

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Educational Assistance  
**POLICY NUMBER:** 2120

**2120.1** ~~Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. The District offers educational assistance strictly for the Library and Information Science Master's Degree program. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.~~

**2120.2** The District will reimburse regular employees for approved courses of study up to \$2,500 per calendar year by the following criteria:

**2120.2.1** The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

**2120.2.2** The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

**2120.2.3** The District will make no refund to employees who receive a grade below "C" for the class.

**2120.2.4** Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

**2120.2.5** Class time will not be considered part of the work week.

**2120.3** Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

**2120.4** Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

**2120.5** Two types of classes are generally eligible for reimbursement per this policy:

~~2120.5.1~~ Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

~~2120.5.2~~ Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.5.13 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Final Adoption of Placentia Library District Policy #6005 – Operating Hours**

**DATE:** April 16, 2012

**BACKGROUND**

The Library Board of Trustees approved the proposed Placentia Library District Policy #6005 – Operating Hours at the March 19, 2012 meeting.

The Library Board of Trustees needs to adopt the approved Policy with an effective date for final adoption.

Attachment A is the approved Placentia Library District Policy #6005 – Operating Hours

**RECOMMENDATION**

Adopt Placentia Library District Policy – Operating Hours as Policy #6005 as presented, effective July 1, 2012.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Operating Hours  
**POLICY NUMBER:** 6005

### 6005

The Placentia Library District hours of operation are recommended by the Library Director and approved by the Library Board of Trustees. The general schedules are given below, and will be posted outside the entrance doors and on the District website. The general schedules may be modified due to special events, holidays, or unexpected circumstances. In such instances, notices will be posted outside the library and on the website if possible.

#### 6005.1

The Placentia Library District hours of operation are as follows:

Monday – Thursday	9:00am – 9:00pm
Friday	Closed
Saturday	9:00am – 5:00pm
Sunday	1:00pm – 5:00pm

#### 6005.2

Recommendations for amendments to this policy will be made by the Library Director and presented to the Library Board of Trustees for discussion, review, and approval.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Amendment Recommendation to Placentia Library District Policy (PLD) #2012 – Dress Code for Library District Employees and Volunteers**

**DATE:** April 16, 2012

**BACKGROUND**

Being well presented is an important part of being professional. The standard of appearance of all library employees and volunteers should portray a professional image and impression of the Placentia Library District.

Administrators, managers, and supervisors have the responsibility to ensure PLD #2012 – Dress Code is complied with and reflected accordingly and that a good standard of appearance is maintained and safely practiced. Library staff would like the Library Board of Trustees to consider the following proposed revisions to PLD #2012 to ensure a higher standard of appearance and safety for all library employees and volunteers:

- 2012.3.2 Jeans, except on Saturday and Sunday. Volunteers may wear jeans Monday-Sunday with the understanding that a professional image must be maintained.
- 2012.3.14 Non-library affiliated slogans, logos, obscenities, etc. with the exception of approved school logos.
- 2012.5 Any exceptions to this dress code are subject to approval by the Library Director based on the needs of the Placentia Library District.

Please refer to Attachment A for the proposed revisions of PLD #2012 – Dress Code for Library District Employees and Volunteers.

**RECOMMENDATION:**

Authorize amendment to Placentia Library District Policy #2012 – Dress Code for Library District Employees and Volunteers as presented, effective July 1, 2012.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Dress Code for Library District Employees and Volunteers  
**POLICY NUMBER:** 2012

**2012.1** Placentia Library District is responsible for maintaining a professional and safe working environment for its patrons and employees at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers are subject to a dress code according to job classification.

### **2012.1.1** Library Employees

All Library employees are required to wear attire that is professional: clean, properly fitting, well maintained, and functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Capri pants that are seven (7) inches below the knee are acceptable for all employees. Closed toe shoes are required for those employees who are required as part of their job description to handle book carts, equipment and heavy furniture for the majority of their work schedule. These employees include library pages, aides, clerks and facility maintenance technician.

### **2012.1.3** Volunteers

Volunteers are required to wear attire that is professional: clean, properly fitting, well maintained, and functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Capri pants that are seven (7) inches below the knee are acceptable for all volunteers. Closed toe shoes are required for those volunteers who are required as part of their job description to handle book carts, equipment and heavy furniture. Volunteers who are issued Library District apparel are expected to wear the issued apparel throughout their work schedule and at other Library events as designated by their supervisor. Volunteers must wear an ID badge during their service hours at the Library.

### **2012.2** Casual Dress Days

**2012.2.1** Casual Dress Days are designated to give the employees and volunteers the opportunity to maintain a professional image while taking advantage of a more relaxed standard on Saturday and Sunday.

**2012.2.2** Casual dress attire includes jeans, golf shirts and knit shirts.

**2012.3** Inappropriate attire that may not be worn on any occasion includes:

**2012.3.1** Suggestive attire such as low cut blouses and other revealing apparel.

**2012.3.2** Jeans, except on Saturday and Sunday. Volunteers may wear jeans Monday – Sunday with the understanding that a professional image must be maintained.

**2012.3.3** Torn, patched or soiled clothing.

**2012.3.4** Any jewelry or piercing that may impede vision or cause injury. Facial and tongue piercings are not allowed.

**2012.3.5** Open toe shoes for those classifications whose duties require handling book carts, equipment and heavy furniture for the majority of their work schedule. These classifications include library pages, aides, clerks, and facility maintenance technician

**2012.3.6** Flip-flops or thong shoes.

**2012.3.7** Athletic wear such as sweats, leggings and spandex.

**2012.3.8** Beach attire.

**2012.3.9** Shorts of any type.

**2012.3.10** Dresses and skirts shorter than two (2) inches above the knee.

**2012.3.11** Halter tops, tube or tank tops, muscle shirts.

**2012.3.12** Underwear as outerwear.

**2012.3.13** Hats and caps.

**2012.3.14** Non-library affiliated slogans, logos, obscenities, etc. with the exception of approved school logos.

**2012.3.15** Visible tattoos.

**2012.4** Disciplinary Action

Supervisors and managers are responsible for evaluating and enforcing appropriate standards of dress and appearance for employees working in their departments. If these standards are not followed, the employee may be sent home to change on the employee's

own time. Continual incidents of abuse of the dress code policy may subject the employee to disciplinary action, which may lead to termination.

