Placentia Library District

# Board of Trustees

# Regular Meeting

# March 15, 2010
# 6:30 P.M.

# Placentia Library
# Meeting Room

# Administration

Passport to Progress

# AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION
Monday, March 15, 2010
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

GB - out @ 8 PM
JH - out @ 8:46 PM
KM - out @ 8:50 PM

***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**

* #2 LKP #3/B Bd: AS, RD, BE, JT, GW

1. Call to Order — Library Board President

2. Roll Call — Recorder

JC, YB, MT
Others: J Hanley, K. Makas

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

M1 BE
M2 JT
all

4. Oral Communications - KM @ time of disc. rep. #27

*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** Busy month

5. Board President Report - oral ① Sat. Cal Trac @ San Marino Library ② state of the City ③ AL nice event, that raised a good amount (8,500)

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

BE ① state of City ② AL sorry missed Play Reading

Trustee Reports JT ① state of City ② AL ③ PLFF ④ Play Reading ⑤ Book Disc. < teacher ... Zoo keepers ... wife

*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.*

GW ① AL - wonderful, baskets good: new & different ② state of city ③ explore Africa → more ethnic programs would be good!

AL: total $8,500 - baskets - $1,300

RD: ① NOCLA ② state of the City: major good job in 6. last years ③ Director eval - to be @ next Bd mtg

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

**CONSENT CALENDAR (Items 8 – 26)**

Presentation: Library Director
Recommendation: Approve by Motion

*Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.* JT #X, #14, #18 — Acct 1600 - 4B - CSDA Conf.

BE #21

**MINUTES (Item 8)**

8. Minutes of the February 10, 2010 Library Board of Trustees Special Meeting, Minutes of the February 16, 2010 Library Board of Trustees Regular Meeting, and Minutes of the February 18, 2010 Library Board of Trustees Emergency Meeting. (Receive & File and Approve)

M1 JT all X
M2 RD

**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. FY2008-2009 Cash Flow Analysis through February 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for February 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

JT - 1600 Acct AS - taxes? 4B - Pymnt due in May may be $400K less

14. Balance Sheet for February 2010. (Receive & File)

15. Acquisitions Report for February 2010. (Receive & File) 137 lunch count

AL - 12K net 4 cost ($8,500)

PLFF - Jan 508 hrs
Bookstore $715
Vending $756

Volunteer Brunch this Friday 9:30 am - Trustees welcome

16. Entrepreneurial Activities Report for February 2010. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for February 2010. (Receive, File, and Ratify Appointments)

18. Circulation Report for February 2010. (Receive & File) JT pg① - Circ Cnt drop? rains?

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

**STAFF REPORTS (Items 20 – 26)**

20. Library Director's Report for February 2010.

21. Library Services Manager's Report for February 2010. BE - staff replacement computers? SC for Admin

22. Children's Services Report for February 2010.

23. Literacy / Volunteer Services Report for February 2010.

24. Reference and Adult Services Report for February 2010.

25. Local History Room Report for February 2010.

26. Placentia Library Web Site & Technology Report for February 2010.

**CONTINUINING BUSINESS**

27. Placentia Library District Policy 2040 – Sick Leave

Presentation: Library Director

Recommendation: 1) Authorize a revision to Policy 2040.3 to read "Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave. Regular part-time employees hired after July 1, 2010 will not be eligible for sick leave"; and/or

2) Authorize a revision to Policy 2040.9 to read "Illness while on paid vacation will be charged to vacation" and eliminate Policies 2040.9.1-240.9.3; and/or

3) Authorize a revision to Policy 2040.10 to read "The District provides a sick leave payoff plan upon resignation, retirement or death"; and/or

4) Authorize an elimination of Policies 2040.11 – 2040.11.3; and/or

5) Authorize an elimination of Policies 2040.12 – 2040.12.3; and/or

6) Authorize an inclusion of "Catastrophic Leave" to Policy 2040 as presented.

28. Placentia Library District Policy 2321 – Job Description – Circulation Supervisor

Presentation: Acting Human Resources/Finance Analyst
Recommendation: Authorize changes to Placentia Library District Policy 2321 – Job Description – Circulation Supervisor, as presented.

**NEW BUSINESS**

29. California Special District Association (CSDA) Board of Directors Call For Nominations
    Presentation: Library Director
    Recommendation: 1) Submit nomination for a Library Board of Trustees member to serve a 3-year term (2010-2013) as a CSDA Board of Directors member; or

    2) Forego nomination for the 2010-2013 and consider nomination in the future.

30. Fire Alarm System Replacement
    Presentation: Library Director
    Recommendation: Award contract to a vendor to provide a fire alarm replacement system using the general fund.

moved to first item per AS

31. Fiscal Year 2009-2010 Midyear Budget Presentation
    Presentation: Library Director
    Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT** 9:10PM

32. Agenda Preparation for the February Regular Date Meeting which will be held on Monday, April 19, 2010 unless re-scheduled by the Library Board of Trustees.

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

34. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the March 15, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 8, 2010.

Marisa Timothy

Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
February 10, 2010

**CALL TO ORDER**

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on February 10, 2010 at 4:02 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, and Trustee Jean Turner.

**Members Absent:** Trustee Gaeten Wood.

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, and Marisa Timothy.

**ADOPTION OF AGENDA**

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

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

PLD POLICY 2110

Library Director Contreras presented a review on the current options as presented by the Special District Risk Management Authority (SDRMA) in order to comply with the current ancillary coverage contract. The options included paying 100% of the premium for all regular part-time employees beginning July 1, 2010, or discontinuing ancillary coverage for regular part-time employees, beginning March 1, 2010. Options for future ancillary coverage discussed were: Placentia Library District pay 100% coverage for regular part-time employees, beginning July 1, 2010, to comply with the District's current contract with SDRMA and the Library Director to present formal proposals from other carriers for the Library Board of Trustees to consider at a future meeting; and/or Placentia Library District discontinue dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning March 1, 2010 and the Library Director to present formal proposals for medical and welfare benefits from other carriers for the Library Board of Trustees to consider at a future meeting; and/or increase the dental insurance reimbursement for all employee's portion for "major" procedures from 50% to 75% for the period of March 1, 2010 – July 1, 2010 (Policy 2110.1.3.2). Review and questioning of particular coverage terms and how they would affect all employees was conducted, including the issue that the current policy does not allow for open enrollment for all coverages including dental. It was moved by President Shkoler and seconded by Trustee Turner to authorize the President of the Board and Library Director to teleconference and confer with SDRMA to negotiate that all eligible employees can be added for all ancillary coverage, that Placentia Library District will comply with the 100% premium coverage beginning July, 2010, and, if no agreement is reached, the District would continue the contract for the remainder of the fiscal year and possibly seek another carrier. (Item 5)

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

**CLOSED SESSION**

There was no report-out for the Closed Session. (Item 6)

**ADJOURNMENT**

The Special Meeting of the Board of Trustees of the Placentia Library District on February 10, 2010 adjourned at 5:02 P.M.

| | |
|---|---|
| Richard DeVecchio<br>Secretary<br>Library Board of Trustees | Al Shkoler<br>President<br>Library Board of Trustees |

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 16, 2010

**CALL TO ORDER**

President Shkoler called the Unusual Date Meeting of the Placentia Library District Board of Trustees to order on February 16, 2010 at 6:30 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Jean Turner, and Trustee Gaeten Wood.

**Members Absent:** Trustee Betty Escobosa

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Gary Bell, Nadia Dallstream, Roger Hiles, Katherine Matas, Marisa Timothy, Lori Worden ; Placentia Library Friends Foundation Vice President Jack Hanley.

**ADOPTION OF AGENDA**

It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

Library Director Contreras reported of the recent incident in which a problematic patron was escorted out of the library by police after refusing to respond to staff requests to leave. She also shared a card from a patron who expressed her gratitude to the caring staff who helped her through an incident at the library.

**TRUSTEE REPORTS**

President Shkoler attended a chamber mixer and general meeting. He was also at the Board's Special Meeting held on February 10th. He recently spoke with the president of SDRMA to discuss the district's current ancillary benefit policy. (Item 5)

Secretary DeVecchio participated in the Children's department Lunar New Year event at the library.

