

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES






CLOSED SESSION
Monday, October 18, 2010
5:30 P.M.
History Room

shinoda.com

*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.

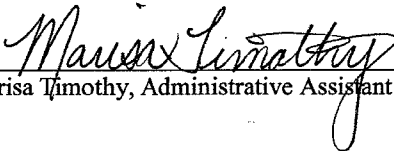
Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

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 18, 2010 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 14, 2010.



Marisa Timothy, Administrative Assistant

Here are the price quotes for Useful's PC management, PC reservation and printing solutions for our public computers. This would replace the cost of the Envisionware software (about \$4000) and about half of Patrick's time (we usually budget about \$24,000 for computer support services, and until recently, half of our computers were public computers). Our public computers thus cost about \$16,000 per year to support.

Userful's solution would cost \$20,341 in the first year, including installation and training. This year, \$33,000 is budgeted so we could manage the transition. After the first year, the cost would be \$8183, and some of the support savings could be used to begin replacing our 2005-2006 public PCs with Useful's inexpensive virtualized hardware that allows multiple users with separate keyboards/monitors/mice to share a single computer. Support costs can be 80% less than traditional models of public computing.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

September 2010 Net Revenue Summary

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

budget - 70,800

Jeanette Contreras

From: Yolanda Moreno [ymoreno@cityoforange.org]
Sent: Thursday, May 27, 2010 3:50 PM
To: jcontreras@placentiallibrary.org
Subject: FW: automatic doors

Hi Jeanette,
Following is contact information from our facilities staff regarding automatic doors.

Hope you have a great weekend.

Yolanda

From: Clark Smith
Sent: Thursday, May 27, 2010 2:05 PM
To: Yolanda Moreno
Cc: Majid Farhat
Subject: RE: automatic doors

This is the company I use as they are quick, fair and knowledgeable. I've used quite a few companies and these guys are the best.

Vince
All American Auto Door

+1 (951) 371-3667 Work
+1 (909) 915-4557 Mobile

Or the contractor who originally installed them for Woodcliff;

Queen City Glass

+1 (760) 322-6222 Work

Or

Nesdoor Automatic Door
Nesdoor

+1 (888) 637-3667 Work
+1 (909) 971-9791 Home
suzanne_rojas@nesdoor.com
147 W Route 66 #740
Glendora, CA 91740
<http://www.nesdoor.com>

Hope this helps.

Jeanette Contreras

From: Carol Stone [CStone@anaheim.net]
Sent: Thursday, May 27, 2010 4:23 PM
To: 'jcontreras@placentialibrary.org'
Subject: FW: automatic door

See Anaheim's door info

From: Bill Bencivenga
Sent: Thursday, May 27, 2010 3:54 PM
To: Carol Stone
Subject: RE: automatic door

EZ Automated Systems – 909-627-8443

John McEwen
Giroux Glass, Inc
850 W Washington Blvd
Los Angeles, CA 90015
(213) 747-7406 office
(213) 747-8779 fax

SubContractor:
Dan Wray
Action Door Repair Corporation
~~(714) 530-2613~~ office
(714) 638-4327 fax
(714) 747-8303 cell

From: Carol Stone
Sent: Thursday, May 27, 2010 1:26 PM
To: Bill Bencivenga
Subject: FW: automatic door

Bill,
Could you answer the question below?

Thanks,

Carol

From: Jeanette Contreras [mailto:jcontreras@placentialibrary.org]
Sent: Thursday, May 27, 2010 1:21 PM
To: Carol Stone; 'Maureen Gebelein'; 'Louise Mazerov'; 'Melinda Steep'; ymoreno@cityoforange.org
Subject: automatic door

Who is your vendor for automatic doors? Service & installation. Thank you.



Jeanette Contreras

From: Melinda Steep [melinda@ypl.lib.ca.us]
Sent: Friday, May 28, 2010 9:10 AM
To: 'Jeanette Contreras'
Subject: RE: automatic door

Hi, Jeanette:

We are currently with this service. They also put in new sensors for our doors.