**2012.5 Discretion**

| Any exceptions to this dress code are subject to approval by the Library Director based on the needs of the Placentia Library District. The dress code will be reviewed on a periodic basis or as requested by the Board of Trustees or Library Director.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Fiscal Year 2012-2013 Budget Preview. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2012-2013 Budget. The Fiscal Year 2012-2013 Budget may be set for Public Hearing.**

**DATE:** April 16, 2012

### BACKGROUND

At the Library Board of Trustees Work Sessions on January 25, 2012 and February 21, 2012, the Library Director presented a proposed budget for Fiscal Year 2012-2013 for the Placentia Library District. The proposed budget of \$2,094,494, up 1% from Fiscal Year 2011-2012, is based on a 1% increase in property tax revenue. The proposed Fiscal Year 2012-2013 Budget includes the following:

- 4% employer contribution towards the retirement program.
- 1% increase in salaries & employee benefits.
- No cost of living adjustment (COLA).
- No organizational changes.
- 35% increase in supplies & services. The increase is largely due to election cost, anticipated 20% cost increase from Golden State Water, a library strategist, increase in audit and accounting services and professional membership costs.
- 21% decrease in library materials (books, magazines, DVDs, audiobooks, e-books & online databases).
- 50% decrease in library programs.
- Projected \$70,000 surplus from Fiscal Year 2011-2012

Attachment A is the proposed Revenue budget for Fiscal Year 2012-2013.

Attachment B is the proposed Expense budget for Fiscal Year 2012-2013.

Attachment C is the proposed Organizational Chart for Fiscal Year 2012-2013.

Attachment D is the proposed Salary Schedule for Fiscal Year 2012-2013.

Attachment E is the PowerPoint presentation.

### RECOMMENDATION

Approve the Fiscal Year 2012-2013 Budget as presented as a first reading and set it for Public Hearing at the May 21, 2012 Regular Meeting of the Library Board of Trustees.

**Placentia Library District**

Proposed Revenue Budget for Fund 707 for Fiscal Year 2012-2013

Object Code	Category	FY2010-2011 BUDGET	FY 2011-2012 BUDGET	FY 2012-2013 PROPOSED
6210-00	Current Secured		1,705,891	1,771,932
6210-01	Public Utility		24,521	25,284
6210-04	Teeter Plan - Current Delinquent	0	0	
	<b>SUB-TOTAL CURRENT SECURED</b>	<b>1,668,964</b>	<b>1,730,412</b>	<b>1,797,216</b>
6230-00	Prior Secured	0	0	
	<b>TOTAL SECURED</b>	<b>1,668,964</b>	<b>1,730,412</b>	
6220-00	Current Unsecured	61,932	69,801	76,781
6240-00	Prior Unsecured	0	0	
	<b>TOTAL UNSECURED</b>	<b>61,932</b>	<b>69,801</b>	<b>76,781</b>
6690	HOMEOWNER	12,476	15,368	16,905
	<b>TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR</b>	<b>1,743,372</b>	<b>1,815,581</b>	<b>1,890,902</b>
6250	SPECIAL DISTRICT AUGMENTATION	3,962		3,870
6260/6540	PENALTIES/DELINQUENCIES	1,563		1,620
6280-00	SUPPLEMENTAL - CURRENT	14,621	22,366	24,602
6300	SUPPLEMENTAL - PRIOR	5,847		
6610-00	INTEREST	8,456		
	<b>TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR</b>	<b>34,449</b>		<b>30,092</b>
<b>TOTAL PROPERTY TAX REVENUE</b>		<b>1,777,821</b>	<b>1,837,947</b>	<b>1,920,994</b>
6970	STATE LIBRARY & STATE	18,844	0	0
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0		
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0		
7670	LOCAL REVENUE			
	Fines & Fees	30,000	60,000	35,000
	Passports	62,800	60,000	55,000
	Meeting Room Fees	4,000	7,000	5,500
	DVD Rentals	4,000	5,500	5,000
	Test Proctor	0	2,000	3,000
<b>TOTAL STATE &amp; LOCAL REVENUE</b>		<b>100,800</b>	<b>134,500</b>	<b>103,500</b>
<b>SURPLUS FROM 2010-2011 FISCAL YEAR</b>		<b>262,713</b>	<b>110,000</b>	<b>70,000</b>
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0		
<b>TOTAL REVENUE</b>		<b>2,160,178</b>	<b>2,082,447</b>	<b>2,094,494</b>

**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013**

OBJECT CODE DESCRIPTION	FY2010-2011 BUDGET	FY2011-2012 BUDGET	FY 2012-2013 PROPOSED
0100 Salaries & Wages (SS&MDCRE)	1,080,094	1,006,657	1,050,862
0200 Retirement (Pension Contribution)	77,295	77,589	37,960
0301 Unemployment Insurance	6,000	15,000	11,000
0306 Health Insurance	106,622	146,979	166,441
0308 Dental Insurance	15,274	16,028	15,500
0309 Life Insurance	8,324	7,928	7,400
0310 Long Term Disability Insurance	4,737	4,308	4,000
0319 Vision Insurance	2,486	2,734	2,600
EAP	787	822	800
Total Employee Insurance	138,230	178,799	196,741
0350 Workers Compensation - General	10,000	10,500	10,000
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,311,619</b>	<b>1,288,545</b>	<b>1,306,563</b>
0700-0700 Communications - Telephone	9,000		
0700-0701 Communications - Modem/Fax/T1/DSL	3,000		
0700-0702 Communications - Internet Access	5,000		
0700 Total Communications	17,000	13,000	12,000
0900 Food - General Fund	1,000		
0900 Total Food	1,000	1,000	1,500
1000 Household Expense	7,500		8,500
1001 Trash	500		1,500
1000 Total Household Expense	8,000	8,000	10,000
1100 Insurance	15,000	15,000	13,000
1300 Maintenance of Equipment - General Fund	25,000		
1300 Total Maintenance of Equipment	25,000	20,000	20,000
1400-0710 HVAC	0		4,000
1400-0711 Carpet Cleaning	0		800
1400-0712 Groundskeeping, City of Placentia	0		28,000
1400-0713 Plumbing	0		100,000