Trustee Turner attended the chamber breakfast meeting. She was at the library's Snow Day event where she had some good interactions with the community and learned of the various ways patrons heard of the event. At the Lunar New Year event she saw a great craft project and a lot of happy kids. She also attended the Adult Book Discussion and Play Reading at the library.

Trustee Wood had nothing to report. (Item 6)

**PLFF REPORT**

Jack Hanley of the Placentia Library Friends Foundation reported that efforts are focused on the upcoming Author's Luncheon. Ticket sales are picking up and they need a few more hosts. They are also working on transferring a large endowment fund to another bank in order to make it accessible for use. (Item 7)

**CONSENT CALENDAR**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve Agenda Items 8-26.

| | |
|---|---|
| AYES: | Shkoler, Turner, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Escobosa |

**CLAIMS**

Nonstandard Claims in excess of $300 (Item 9)

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

Current Claims and Payroll (Item 11)

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

**TREASURER'S REPORT**

Financial Reports for January 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for January 2010
(Item 14)

Acquisitions Report for January 2010 (Item 15)

Entrepreneurial Activities Report for January 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for January 2010 (Item 17)

Circulation Report for January 2010 (Item 18)

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

**STAFF REPORTS**

Library Director's Report for January 2010 (Item 20)

Library Services Manager's Report for January 2010 (Item 21)
Children's Services Report for January 2010 (Item 22)

Literacy / Volunteer Services Report for January 2010 (Item 23)
Reference and Adult Services Report for January 2010 (Item 24)
Local History Room Report for January 2010 (Item 25)

Placentia Library Web Site & Technology Report for January 2010 (Item 26)

**PRESENTATION**

President Shkoler announced Children's Librarian Lori Worden as the Employee of the Year for the first quarter and presented both a framed proclamation and $200 check from the Placentia Library Friend's Foundation to her. Lori was acknowledged for many accomplishments in

establishing many new programs and a significant increase in circulation and visitations. (Item 27)

**CONTINUING BUSINESS**

EMPLOYEE OF THE QUARTER PROGRAM

Library Director Contreras presented her recommended revision to the Employee of the Quarter Program established December 15, 2008. She asked that the eligibility requirement be changed from 'non-exempt employees' to non-management employees' to include the Administrative Assistant and Facilities Maintenance Technician positions. It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the revision as presented. (Item 28)

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

MEMORANDUM OF AGREEMENT

Library Director Contreras presented the revised Memorandum of Agreement between the Placentia Library Friends Foundation and the Placentia Library District as was approved at the January 25, 2010 Board Meeting and accepted by (PLFF). She recommended that authorization be given to the Board President and Library to sign the document. It was moved by Trustee Wood and seconded by Trustee Turner to authorize President Shkoler and Library Director Contreras to sign the memorandum of Understanding as presented. (Item 29)

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

PLD POLICY #2040

Library Director Contreras presented a PowerPoint overview of sick leave policies at area libraries and reviewed the issues to be addressed including: the incentive program, including non-exempt employees, and adding the catastrophic benefit. It was moved by Secretary DeVecchio and seconded by Trustee Wood to table the Agenda Item for next month. (Item 30)

**NEW BUSINESS**

PERFORMANCE EVALUATION FORM

Library Director Contreras presented The Performance Evaluation Form for the Library Director. Discussion was made as to the format and topics addressed on the form. President Shkoler suggested that input from others be gathered as to content of the form. Trustee Wood noted that the form was too long for many to complete, that the form should be condensed and made more general. Trustee Turner motioned that the finalizing of the form be tabled for the April Board meeting. President Shkoler seconded and confirmed the motion. (Item 31)

UPHOLSTERY OF LIBRARY FURNITURE

Library Director Contreras presented multiple quotes for re-upholstering library furniture located in the lobby area. It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Contreras to pursue the re-upholstery project with costs not to exceed $2,000: (Item 32)

| | |
|---|---|
| AYES: | Shkoler, DeVecchio, Turner, Wood |
| NOES: | None |
| ABSTAIN: | None |

ABSENT: Escobosa

**AGENDA PREPERATION**

Agenda Preparation for the March Board of Trustees Meeting which will be held on Monday, March 15, 2010 unless re-scheduled by the Library Board of Trustees. (Item 33)

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on February 16, 2010 adjourned at 7:50 P.M.

**NEXT MEETING**

The next meeting will be on March 15, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
EMERGENCY MEETING OF THE BOARD OF TRUSTEES
February 18, 2010

**CALL TO ORDER**

President Shkoler called the Emergency Meeting of the Placentia Library District Board of Trustees to order on February 18, 2010 at 4:03 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler, Trustee Jean Turner, and Trustee Gaeten Wood

**Members Absent:** Secretary Richard DeVecchio, Trustee Betty Escobosa

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, and Marisa Timothy.

**ADOPTION OF AGENDA**

It was moved by Trustee Wood and seconded by Trustee Turner to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

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

**CONTINUING BUSINESS**
PLD POLICY 2110

Library Director Contreras presented an update on the current options as presented by the Special District Risk Management Authority (SDRMA) in order to comply with the current ancillary coverage contract. It was moved by Trustee Wood and seconded by Trustee Turner to authorize payment of back charges to SDRMA in the amount of $10,449.00 to bring the District into policy compliance and to add additional dental coverage with an independent broker at an estimated amount of $1,800.00 to cover a full-time employee.
(Item 5)

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

**ADJOURNMENT**

The Emergency Meeting of the Board of Trustees of the Placentia Library District on February 18, 2010 adjourned at 4:20 P.M.

| | |
|---|---|
| Richard DeVecchio | Al Shkoler |
| Secretary | President |
| Library Board of Trustees | Library Board of Trustees |

Placentia Library District

# BOARD OF TRUSTEES
# MEETING CALENDAR

January 2010 – December 2010

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

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **Summary of Non-standard Claims**

**DATE:** March 15, 2010

| TYPE | DATE | CLAIM # | AMOUNT |
|---|---|---|---|
| 702 | 3/15/10 | 5274 | $2,574.11 |
| | | **TOTAL** | **$2,574.11** |

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/15/10
REPORT NO: 5274

**The County Auditor is authorized to draw these checks from:**

FUND: 702
DEPT: V700
BUDGET CONTROL: 702
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| (needs vendor#)<br>Hewlett-Packard Company<br>13207 Collections Center Drive<br>Chicago, IL 60693 | 02-06-10<br>47146298 | 4000 | | | $ 2,574.11 | | |
| | | | | TOTAL REMITTANCE: | $ 2,574.11 | | |

The claims listed above (totaling $2,574.11) 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:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **Summary of Claims Forwarded by the Library Director& Trustees**

**DATE:** March 15, 2010

| TYPE | DATE | CLAIM# | AMOUNT |
|---|---|---|---|
| FUND 707 | 03/03/10 | 5272 | $25,970.85 |
| | 03/03/10 | 5273 | $2,707.08 |
| | | **TOTAL** | **$28,677.93** |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **Current Claims and Payroll**

**DATE:** March 15, 2010

**Current Claims**

| TYPE | DATE | CLAIM # | AMOUNT |
|---|---|---|---|
| 707 | 03/15/10 | 5275 | $ 5,888.00 |
| 707 | 03/15/10 | 5276 | $50,615.92 |
| 707 | 03/15/10 | 5277 | $ 691.34 |
| 707 | 03/15/10 | 5278 | $ 2,276.27 |
| 707 | 03/15/10 | 5279 | $ 1,261.88 |
| 707 | 03/15/10 | 5280 | $ 1,382.40 |
| *Subtotal for Claims* | | | *$62,115.81* |

**Payroll**

| | | | |
|---|---|---|---|
| On Demand Wire | 04/08/10 | #21 | $40,000.00 |
| On Demand Wire | 03/16/10 | #22 | $40,000.00 |
| *Subtotal for Payroll* | | | *$80,000.00* |

**TOTAL CURRENT CLAIMS & PAYROLL** **$142,115.81**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/15/10
REPORT NO: 5275