Doorkeyper, Inc.
1105 North Allen Avenue
Pasadena, CA 91104
626-794-6940

Sharon

Melinda Steep
Library Director
Yorba Linda Public Library
18181 Imperial Hwy.
Yorba Linda, CA 92886
(714) 777-2873 ext. 121

Thu 7/11am

From: Jeanette Contreras [mailto:jcontreras@placentialibrary.org]
Sent: Thursday, May 27, 2010 1:21 PM
To: 'Carol Stone'; 'Maureen Gebelein'; 'Louise Mazerov'; 'Melinda Steep'; ymoreno@cityoforange.org
Subject: automatic door

Who is your vendor for automatic doors? Service & installation. Thank you.



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



Jeanette Contreras

From: Tiffany Henderson [thenderson@sdrma.org]
Sent: Thursday, June 17, 2010 1:25 PM
To: jcontreras@placentialibrary.org
Subject: New Claim GC 4167 (Pedraza)

Good Afternoon Jeanette,

Barbara Tyler will be the claims examiner for the above claim.

Thank you,

Tiffany Henderson
Claims Assistant

logo
Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
Tel: 916.231.4141 Fax: 916.231.4111
Toll Free: 800.537.7790
www.sdrma.org <<http://www.sdrma.org>>

A proud California Special Districts Alliance partner.
California Special Districts Association Special District Risk Management Authority CSDA
Finance Corporation

Jeanette Contreras

From: Louise Mazerov [lmazerov@buenapark.lib.ca.us]
Sent: Friday, June 04, 2010 12:57 PM
To: 'Jeanette Contreras'
Subject: FW: automatic door

Sorry this took so long....

Louise S Mazerov, Director
Buena Park Library District
7150 La Palma Avenue
Buena Park, CA 90620
714-826-4100x121

Reading is to the mind what exercise is to the body.
- Sir Richard Steele
A library is not a luxury but one of the necessities of life.
- Henry Ward Beecher

-----Original Message-----

From: Ray Garcia [mailto:rgarcia@buenapark.lib.ca.us]
Sent: Friday, June 04, 2010 12:42 PM
To: 'Louise Mazerov'
Subject: RE: automatic door

Louise,

Automatic door vendor is:

Stanley Works
13850B Benson Ave.
Chino. CA 91710

Phone: (909)232-1949
Fax: (909)364-9860

-----Original Message-----

From: Louise Mazerov [mailto:lmazerov@buenapark.lib.ca.us]
Sent: Thursday, June 03, 2010 2:34 PM
To: Ray Garcia
Subject: FW: automatic door

Ray, do you know who our door vendor is?

Louise S Mazerov, Director
Buena Park Library District
7150 La Palma Avenue
Buena Park, CA 90620



“Total Door Solutions”

1105 N. Allen Avenue Pasadena, California 91104
626 794-6940 • fax 626 794-7451
website www.doorkeyperinc.com email doorkeyperinc@aol.com