**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013**

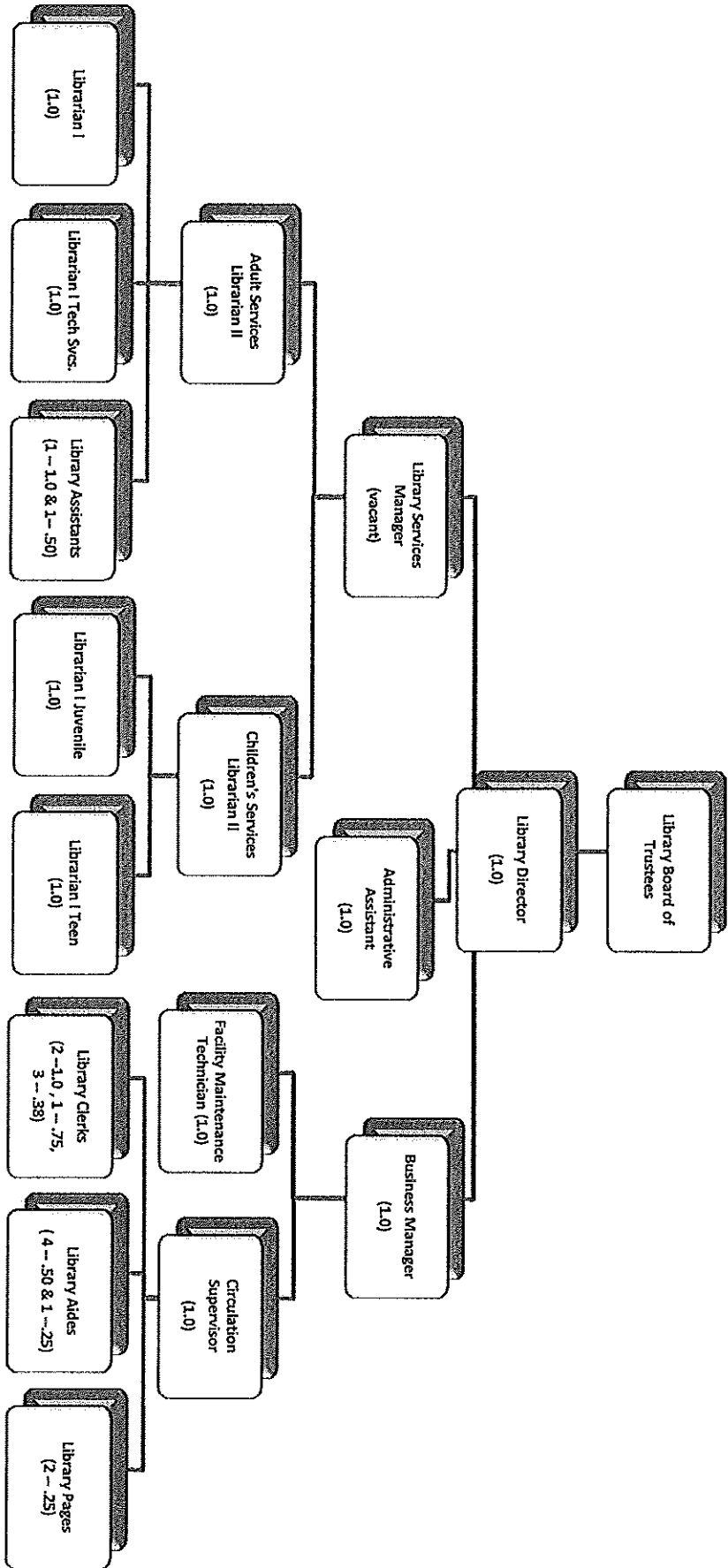
OBJECT CODE	DESCRIPTION	FY2010-2011 BUDGET	FY2011-2012 BUDGET	FY 2012-2013 PROPOSED
1400-071	Locksmith	0		300
1400-071	Other	65,000		1,900
	1400 Total Maintenance of Building & Grounds	65,000	131,400	135,000
1600	Memberships - General Fund	4,700		
	1600 Total Memberships	4,700	12,000	14,000
1700	Miscellaneous Expense - General Fund	0		
	1700 Total Miscellaneous Expense	0	0	
1800-072	Library Supplies	20,000		13,000
1800-072	Printing	1,500		11,000
1800-072	Paper	1,000		1,000
1800-072	Other Office Supplies	12,500		3,000
	1800 Total Office Supply Expense - General Fund	35,000	21,486	28,000
1803	Postage Expense - General Fund	5,000		
	1803 Total Postage Expense	5,000	4,000	5,000
	Employee Assistance Program/SDRMA			
1900-073	Pension Fund Operating & Investment Mgmt. Expenses	10,000		11,000
1900-073	Anaheim Library Automated Library System	35,000		35,000
1900-073	Library Board Consultants & Legal	25,000		20,000
1900-073	Computer Services	33,600		25,000
1900-074	Tax Collection Services & Fees by Orange County & LAFCO	18,000		19,000
	Medical Exams	0		500
1900-074	Collection Services - Accounts Receivable	2,000		2,200
1900-074	Audit & Accounting Services	10,000		15,000
1900-074	Payroll Preparation	8,500		7,000
1900-074	Election Expenses			25,000
1900-074	Staff Training in Library			200
1900-074	Grants			0
1900-074	Program			0
1900-074	Other	7,000		25,000
	1900 Total Specialized Services - General Fund	149,100	119,500	184,900
1912	Investment Administrative fees for Orange County	1,500	1,500	1,500
2000-075	Legal Notices - General Fund	1,000		
2000-075	Legal Notices - Grants	0		
	2000 Total Legal Notices	1,000	1,000	1,000
2100	Rents/Leases-Equipment	1,000	500	500

**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013**

OBJECT CODE	DESCRIPTION	FY2010-2011 BUDGET	FY2011-2012 BUDGET	FY 2012-2013 PROPOSED
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	35,000	35,000	30,000
2400-076	Special Department Expense - Library Materials	147,000	226,736	178,731
2400-076	Special Department Expense - Programs	3,000	10,000	5,000
2400	Total Special Department Expense	150,000	236,736	183,731
2600	Transportation/Travel - Local Mileage	2,000	2,000	2,000
2700-076	Transportation/Travel - Meetings, Staff Out of Town			3,000
2700-076	Transportation/Travel - Meetings, Staff Local			600
2700-076	Transportation/Travel - Meetings, Board Out of Town			5,000
2700-076	Transportation/Travel - Meetings, Board Local			400
2700	Total Transportation/Travel - Meetings	6,500	11,000	9,000
2800-2801	Electricity	70,500		75,000
2800-2802	Gas	9,000		9,000
2800-2803	Water	11,000		13,500
2800	Total Utilities	85,000	85,000	97,500
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>606,800</b>	<b>718,122</b>	<b>748,631</b>
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	7,000	8,300
4000	Equipment	10,000		
	Total Equipment	10,000	25,000	21,000
4200	Structures/Improvements	100,000	20,000	10,000
<b>TOTAL FIXED ASSETS</b>		<b>110,000</b>	<b>52,000</b>	<b>39,300</b>
4700	Payment to Refunded Debt Escrow Ags	0		
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0		
5200	Contingencies/Reserves	124,759	23,780	0
<b>TOTAL EXPENSES</b>		<b>2,160,178</b>	<b>2,082,447</b>	<b>2,094,494</b>