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<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| X03242<br>Envisionware<br>2810 Premiere Pkwy NW Ste 350<br>Duluth GA 30097-8912 | 01-25-10<br>US-4433 | 1300 | | | $ 1,847.64 | | |
| N03654<br>The Library Store<br>P.O. Box 964<br>Tremont, IL 61568 | 02-19-10<br>779403 | 4000 | | | $ 850.37 | | |
| VC3070-2<br>Demco<br>P.O. Box 8048<br>Madison, WI 53708-8048 | 03-03-10<br>3810739 | 1800 | 0725 | | $ 99.18 | | |
| VC4802-4<br>Office Depot<br>PO Box 70025<br>Los Angeles CA 90074-0025 | 02-03-10<br>507728080001 | 1800 | 0725 | | $ 317.51 | | |
| | 02-08-10<br>508148298001 | 1800 | 0725 | | $ 703.75 | | |
| | 02-09-10<br>508638281001 | 1800 | 0725 | | $ 173.98 | | |
| | 02-18-10<br>509701550001 | 1800 | 0725 | | $ 328.25 | | |
| | 02-25-10<br>1190675528 | 1800 | 0725 | | $ 105.87 | | |
| | | | | | $ 1,629.36 | | |
| VC5851-2<br>Waxie Sanitary Supply<br>P.O. Box 81006<br>San Diego, CA 92138-1006 | 02-22-10<br>71796789 | 1000 | | | $ 901.68 | | |
| | 02-22-10<br>71797596 | 1000 | | | $ 26.92 | | |
| | | | | | $ 928.60 | | |
| VC4591<br>Gaylord Bros., Inc.<br>P. O. Box 4901<br>Syracuse, NY 13221-4901 | 02-03-10<br>1388306 | 1800 | 0728 | | $ 292.90 | | |
| X01710-1<br>Findaway World, LLC<br>31999 Aurora Road<br>Solon OH 44139 | 02-08-10<br>27032 | 1800 | 0725 | | $ 239.95 | | |
| | | | | TOTAL REMITTANCE: | $ 5,888.00 | | |

The claims listed above (totaling $5,888.00) 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: 03/15/10
REPORT NO: 5276

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<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC5048 | 03-01-10 | 0309 | | | | | |
| Special District Risk Management | 0003862-IN | | | | $ 759.57 | | |
| 1112 I Street, Suite 300 | 03-01-10 | 0308 | | | | | |
| Sacramento, CA 95814-2865 | 0003862-IN | | | | $ 1,020.56 | | |
| | 03-01-10 | 0310 | | | | | |
| | 0003862-IN | | | | $ 513.32 | | |
| | 03-01-10 | 1900 | | | | | |
| | 0003862-IN | | | | $ 69.41 | | |
| | 03-01-10 | 0319 | | | | | |
| | 0003862-IN | | | | $ 244.36 | | |
| | 03-05-10 | 0306 | | | | | |
| | 0003902-IN | | | | $ 9,989.38 | | |
| | | | | | $ 12,596.60 | | |
| X00691-2 | 03-03-10 | 1900 | 0737 | | | | |
| City of Anaheim | LI000125 | | | | $ 35,100.78 | | |
| P.O. Box 3222 | | | | | | | |
| Anaheim, CA 92805 | | | | | | | |
| VC1426 | 02-18-10 | 1300 | | | | | |
| Legacy Integrative Solutions | 10784 | | | | $ 297.84 | | |
| 1800 Studebaker Rd Suite 700 | | | | | | | |
| Cerritos CA 90703 | | | | | | | |
| VC4829 | 01-31-10 | 1900 | 0739 | | | | |
| Hoang Computer Services | 00372 | | | | $ 1,000.00 | | |
| 6765 Westminster Bl. Ste C-PMB 103 | 02-22-10 | 1900 | 0739 | | | | |
| Westminster, CA 92683 | 00378 | | | | $ 1,000.00 | | |
| | | | | | $ 2,000.00 | | |
| VC7955 | 03-08-10 | 1900 | 0739 | | | | |
| Cosmoslink Internet Services | 201003-04 | | | | $ 5.00 | | |
| 3 Pointe Dr. Suite 307 | | | | | | | |
| Brea, CA 92821 | | | | | | | |
| VC0059-4 | 02-24-10 | 1803 | | | | | |
| Pitney Bowes Purchase Power | 8000-9000-0652-5830 | | | | $ 191.75 | | |
| PO Box 856042 | | | | | | | |
| Louisville, KY 40285-6042 | | | | | | | |
| VC6873-1 | 03-01-10 | 1400 | 0710 | | | | |
| Bear State Air Conditioning | 10-2-4705 | | | | $ 423.95 | | |
| 3548 Enterprise Dr. | | | | | | | |
| Anaheim, CA 92807-1640 | | | | | | | |
| | | | | TOTAL REMITTANCE: | $ 50,615.92 | | |

The claims listed above (totaling $50, 615.92) 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: 03/15/10
REPORT NO: 5277

**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<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC0089-10 | 02-28-10 | 1001 | | | | | |
| Placentia Disposal #676 | 0676-000366756 | | | | $ 80.64 | | |
| PO Box 78829 | 02-28-10 | 1001 | | | | | |
| Phoenix, AZ 85062-8829 | 0676-000362052 | | | | $ 75.76 | | |
| | | | | | $ 156.40 | | |
| VC6846-1 | 03-01-10 | 1300 | | | | | |
| Special T. Water Systems, Inc. | 71498 | | | | $ 33.00 | | |
| PO Box 165 | | | | | | | |
| Whittier, CA 90608-0165 | | | | | | | |
| VC4802-4 | 03-02-10 | 1800 | 0725 | | | | |
| Office Depot | 511008214001 | | | | $ 269.69 | | |
| PO Box 70025 | 03-02-10 | 1800 | 0725 | | | | |
| Los Angeles CA 90074-0025 | 511008125001 | | | | $ 232.25 | | |
| | | | | | $ 501.94 | | |
| | | | | TOTAL REMITTANCE: | $ 691.34 | | |

The claims listed above (totaling $691.34) 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: 03/15/10
REPORT NO: 5278

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<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC0615-2<br>Random House<br>Dept 0919 PO Box 120001<br>Dallas TX 75312-0919 | 01-27-10<br>1088193688 | 2400 | 0760 | | $ 6.53 | | |
| VC0679-1<br>Recorded Books, LLC<br>P.O. Box 64900<br>Baltimore, MD 21264-4900 | 02-02-10<br>4765969 | 2400 | 0760 | | $ 151.17 | | |
| VC4997<br>EBSCO Subscription Services<br>PO Box 92901<br>Los Angeles, CA 90009-2901 | 02-13-10<br>0066112 | 2400 | 0760 | | $ 3.01 | | |
| X01508<br>James Publishing<br>PO Box 25202<br>Santa Ana CA 92799-5202 | 02-17-10<br>2804695 | 2400 | 0760 | | $ 58.29 | | |
| VC4218-4<br>Baker & Taylor Books<br>PO Box 277930<br>Atlanta GA 30384-7930 | 01-28-10<br>W37507430 | 2400 | 0760 | | $ 48.65 | | |
| | 02-04-10<br>W38432160 | 2400 | 0760 | | $ 47.05 | | |
| | 01-25-10<br>4009260437 | 2400 | 0760 | | $ 98.27 | | |
| | 01-26-10<br>4009233440 | 2400 | 0760 | | $ 19.68 | | |
| | 01-26-10<br>4009233441 | 2400 | 0760 | | $ 459.52 | | |
| | 01-26-10<br>4009233442 | 2400 | 0760 | | $ 93.64 | | |
| | 01-26-10<br>4009233443 | 2400 | 0760 | | $ 8.41 | | |
| | 01-26-10<br>4009233444 | 2400 | 0760 | | $ 17.81 | | |
| | 01-26-10<br>4009233445 | 2400 | 0760 | | $ 91.25 | | |
| | 01-26-10<br>4009233446 | 2400 | 0760 | | $ 330.32 | | |
| | 01-26-10<br>4009233447 | 2400 | 0760 | | $ 616.11 | | |
| | 01-26-10<br>4009233448 | 2400 | 0760 | | $ 226.56 | | |
| | | | | | $ 2,057.27 | | |
| | | | | TOTAL REMITTANCE: | $ 2,276.27 | | |

The claims listed above (totaling $2,276.27) 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: 03/15/10
REPORT NO: 5279