Commercial Door Company

Established in 1902 - Family owned for three generations

Our Services

Sales • Service • Repairs • Installation

Complete Selection of Doors, Frames and Door Hardware

KEY AUTOMATIC DOOR CONTROL DIVISION

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

KEY DOOR AND FRAME DIVISION

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

KEY HARDWARE DIVISION

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

KEY MASTER LOCKSMITHING

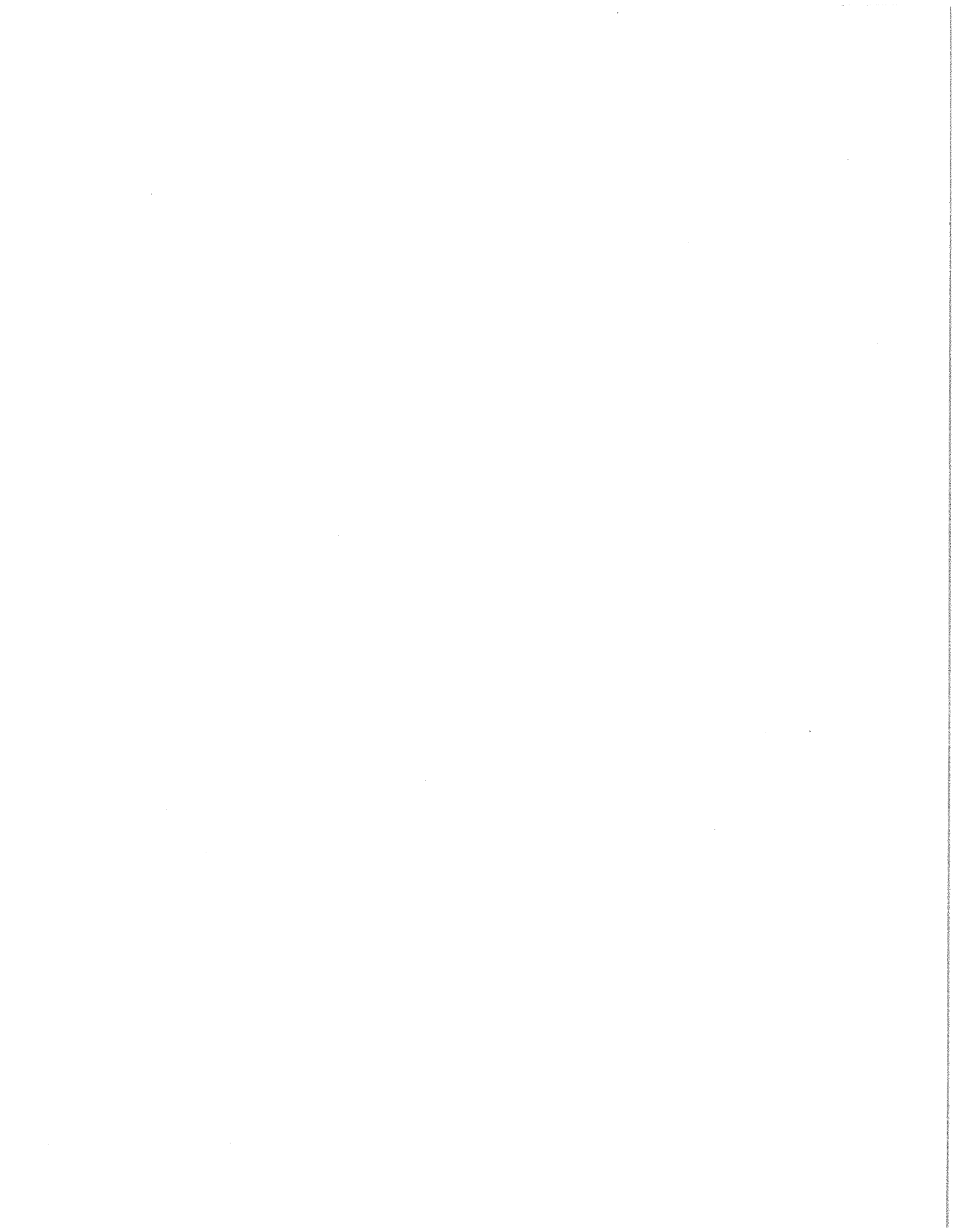
- High Security Key Control
- Master Key Systems
- Electronic Key Pad Programmed Locks