April 16, 2012

# PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FISCAL YEAR 2012-2013



April 16, 2012

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2012-2013  
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
<b>LIBRARY DIRECTOR</b>	113,000									
<b>LIBRARY SERVICES MANAGER</b>										
HR	33.35	34.18	35.04	35.91	36.81	37.73	38.68	39.64	40.63	42.67
PP	2,668.00	2,734.70	2,803.07	2,873.14	2,944.97	3,018.60	3,094.06	3,171.41	3,250.70	3,413.23
AN	69,368.00	71,102.20	72,879.76	74,701.75	76,569.29	78,483.52	80,445.61	82,456.75	84,518.17	88,744.08
MO	5,780.67	5,925.18	6,073.31	6,225.15	6,380.77	6,540.29	6,703.80	6,871.40	7,043.18	7,395.34
<b>BUSINESS MANAGER</b>										
HR	26.80	27.47	28.16	28.86	29.58	30.32	31.08	31.86	32.65	34.29
PP	2,144.00	2,197.60	2,252.54	2,308.85	2,366.57	2,425.74	2,486.38	2,548.54	2,612.26	2,742.87
AN	55,744.00	57,137.60	58,566.04	60,030.19	61,530.95	63,069.22	64,645.95	66,262.10	67,918.65	71,314.58
MO	4,645.33	4,761.47	4,880.50	5,002.52	5,127.58	5,255.77	5,387.16	5,521.84	5,659.89	5,942.88
<b>ADMINISTRATIVE ASSISTANT (Confidential)</b>										
HR	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.06	27.36
PP	1,711.20	1,753.98	1,797.83	1,842.78	1,888.84	1,936.07	1,984.47	2,034.08	2,084.93	2,189.18
AN	44,491.20	45,603.48	46,743.57	47,912.16	49,109.96	50,337.71	51,596.15	52,886.06	54,208.21	56,918.62
MO	3,707.60	3,800.29	3,895.30	3,992.68	4,092.50	4,194.81	4,299.68	4,407.17	4,517.35	4,743.22

Signature: Richard DeVecchio, President : Approved

Effective: July 1, 2012

PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR FISCAL YEAR 2012-2013

NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE	HR	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50
	PP	755.20	774.08	793.43	813.27	833.60	854.44	875.80	897.70	920.14
	AN	19,635.20	20,126.08	20,629.23	21,144.96	21,673.59	22,215.43	22,770.81	23,340.08	23,923.58
LIBRARY CLERK	HR	13.84	14.19	14.54	14.90	15.28	15.66	16.05	16.45	16.86
	PP	1,107.20	1,134.88	1,163.25	1,192.33	1,222.14	1,252.70	1,284.01	1,316.11	1,349.02
	AN	28,787.20	29,506.88	30,244.55	31,000.67	31,775.68	32,570.07	33,384.33	34,218.93	35,074.41
CIRCULATION SUPERVISOR	HR	15.66	16.05	16.45	16.86	17.29	17.72	18.16	18.61	19.08
	PP	1,252.80	1,284.12	1,316.22	1,349.13	1,382.86	1,417.43	1,452.86	1,489.19	1,526.42
	AN	32,572.80	33,387.12	34,221.80	35,077.34	35,954.28	36,853.13	37,774.46	38,718.82	39,686.79
FACILITY MAINTENANCE TECHNICIAN	HR	17.78	18.22	18.68	19.15	19.65	20.12	20.62	21.13	21.66
	PP	1,422.40	1,457.96	1,494.41	1,531.77	1,570.06	1,609.32	1,649.55	1,690.79	1,733.06
	AN	36,982.40	37,906.96	38,854.63	39,826.00	40,821.65	41,842.19	42,888.25	43,960.45	45,059.46
LIBRARY ASSISTANT	HR	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.10	22.65
	PP	1,487.20	1,524.38	1,562.49	1,601.55	1,641.59	1,682.63	1,724.70	1,767.81	1,812.01
	AN	38,667.20	39,633.88	40,624.73	41,640.35	42,681.35	43,748.39	44,842.10	45,963.15	47,112.23
LIBRARIAN I	HR	21.97	22.52	23.08	23.66	24.25	24.86	25.48	26.12	26.77
	PP	1,757.60	1,801.54	1,846.58	1,892.74	1,940.06	1,988.56	2,038.28	2,089.23	2,141.46
	AN	45,697.60	46,840.04	48,011.04	49,211.32	50,441.60	51,702.64	52,995.21	54,320.09	55,678.09
LIBRARIAN II	HR	25.60	26.24	26.90	27.57	28.26	28.96	29.69	30.43	31.19
	PP	2,048.00	2,099.20	2,151.68	2,205.47	2,260.61	2,317.12	2,375.05	2,434.43	2,495.29
	AN	53,248.00	54,579.20	55,943.68	57,342.27	58,775.83	60,245.22	61,751.36	63,295.14	64,877.52
PAGES	HR	4,437.33	4,548.27	4,661.97	4,778.52	4,897.99	5,020.44	5,145.95	5,274.59	5,406.46
	PP	2,048.00	2,099.20	2,151.68	2,205.47	2,260.61	2,317.12	2,375.05	2,434.43	2,495.29
	AN	53,248.00	54,579.20	55,943.68	57,342.27	58,775.83	60,245.22	61,751.36	63,295.14	64,877.52
Starting Wage	8.16		6 Months	8.57		1 Year	9.00		18 Months	9.45

Signature: \_\_\_\_\_ : Approved

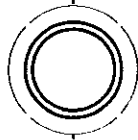
Richard DeVecchio, President

Effective: July 1, 2012

April 16, 2012



# PLACENTIA LIBRARY DISTRICT

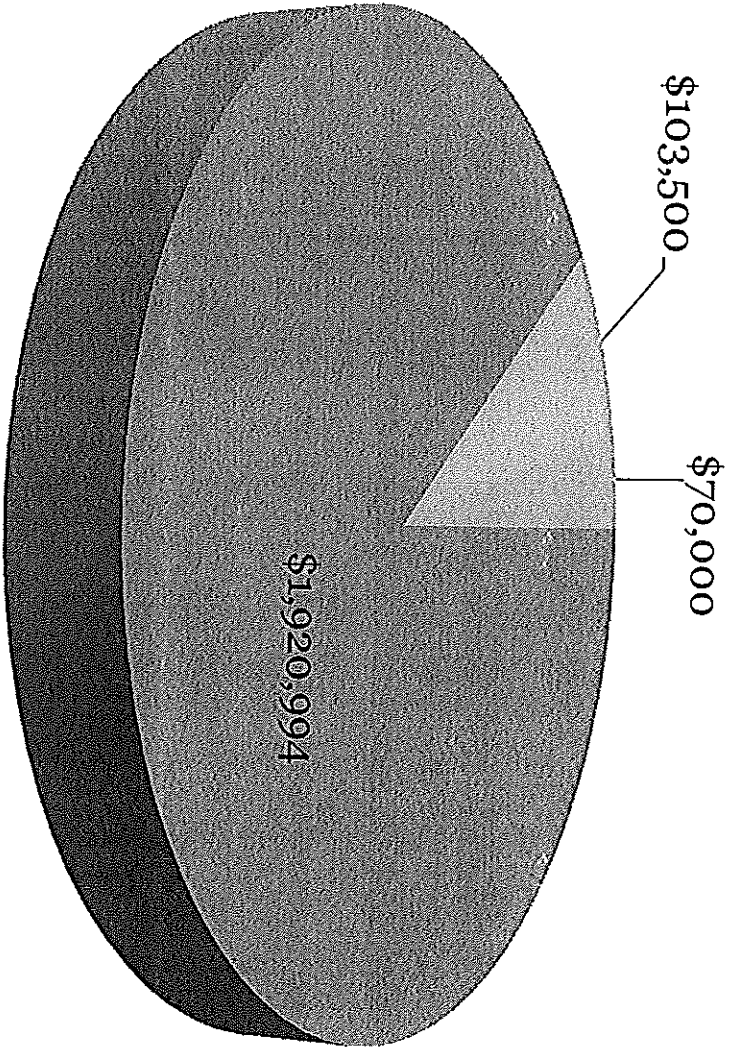
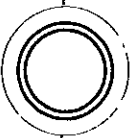