**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<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 02-01-10 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009271529 | | | | $ 79.20 | | |
| PO Box 277930 | 02-09-10 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009263629 | | | | $ 37.25 | | |
| | 02-09-10 | 2400 | 0760 | | | | |
| | 4009263630 | | | | $ 16.48 | | |
| | 02-09-10 | 2400 | 0760 | | | | |
| | 4009263631 | | | | $ 13.34 | | |
| | 02-09-10 | 2400 | 0760 | | | | |
| | 4009263632 | | | | $ 27.97 | | |
| | 02-09-10 | 2400 | 0760 | | | | |
| | 4009263633 | | | | $ 60.39 | | |
| | 02-09-10 | 2400 | 0760 | | | | |
| | 4009263634 | | | | $ 28.05 | | |
| | 02-09-10 | 2400 | 0760 | | | | |
| | 4009283885 | | | | $ 271.80 | | |
| | 02-08-10 | 2400 | 0760 | | | | |
| | 4009282786 | | | | $ 102.38 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009260496 | | | | $ 130.88 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255173 | | | | $ 9.71 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255174 | | | | $ 24.60 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255175 | | | | $ 41.91 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255176 | | | | $ 20.36 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255177 | | | | $ 31.18 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255178 | | | | $ 32.17 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255179 | | | | $ 19.70 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255180 | | | | $ 53.28 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255181 | | | | $ 40.68 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255182 | | | | $ 18.01 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255183 | | | | $ 144.97 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255184 | | | | $ 57.57 | | |
| | | | | | $ 1,261.88 | | |
| | | | | **TOTAL REMITTANCE:** | $ 1,261.88 | | |

The claims listed above (totaling $1,261.88) 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: 03/15/10
REPORT NO: 5280

**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<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 02-10-10 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009255185 | | | | $ 21.09 | | |
| PO Box 277930 | 02-10-10 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009255186 | | | | $ 28.32 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255187 | | | | $ 113.30 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255188 | | | | $ 24.14 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255190 | | | | $ 73.56 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255191 | | | | $ 14.62 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255192 | | | | $ 58.48 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255193 | | | | $ 91.17 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255194 | | | | $ 14.62 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255195 | | | | $ 15.21 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255196 | | | | $ 19.60 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255197 | | | | $ 103.29 | | |
| | 02-10-10 | 2400 | 0760 | | | | |
| | 4009255198 | | | | $ 19.60 | | |
| | 02-15-10 | 2400 | 0760 | | | | |
| | 4009293790 | | | | $ 9.54 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261722 | | | | $ 59.73 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261723 | | | | $ 42.88 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261724 | | | | $ 65.18 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261725 | | | | $ 19.73 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261726 | | | | $ 17.84 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261727 | | | | $ 124.64 | | |
| | 02-17-10 | 2400 | 0760 | | | | |
| | 4009261728 | | | | $ 31.67 | | |
| | 02-22-10 | 2400 | 0760 | | | | |
| | 4009303871 | | | | $ 414.19 | | |
| | | | | | $ 1,382.40 | | |
| | | | | **TOTAL REMITTANCE:** | $ 1,382.40 | | |

The claims listed above (totaling $1,382.40) 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)

County of Orange

# On Demand Wire

## A/P PAYMENT REQUEST AND TRANSMITTAL

**Email to:** Treasurer-Tax Collector at: cashmgmt@ttc.ocgov.com or *Fax to: (714) 834-2912*

**Please Pay $** 40,000.00 **on** 04/08/2010

**Transaction Reference (select one):** ☑ Automated Clearing House (ACH) ☐ Wire Transfer (WT)

A WT will have a settlement date that is the same as the date on the ODW form. An ACH will have a settlement date of one business day after the date on the form.

**Send To:**

**Bank Name:** Wells Fargo Bank
**ABA #:** 121042882
**Account Name:** Placentia Library District
**Account #:** 2011939659
**Reference:** Payroll #21

**Description:** Placentia Library District's Payroll.

**Department / Agency**

**Contact:** Trinh Jeanette Contreras
Name and Title

(714) 528-1925 | (714) 579-1082
Phone Number | FAX Number

CODE | DEPT | ID

AUDITOR COPY SUBMITTED TO: A/C ACTS PAYABLE ☑ A/C CHECK WRITING ☐

**Vendor/Customer Code:** vc-6532

DEPARTMENT'S USE -- COMPLETE IN DETAIL

| FUND | DEPT | BUDGET CTRL | UNIT | OBJ REV BSA | SUB OBJ SUB REV SUB BSA | DEPT OBJ DEPT REV DEPT BSA | JOB NUMBER | AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 707 | v700 | 707 | 0900 | 0100 | | | | $40,000.00 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

ENCUMBRANCE REVERSAL: ☐ YES ☐ NO TOTAL PAYMENT $40,000.00

| I HEREBY CERTIFY THAT THIS CLAIM IS TRUEAND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY | EXPENDITURES AUTHORIZED AND APPROVED BY | APPROVED DAVID E. SUNDSTROM, AUDITOR-CONTROLLER |
|---|---|---|
| CLAIMANT DATE | AUTHORIZED SIGNER DATE | DEPUTY DATE |

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY

**Auditor-Controller Approvals:**

**Claims & Disbursing:**

Over Limit: $100,000 (1) $500,000 (2) $1,000,000 (3)

Claims & Disbursing Management:

Check Writing:

**Transaction Reference**

MDW Transaction #:

**Treasurer-Tax Collector Information:**

Released By / Ref #:

F003 ODW BL (07/2009)

County of Orange

# *On Demand Wire*

## A/P PAYMENT REQUEST AND TRANSMITTAL

**Email to:** Treasurer-Tax Collector at: cashmgmt@ttc.ocgov.com or *Fax to: (714) 834-2912*

**Please Pay $** 40,000.00 **on** 04/22/2010

**Transaction Reference (select one):** ☑ Automated Clearing House (ACH) ☐ Wire Transfer (WT)

A WT will have a settlement date that is the same as the date on the ODW form. An ACH will have a settlement date of one business day after the date on the form.

**Send To:**

**Bank Name:** Wells Fargo Bank
**ABA #:** 121042882
**Account Name:** Placentia Library District
**Account #:** 2011939659
**Reference:** Payroll #22

**Description:** Placentia Library District's Payroll.

**Department / Agency**

CODE | DEPT | ID

**Contact:** Trinh Jeanette Contreras
Name and Title

(714) 528-1925 Phone Number | (714) 579-1082 FAX Number

AUDITOR COPY SUBMITTED TO: A/C ACTS PAYABLE ☑ A/C CHECK WRITING ☐

**Vendor/Customer Code:** vc-6532

DEPARTMENT'S USE -- COMPLETE IN DETAIL

| FUND | DEPT | BUDGET CTRL | UNIT | OBJ REV BSA | SUB OBJ SUB REV SUB BSA | DEPT OBJ DEPT REV DEPT BSA | JOB NUMBER | AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 707 | v700 | 707 | 0900 | 0100 | | | | $40,000.00 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**ENCUMBRANCE REVERSAL:** ☐ YES ☐ NO **TOTAL PAYMENT** $40,000.00

| I HEREBY CERTIFY THAT THIS CLAIM IS TRUEAND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY | EXPENDITURES AUTHORIZED AND APPROVED BY | APPROVED DAVID E. SUNDSTROM, AUDITOR-CONTROLLER |
|---|---|---|
| CLAIMANT DATE | AUTHORIZED SIGNER DATE | DEPUTY DATE |

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY

**Auditor-Controller Approvals:**

Claims & Disbursing:
Over Limit: $100,000 (1) $500,000 (2) $1,000,000 (3)

Claims & Disbursing Management:

Check Writing:

**Transaction Reference**

MDW Transaction #:

**Treasurer-Tax Collector Information:**

Released By / Ref # :

F003 ODW BL (07/2009)

