5:00		3	1	2	2		8
6:00		4	11	4	9		28
7:00		2	5	3	0		10
8:00		2	1	0	2		5
Total/Day	37	22	31	24	16	71	**201**
							Grand Total

STAFF ACTIVITY

September 04, 2012- Estella delivered money deposits to the bank.
September 04, 2012- Fernando participated in supervisors meeting.
September 04, 2012- Fernando collected money from the copy machine.
September 06, 2012- Estella delivered money deposits to the bank.
September 08, 2012- Tim compiled and submitted purchase order for vending machines.
September 09, 2012- Laura C. and Winston helped with the Friends monthly book sale.
September 11, 2012- Estella delivered money deposits to the bank.
September 11, 2012- Fernando collected money from the copy machine.
September 11, 2012- Fernando participated in supervisors meeting.
September 11, 2012- Staff organized chairs in the meeting room for Pre-School story time.
September 13, 2012- Estella delivered money deposits to the bank.
September 13, 2012- Staff organized the meeting room for Lap-Sit story time.
September 13, 2012- Staff organized the meeting room for P-Tac.
September 15, 2012- Staff organized the meeting room for Family Flicks.
September 17, 2012- Fernando attended board meeting.
September 18, 2012- Fernando collected money from the copy machine.
September 18, 2012- Estella delivered money deposits to the bank.
September 18, 2012- Staff organized chairs in the meeting room for Pre-School story time.
September 18, 2012- Fernando participated in supervisors meeting.
September 18, 2012- Larry, Vanita, and Estella attended all staff meeting.
September 18, 2012- Larry, Vanita, Estella, and Saul attended Circulation Department meeting.
September 20, 2012- Staff organized the meeting room for Lap-Sit story time.
September 20, 2012- Staff organized the meeting room for P-Tac.
September 20, 2012- Estella delivered money deposits to the bank.
September 22, 2012- Staff organized the meeting room for Family Flicks.
September 22, 2012- Tim compiled and submitted purchase order for vending machines.
September 25, 2012- Fernando collected money from the copy machine.
September 25, 2012- Staff organized chairs in the meeting room for Pre-School story time.
September 25, 2012- Fernando met with Yesenia to discuss recruitment procedures.
September 26, 2012- Fernando met with Yesenia to discuss Library Clerk position interview questions.
September 27, 2012- Fernando met with Yesenia to discuss Library Clerk position interview schedule.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Staff is inspecting the public restrooms hourly.
Circulation staff continues performance measure assignment.

NEW PROJECTS AND ACTIVITIES

Circulation staff will plan a passport marketing campaign.
Circulation staff will plan a library card campaign.
Circulation Supervisor along with Business Manager will begin recruitment for vacant 30 hour library clerk position.
Circulation Supervisor along with Business Manager will begin recruitment for clerk substitutes.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **City of Placentia Invoices, September 2012**

DATE: October 15, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/12	2,954.95	1,452.50	142.50	7.68	$4,557.63
12-Aug	*	*	*	*	*	*
12-Sep						
12-Oct						
12-Nov						
12-Dec						
13-Jan						
13-Feb						
13-Mar						
13-Apr						
13-May						
13-Jun						
	TOTAL					
	AVG					

*** City Billing Not Received**

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	$7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	$5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	$4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	$4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	$4,655.21
12-Feb	04/09/12	3,035.20	1,452.50	142.50	7.72	$4,637.92
12-Mar	05/07/12	3,049.37	1,452.50	142.50	7.72	$4,652.09
12-Apr	06/07/12	3,028.13	1,452.50	142.50	7.70	$4,630.82
12-May	6/14/12	3,346.82	1,452.50	142.50	15.40	$4,957.22
12-Jun	8/22/12	5,656.99	1,452.50	142.50	*	$7,251.99
	TOTAL	$49,949.04	$17,430.00	$1,710.00	$92.06	$66,041.21
	AVG	4,162.42	1,452.50	142.50	8.36	5,503.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Library Director's Report for September 2012**

DATE: October 15, 2012

Accomplishments

- Secured $2,900 from the Placentia Library Friends Foundation for adult, children's programs and the Employee of the Quarter award.
- Submitted a response to the Orange County Grand Jury's "*Transparency Breaking Up Compensation Fog – But Why Hide Pension Costs*" report.
- Met with the City Administrator and the Director of Administrative Services to discuss the History Room.

Meetings

- Library Board of Trustees Meeting – September 17th
- Manager's Meeting – September 11th &18th
- PLFF – September 10th
- President DeVecchio – September 11th &13th
- Orange County Library Directors – September 12th
- Rotary – September 10th
- Rotaract – September 19th

Training/Workshops/Conferences

- California Special District Association (CSDA) – September 24th – 27th

Community Events / Functions

- Rotaract Discoverfest – September 6th

Future Project(s)

- Strategic Plan
- Staff Development Day

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Library Services Manager Report for September 2012**

DATE: October 15, 2012

Report is not available due to position vacancy.

Agenda Item 22

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for September 2012

DATE: October 15, 2012

MONTHLY STATISTICS

Childrens Desk Activity

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	38	42	96	114	-15.79%
In person reference/research:	812	587	2252	1704	32.16%
Total Reference	**850**	**629**	**2348**	**1818**	29.15%
Total Number of Programs	43	38	90	90	0.00%
Total Programs Attendance	1093	942	5147	5587	-7.88%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	20
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	12
Preschool Story Times I & II: 3-6 years	8	209
C.O.P.S.	1	27
Pocket Tales: Stories, music, and movement. Closed 8-8 due to earthquake.	4	112
Lap Sit 24 months & younger	4	225
P-TAC	4	85
Family Flicks	4	59
Family Game Day	1	31
Super STAR	1	10
Homework Club	12	192
9/4 Kaplan Results PSAT Workshop	1	36

9/16 Fiesta Storytime & Craft	**1**	**75**
Total September 2012	**43**	**1,093**
Total September 2011	**38**	**942**
Current FY to date	**90**	**5,147**
Previous FY to date	**90**	**5,587**

Achievements:

- The Children's department began a new Saturday film series for families called "Family Flicks."
- Children's staff planned and conducted the Hispanic Heritage Fiesta event with the Adult Services department. Brenda Ramirez conducted a storytime in English and Spanish for children. Children also participated in making a craft.
- Homework Club began in September, under the direction of Coleen Wakai.
- Lori Worden attended meetings conducted by Jeanette Contreras with library supervisors and managers.
- Lori Worden conducted a Children's department staff meeting.
- Coleen Wakai attended a SCLC meeting for Young Adult librarians.