**BUDGET PREVIEW  
FISCAL YEAR 2012-2013**

**April 16, 2012**

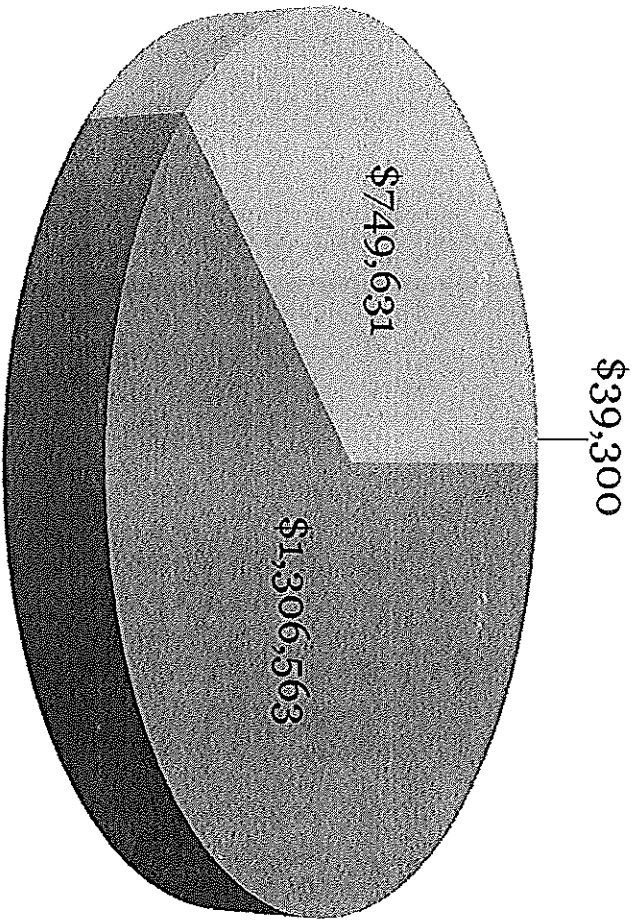
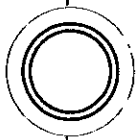
# Revenue Projections

\$2,094,494



- Property Taxes
- Local Revenue
- Surplus FY 11-12

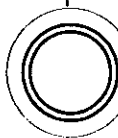
# Expense Projections



- Salaries & Benefits
- Supplies & Services
- Fixed Assets
- Reserves

# SALARIES & BENEFITS

**\$1,306,563**

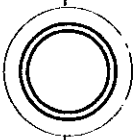


- **Administration**
  - No changes
  - Library Services Manager position remains vacant
- **Adult / Technical Services**
  - 520 substitute hours (10 hrs./week)
- **Children's Services**
  - 520 substitute hours (10 hrs./week)
- **Circulation Services**
  - 520 substitute hours (10 hrs./week)
- 4% Employer contribution towards the retirement program
- Merit increases will be applied
- Increase in health benefit costs
- No COLA
- No workforce reduction



# Supplies & Services

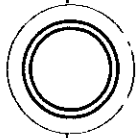
**\$749,631**



- No reduction in library hours – remains 60 hours per week
- 70% increase in downloadable collection
- 21% decrease in library materials
- 18% decrease in travel expense
- 33% increase in audit & accounting services
- 14% increase in professional membership expense
- 13% increase in utility expenses
- Plumbing system replacement
- \$25,000 for election expenses
- \$25,000 for library consultant (strategic planning)

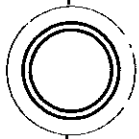
# Total Fixed Assets

\$38,300



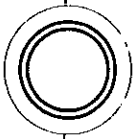
- 26% decrease from fiscal year 2011-2012
- Passport equipment purchases
- PC replacements

# TRAINING



- Infopleople Workshops
- Liebert Cassidy Whitmore Supervisor Workshops
- California Library Association Conference
- California Special District Association Conference
- CALTAC
- Safety – In Service

# SUMMARY



- No reduction in library hours – remains at 60 hours per week
- 70% increase in downloadable collection
- No workforce reduction
- 4% reduction in employer contribution towards the retirement program
- 1% increase in salaries & employee benefits
- 35% increase in supplies & services
- \$25,000 election expense
- PC replacements
- Plumbing system replacement
- Library consultant for strategic planning



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Security Camera System Replacement  
**DATE:** April 16, 2012

**BACKGROUND**

At the April 7, 2011 Work Session and the April 18, 2011 Library Board of Trustees regular meeting, library staff presented the need for a new security camera system to replace the current malfunctioned system with a supplier that is no longer in business. The security system consisted of a digital recorder, seven (7) cameras and monitor. Surveillance cameras provide security and protection of the Placentia Library's resources including staff, collection, equipment, furnishings, and documents. The benefits of surveillance cameras include:

- Prevention and deterrence of theft and illegal activities
- Security management
- Reduction in insurance premiums
- Documentation and data of activities during and after library hours

There have been recent requests from the police department for images and recordings of activities in the library and unfortunately we were unable to meet their requests due to the failure of the current surveillance cameras. For the safety of our staff, volunteers, patrons, collection, documents, and facility, it is recommended that a new security camera system be considered to replace the current malfunctioned system.

The Library Board of Trustees discussed the bids provided by the security camera vendors at the November 21, 2011 meeting and the Board of Trustees requested staff to procure additional proposals and continue to obtain references from vendors.

The following quotes from security camera companies are submitted for your review and consideration:

Attachment A is the quote from ADT Security Services (30 day server).  
Attachment B is the quote from Com-Sec Incorporated (30 day server).  
Attachment C is the quote from Stanley Security Solutions (30 day server).  
Attachment D is the quote from Vector Resources, Inc. (30 day server).  
Attachment E is the quote from ADT Security Services (90 day server).

Fiscal Impact: \$ 45,000 + \$472/month maintenance fee 90 day server

**RECOMMENDATION**

Award bid to ADT Security to install and maintain a security camera system for the Placentia Library District per bid dated April 5, 2012.



**Business  
Solutions**

**SCOPE OF WORK FOR Placentia Library District**

This proposal presented by ADT is being provided at the request of Placentia Library District to successfully meet the specifications of the Placentia Library CCTV Project at the 411 E. Chapman, Placentia, CA 92870 location.