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst

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

**DATE:** March 15, 2010

**Fiscal Year 2009-2010**

| | 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 |
|---|---|---|---|---|---|---|---|
| 07/31/09 | 12,694.73 | 12,090.80 | 192,839.01 | 1,009,148.10 | 11,798.03 | 1,238,570.67 | 229,422.57 |
| 8/31/2009 | 12,707.31 | 12,103.56 | 193,042.42 | 979,726.69 | 11,810.48 | 1,209,390.46 | 229,663.77 |
| 9/30/2009 | 12,737.23 | 12,133.89 | 193,526.26 | 801,165.14 | 11,840.09 | 1,031,402.61 | 230,237.47 |
| 10/31/2009 | 12,737.07 | 12,150.02 | 193,783.51 | 616,189.36 | 11,855.83 | 846,715.79 | 230,526.43 |
| 11/30/2009 | 12,760.93 | 12,157.51 | 193,902.95 | 641,121.24 | 11,863.14 | 871,805.77 | 230,684.53 |
| 12/31/2009 | 12,768.82 | 12,165.02 | 194,022.78 | 1,166,971.27 | 11,870.47 | 1,397,798.36 | 230,827.09 |
| 1/31/2010 | 12,780.51 | 12,176.17 | 175,338.50 | 1,108,710.55 | 11,881.34 | 1,320,887.07 | 212,176.52 |
| 2/28/2010 | 12,785.78 | 12,181.20 | 175,418.14 | 952,298.51 | 11,886.25 | 1,164,569.88 | 212,271.37 |
| 3/31/2010 | | | | | | 0.00 | 0.00 |
| 4/30/2010 | | | | | | 0.00 | 0.00 |
| 5/31/2010 | | | | | | 0.00 | 0.00 |
| 6/30/2010 | | | | | | 0.00 | 0.00 |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Fiscal Year 2008-2009**

| | 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 |
|---|---|---|---|---|---|---|---|
| 07/31/08 | 150,895.34 | 11,880.92 | 189,491.56 | 937,880.81 | 11,593.23 | 1,301,741.86 | 363,861.05 |
| 8/31/2008 | 150,529.68 | 11,852.13 | 189,032.37 | 855,424.76 | 11,565.14 | 1,218,404.08 | 362,979.32 |
| 9/30/2008 | 150,882.52 | 11,879.91 | 189,475.47 | 690,320.13 | 11,592.25 | 1,054,150.28 | 363,830.15 |
| 10/31/2008 | 151,227.87 | 11,907.10 | 189,909.15 | 401,502.82 | 11,618.78 | 766,165.72 | 364,662.90 |
| 11/30/2008 | 151,594.31 | 11,935.95 | 190,369.32 | 413,587.42 | 11,646.93 | 779,133.93 | 365,546.51 |
| 12/31/2008 | 11,388.76 | 11,987.01 | 191,183.81 | 878,006.13 | 11,696.76 | 1,104,262.47 | 226,256.34 |
| 1/31/2009 | 11,381.88 | 11,985.99 | 191,167.54 | 825,766.86 | 11,695.76 | 1,051,998.03 | 226,231.17 |
| 2/28/2009 | 11,712.72 | 12,011.10 | 191,567.97 | 698,028.97 | 11,720.26 | 925,041.02 | 227,012.05 |
| 3/31/2009 | 11,884.98 | 12,049.99 | 192,188.16 | 696,225.86 | 11,758.21 | 924,107.20 | 227,881.34 |
| 4/30/2009 | 11,883.97 | 12,048.97 | 192,171.81 | 1,284,113.11 | 11,757.21 | 1,511,975.07 | 227,861.96 |
| 5/31/2009 | 11,900.48 | 12,065.72 | 191,438.85 | 1,205,048.19 | 11,773.55 | 1,432,226.79 | 227,178.60 |
| 6/30/2009 | 12,694.73 | 12,090.80 | 192,839.01 | 1,009,148.10 | 11,798.03 | 1,238,570.67 | 229,422.57 |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** March 15, 2010

## Summary of Cash and Investments as of February 28, 2010

| | |
|---|---|
| Cash with Orange County Treasurer Fund 702 | 12,785.78 |
| Cash with Orange County Treasurer Fund 703 | 12,181.20 |
| Cash with Orange County Treasurer Fund 706 | 175,418.14 |
| Cash with Orange County Treasurer Fund 707 | 952,298.51 |
| Cash with Orange County Treasurer Fund 708 | 11,886.25 |
| County Exempt Checking – Bank of the West | 48,409.75 |
| County Exempt Savings – Bank of the West | 88,116.46 |
| General Fund Checking – Bank of the West | 83,407.83 |
| General Fund Savings – Bank of the West | 139,832.85 |
| Literacy Fund Savings – Bank of the West | 14,411.15 |
| Payroll Checking – Wells Fargo Bank | 138,390.66 |
| Payroll Emergency CD – California National Bank | 23,624.58 |

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is May 27, 2010.

Jeanette Contreras
Library Director

# PLACENTIA LIBRARY DISTRICT
## YTD REVENUE REPORT
February 28, 2010

| GENERAL Fund 707 | REV SRCE | DESCRIPTION | BUDGET | YTD ACTUAL | BALANCE | PERCENT % RECEIVED |
|---|---|---|---|---|---|---|
| **TAXES** | | | | | | |
| | 6210 | Property Taxes - Current Secured | 1,593,108 | 1,009,750 | 583,358 | 63.4% |
| | 6220 | Property Taxes - Current Unsecured | 73,640 | 65,192 | 8,448 | 88.5% |
| | 6230 | Property Taxes - Prior Secured | 0 | - | 0 | 100.0% |
| | 6240 | Property Taxes - Prior Unsecured | 940 | - | 940 | 0.0% |
| | 6250 | Taxes - Spec Dist Augmentation | 7,520 | - | 7,520 | 0.0% |
| | 6280 | Property Taxes - Curr Supplemental | 36,760 | 11,105 | 25,655 | 30.2% |
| | 6300 | Property Taxes - Prior Supplemental | 1,104 | 6,155 | -5,051 | 557.5% |
| | 6540 | Penalties & Costs on Delinq Taxes | 0 | 1,646 | -1,646 | 100.0% |
| **REVENUE FROM USE OF MONEY & PROP'Y** | | | | | | |
| | 6610 | Interest | 21,800 | 6,604 | 15,196 | 30.3% |
| **INTERGOVERNMENTAL REVENUES** | | | | | | |
| | 6690 | State - Homeowners Property Tax Relief | 14,320 | 7,726 | 6,594 | 53.9% |
| | 6970 | State - Other | 20,000 | 4,891 | 15,109 | 24.5% |
| **MISCELLANEOUS REVENUES** | | | | | | |
| | 7670 | Miscellaneous Revenue (Local Revenue) | 99,388 | 50,969 | 48,419 | 51.3% |
| | | Passports | 40,000 | 51,416 | -11,416 | 128.5% |
| | | Impact Fees | 0 | 47,528 | -47,528 | 100.0% |
| | | DVD Rental | 0 | 4,386 | -4,386 | 100.0% |
| | 7680 | 6-MO Expired (Outlawed) Checks | 0 | - | 0 | 100.0% |
| | | **TOTALREVENUES FY 09/10:** | 1,908,580 | 1,267,368 | | 66.4% |

# PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
February 28, 2010

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT | REMAINDER |
|---|---|---|---|---|---|
| **SALARIES & EMPLOYEE BENEFITS** | | | | | |
| 0100 | Salaries & Wages | 1,029,376 | 569,129 | 0.55 | $460,247 |
| 0200 | Retirement | 110,000 | 70,928 | 0.64 | $39,072 |
| 0301 | Unemployment Insurance | 5,000 | 5,140 | 1.03 | -$140 |
| 0306 | Health Insurance | 100,900 | 67,495 | 0.67 | $33,405 |
| 0308 | Dental Insurance | 13,000 | 7,909 | 0.61 | $5,091 |
| 0309 | Life Insurance | 11,000 | 3,123 | 0.28 | $7,877 |
| 0310 | AD & D Insurance | 7,000 | 2,169 | 0.31 | $4,831 |
| 0319 | Vision Insurance | 4,000 | 1,345 | 0.34 | $2,655 |
| 0350 | Workers' Compensation Insurance | 10,000 | 4,325 | 0.43 | $5,675 |
| | TOTAL | $1,290,276 | $731,563 | 0.57 | $558,713 |
| **SERVICES & SUPPLIES** | | | | | |
| 0700 | Communications | 10,000 | 8,604 | 0.86 | $1,396 |
| 0900 | Food | 1,300 | 820 | 0.63 | $480 |
| 1000 | Household Expenses | 9,000 | 4,322 | 0.48 | $4,678 |
| 1100 | Library Insurance | 13,000 | 13,338 | 1.03 | -$338 |
| 1300 | Maintenance, Equipment | 30,000 | 13,365 | 0.45 | $16,635 |
| 1400 | Maintenance, Buildings & Improvements | 17,197 | 61,038 | 3.55 | -$43,841 |
| 1600 | Memberships | 1,500 | 4,518 | 3.01 | -$3,018 |
| 1800 | Office Expenses | 40,000 | 22,288 | 0.56 | $17,712 |
| 1803 | Postage | 5,000 | 3,370 | 0.67 | $1,630 |
| 1900 | Prof./Specialized Services | 134,000 | 66,013 | 0.49 | $67,987 |
| 1912 | Investment Administrative Fees | 2,000 | 560 | 0.28 | $1,440 |
| 2000 | Publication and Legal Notices | 1,000 | 0 | 0.00 | $1,000 |
| 2100 | Rents and Leases - Equipment | 1,500 | 282 | 0.19 | $1,218 |
| 2200 | Rents & Leases - Buildings & Improvements | 73,500 | 21,134 | 0.29 | $52,366 |
| 2400 | Books/Library Materials | 160,307 | 104,284 | 0.65 | $56,023 |
| 2600 | Transportation & Travel | 2,000 | 1,360 | 0.68 | $640 |
| 2700 | Meetings | 5,000 | 2,047 | 0.41 | $2,953 |
| 2800 | Utilities | 80,000 | 48,257 | 0.60 | $31,743 |
| | TOTAL | $586,304 | $375,598 | 0.64 | $210,706 |
| OTHER CHARGES | | | | | |
| 3700 | Taxes and Assessments | $7,000 | $0 | 0.00 | $7,000 |
| | | | | | |
| | **OPERATING EXPENSES** | **$1,876,580** | **$1,107,161** | **0.59** | **$769,419** |
| **FIXED ASSETS & CONTINGENCY FUNDS** | | | | | |
| 4000 | Equipment | $25,000 | $2,012 | 0.08 | $22,988 |
| 5200 | Contingency Funds | $0 | $0 | 0.00 | $0 |
| | TOTAL | $25,000 | $2,012 | 0.08 | $22,988 |
| | | | | | |
| **TOTAL BUDGET (Fund 707)** | | **$1,908,580** | **$1,109,173** | | **$799,407** |
| | | | | | |
| 707- | General Reserves | $10,000 | $0 | 0.00 | $10,000 |
| 702- | Equipment & Structural Repair Fund | $13,072 | $0 | 0.00 | $13,072 |
| 703- | Automated Replacement Fund | $12,369 | $0 | 0.00 | $12,369 |
| 706- | Interest & Sinking Bond Redemption | $197,268 | $18,977 | 0.10 | $178,291 |
| 708- | Unused Sick Leave Payoff Reserve | $12,075 | $0 | 0.00 | $12,075 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

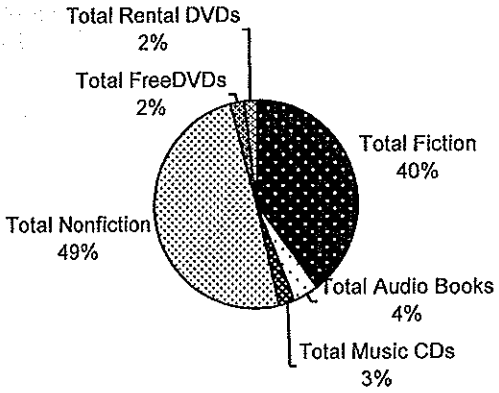
**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian, Technical Services

**SUBJECT:** ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF FEBRUARY 2010

**DATE:** March 15, 2010

| | Amount | Titles | Volumes |
|---|---|---|---|
| Total Fiction | $39,380 | 2,587 | 3,243 |
| Total Non-Fiction | $48,711 | 1,957 | 3,291 |
| Total Music CDs | $2,651 | 142 | 144 |
| Total Audio Books | $3,875 | 50 | 50 |
| Total Free DVDs | $2,222 | 78 | 78 |
| Total Rental DVDs | $1,996 | 74 | 74 |
| TOTAL MATERIALS | $98,835 | 4,888 | 6,880 |




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 2009-2010 THROUGH THE MONTH OF FEBRUARY 2010**

Prepared by Katie Matas, Acquisitions Librarian

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Amount | Titles | Volumes | Amount | Titles | Volumes | Amount | Titles | Volumes | Value | Titles | Volumes | Amount | Titles | Volumes |
| Adult Fiction | $17,185 | 1,029 | 1,247 | $0 | 0 | 0 | $17,185 | 1029 | 1247 | $741 | 27 | 27 | $17,926 | 1,056 | 1,274 |
| Adult Circulating Non-Fiction | $26,763 | 1,199 | 1,221 | $0 | 0 | 0 | $26,763 | 1199 | 1221 | $690 | 28 | 28 | $27,453 | 1,227 | 1,249 |
| Adult Reference | $798 | 17 | 17 | $0 | 0 | 0 | $798 | 17 | 17 | $265 | 3 | 3 | $1,063 | 20 | 20 |
| Adult magazines | $6,109 | 128 | 1,315 | $0 | 0 | 0 | $6,109 | 128 | 1315 | $0 | 0 | 0 | $6,109 | 128 | 1,315 |
| Adult on-line databases | $3,300 | 1 | 0 | $0 | 0 | 0 | $3,300 | 1 | 0 | $0 | 0 | 0 | $3,300 | 1 | 0 |
| Total Adult Non-Fiction | $36,969 | 1345 | 2553 | $0 | 0 | 0 | $36,969 | 1345 | 2553 | $955 | 31 | 31 | $37,925 | 1376 | 2584 |
| TOTAL ADULT PRINT MATERIALS | $54,154 | 2374 | 3800 | $0 | 0 | 0 | $54,154 | 2374 | 3800 | $1,697 | 58 | 58 | $55,851 | 2432 | 3858 |
| Adult Music CDs | $2,308 | 125 | 125 | $0 | 0 | 0 | $2,308 | 125 | 125 | $360 | 24 | 24 | $2,668 | 149 | 149 |
| Adult Audio Books | $3,811 | 49 | 49 | $0 | 0 | 0 | $3,811 | 49 | 49 | $0 | 0 | 0 | $3,811 | 49 | 49 |
| Adult Free DVDs | $1,602 | 50 | 50 | $0 | 0 | 0 | $1,602 | 50 | 50 | $40 | 3 | 3 | $1,642 | 53 | 53 |
| Adult Rental DVDs | $1,326 | 48 | 48 | $0 | 0 | 0 | $1,326 | 48 | 48 | $368 | 20 | 20 | $1,694 | 68 | 68 |
| TOTAL ADULT NON-PRINT MATERIALS | $9,046 | 272 | 272 | $0 | 0 | 0 | $9,046 | 272 | 272 | $768 | 47 | 47 | $9,814 | 319 | 319 |
| TOTAL ADULT MATERIALS | $63,200 | 2646 | 4072 | $0 | 0 | 0 | $63,200 | 2,646 | 4,072 | $2,464 | 105 | 105 | $65,664 | 2,751 | 4,177 |
| Juvenile Fiction | $15,771 | 1,054 | 1,476 | $0 | 0 | 0 | $15,771 | 1054 | 1476 | $10 | 1 | 1 | $15,781 | 1,055 | 1,477 |
| Young Adult Fiction | $6,424 | 504 | 520 | $0 | 0 | 0 | $6,424 | 504 | 520 | $94 | 5 | 7 | $6,518 | 509 | 527 |
| Total Juvenile Fiction | $22,196 | 1,558 | 1,996 | $0 | 0 | 0 | $22,196 | 1558 | 1996 | $104 | 6 | 8 | $22,299 | 1,564 | 2,004 |
| Juvenile Circulating Non-Fiction | $8,369 | 465 | 574 | $0 | 0 | 0 | $8,369 | 465 | 574 | $303 | 16 | 16 | $8,672 | 481 | 590 |
| Young Adult Circulating Non-Fiction | $1,896 | 102 | 103 | $0 | 0 | 0 | $1,896 | 102 | 103 | $0 | 0 | 0 | $1,896 | 102 | 103 |
| Juvenile Reference | $456 | 28 | 28 | $2,148 | 163 | 163 | $2,605 | 191 | 191 | $0 | 0 | 0 | $2,605 | 191 | 191 |
| Juvenile Magazines | $522 | 16 | 33 | $0 | 0 | 0 | $522 | 16 | 33 | $0 | 0 | 0 | $522 | 16 | 33 |
| Juvenile on-line databases | $399 | 1 | 0 | $0 | 0 | 0 | $399 | 1 | 0 | $0 | 0 | 0 | $399 | 1 | 0 |
| Total Juvenile Non-Fiction | $11,742 | 612 | 738 | $2,148 | 163 | 163 | $13,890 | 775 | 901 | $303 | 16 | 16 | $14,193 | 791 | 917 |
| TOTAL JUVENILE PRINT MATERIALS | $33,937 | 2,170 | 2,734 | $2,148 | 163 | 163 | $36,086 | 2,333 | 2,897 | $407 | 22 | 24 | $36,492 | 2,355 | 2,921 |
| Juvenile Music CDs | $343 | 17 | 19 | $0 | 0 | 0 | $343 | 17 | 19 | $0 | 0 | 0 | $343 | 17 | 19 |
| Juvenile Audio Books | $64 | 1 | 1 | $0 | 0 | 0 | $64 | 1 | 1 | $0 | 0 | 0 | $64 | 1 | 1 |
| Juvenile Free DVDs | $620 | 28 | 28 | $0 | 0 | 0 | $620 | 28 | 28 | $0 | 0 | 0 | $620 | 28 | 28 |
| Juvenile Rental DVDs | $670 | 26 | 26 | $0 | 0 | 0 | $670 | 26 | 26 | $0 | 0 | 0 | $670 | 26 | 26 |
| TOTAL JUVENILE NON-PRINT MATERIALS | $1,698 | 72 | 74 | $0 | 0 | 0 | $1,698 | 72 | 74 | $0 | 0 | 0 | $1,698 | 72 | 74 |
| TOTAL JUVENILE MATERIALS | $35,635 | 2242 | 2808 | $2,148 | 163 | 163 | $37,783 | 2405 | 2971 | $407 | 22 | 24 | $38,190 | 2427 | 2995 |
| Total Fiction | $39,380 | 2,587 | 3,243 | $0 | 0 | 0 | $39,380 | 2587 | 3243 | $845 | 33 | 35 | $40,225 | 2,620 | 3,278 |
| Total Non-Fiction | $48,711 | 1,957 | 3,291 | $2,148 | 163 | 163 | $50,859 | 2120 | 3454 | $1,258 | 47 | 47 | $52,118 | 2167 | 3501 |
| Total Music CDs | $2,651 | 142 | 144 | $0 | 0 | 0 | $2,651 | 142 | 144 | $360 | 24 | 24 | $3,011 | 166 | 168 |
| Total Audio Books | $3,875 | 50 | 50 | $0 | 0 | 0 | $3,875 | 50 | 50 | $0 | 0 | 0 | $3,875 | 50 | 50 |
| Total Free DVDs | $2,222 | 78 | 78 | $0 | 0 | 0 | $2,222 | 78 | 78 | $40 | 3 | 3 | $2,262 | 81 | 81 |
| Total Rental DVDs | $1,996 | 74 | 74 | $0 | 0 | 0 | $1,996 | 74 | 74 | $368 | 20 | 20 | $2,363 | 94 | 94 |
| TOTAL MATERIALS | $98,835 | 4888 | 6880 | $2,148 | 163 | 163 | $100,983 | 5051 | 7043 | $2,871 | 127 | 129 | $103,855 | 5178 | 7172 |