In progress:

- Children's staff is planning the upcoming Fall events, including Halloween programs for children and teens, and the Camp Library event for families.
- Children's staff are ordering materials in the Children's and Young Adult sections of the library, as well as weeding their collections.
- Brenda Ramirez will be attending the CLA conference in San Jose Nov. 2 – Nov.4.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for September 2012

DATE: **OCTOBER 15, 2012**

MONTHLY STATISTICS

Reference Desk Activity

	September 2012	September 2011	Y-T-D 2011-12	Y-T-D 2010-2011	Y-T-D % change
Reference -- in person	1052	698	3156	2594	21.67%
Reference -- telephone	362	278	1134	924	22.73%
Reference -- email/chat	4	1	11	13	-15.38%
Technology assistance	369	331	1305	1487	-12.24%
Guest passes	110	253	434	601	-27.79%
Adult and Children's computer use (desktops)	2467	2686	7582	8445	-10.22%
Adult computer usage (desktop)	2112	2223	6823	7348	-7.14%
Public computer use (express laptops)	397	1064	1419	3165	-55.17%
In library use -- cleanup	3776	2679	10603	10120	4.77%
Adult Program Attendance	273	57	567	319	77.74%

Adult Services Programs

		September 2012
September 11, 2012	Book Discussion: The Night Circus	17
September 16, 2012	Fiesta! Hispanic Heritage Month Event	225
September 18, 2012	Computer Workshop: Learn How To Take Better Travel Photographs	11
September 23, 2012	Volunteer Orientation	15
September 25, 2012	Computer Workshop: Learn How To Take Better Travel Photographs	5
	Total Program Attendance	**273**

Volunteer Hours

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	9	60	86	388	-77.84%
PLFF	431.25	443	1223.75	1363	-10.22%
General Library	357.5	562	1051.25	3010.5	-65.08%
Technology	33	0	641	28	2189.29%
Homework Club	96	127	96	127	-24.41%
Adult Literacy	8	48	88	117.5	-25.11%
PTAC	205.5	0	338	0	0.00%
Total Volunteer Hours	**1140.25**	**1240**	**4837.25**	**5034**	**-3.91%**

History Room Activity

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room Visitors	12	2	22	29	-24.14%

Adult Literacy

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	6	8	16	12	33.33%
Number of Students	8	4	24	11	118.18%
Total Number of Participants	14	12	40	23	73.91%

Computer Literacy

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	1	0	3	7	-57.14%
Number of Students	2	0	6	7	-14.29%
Total Number of Participants	3	0	9	14	-35.71%

ACHIEVEMENTS

- ***Wendy Townsend*** hosted the September Volunteer Orientation.
- ***Wendy Townsend*** led the September Book Discussion on The Night Circus.
- ***Wendy Townsend*** prepared new History Room photographs to be scanned.
- ***Katie Matas*** proctored 3 exams.
- ***Katie Matas*** finished weeding the mystery collection.
- ***Katie Matas*** did an inventory of the western collection.
- ***Katie Matas*** completed a collection development policy for the fiction collection.
- ***Katie Matas*** updated the Acquisitions report to more accurately display collection information.
- ***Nadia Dallstream, Katie Matas, Wendy Townsend, Venessa Faber and Jeannie Killianey*** participated in a training webinar about Overdrive.

- ***Nadia Dallstream and Wendy Townsend*** updated the History Room Patron Loan Form and created a Photo Request Form.
- ***Wendy Townsend*** updated the New DVD collection to reflect date acquired.
- ***Jeannie Killianey*** coordinated 1 Computer Workshop (How to Take Better Travel Photos).
- ***Jeannie Killianey*** completed the publicity materials for "Saving Cents with Coupons" program.
- ***Jeannie Killianey*** wrote up a review of the "Fiesta!" program for submission to the OC Register.
- ***Venessa Faber*** created a poster for the Authors Luncheon.
- ***Venessa Faber*** created a schedule for the book trough displays.
- ***Venessa Faber*** created flyers for the Stargazing event and assisted with materials for the Coupon program.
- ***Venessa Faber*** created a new Book Suggestion form.
- ***Venessa Faber*** created a guide for the Reference Desk Procedures binder for what to do when the internet is down.
- ***Venessa Faber, Nadia Dallstream,*** and Brenda Ramirez coordinated and supervised the Hispanic Heritage Fiesta on September 16th.
- ***Nadia Dallstream*** completed the Adult Services Book Budget.
- ***Katie Matas and Nadia Dallstream*** established a system with Baker and Taylor and staff to ensure timely arrival of bestsellers.
- ***Nadia Dallstream*** created a Print & Copy Request Form.
- ***Nadia Dallstream*** created a Staff Room Reservation Form.
- ***Nadia Dallstream*** created a Holds Manager account with Overdrive to ensure that PLD always has enough digital copies of e-books to fulfill patron requests.
- ***Nadia Dallstream*** sent out publicity for all Adult Services Programs in October.

MEETINGS

- ***Nadia Dallstream, Venessa Faber, Jeannie Killianey, Katie Matas and Wendy Townsend*** met for an Adult Services Meeting on September 19.
- ***Nadia Dallstream and Wendy Townsend*** met with Jeanette Contreras to discuss the History Room on September 18.
- ***Nadia Dallstream and Wendy Townsend*** met on September 6, 13 and 27.
- ***Venessa Faber, Nadia Dallstream, Katie Matas and Wendy Townsend*** attended the Staff meeting on September 18.
- ***Wendy Townsend*** attended the Historical Committee Meeting on September 25.
- ***Jeannie Killianey*** met with Nadia Dallstream to discuss Computer Workshops schedules on September 1, 2012.
- ***Venessa Faber*** went to the Huntington Beach Library to observe the literacy program on September 26th.
- ***Venessa Faber and Nadia Dallstream*** met on September 12th to discuss Hispanic Heritage, Board Reports, and Collection Development.
- ***Venessa Faber,*** *Coleen Wakai and Lori Worden* met to plan and discuss Star Gazing event on September 4th, 11th, and 18th.
- ***Venessa Faber and Wendy Townsend*** met to discuss Fall and Winter Decorations on September 19th.
- ***Nadia Dallstream*** attended Manager/Supervisor Meetings on September 4, 11, and 18.
- ***Nadia Dallstream*** attended the September 18th City of Placentia Board Meeting.
- ***Nadia Dallstream*** attended the September 17th Library Board Meeting.
- ***Nadia Dallstream*** met with Fernando Maldonado on September 1st to prepare for sound for the Hispanic Heritage Program.