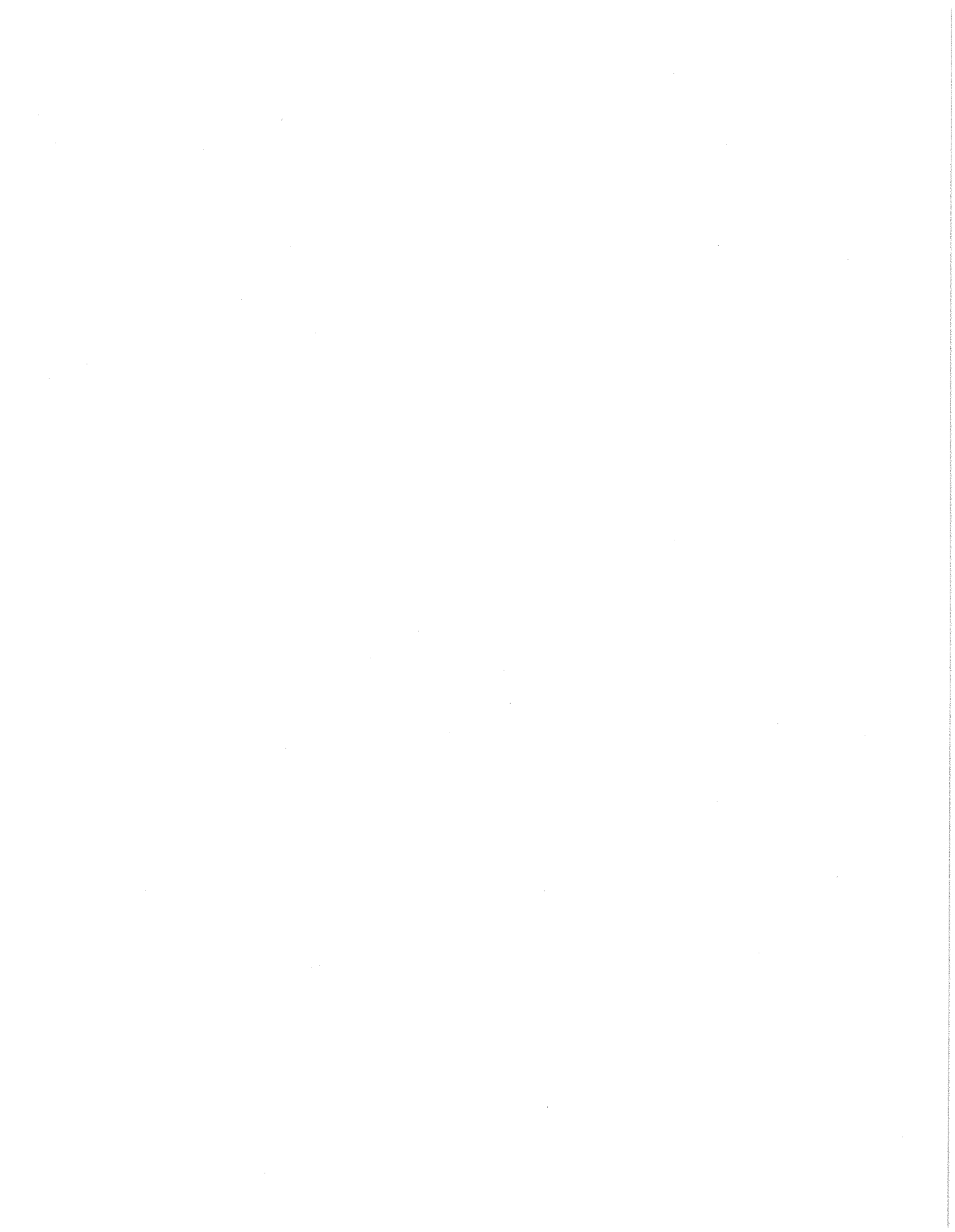
OVER COUNTER SALES

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

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



REVENUE	Detail by Revenue Category and Expenditure Object	2008-09 Actual	2009-10 Actual	2010-11 Recommended	2010-11 Adopted by the Board
	(1)	(2)	(3)	(4)	(5)
	Fund Balance Available	937,879	1,011,901	1,216,320	1,216,320
Taxes					
6210	Property Taxes - Current Secured				
6210 0001	Public Utility Secured Taxes (Dept Rev 0001)	1,778,497	1,756,552	1,573,327	1,573,327
6220	Property Taxes - Current Unsecured			20,082	20,082
6240	Property Taxes - Prior Unsecured	70,704	65,192	67,624	67,624
6250	Property Taxes - Special District Augmentation	4,193			
6280	Property Taxes - Current Supplemental	8,394	4,171		
6300	Property Taxes - Prior Supplemental	34,250	15,391	19,480	19,480
6280	Property Taxes - Current Supplemental	5,804	6,155		
6300	Property Taxes - Prior Supplemental				
Total Taxes		1,901,842	2,859,362	2,896,833	2,896,833
Fines, Forfeitures and Penalties					
6540	Penalties and Costs on Delinquent Taxes	1,334	1,646		
Total Fines, Forfeitures and Penalties		1,334	1,646		
Revenue from Use of Money and Property					
6610	Interest	18,499	8,164	14,918	14,918
Total Revenue from Use of Money and Property		18,499	8,164	14,918	14,918
Intergovernmental Revenues					
6690	State - Homeowners' Property Tax Relief	15,682	13,133	14,569	14,569
6970	State - Other	15,316		18,844	18,844
7130	Other Governmental Agencies				
Total Intergovernmental Revenues		30,998	13,133	33,413	33,413
Miscellaneous Revenues					
7670	Miscellaneous Revenue	30,444	47,528	99,800	99,800
7680	Six-Month Expired (Outlawed) Checks	1,682			
Total Miscellaneous Revenues		32,126	47,528	99,800	99,800
TOTAL REVENUE		2,922,678	2,929,833	3,044,964	3,044,964
EXPENDITURES/APPROPRIATIONS					
Salaries & Benefits					
0100	Salaries and Wages	1,088,316	920,000	1,080,094	1,080,094
0102	Extra Help				