We propose to install and maintain a Video system which will consist of the following:



## **Business Solutions**

### **NOTES**

ADT Security Services agrees to install the following:

#### **TO BE INSTALLED:**

(1) ExacqVision Pre-configured Client and Server Network Video Recorder, 4TB Windows 7 Pro, DVDRW, GBit Nic.

(2) 16 port Managed Switches with POE.

(24) IP 1.3 Megapixel High Definition Color Cameras to be installed throughout the Library as discussed during our Walk Through.

(\*) Removal of 16 existing Customer owned Cameras.

(1) Programming of System

(1) Training of System

#### **Scope of Work:**

ADT will install (24) new 1.3 megapixel High Definition Cameras as indicated during our walk through. ADT will remove the (16) existing Customer owned cameras and give them back to the Customer. ADT will install one (1) 4 Terabyte Network Video Recorder (NVR) in the Server room. The NVR will store video for approximately 30 days and as the hard drive fills up, the new video will overwrite the old. If an important event is identified, it can be viewed and downloaded remotely using a computer on the company network. It will be up to the Customer to provide ADT with a Static IP Address for the recorder. ADT will install, program, and train the Customer on the proper use of the system, providing a complete turn-key installation.

#### **CUSTOMER TO PROVIDE:**

- The Customer will be responsible for providing a suitable location for all equipment.
- The Customer will be responsible for providing any 110vac required for the proper operation of the system.
- The Customer will be responsible for providing one (1) network connection, with Static IP address, adjacent to the NVR.
- Customer to provide a clean, clear work area during the installation.



**Business  
Solutions**

Outright Sale Option

Provides your business with ownership of the electronic security equipment upon purchase.

Installation Investment Package: \$ 42928.17  
Total Monthly Payment Including Preferred Services: \$ 439.43/month

**License Information:** AL Alabama Electronic Security Board of Licensure, 7956 Vaughn Rd., Montgomery 36116, (334) 264-9388: AK 256239, 5520 Lake Otis Pkwy., Anchorage, AK 99507: AR E0055, Regulated by Arkansas Bd. of Private Investigators & Private Security Agencies, #1 State Police Plaza Dr., Little Rock 72209, (501) 618-8600: AZ ROC109396-C12; ROC109402-L67: CA ACO4227; PPO12949; 707408; Alarm company operators are licensed and regulated by the Bureau of Security & Investigative Services, Dept. of Consumer Affairs, Sacramento, CA 95814: DC 39703010: FL EF0001121,-0950,-1123-0478,EF20000341,-0413, EG0000164: GA LVA205374,-205386,-002833,-001438 -003379,-004452,-205572, LU001160: HI C27996; IL 127-000364: MA 45-C: MI A-0639, 3601202182 - 4182 Pier North Dr. Ste. D, Flint, MI 48504: MN TS00021: NV 0040091: NM 056126: NY 12000025576, Licensed by NYS Dept. of State: NC 846-CSA-Alarm Systems Licensing Bd., 1631 Midtown Pl., Ste.104, Raleigh, 27609 (919) 875-3611: OH 16782, 50-18-1052; 50-57-1034; 53-89-1329; 53-31-1582; 50-50-1019; 50-48-1032; 50-25-1050; 50-76-1025: OK 00067: OR 59944: RI AFC0126; 18004: TN ACC-216,-241,-265,-773,-173,-937,-284,-748,-511,-934,-1227: TX B00536-140 Helmer Rd. Ste. 100, San Antonio, TX 78232 - Texas Private Security Bureau, 6805 N. Lamar Blvd., Austin 78752: UT 297869-6501: VA 11-1878; 11-1879; 11-3247; 11-3635; 11-3863; Alarm Security Contracting 2701-035978A exp. 01/31: WA ECO6 ADTSESI03205, 11824 N Creek Pkwy. #105, Bothell, WA 98011: WV 014142.

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Com-Sec Incorporated

2575 Fortune Way Suite C  
Vista, CA 92081

Phone #

760-599-4399

# Proposal

DATE	Proposal No.
3/26/2012	12-5460

NAME / ADDRESS
Placentia Library 411 E. Chapman Avenue Placentia, CA 92879

TERMS	REP	PROJECT	A.C.E.	CSL# 763255
Progress Billing	BTH	IP CCTV System		
ITEM	DESCRIPTION	QTY	COST	TOTAL
ADC1400-D011	Illustra IP Indoor Mini Dome	24	660.00	15,840.00T
IPS-4000-ELIP	Rack Mounted IP NVR	1	3,508.77	3,508.77T
EV-HDS-01TB	ExacqVision temporary hard drive surcharge, per TB	4	60.00	240.00T
EVIP 01	Exacq Single IP Camera License	24	120.00	2,880.00T
5000-64100	Exacq Rack Mount Kit	1	94.33	94.33T
Misc	Dell 20" LCD Monitor	1	212.00	212.00T
Misc	Cisco 48 PORT PoE Switch	1	1,666.67	1,666.67T
Misc	Screws, straps, fittings, connectors, etc.	1	749.00	749.00T
CAT 5 PVC	CAT 5e PVC	5,000	0.19	950.00T
Technical	Technical Labor	31	90.00	2,790.00
Cable Labor	Cable Labor	24	80.00	1,920.00
PM Labor	Project Management Labor - includes 1 hour of training	2.75	75.00	206.25
Shipping	Shipping and Handling - Standard Ground delivery	1	300.00	300.00T
<p><b>NOTES:</b> See Scope of Work for inclusions, exclusions, and terms. Proposal includes the cost to replace existing cable. Any additional equipment or labor hours will require a change order.</p> <p>Please note that due to a worldwide shortage of hard drives (HDD) we have been advised by all manufacturers to expect delays in shipping DVR/HVR's and Computers. Proposal includes a surcharge imposed by manufacturer on DVR hard drives.</p>				
Upon approval, please provide a Purchase Order to our office. Thank you.			<b>TOTAL</b>	

This quotation is good for thirty [30] days from the date submitted and is subject to Com-Sec Incorporated's Terms and Conditions of Sale.



Com-Sec Incorporated

2575 Fortune Way Suite C  
Vista, CA 92081

Phone #

760-599-4399

# Proposal

DATE	Proposal No.
3/26/2012	12-5460

NAME / ADDRESS

Placentia Library  
411 E. Chapman Avenue  
Placentia, CA 92879

TERMS	REP	PROJECT	A.C.E.	CSL# 763255
Progress Billing	BTH	IP CCTV System		
ITEM	DESCRIPTION	QTY	COST	TOTAL
	<p><b>PROPOSAL EXCLUDES:</b>                      Bonds and bond fees.                      Site and local electrical power                      IP network; IP addresses; system PC/workstation(s).                      Conduit infrastructure and its installation.                      Cable trays, back boxes; trenching, back fill; asphalt, concrete and landscape repair.                      Equipment rental, including lifts.                      Equipment rack.                      Prevailing wage labor rates; certified payroll reports.</p> <p><b>PAYMENT TERMS:</b>                      Billed progressively as project is completed - Invoices due on NET 30 terms.</p> <p>Sales Tax</p>		7.75%	2,049.16
Upon approval, please provide a Purchase Order to our office. Thank you.			<b>TOTAL</b>	\$33,406.18

This quotation is good for thirty [30] days from the date submitted and is subject to Com-Sec Incorporated's Terms and Conditions of Sale.