- ***Nadia Dallstream*** met with Sharon Sacks a new intern from the Santa Ana Tech program and provided her with an orientation and assignments.

IN PROGRESS

- ***Wendy Townsend, Jeannie Killianey*** and ***Venessa Faber*** are working on the Holiday Series program.
- ***Wendy Townsend and Nadia Dallstream*** are working on updating the History Room policies and forms.
- ***Wendy Townsend*** is coordinating screenings of *Placentia: A Pleasant Place* with local organizations.
- ***Wendy Townsend*** is weeding the 300's collection.
- ***Adult Services Staff*** are continuing to select books for assigned collection areas.
- ***Wendy Townsend*** is continuing to fill volunteer positions and verify volunteer hours.
- ***Wendy Townsend*** is working on a new History Room display.
- ***Wendy Townsend*** is working on the Family History Month Genealogy program.
- ***Wendy Townsend*** is training a new History Room volunteer.
- ***Venessa Faber and Wendy Townsend*** are working on Fall and Winter library decorations.
- ***Jeannie Killianey*** continues to monitor and update the library's Facebook page.
- ***Jeannie Killianey*** is finalizing program details for the coupon program.
- ***Jeannie Killianey*** is working with new instructors for the Computer Workshops program.
- ***Jeannie Killianey*** continues to make weekly book selections for Rotary members to be honored with a book plaque.
- ***Jeannie Killianey*** is weeding the Educational DVDs collection.
- ***Venessa Faber*** will visit Read OC to observe a Literacy training workshop for tutors on Oct. 11th.
- ***Venessa Faber*** is organizing the Literacy collection's materials for better usage and is designing a Conversation Club for the Literacy applicants on the wait list.
- ***Venessa Faber*** is continuing to fill Computer Literacy and Adult Literacy tutoring needs.
- ***Venessa Faber*** is creating flyers and slides for the TV in circulation for the advertisement of upcoming events.
- ***Venessa Faber*** is weeding the 200's.
- ***Nadia Dallstream and Katie Matas*** are working with Thomas Edelblute, Patrick Hoang and Art Crouch to get the Freegal App working.
- ***Nadia Dallstream*** is preparing for the December Book Discussion of *Life of Pi.*
- ***Nadia Dallstream*** is coordinating the 2013 Summer Reading Program.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for September 2012

DATE: October 15, 2012

MONTHLY STATISTICS

On-line database usage

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	27	33	101	116	-13%
Biography In Context (new FY 2012/13)	13	0	22	0	NA
Opposing Viewpoints (new FY 2012/13)	8	0	41	0	NA
Freegal (new FY 2012/13)	353	0	694	0	NA
Heritage Quest	466	532	2,225	2,467	-10%
Novelist	28	24	120	109	10%
Tumblebooks	569	421	1,094	1,002	9%
Reference USA	55	18	360	110	227%
TOTAL DATABASE USAGE	**1,519**	**1028**	**1,824**	**1,120**	**63%**

Website Traffic

	September 2012	September 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	22,086	20,211	65,596	64,184	2%
Page Hits	37,687	38,720	118,238	123,447	-4%

ACHIEVEMENTS

- ***Fernando Maldonado*** updated the Library's website.
- ***Saul Ulloa*** updated the outside digital sign.
- ***Katie Matas*** updated the messages on the telephone system.
- ***Jeannie Killianey*** updated the Library's Facebook Account.
- ***Brenda Ramirez*** updated the Library's Twitter Account.
- ***Coleen Wakai*** updated the Library's Flickr Account.

Agenda Item 25

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Employee of the Quarter Award**

DATE: October 15, 2012

BACKGROUND

President DeVecchio will present the Employee of the Quarter Award.

Agenda Item 26

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 Meeting**

DATE: October 15, 2012

BACKGROUND

President DeVecchio will report on actions taken by the Library Board of Trustees during the Closed Session Meeting.

Agenda Item 27

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Proposed Placentia Library District Policy #2013 – Name Badge Policy**

DATE: October 15, 2012

BACKGROUND

The proposed Placentia Library District Policy #2013 – Name Badge Policy was presented at the September 17, 2012 Library Board of Trustees Regular Meeting. Library staff was directed to revise the policy to one page.

Attachment A is the revised Policy #2013 – Name Badge Policy

RECOMMENDATION

Adopt Placentia Library District Policy #2013 – Name Badge Policy as presented inclusive of feedback from the Library Board of Trustees.

Agenda Item 27
Attachment A

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Name Badge Policy**
POLICY NUMBER: **2013**

2013.1 The purpose of the Name Badge Policy is to provide standards and requirements for the display of identification, a uniformed method of identification for better customer service, and additional means of establishing a safe environment for employees, trustees, volunteers, patrons, and visitors to conduct business while on Placentia Library District's premises and at community events.

2013.2 The guidelines for issuing, receiving, and displaying badges are as follows:

2013.2.1 Employees

- All employees will be issued an identification badge by Administration upon being hired and can only be used by the employee.
- All employees must wear their badges on the front below their shoulders and should be fully visible.
- Employees must return their identification badges to Administration upon termination of employment.
- Employees must have a name badge on at all times during their work shift.
- Employees will be responsible for replacement cost for lost badges.

2013.2.2 Volunteers

- All volunteers have access to a "Volunteer" badge at the Volunteer Check-In area.
- All volunteers must wear their badges on the provided lanyard, around their neck. Volunteers must have their badge on at all times during their volunteer shift(s).
- Volunteers without their badges will be escorted to the Volunteer Coordinator or their assigned supervisor.

2013.2.3 Visitors

- Visitors must sign in with the Administrative Assistant in Administration.
- Badges must be worn at all times while on the Placentia Library District premise.
- Badges must be returned to Administration.

Agenda Item 28

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 13-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015.**

DATE: October 15, 2012

BACKGROUND

At the November 21, 2011 Regular Meeting, the Library Board of Trustees was presented with a recommendation by the Library Director to change the budget cycle from an annual financial plan to a two-year financial plan. The two-year financial plan would commence on July 1, 2013 for Fiscal Years 2013-2015.

The Library Board of Trustees authorized library staff to proceed with the drafting of a resolution to adopt a Two-Year Financial Plan Beginning with Fiscal Years 2013-2015.

Attachment A is Resolution 13-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning with Fiscal Years 2013-2015.