Outstanding Orders as of February 2010

| General Fund | Adopt-a-book | TOTAL |
|---|---|---|
| $19,461 | $100 | $19,561 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst

**SUBJECT:** **Entrepreneurial Activities Report for February 2010**

**DATE:** March 15, 2010

**February 2010 Net Revenue Summary**

| | | | YTD | YTD |
|---|---|---|---|---|
| | Feb-10 | Feb-09 | 2009-2010 | 2008-2009 |
| | | | | |
| Passport | 8,635.00 | 6,190.00 | 44,261.00 | 29,580.00 |
| Passport Photos | 1,000.00 | 990.00 | 7,155.00 | 4,900.00 |
| Test Proctor | 300.00 | 30.00 | 2,250.00 | 690.00 |
| DVD Rentals | 536.00 | 0.00 | 4,386.00 | 0.00 |
| **Total** | 10,471.00 | 7,210.00 | 58,052.00 | 35,170.00 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst

**SUBJECT:** **Personnel Report for February 2010**

**DATE:** March 15, 2010

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** David Ferrari, Circulation Supervisor

**SUBJECT:** Circulation Activity Report

**DATE:** March 15, 2010

## MONTHLY STATISTICS

**February 2010**

| CIRCULATION | | | | Y-T-D | Y-T-D | Y-T-D |
|---|---|---|---|---|---|---|
| | Feb 10. | Feb 09. | | 2009-10 | 2008-09 | % change |
| NEW PATRON REGISTRATIONS | 383 | 473 | | 3,054 | 2,753 | 9.9% |
| TOTAL CIRCULATION | 16,607 | 20,066 | | 142,126 | 105,337 | 25.9% |
| ATTENDANCE | 20,929 | 24,119 | | 194,694 | 141,295 | 27.4% |

**PATRON COUNT**

| | Sun | Mon | Tues* | Wed* | Thur* | Sat | Total/Hr. |
|---|---|---|---|---|---|---|---|
| 9:00 | 0 | 534 | 670 | 258 | 594 | 482 | 2,538 |
| 10:00 | 0 | 468 | 652 | 288 | 544 | 570 | 2,522 |
| 11:00 | 0 | 372 | 766 | 276 | 498 | 752 | 2,664 |
| 12:00 | 0 | 394 | 618 | 240 | 524 | 748 | 2,524 |
| 1:00 | 1,162 | 434 | 824 | 480 | 724 | 1,228 | 4,852 |
| 2:00 | 1,004 | 480 | 748 | 292 | 844 | 1,146 | 4,514 |
| 3:00 | 858 | 438 | 858 | 460 | 920 | 888 | 4,422 |
| 4:00 | 802 | 716 | 998 | 650 | 1,268 | 920 | 5,354 |
| 5:00 | 0 | 970 | 728 | 576 | 1,180 | 0 | 3,454 |
| 6:00 | 0 | 734 | 688 | 566 | 856 | 0 | 2,844 |
| 7:00 | 0 | 700 | 650 | 802 | 946 | 0 | 3,098 |
| 8:00 | 0 | 546 | 730 | 616 | 1180 | 0 | 3,072 |
| Total/Day | 3,826 | 6,786 | 8,930 | 5,504 | 10,078 | 6,734 | |
| | | | | | | | Grand Total 20,929 |

*Patron Count machine was down from 5:00 pm Feb 9 to 12:00 pm Feb 11.

**PASSPORT SERVICES**

| | Sun | Mon | Tues | Wed | Thur | Sat | Total/Hr. |
|---|---|---|---|---|---|---|---|
| 9:00 | 0 | 0 | 0 | 0 | 0 | 16 | 16 |
| 10:00 | 0 | 0 | 0 | 0 | 0 | 14 | 14 |
| 11:00 | 0 | 0 | 0 | 0 | 0 | 11 | 11 |
| 12:00 | 0 | 0 | 0 | 0 | 0 | 13 | 13 |
| 1:00 | 20 | 0 | 0 | 0 | 0 | 10 | 30 |
| 2:00 | 15 | 0 | 0 | 0 | 0 | 18 | 33 |
| 3:00 | 16 | 11 | 10 | 10 | 10 | 14 | 71 |
| 4:00 | 13 | 7 | 8 | 13 | 8 | 9 | 58 |
| 5:00 | 0 | 6 | 9 | 9 | 7 | 0 | 31 |
| 6:00 | 0 | 4 | 10 | 9 | 7 | 0 | 30 |
| 7:00 | 0 | 4 | 7 | 10 | 3 | 0 | 24 |
| 8:00 | 0 | 3 | 5 | 5 | 2 | 0 | 15 |
| Total/Day | 64 | 35 | 49 | 56 | 37 | 105 | |
| | | | | | | | Grand Total 346 |