## Stanley Convergent Security Solutions, Inc.

### Summary - Investment Information

#### Stanley Security Direct

One-Time Installation Investment	\$32,229
Monthly Extended Service Plan	\$480

or

#### Stanley Security Plus Reduced Down

One-Time Installation Investment	\$14,660
Monthly Lease, Monitoring and Service Plan	\$574

#### Stanley to Also Provide:

- ✓ Equipment and installation using low voltage wire
- ✓ System setup, test and inspection
- ✓ Customer training
- ✓ Owner's manuals
- ✓ Completed drawing showing device locations

#### Customer to Provide:

110 vac Power Outlets; Lighting Conditions for Cameras; Static IP address for equipment; Network Connectivity; Access to Device Locations; Secured storage of on-site equipment

#### Delays in Installation

Abnormal idle time that is incurred by Stanley's employees due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates. All work will be scheduled for normal working hours, Monday through Friday.

#### Next Steps

In conclusion, we thank you for the opportunity to present our security solutions to address your business needs. We believe these solutions will meet and exceed your business requirements and look forward to working together to implement our solution. Again, we feel the strength of our organization is in our ability to deliver locally in every market. We are eager to be your trusted business partner that will continue to grow with your business. Should you need additional references, we are always ready to demonstrate our past success.

#### Price Protection:

All prices quoted are valid for ninety (90) days from the date of this proposal.

NOTE: Equal quality part from a different manufacturer may be substituted to overcome delivery problems or replacement of discontinued items. Substituted item will be of equal or greater value and will meet or exceed original parts specifications.



# exacqVision Configuration Report

Date: 3/27/2012

Dealer Name: Stanley CSS

Product Location: Placentia Library

Product Description: 411 East Chapman Ave Placentia, Ca.92870

Configuration #: 1332895209

**Configuration Information**

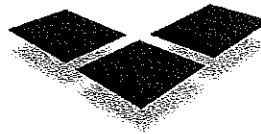
**Camera Information:**

Description	Type	Make	Model	Resolution	Compression	Frame Rate	Motion %	Days Stored	Data Rate (MBps)	Total Storage (GB)	IP Qty	Analog Qty
Interior Cameras	IP	Vivotek	FD8134	1.2M	H.264	10	15%	30	3.1	2104.2	22	0
Outside Cameras	IP	Vivotek	IP8332	1.2M	H.264	10	15%	30	0.3	191.3	2	0

**Server Information:**

Qty	Model	Description	Data Rate (MBps)	Total Storage (GB)	IP Qty	Analog Qty
1	IPS-4000-R2	Pre-configured exacqVision client and server software, removable enterprise-class hard drives, Windows 7 Pro OS, mouse, keyboard, universal power supply, DVD-RW, Gbit NIC	20.0	4000.0	64	0
<b>Spare Capacity (+ / -):</b>			16.6	1704.5	40	0





Placentia Library District  
Video Surveillance  
Proposal 1v.1

**DETAILED PRICING**

VRN-045239-001  
09/02/2011

Material Description	Units	Unit Price	Material	Labor	Total
<b>SURVEILLANCE</b>					
Network Camera	22	306.08	6,733.76	2,475.00	9,208.76
Sony SNC-DH110W 720p Indoor Dome PoE	2	784.32	1,568.64	300.00	1,868.64
Sony SNC-DH160 720p Outdoor Dome PoE					
Camera Hardware	2	111.02	222.04	1.25	223.29
Pendant Mount Adapter with Wall Mount			439.20	300.00	739.20
Miscellaneous Hardware & Installation Materials	24	18.3			
Sub-Total			8,963.64	3,076.25	12,039.89
<b>VIDEO MANAGEMENT</b>					
Software	1	181.39	181.39	75.00	256.39
Ocularis PS Base License	24	90.25	2,166.00	450.00	2,616.00
Ocularis PS Camera License	1	0	0.00	187.50	187.50
OnSSI Configuration & Setup	1	780.59	780.59	150.00	930.59
Windows Server 2008					
Sub-Total			3,127.98	862.50	3,990.48
<b>NETWORK HARDWARE</b>					
Video Server	1	4,800.6	4,800.60	150.00	4,950.60
Intransa VA110 Duo Mode Server/Storage Rack Mount 2TB, RAID5	1	0	0.00	960.00	960.00
Server Set-up & Configuration					
Switches & Equipment	1	999.29	999.29	150.00	1,149.29
HP V1910-24G-PoE 170W Switch					
UPS	1	1,434.92	1,434.92	150.00	1,584.92
Tripp-Lite Smart Online UPS 3000 Rack Mount	1	950.8	950.80	225.00	1,175.80
Tripp-Lite External Battery Pack Rack Mount 3U	1	66.19	66.19	37.50	103.69
Tripp-Lite 12 Outlet 15 Amp Power Strip, Rack Mount					
Sub-Total			8,251.80	1,672.50	9,924.30
<b>CABLE INFRASTRUCTURE</b>					
Copper	5,000	0.43	2,150.00	1,466.67	3,616.67
AMP CAT6 4 Pair Plenum Gray Cable	24	7.02	168.48	176.00	344.48
AMP CAT6 RJ-45 Insert, White	24	1.54	36.96	110.00	146.96
AMP 1 Port Surface Mount Box White	24	6.84	164.16	44.00	208.16
AMP 3ft Cat6 Patch Cord Gray	24	7.32	175.68	44.00	219.68
AMP 7ft Cat6 Patch Cord Gray	1	178.12	178.12	110.00	288.12
AMP 24 Port Cat 6 Patch Panel					
Pathway Hardware	80	0.21	16.80	330.00	346.80
1/4" Pencil Rod Hanger	80	3.75	300.00	330.00	630.00
2" J Hook W/ Multifunction Clip	4	35.24	140.96	55.00	195.96
STI, Inc. Firestop Sleeve, 2in.	4	26.84	107.36	110.00	217.36
FS-One Fire Stop Sealant 20.2oz	24	14.64	351.36	110.00	461.36
Cabling Hardware & Accessories					
Sub-Total			3,789.88	2,885.67	6,675.55
<b>VECTOR SERVICES</b>					
Software Training	1	0	0.00	720.00	720.00
Testing & Labeling- Copper	24	0.32	7.68	110.00	117.68
Project Management	1	0	0.00	600.00	600.00
Mobilization	2	0	0.00	110.00	110.00
Sub-Total			7.68	1,540.00	1,547.68