RECOMMENDATIONS

1. Read Resolution 13-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015; and,

2. Adopt Resolution 13-08 by a roll call vote.

RESOLUTION 13-08

A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015

WHEREAS, Resolution 13-08 provides that the Board of Trustees of the Placentia Library District of Orange County will adopt by resolution a two-year program and financial plan for the Placentia Library District at the beginning of each two-year budget cycle;

WHEREAS, July 1, 2013 will be the beginning of a two-year budget cycle;

WHEREAS, the Library Director will present a proposed two-year financial plan on Monday, April 15, 2013, in accordance with the provisions of District Policy #3020 – Budget Preparation; and,

WHEREAS, a Public Hearing will be held on the proposed financial plan on Monday, May 20, 2013; and,

WHEREAS, the proposed financial plan will be presented on Monday, June 17, 2013 for adoption.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Placentia Library District of Orange County adopts Resolution 13-08 for a two-year financial plan for the fiscal years 2013-2015 effective July 1, 2013.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 13-08 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the fifteenth day of October 2012.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of October 2012.

_____

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District

Agenda Item 29

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Withdraw Membership From the Southern California Library Cooperative (SCLC)**

DATE: October 15, 2012

BACKGROUND

The Placentia Library District has been a member of a library consortium including the Santiago Library System (SLS), Metropolitan Collaborative Library System (MCLS) and currently Southern California Library Cooperative (SCLC). The current system, SCLC, has grown double in its membership size and the meetings are typically held away from Orange County.

After several meetings, Library Directors from all Orange County library systems addressed the concerns we had regarding the overall benefits of SCLC membership. The concerns included:

- Training and meetings scheduled by SCLC are not convenient geographically.
- Return on Investment (ROI) – cost does not justify return on investment. Placentia Library District's current membership due is $2,960.
- A feeling of disconnect between the members of Orange County Libraries and SCLC.
- General feeling that a smaller organization would be more suitable to the needs of the Orange County Libraries through collaborative efforts.

SCLC provides delivery service, networking opportunities, collaborative grant submissions, and representation at Legislative Day. Placentia Library District receives virtually no library material deliveries through SCLC on an annual basis.

According to the 1983 Joint Powers Agreement (JPA) of the Southern California Library Cooperative (SCLC), under Page 10, Section 10 regarding "Term, Withdrawal, and Termination of Agreement,"

Any member agency may withdraw as a member but only upon written notice delivered to the Council at least nine (90) days prior to the commencement of the forth coming fiscal year, stating thereon the date of proposed withdrawal. No party shall be entitled, by virtue of such withdrawal, to receive any payment of money or share of assets of the System except as may be agreed upon by all of the member agencies.

Library Director recommends withdrawing from SCLC. Formal withdrawal must be submitted by April 2013. Eight other Orange County Libraries will also make the same recommendation to their governing board. These libraries include:

- Anaheim Public Library – Audrey Lujan, Director
- Buena Park Public Library – Mary McCasland, Director
- Fullerton Public Library – Maureen Gebelein, Director
- Mission Viejo Public Library – Stephanie Tanton, Director
- Newport Beach Public Library – Cynthia Cowell, Director
- Orange County Public Libraries – Helen Fried, County Librarian
- Orange Public Library – Yolanda Moreno, Director
- Yorba Linda Public Library – Melinda Steep, Director

RECOMMENDATION

Authorize Placentia Library District to withdraw its membership from SCLC, effective July 1, 2013.

Agenda Item 30

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Computer Training Services Contract for Computer Workshops**

DATE: October 15, 2012

BACKGROUND

The Placentia Library Friends Foundation continues to support computer training workshops for the community. Library staff offers basic computer workshops for the public. Library staff would like to expand the type of computer workshops available to the public. Staff is requesting the Board of Trustees to consider Independent Consultants to conduct advanced workshops, in addition to the workshops already provided.

Attachment A is the draft contract for Consultant Melissa Guzzetta.

Attachment B is the draft contract for Consultant Judy L Malouf.

Fiscal Impact: N/A

RECOMMENDATION

1. Approve the Independent Consultants Melissa Guzzetta and Judy L Malouf to provide computer training services.

AGREEMENT FOR COMPUTER TRAINING SERVICES BETWEEN THE PLACENTIA LIBRARY DISTRICT AND MELISSA GUZZETTA FOR THE COMPUTER TRAINING WORKSHOPS

THIS AGREEMENT is made and effective as of October 22, 2012, between the Placentia Library District, a California independent special district ("District") and Melissa Guzzetta ("Consultant"), a California corporation.

RECITALS

A. The District has determined that it requires the services of Consultant to provide computer training workshops.

B. On October 2, 2012, the Consultant submitted references/resume for services for computer workshops.

C. Consultant represents that it has the experience, staff and capability to provide the type of outreach services necessary to assist the District in the accomplishment of the program.

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

1. TERM.

This Agreement shall commence on November 1, 2012, and shall remain and continue in effect until tasks described herein are completed, but in no event later than November 1, 2013, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES.

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

3. PERFORMANCE.

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

4. PAYMENT.

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

reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed six Hundred Dollars ($600.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

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

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

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

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

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

6. DEFAULT OF CONSULTANT.

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

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

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

7. **OWNERSHIP OF DOCUMENTS.**

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

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

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

8. **INDEMNIFICATION.**

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

9. **INSURANCE REQUIREMENTS.**

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

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

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

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

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

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

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

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

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

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

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

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Library Director. At the option of the Library Director, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers; or Consultant

shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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

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

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

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

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

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

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

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

10. INDEPENDENT CONTRACTOR.

A. Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf

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

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

11. LEGAL RESPONSIBILITIES.

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

12. RELEASE OF INFORMATION.

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

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

13. NOTICES.

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

To District:	Placentia Library District Mailing Address: 411 East Chapman Avenue Placentia, California 92870 Attention: Library Director
To Consultant:	Melissa Guzzetta 14851 Jeffrey Rd. Spc 85 Irvine, California 92618

14. ASSIGNMENT.

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

15. LICENSES.

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

16. GOVERNING LAW.

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

17. PROHIBITED INTEREST.

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

18. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

19. AUTHORITY TO EXECUTE THIS AGREEMENT.

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

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

PLACENTIA LIBRARY DISTRICT

_____
Jeanette Contreras
Library Director

ATTEST:

_____
[District Secretary]

Melissa Guzzetta

By: _____
Name: Melissa Guzzetta
Title: Owner

EXHIBIT A

TASKS TO BE PERFORMED

Consultant is to conduct computer workshops as scheduled by Placentia Library District. Total duration of workshop must be at least one hour and a half (1 1/2). Consultant will provide own materials for handouts.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Consultant is to conduct computer workshops as scheduled by Placentia Library District. The pay will be $50.00 for each 1 ½ hour class.