	Detail by Revenue Category and Expenditure Object	(1)	(2)	(3)	(4)	(5)
		2008-09 Actual	2009-10 Actual	2010-11 Recommended	2010-11 Adopted by the Board	
EXPENDITURES/APPROPRIATIONS, Cont.						
Salaries & Benefits, Cont.						
0200 Retirement		142,331	89,414	77,295	77,295	77,295
0204 County Paid Executive Deferred Compensation Plan						
0300 Employee Group Insurance		104,279	155,737	138,230	138,230	138,230
0301 Unemployment				6,000	6,000	6,000
0305 Salary Continuance Insurance						
0319 Other Insurance						
0350 Workers Compensation		9,039	5,880	10,000	10,000	10,000
0401 Medicare						
0402 Executive Car Allowance						
0403 Optional Benefit Program						
Total Salaries & Benefits		1,343,965	1,171,031	1,311,619	1,311,619	1,311,619
Services & Supplies						
0700 Communications		9,621	10,005	17,000	17,000	17,000
0900 Food		113		500	500	500
1000 Household Expense		11,049	3,090	8,000	8,000	8,000
1100 Insurance		14,054	13,338	14,700	14,700	14,700
1300 Maintenance - Equipment		28,870	15,933	25,000	25,000	25,000
1400 Maintenance - Buildings and Improvements		34,221	55,089	65,000	65,000	65,000
1402 Minor Alterations and Improvements						
1600 Memberships		4,263	539	4,700	4,700	4,700
1800 Office Expense		32,812	28,127	30,000	30,000	30,000
1801 Duplicating Services						
1802 Periodicals and Journals						
1803 Postage		2,289	4,190	5,000	5,000	5,000
1806 Printing Costs - Outside Vendors						
1809 Minor Office Equipment to be Controlled						
1900 Professional and Specialized Services		93,722	108,192	149,100	149,100	149,100
1901 Data Processing Services						
1908 Temporary Help						
1912 Investment Administrative Fees		927	792	1,500	1,500	1,500
2000 Publications and Legal Notices		166		1,000	1,000	1,000
2100 Rents and Leases - Equipment		1,087	423	1,000	1,000	1,000



Detail by Revenue Category and Expenditure Object	2008-09 Actual	2009-10 Actual	2010-11 Recommended	2010-11 Adopted by the Board
(1)	(2)	(3)	(4)	(5)
2200 Rents and Leases - Buildings & Improvements	66,411	54,102	35,000	35,000
EXPENDITURES/APPROPRIATIONS, Cont.				
Services & Supplies, Cont.				
2400 Special Departmental Expense	177,787	129,227	105,525	105,525
2600 Transportation and Travel - General	893		2,000	2,000
2700 Transportation and Travel - Meetings/Conferences	8,756		6,500	6,500
2800 Utilities	53,968	43,234	85,000	85,000
Total Services & Supplies	541,009	466,281	556,525	556,525
Other Charges				
3700 Taxes and Assessments	5,097		7,000	7,000
Total Other Charges	5,097		7,000	7,000
Capital Assets				
4000 Equipment		3,469	10,000	10,000
4200 Buildings and Improvements	20,706			
5200 Appropriation for Contingencies			1,139,820	1,139,820
Increases or New Reserves			20,000	20,000
Total Capital Assets	20,706	3,469	1,169,820	1,169,820
TOTAL EXPENDITURES/APPROPRIATIONS	1,910,777	1,640,781	3,044,964	3,044,964
NET COST	1,011,901	1,289,052		