**Vector Resources, Inc.**

3530 Voyager St., Torrance, CA 90503  
(800) 929-4516



Placentia Library District  
Video Surveillance  
Proposal 1v.1

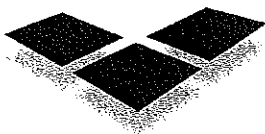
**DETAILED PRICING**

VRN-045239-001  
09/02/2011

<u>Material Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
PROJECT SUB-TOTAL			24,140.98	10,036.92	34,177.90
SALES TAX					1,870.93
PROJECT TOTAL					36,048.82

**Vector Resources, Inc.**

3530 Voyager St., Torrance, CA 90503  
(800) 929-4516



All work is to be completed in a workman like manner according to standard practices. All material is to be specified. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control will be settled in a formal agreement. Client is responsible to carry fire, tornado and other necessary insurance. Vector workers are fully covered by Workman's Compensation Insurance.

Payment Requirements: Purchase order is due upon signing. 50% due upon signing within net 30 days, progress payments will be billed accordingly and balance due upon project signoff/completion within net 30 days. This proposal is good for 30 days.

**Grand Total - \$36,048.82**

**Placentia Library District - Authorized Signature below**

Print Name:

Title:

Date:



## Business Solutions

### Outright Sale Option

Provides your business with ownership of the electronic security equipment upon purchase.

Installation Investment Package: \$ 44875.00  
 Total Monthly Payment Including Preferred Services: \$ 471.90/month

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

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**Business  
Solutions**

**SCOPE OF WORK FOR Placentia Library District**

**This proposal presented by ADT is being provided at the request of Placentia Library District to successfully meet the specifications of the Placentia Library CCTV Project at the 411 E. Chapman, Placentia, CA 92870 location.**

**We propose to install and maintain a Video system which will consist of the following:**



## **Business Solutions**

### **NOTES**

**ADT Security Services agrees to install the following:**

#### **TO BE INSTALLED:**

**(1) ExacqVision Pre-configured Client and Server Network Video Recorder, 12TB Windows 7 Pro, DVDRW, GBIT Nic.**

**(2) 16 port Managed Switches with POE.**

**(24) IP 1.3 Megapixel High Definition Color Cameras to be installed throughout the Library as discussed during our Walk Through.**

**(1) UPS System- Providing power to camera system if power is lost to the building.**

**(\* Removal of 16 existing Customer owned Cameras.**

**(1) Programming of System**

**(1) Training of System**

#### **Scope of Work:**

**ADT will install (24) new 1.3 megapixel High Definition Cameras as indicated during our walk through. ADT will remove the (16) existing Customer owned cameras and give them back to the Customer. ADT will install one (1) 12 Terabyte Network Video Recorder (NVR) in the Server room. The NVR will store video for approximately 90 days and as the hard drive fills up, the new video will overwrite the old. If an important event is identified, it can be viewed and downloaded remotely using a computer on the company network. It will be up to the Customer to provide ADT with a Static IP Address for the recorder. ADT will install, program, and train the Customer on the proper use of the system, providing a complete turn-key installation.**

#### **CUSTOMER TO PROVIDE:**

- The Customer will be responsible for providing a suitable location for all equipment.**
- The Customer will be responsible for providing any 110vac required for the proper operation of the system.**
- The Customer will be responsible for providing one (1) network connection, with Static IP address, adjacent to the NVR.**
- Customer to provide a clean, clear work area during the installation.**

PRESS RELEASE: PLACENTIA LIBRARY DISTRICT'S BOARD VACANCY

Release Date: Immediate release, April 17, 2012

Contact: Jeanette Contreras, Library Director

Phone: 714-529-1906 x203

E-Mail: [jcontreras@placentialibrary.org](mailto:jcontreras@placentialibrary.org)

It is with deep regret that Placentia Library District has received the resignation of Library Board of Trustee, Gaeten Wood. A ?? year resident of Placentia, Trustee Wood has served on the Library Board for over ?? years. She is heavily involved with the community including her commitment to the Homeless Intervention Shelter (HIS) House, the Rotary Club, the Boys & Girls Club, and as a PTA volunteer.

The Placentia Library District is now seeking candidates to fill this vacancy.

The person chosen will be appointed by the Orange County Supervisors and serve until December 2012, at which point a candidate will be chosen by voters through the 2012 general election. The applicant for this position must be a Placentia residence.

Applications will be accepted until May 3, 2012. Applications should be sent to Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870. Board applications are available both at the Placentia Library District, Monday-Thursday 9am – 6pm and online at [www.placentialibrary.org](http://www.placentialibrary.org).

The Vision of the Placentia Library District is to inspire exploration, open minds and bring people together. The economic challenges bring many opportunities for the Placentia Library District as we continue to work smarter, more efficient, and energetically creative while being fiscally responsible and transparent. Despite a decrease in federal, state and local funding levels, the Placentia Library District has been able to maintain and in some cases increase service levels including the continuation of literacy service, introductions of adult computer literacy workshops, children's programming through partnerships with the Rotary Club of Placentia and the Placentia Police Department, additional computer access, and an increase in electronic collection.

The Placentia Library Board of Trustees meets the third Monday of each month at 6:30 p.m. in the Placentia Library Meeting Room, 411 East Chapman Avenue. The public is invited and encourage to attend. For further information, please call 714-528-1906 x200.

FILE  
4/16 Bd Book

April 16, 2012

Richard DeVecchio, President, Placentia Library District Board of Trustees  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92870

Dear President DeVecchio:

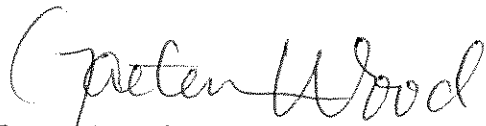
This is to inform you that I regrettably wish to tender my resignation to the Placentia Library District Board of Trustees effective May 25, 2012.

I want to express my appreciation to the Board for a rewarding and professional association with the Placentia Library District for these past 14 years and look forward to continuing being an advocate of the Library and its programs.

My decision, which was not an easy one and involved many hours of thoughtful consideration, was based on the magnitude of my personal obligations. Additionally, with my current position as Chairman of the Board for Homeless Intervention Shelter (HIS) House, I have found it more difficult to serve the Library with a commitment commensurate to that which the position dictates and deserves.

I am grateful for the opportunity to have served alongside incredibly dedicated Members of the Board who, I'm confident, will continue to oversee the District's successful commitment to the community.

Sincerely,



Gaeten Wood  
Trustee, Placentia Library District

cc:

Trustee, Betty Escobosa  
Trustee, Al Shkoler  
Trustee, Jean Turner  
Director, Jeanette Contreras