AGREEMENT FOR COMPUTER TRAINING SERVICES BETWEEN THE PLACENTIA LIBRARY DISTRICT AND JUDY L MALOUF FOR THE COMPUTER TRAINING WORKSHOPS

THIS AGREEMENT is made and effective as of October 22, 2012, between the Placentia Library District, a California independent special district ("District") and Judy L Malouf ("Consultant"), a California corporation.

RECITALS

A. The District has determined that it requires the services of Consultant to provide computer training workshops.

B. On June 5, 2012, the Consultant submitted references/resume for services for computer workshops.

C. Consultant represents that it has the experience, staff and capability to provide the type of outreach services necessary to assist the District in the accomplishment of the program.

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

1. TERM.

This Agreement shall commence on November 1, 2012, and shall remain and continue in effect until tasks described herein are completed, but in no event later than November 1, 2013, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES.

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

3. PERFORMANCE.

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

4. PAYMENT.

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

reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed six Hundred Dollars ($600.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

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

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

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

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

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

6. DEFAULT OF CONSULTANT.

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

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

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

7. OWNERSHIP OF DOCUMENTS.

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

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

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

8. INDEMNIFICATION.

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

9. INSURANCE REQUIREMENTS.

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

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

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

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

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

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

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

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

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

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

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

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Library Director. At the option of the Library Director, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers; or Consultant

shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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

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

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

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

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

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

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

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

10. INDEPENDENT CONTRACTOR.

A. Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf

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

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

11. LEGAL RESPONSIBILITIES.

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

12. RELEASE OF INFORMATION.

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

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

13. NOTICES.

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

To District:	Placentia Library District Mailing Address: 411 East Chapman Avenue Placentia, California 92870 Attention: Library Director
To Consultant:	Judy L Malouf

14. ASSIGNMENT.

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

15. LICENSES.

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

16. GOVERNING LAW.

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

17. PROHIBITED INTEREST.

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

18. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

19. AUTHORITY TO EXECUTE THIS AGREEMENT.

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

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

PLACENTIA LIBRARY DISTRICT

_____
Jeanette Contreras
Library Director

ATTEST:

_____
[District Secretary]

Judy L Malouf

By: _____
Name: Judy L Malouf
Title: Owner

EXHIBIT A

TASKS TO BE PERFORMED

Consultant is to conduct computer workshops as scheduled by Placentia Library District. Total duration of workshop must be at least one hour and a half (1 1/2). Consultant will provide own materials for handouts.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Consultant is to conduct computer workshops as scheduled by Placentia Library District. The pay will be $50.00 for each 1 ½ hour class.

Agenda Item 31

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Request for Proposal (RFP) for a Power Generator**

DATE: October 15, 2012

BACKGROUND

At the September 17, 2012 Library Board of Trustees meeting, staff was directed to submit a draft RFP for a power generator. Library staff would like to request the Board of Trustees to review and provide input to the draft RFP presented.

Attachment A is the draft RFP for a power generator.

RECOMMENDATION

1. Discuss the proposed RFP as presented with inclusion of input from the Library Board of Trustees; and,
2. Authorize library staff to post the RFP for bid solicitation.

Date: October 16, 2012

SUBJECT: Request For Proposals (RFP) –Power Generator

Submit Written Bid To:

Placentia Library District
Attn.: Administration
411 E. Chapman Ave.
Placentia, CA 92870
714-528-1925, ext. 201

Written Bids Shall Be Submitted By:

Date: November 19, 2012
Time: 5:00 p.m., PST
NO EXCEPTIONS
Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.
Note: All submitted bids shall be sealed.

It is recognized that this Request For Proposal does not identify every possible feature that would be of benefit to the Placentia Library District. Thus, bidders are encouraged to identify problems, solutions, or any additional features which would be of benefit to the Placentia Library District and pertinent to their proposals. Bidders are required to provide as much detail as possible in this proposal process regarding scope of services.

INTRODUCTION

The Placentia Library District owns, operates and maintains its building at 411 E. Chapman Avenue, Placentia, CA 92870. The District is a special district, independent of the City and County. It has four departments: Administration, Circulation, Children's Services and Adult Services. It is the District's intent to use the information provided by the bidders to present recommendations to the Library Board of Trustees. Such information needs to include design, recommendation and energy efficient lighting solutions. The proposals shall identify lighting power density, lighting fixture type, ballast type and quantity. Proposals must include detail item cost based on using the most sustainable, cost effective, and efficient lighting available.

BACKGROUND INFORMATION

Placentia Library District has experienced power losses to the server and equipment on a few occasions. In order to mitigate the disruption caused by these power losses, Placentia Library District determined that it is in the best interest of the library to install a backup power generator in the building.

PROPOSAL REQUIREMENTS

Proposals should be prepared with a detailed description of services to be provided with a straight forward and concise description of the firm's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing proposal. Firms are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. At a minimum, the proposal shall include the following:

1. General Information – The firm shall provide general information describing the firm size, office locations and relevant firm capabilities.
2. Project Schedule – The firm shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration.
3. Project Team – The firm shall identify the team to be assigned to the project by name: this includes the project manager and other key team members. The firm shall assign a primary representative and an alternate to perform the services described in the scope of work. The firm's project manager shall remain in charge of all duties from contract negotiations through the completion of the contract. If the primary representative is unable to continue with the contract, then the alternate representative shall become the primary representative.
4. Experience/Qualifications – The firm shall submit a copy of one recent similar contract that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed to document the firm's expertise, experience and ability to complete the proposed project in a timely manner. A list of three references with name, address, phone number and contact person(s) shall also be provided.
5. Project Cost – The firm shall provide a breakdown outlining the projected hours to be spent on each portion of services described in the Scope of Work. Firm shall comply with prevailing wages determined by the current Department of Labor wage determination.

Firm's invoices will therefore correspond to the specific deliverables identified.

6. Proof of Insurance – The successful bidder shall submit the appropriate Liability Insurance including, Worker's Compensation policy coverage to the satisfaction of the Placentia Library District.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to:

Yesenia Baltierra, Business Manager
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925 x 201
ybaltierra@placentialibrary.org

PROJECT DESCRIPTION

The Placentia Library District of Orange County is requesting proposals from qualified vendors to examine the library's electrical needs and determine the proper size of the power generator needed to support the demand load of electric power used in the entire library. Vendors must also supply, install and test power generator. Bidder shall conduct an on-site assessment of electric power supply that provides electricity to the library. Bidder must present the recommendation and specifications of the power generator to best meet the needs of the library. Placentia Library District expects bidders to define, in detail, the approach to be used for the services requested. Description of time and cost must be included in the proposal.