AGENDA REPORT

Nov. 11/10

Agenda Item

19

Reviewed:

City Manager

Finance Director

[Handwritten signatures]

MEETING DATE: SEPTEMBER 7, 2010

TO: WILLIAM A. HUSTON, CITY MANAGER

FROM: PAMELA ARENDS-KING, FINANCE DIRECTOR

SUBJECT: REVIEW THE PURCHASE OF IPAD TABLET COMPUTERS

SUMMARY:

At the City Council's August 3rd meeting, Council directed staff to review the feasibility of a paperless option for the City Council.

RECOMMENDATION:

Pleasure of the City Council

FISCAL IMPACT:

Should the City Council move forward with the purchase of five (5) Apple iPad tablet computers (model MC496LL/A) with AppleCare protection plans, the cost would be approximately \$5,000. Additionally, the City Council will need to decide on who shall be responsible for the costs of additional optional equipments for the tablet computers, i.e. carrying case, accessories, 3G data plans, and etc.

The Fiscal Year 2010-2011 budget does not include provisions for these computers. Therefore a supplemental budget appropriation from unappropriated reserves would be required.

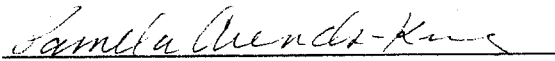
BACKGROUND:

At the City Council's August 3rd meeting, Council directed staff to review the feasibility of a paperless option for the City Council. The acquisition of a tablet computer, Apple iPad, would allow the City Council to review agenda reports and minutes in a digital format that would eliminate the need to produce paper agenda reports.

Staff evaluated various devices from eBook readers to laptops for an easy user-friendly device that allows for electronic agenda review and access to emails. In this regard, the Apple iPad was the device that met all these criteria. Additionally, the Apple iPad is

able to integrate with the City's Microsoft Exchange email server to provide off-site access to emails and calendar options.

The Apple iPad offers a wide variety of storage capabilities that would allow for the storage and retrieval of agenda reports (including maps, plans, drawings, and other supporting documentations) and minutes. The Apple iPad also offers a Wi-Fi and 3G connectivity, which allows for access to agenda reports from virtually any location. The Apple iPad model MC496LL/A is equipped with 32GB (gigabytes) of storage with Wi-Fi and 3G connectivity options.

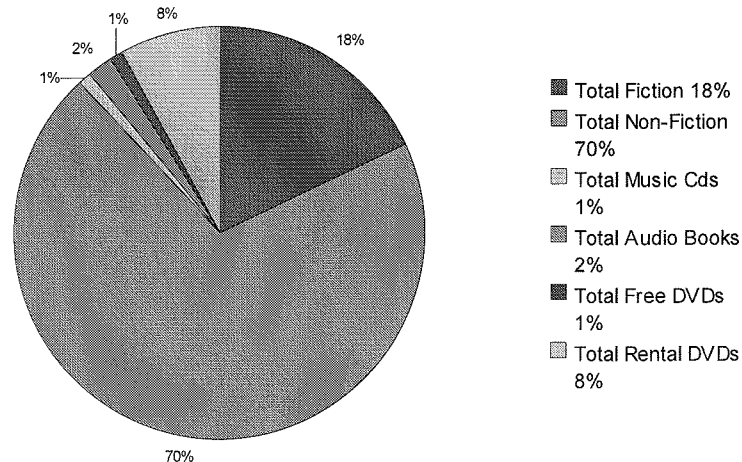


Pamela Arends-King
Pamela Arends-King
Finance Director

Placentia Library District

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

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



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