SCOPE OF WORK-General Description

Assessment:

An on-site assessment to identify the electrical needs and determine the proper size of the power generator needed to support the demand load of electric power used in the entire library. The recommendation must be based on a power generator that is reliable, easy to manage and adaptable. In addition, it must be predictable with regard to its lifecycle cost.

Specifications:

- The generator must be pre-certified to meet EPA federal emission requirements.
- Installation must be in accordance with National Electrical Code and all other applicable state and local codes.
- The generator must be supplied by an original equipment manufacturer.
- Provide annual maintenance and inspections.
- The generator set must be mounted on vibration isolators to the steel base assembly. The base assembly must be anchored directly to the base. The base must be mounted directly to the concrete foundation by means of approved anchor bolts.
- If fuel based, it must have; fuel storage system, control functions, shutdown/warning message display, exhaust system and outline drawings of the equipment.

Other:

- Must include any other vital information not mentioned above.
- Provide final report with specifications on power generator manufacturer and replacement contact information for the full product installed.
- Training for staff must be available once equipment is installed and operational.
- Service support 27/7 must be available and should be on-site within 2 hours in emergency situations.
- Provide licenses, permits, or fees as required by the City of Placentia at bidders expense.

WORK SCHEDULE AND CONDITIONS

Work is to be performed during regular Library hours, this may include evenings and weekends or as agreed upon with the Placentia Library District. The Contractor shall provide appropriate barriers and shall protect persons and property from any related injury or damage.

Work shall be done in conformance to the current editions of the California Building Codes, including any amendments or local requirements established by Orange County and/or the City of Placentia. Procurement of appropriate permits for the work and arrangement of inspections by the authorities having jurisdiction, if required. Upon completion of the work, submitted certificates of inspection and acceptance as well as waivers from sub contractors and suppliers liens are required before final payment.

Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award. The bidder may request clarifications from the Placentia Library District regarding these conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Placentia Library District. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Placentia Library District on account of failure of the Bidder to know the local laws and conditions.

Bidder is expected to visit and examine the location of the Placentia Library District and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost. An appointment must be made in order to have access to all areas of the building. Appointments can be made by calling the Business Manager at (714) 528-1925, ext. 201 or at ybaltierra@placentialibrary.org.

SELECTION PROCESS

By submitting and signing the proposal, the Firm acknowledges they have read, accept and agree to be bound by the terms and conditions of the proposal. The District shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal which, in the District's judgment, is in the District's best interests.

Successful bidder will be required to provide invoices for all completed work and submit to Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Administration. The Library is open Monday-Thursday from 9:00 a.m. - 9:00 p.m., Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 1:00 p.m. - 5:00 p.m. The Library is closed on Fridays. The Administration staff is available Monday-Thursday from 9:00 a.m. - 6:00 p.m.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Business Manager. If the insurance as evidenced by certificates furnished by the Contractor

expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Placentia Library District Administration Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Request for Proposal (RFP) for Ceiling and Lighting Seismic Assessment and Renovation**

DATE: October 15, 2012

BACKGROUND

At the September 17, 2012 Library Board of Trustees meeting, staff was directed to submit a draft RFP for the ceiling assessment and replacement of the can lights. Library staff would like to request the Board of Trustees to review and provide input to the draft RFP presented.

Attachment A is the draft RFP for Ceiling and Lighting Seismic Assessment and Renovation.

RECOMMENDATION

1. Discuss the proposed RFP as presented with inclusion of input from the Library Board of Trustees; and,
2. Authorize library staff to post the RFP for bid solicitation.

Date: October 16, 2012

SUBJECT: Request For Proposals (RFP) –Ceiling and Lighting Seismic Assessment and Renovation

Submit Written Bid To:

Placentia Library District
Attn.: Administration
411 E. Chapman Ave.
Placentia, CA 92870
714-528-1925, ext. 201

Written Bids Shall Be Submitted By:

Date: November 19, 2012
Time: 5:00 p.m., PST
NO EXCEPTIONS
Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.
Note: All submitted bids shall be sealed.

It is recognized that this Request For Proposal does not identify every possible feature that would be of benefit to the Placentia Library District. Thus, bidders are encouraged to identify problems, solutions, or any additional features which would be of benefit to the Placentia Library District and pertinent to their proposals. Bidders are required to provide as much detail as possible in this proposal process regarding scope of services.

INTRODUCTION

The Placentia Library District owns, operates and maintains its building at 411 E. Chapman Avenue, Placentia, CA 92870 which was built in 1974. The District is a special district, independent of the City and County and provides Public Library services. It has four departments: Administration, Circulation, Children's Services and Adult Services. It is the District's intent to use the information provided by the bidders to present recommendations to the Library Board of Trustees. Such information must include recommendations for ceiling stability and solutions to revamp 85 can lights. The proposals shall identify lighting voltage, lighting fixture type, ballast type and quantity, if new lighting fixtures are recommended. Proposals must include detailed item costs and specify the most sustainable, cost effective, and efficient lighting available.

BACKGROUND INFORMATION

Placentia Library District experienced two earthquakes in August 2012. Due to these earthquakes, each time several can lights were dislodged with visible movements of ceiling tiles and T-bar system as well as cracked tiles. The can lights have been put back in place, however a stable long term solution with seismic considerations is required. The building currently has 85 can lights that need to be revamped.

PROPOSAL REQUIREMENTS

Proposals should be prepared with a detailed description of services to be provided with a straight forward and concise description of the firm's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing proposal. Firms are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. At a minimum, the proposal shall include the following:

1. General Information – The firm shall provide general information describing the firm size, office locations and relevant firm capabilities.
2. Project Schedule – The firm shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration.
3. Project Team – The firm shall identify the team to be assigned to the project by name: this includes the project manager and other key team members. The firm shall assign a primary representative and an alternate to perform the services described in the scope of work. The firm's project manager shall remain in charge of all duties from contract negotiations through the completion of the contract. If the primary representative is unable to continue with the contract, then the alternate representative shall become the primary representative.
4. Experience/Qualifications – The firm shall submit a copy of one recent similar contract that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed to document the firm's expertise, experience and ability to complete the proposed project in a timely manner. A list of three references with name, address, phone number and contact person(s) shall also be provided.
5. Project Cost – The firm shall provide a breakdown outlining the projected hours to be spent on each portion of services described in the Scope of Work. Project cost must include prevailing wages. The firm selected must comply to the California's Prevailing Wage Law and Labor Compliance Program. The District will provide documents of the current prevailing wage determinations to the selected firm submits a list of job classifications for said duties to be performed. Selected firm and its subcontractors must copy and forward to the District in a timely manner certified payroll records for each workers. Firm's invoices will therefore correspond to the specific deliverables identified.
6. Proof of Insurance – The successful bidder shall submit the appropriate Liability Insurance including, Worker's Compensation policy coverage to the satisfaction of the Placentia Library District.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to:

Yesenia Baltierra, Business Manager
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925 x 201
ybaltierra@placentialibrary.org

PROJECT DESCRIPTION

The Placentia Library District of Orange County is requesting proposals from qualified vendors to provide a ceiling and lighting seismic assessment and renovation. Bidder shall conduct an on-site assessment of T-bar ceiling and current lighting fixtures. Bidder must present recommendations for ceiling stability and solutions to revamp 85 can lights . Placentia Library District expects bidders to define, in detail, the approach to be used for the services requested. Description of time and cost must be included in the proposal.

SCOPE OF WORK-General Description

Assessment:

An on-site assessment of T-bar ceiling and current can lights is required. Bidder must present recommendations for ceiling stability and solutions to secure existing 85 can lights. The recommendation must be based on the existing ceiling infrastructure and must include specifications of the approach to be used to revamp 85 can lights.

Ceiling and Lighting Renovation includes, but is not limited to:

- Secure existing 85 can lights.
- Inspect ceiling infrastructure and renovate as needed.
- Replace any damaged ceiling tiles.
- Provide proper and secure installation of new lighting fixtures, if required.
- Proper disposal of all waste materials including any hazardous materials.

Other:

- Must include any other vital information not mentioned above.
- Bidder is responsible for final cleanup of all areas, including but not limited to equipment, furniture, walls, shelves and books.
- Provide final report with specifications on lighting manufacturer and replacement contact information for the full product installed.
- Provide licenses, permits, or fees as required by the City of Placentia at bidders expense.

WORK SCHEDULE AND CONDITIONS

Work is to be performed during regular Library hours, this may include evenings and weekends or as agreed upon with the Placentia Library District. The Contractor shall provide appropriate barriers and shall protect persons and property from any related injury or damage.

Work shall be done in conformance to the current editions of the California Building Codes, including any amendments or local requirements established by Orange County and/or the City of Placentia. Procurement of appropriate permits for the work and arrangement of inspections by the authorities having jurisdiction, if required. Upon completion of the work, submitted certificates of inspection and acceptance as well as waivers from sub contractors and suppliers liens are required before final payment.

Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award. The bidder may request clarifications from the Placentia Library District regarding these conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Placentia Library District. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Placentia Library District on account of failure of the Bidder to know the local laws and conditions.

Bidder is expected to visit and examine the location of the Placentia Library District and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost. An appointment must be made in order to have access to all areas of the building. Appointments can be made by calling the Business Manager at (714) 528-1925, ext. 201 or at ybaltierra@placentialibrary.org.

SELECTION PROCESS

By submitting and signing the proposal, the Firm acknowledges they have read, accept and agree to be bound by the terms and conditions of the proposal. The District shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal which, in the District's judgment, is in the District's best interests.

Successful bidder will be required to provide invoices for all completed work and submit to Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Administration. The Library is open Monday-Thursday from 9:00 a.m. - 9:00 p.m., Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 1:00 p.m. - 5:00 p.m. The Library is closed on Fridays. The Administration staff is available Monday-Thursday from 9:00 a.m. - 6:00 p.m.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Business Manager. If the insurance as evidenced by certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Placentia Library District Administration Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. The District may exercise its authority to withhold payment and pass through penalty assessments that occur during the time of this project, to the contractor and its subcontractor, if the proper and

certified payroll documents are not provided in a timely manner. Failure to provide proper and certified payroll documents will result in payment withholding.

Agenda Item 33

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss the Request for Proposals (RFP) – Facility Improvements for the Meeting Room and Staff Lounge**

DATE: October 15, 2012

BACKGROUND

President DeVecchio was contacted by PLFF's Investment Chairperson seeking input with regards to the group's current investment funds and how PLFF may assist the library through those funds. Library Director solicited input from staff and identified several possible projects for consideration. The list was narrowed to three projects: meeting room improvement, staff lounge improvement and backup generator. These projects were presented at the April 16 and May 24, 2012 public meetings. The Library Director also made a presentation to PLFF at the June 11, 2012 meeting at which time PLFF Board agreed to make the meeting room as their first priority.

The initial cost estimates for the three projects are as follows:

- Meeting Room Improvement $200,000
- Backup Generator $ 50,000
- Staff Lounge Improvement $ 13,000

Attachment A is the draft RFP for facility improvements for the meeting room and the staff lounge.

RECOMMENDATION

Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.

Date: November 20, 2012

SUBJECT: Request For Proposals (RFP) –Facility Improvements

Submit Written Bid To: Placentia Library District
Attn.: Library Director
411 E. Chapman Ave.
Placentia, CA 92870
714-528-1925, ext. 203

Written Bids Shall Be Submitted By:
Date: January 17, 2013
Time: 5:00 p.m., PST
NO EXCEPTIONS
Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.
Note: All submitted bids shall be sealed.

It is recognized that this Request For Proposal does not identify every possible feature that would be of benefit to the Placentia Library District. Thus, bidders are encouraged to identify problems, solutions, or any additional features which would be of benefit to the Placentia Library District and pertinent to their proposals. Bidders are required to provide as much detail as possible in this proposal process regarding scope of services.

INTRODUCTION

The Placentia Library District owns, operates and maintains its building at 411 E. Chapman Avenue, Placentia, CA 92870. The District is a special district, independent of the City and County. It has four departments: Administration, Circulation, Children's Services and Adult Services. It is the District's intent to use the information provided by the bidders to present recommendations to the Library Board of Trustees. Such information needs to include design, recommendation and energy efficient solutions.

BACKGROUND INFORMATION

Placentia Library District's current building is over 30 years of age. The 22,800 square feet facility is located in the Civic Center Plaza on the corner of Chapman Avenue and Kramer Boulevard. The Library Board of Trustees and the Placentia Library Friends Foundation would like to explore the possibility of improvements to the existing meeting room and the staff lounge. The carpeted meeting room measures ?? square feet with concrete wall on one side and plywood on the other. It currently has a sink. The tiled & carpeted staff lounge is ?? square feet which is currently occupied with a few furniture pieces and includes a refrigerator, stove range, sink, microwave and an ice maker. The project does not involve increasing the size of the room but does involve in the removal and installation of cabinetry, sink and ventilated kitchen appliances, wall coverings, and window coverings. All work must be in compliance with the American Disability Act and all state laws and regulations.

The Placentia Library District anticipates that the renovation project will be completed within three months from the award bid date. The District is seeking proposals from contractors with demonstrated experience in the renovation of community and staff room spaces.

PROPOSAL REQUIREMENTS

Proposals should be prepared with a detailed description of services to be provided with a straight forward and concise description of the firm's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing proposal. Firms are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. At a minimum, the proposal shall include the following:

1. General Information – The firm shall provide general information describing the firm size, office locations and relevant firm capabilities.
2. Project Schedule – The firm shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration.
3. Project Team – The firm shall identify the team to be assigned to the project by name: this includes the project manager and other key team members. The firm shall assign a primary representative and an alternate to perform the services described in the scope of work. The firm's project manager shall remain in charge of all duties from contract negotiations through the completion of the contract. If the primary representative is unable to continue with the contract, then the alternate representative shall become the primary representative.
4. Experience/Qualifications – The firm shall submit a copy of one recent similar contract that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed to document the firm's expertise, experience and ability to complete the proposed project in a timely manner. A list of three references with name, address, phone number and contact person(s) shall also be provided.
5. Project Cost – The firm shall provide a breakdown outlining the projected hours to be spent on each portion of services described in the Scope of Work. Project cost must include prevailing wages. The firm selected must comply to the California's Prevailing Wage Law and Labor Compliance Program. The District will provide documents of the current prevailing wage determinations to the selected firm submits a list of job classifications for said duties to be performed. Selected firm and its subcontractors must copy and forward to the District in a timely manner certified payroll records for each workers. Firm's invoices will therefore correspond to the specific deliverables identified. Firm's invoices will therefore correspond to the specific deliverables identified. Project costs must be itemized.

6. Proof of Insurance – The successful bidder shall submit the appropriate Liability Insurance including, Worker's Compensation policy coverage to the satisfaction of the Placentia Library District.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to:

Jeanette Contreras, Library Director
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925 x 201
jcontreras@placentialibrary.org

The schedule for the proposal process is as follow:

- Tuesday, November 20, 2012 – Post RFP in newspaper and on library website.
- Tuesday, December 11, 2012 – Question and answer session, and tour the Library.
- Thursday, January 17, 2013 – Proposals due.
- Monday, January 21, 2013 – Proposals presented to the Library Board of Trustees for discussion and consideration.
- Monday, February 11, 2013 – Proposals presented to the Placentia Library Friends Foundation for review.
- Tuesday, February 19, 2013 – Library Board of Trustees to select firm and begin work.
- Tuesday, May 21, 2013 – Completion of project.

PROJECT DESCRIPTION

The Placentia Library District of Orange County is requesting proposals from qualified vendors to redesign and create improvements to its meeting room and staff lounge. Bidder shall conduct an on-site assessment to ascertain information regarding the scope of work and conduct all necessary measurements and assessments prior to the start date of the project . Bidder must present recommendations and specifications for all details as identified in the scope of work. Placentia Library District expects bidders to define, in detail, the approach to be used for the services requested. Description of time and cost must be included in the proposal.

SCOPE OF WORK-General Description

Meeting Room

Improvements to and redesigning of the meeting room will include but is not limited to the following specifications:

- Removal of two existing interior meeting room doors and replace them with an automatic sliding door.
- Deconstruction of existing partition.
- Removal and replacement of existing window coverings with two alternative window covering options.
- Removal and replacement of existing plywood panel wall coverings.
- Removal and replacement of existing carpet with two alternative flooring options.
- Removal of pull down screens and install new automatic screens.
- Installation of theater-like curtains in front of new automatic screen.
- Installation of LCD projector from ceiling with automated system controls
- Installation of sound system with automated system controls.
- Construction of space for furniture storage.
- Replacement of existing chairs and tables.
- Replacement of light fixtures.
- Submission of two interior design and space planning with a contemporary finish.

- Budget: $200,000

Staff Lounge

Improvements to and redesigning of the staff lounge will include but is not limited to the following specifications:

- Replacement of all appliances with energy-efficient appliances including the refrigerator with an ice maker and an oven/stove/microwave combination unit with a vent hood including all electrical-related work.
- Replacement of a sink with a garbage disposal.
- Replacement of counter with granite counters with a 6" splash.
- Replacement of existing dining table and chairs.
- Replacement of flooring with environmental friendly flooring. Two flooring options must be provided.
- Installation of new cabinets.
- Redesigning of staff lounge to maximize space.
- Removal of ice maker and microwave.
- Rearrangement of a computer, a sofa, a loveseat and coffee table to best fit renovated staff lounge.
- Submission of two interior design and space planning with a contemporary finish.
- Budget: $13,000

Other:

- Must include any other vital information not mentioned above.
- Provide licenses, permits, or fees as required by the City of Placentia at bidders expense.

WORK SCHEDULE AND CONDITIONS

Work is to be performed during regular Library hours, this may include evenings and weekends or as agreed upon with the Placentia Library District. The Contractor shall provide appropriate barriers and shall protect persons and property from any related injury or damage.

Work shall be done in conformance to the current editions of the California Building Codes, including any amendments or local requirements established by Orange County and/or the City of Placentia. Procurement of appropriate permits for the work and arrangement of inspections by the authorities having jurisdiction, if required. Upon completion of the work, submitted certificates of inspection and acceptance as well as waivers from sub contractors and suppliers liens are required before final payment.

Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award. The bidder may request clarifications from the Placentia Library District regarding these conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Placentia Library District. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Placentia Library District on account of failure of the Bidder to know the local laws and conditions.

Bidder is expected to visit and examine the location of the Placentia Library District and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost. An appointment must be made in order to have access to all areas of the building. Appointments can be made by calling the Library Director at

(714) 528-1925, ext. 203 or at jcontreras@placentialibrary.org.

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No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Placentia Library District. If the insurance as evidenced by certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Placentia Library District Administration Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. The District may exercise its authority to withhold payment and pass through penalty assessments that occur during the time of this project, to the contractor and its subcontractor, if the proper and certified payroll documents are not provided in a timely manner. Failure to provide proper and certified payroll documents will result in payment withholding.