## STAFF ACTIVITY

Feb 01, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas
Feb 03, 2010-Meeting with Estella Wnek to discuss Circulation Agendas
Feb 08, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas
Feb 11, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas
Feb 11, 2010-Meeting with Estella Wnek to discuss Circulation Agendas
Feb 16, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas
Feb 18, 2010-Meeting with Estella Wnek to discuss Circulation Agendas
Feb 22, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas
Feb 22, 2010-Circulation Meeting
Feb 25, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas
Feb 26, 2010-Meeting with Estella Wnek to discuss Circulation Agendas

## ONGOING PROJECTS

Feb 13-Examined all the fire extinguishers in the library to be sure they were up to date

## NEW PROJECTS AND ACTIVITIES

Feb 10–Meeting for Library Card Campaign

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **City of Placentia Invoices**

**DATE:** March 15, 2010

CITY OF PLACENTIA
INVOICES

| PERIOD COVERED FY2009-2010 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR SEISMIC | IRRIGATION CONTROL | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Jul-09 | 02/03/10 | 7,927.04 | 1,605.36 | 137.25 | | | 70.71 | 9,740.36 |
| Aug-09 | 02/03/10 | 7,315.95 | 1,605.36 | 134.30 | | | 12.79 | 9,068.40 |
| Sep-09 | 02/03/10 | 7,803.57 | 1,605.36 | 142.53 | | | 12.77 | 9,564.23 |
| Oct-09 | 02/03/10 | 3,853.51 | 1,605.36 | * | | | 12.78 | 5,471.65 |
| Nov-09 | 02/03/10 | 3,835.72 | 1,605.36 | 138.05 | | | 12.80 | 5,591.93 |
| Dec-09 | 02/03/10 | 3,327.17 | 1,605.36 | 132.42 | | | * | 5,064.95 |
| Jan-10 | * | * | * | * | | | * | * |
| Feb-10 | * | * | * | * | | | * | * |
| Mar-10 | | | | | | | | |
| Apr-10 | | | | | | | | |
| May-10 | | | | | | | | |
| Jun-10 | | | | | | | | |
| TOTAL | | 34,062.96 | 9,632.16 | 684.55 | | | 121.85 | 44,501.52 |
| AVG | | 5,677.16 | 1,605.36 | 136.91 | | | 24.37 | 7,416.92 |

*** City Billing Not Received**

| PERIOD COVERED FY2008-2009 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR SEISMIC | IRRIGATION CONTROL | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Jul-08 | 07/29/08 | * | * | * | * | * | | |
| Aug-08 | 08/27/08 | 6,700.24 | 1,150.57 | 259.55 | * | * | | 8,110.36 |
| Sep-08 | 09/26/08 | 14,218.85 | 1,150.57 | 126.90 | * | * | | 15,496.32 |
| Oct-08 | 10/29/08 | 5,128.31 | 1,150.57 | | * | * | | 6,278.88 |
| Nov-08 | * | 7,465.13 | 1,150.57 | 150.27 | * | * | | 8,765.97 |
| Dec-08 | 8/20/09 | * | 1,150.57 | * | * | * | | 1,150.57 |
| Jan-09 | 8/20/09 | 3,613.69 | 1,150.57 | 134.24 | * | * | 7.67 | 4,906.17 |
| Feb-09 | 8/20/09 | * | 1,150.57 | 145.42 | * | * | 7.70 | 1,303.69 |
| Mar-09 | 8/20/09 | 3,236.95 | 1,150.57 | 136.67 | * | * | 7.70 | 4,531.89 |
| Apr-09 | 8/20/09 | 4,187.79 | 1,150.57 | 137.17 | * | * | 7.78 | 5,483.31 |
| May-09 | 08/20/09 | 4,700.35 | 1,150.57 | 137.17 | * | * | 7.75 | 5,995.84 |
| Jun-09 | 08/20/09 | 7,534.05 | 1,150.57 | 137.25 | * | * | | 8,821.87 |
| TOTAL | | 56,785.36 | 12,656.27 | 1,504.47 | | | 38.60 | $70,844.87 |
| AVG | | 6,309.49 | 1,150.57 | 150.45 | | | 7.72 | $6,440.45 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Library Director's Report**

**DATE:** March 15, 2010

**Accomplishments**

- Participated in the 17th Annual Author's Luncheon on March 6th.
- Spoke with SDRMA and other health brokers for ancillary benefit information to provide coverage for all eligible employees.
- Continued to work with the Analyst on personnel-related matters.

**Community / Outreach**

- Rotary Club of Placentia weekly meetings – February 17th, 24th and March 3rd.
- City Neighborhood Meeting – February 11th.
- Chamber Mixer – February 11th.
- North Orange County Legislative Alliance Reception – February 18th.
- Placentia Network – February 18th.
- Fullerton School District – February 23rd.
- State of the City Address – February 25th.
- Placentia Roundtable Women's Club – March 3rd.

**Training/Workshop/Conferences**

- None.

**Meetings**

- All Staff Meeting – February 17th.
- Manager's –
- Library Board of Trustees Meeting – February 16th and emergency board meeting – February 18th.
- Author's Luncheon – February19th.
- PLFF – March 8th.
- Teleconference with Sno-Isle Library Director – February 12th.
- Dixie Shaw – February 18th.
- Lunch with Kevin Ennis from Richard Watson Gershon Attorney – February 26th
- Dr. Dennis Smith – March 2nd regarding Author's Luncheon.
- Leonard Rich – March 2nd regarding computer lab.
- City of Placentia – March 3rd regarding Placentia Quarterly Newsletter.
- Cal National Bank – March 4th regarding account.

**Projects in Progress**

- Strategic Plan
- Computer Lab project
- Website
- Technology plan
- LSTA Grant
- Eggcitement with the Rotary and the City

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Roger Hiles, Library Services Manager

**SUBJECT:** Library Services Manager Report for February 2010

**DATE:** **MARCH 15, 2010**

**Activities Report:**

**Achievements**

Worked with Adult Services and Children's staff to finalize plans for this year's Summer Reading Program.

Finished new equipment plan for the computer lab.

Worked with computer technician to deploy three staff replacement computers.

**Projects in Progress**

**Customer Service** – Held first joint meeting of Adult Services and Children's staff to review and coordinate customer service procedures. Ongoing meetings each month.

**Human Library Program (formerly "Living Library" Program)** – Met with staff regularly to work out details of program. Eight "living books" have confirmed. We are currently contacting additional prospective participants. Program date: March 20, 2010.

**Website redesign** – Continued working to add new content to development site. Anticipated project completion: June 2010.

**Library Photostream** – continued adding photos to Flickr account. Prepared web links and training sheet for staff. Staff "photo people" training will be in March.

**History Room Database Migration** – Working on hosting system for digitized newspapers, and have arranged for harvesting of content with outgoing host. Meanwhile, History Room librarian is adding metadata to digitized photographs on their new platform.

**Collection Shifting** – Working with Adult Services and Circulation staff on plan to separate out genre fiction to create browse-able sections for Mystery, Science Fiction, and Western books. Also working on plan to integrate most oversize books into main nonfiction sections and move media shelving to make room for computer lab..

**Computer infrastructure** – Deploying first phase of replacements staff computers (three) to begin phasing out problematic 8-10 year old computers. This will be a multi-year effort. Also planning for move of rack into new Server Room.

**Computer Lab** – Completed revised plan for the lab so computers can run legacy software. Solicited new equipment price quote.

**History Room** – continued working with History Room librarian on new program plan. Anticipated completion: Spring 2010.

**Literacy Program** – continued working with Literacy/Volunteer Coordinator on a new program plan. Anticipated completion: Spring 2010.

**Library Problems manual** – working with staff to prepare a manual for staff use during problem situations. Next meeting: April 2010.

**Grant Training Course** – Began an 8-week online training course in grant applications on February 16.

**PLFF Paypal Account** – setting up account so the PLFF can accept online donations. Anticipated completion: March 30, 2010.

**Webinars**

Attended a webinar on Library Statistics presented by the State Library on February 10.

Attended a webinar on Library innovations on February 16

**Meetings**

I chaired Human Library meetings on February 10, 17 & 24.

I attended the Trustees meeting on February 16.

I attended the Library staff meeting on February 17

I chaired the Adult Services Staff meeting on February 18.

I chaired the Combined Childrens-Adult Services "Customer Services" meeting on February 23.

I attended the regular Managers' Meetings.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Lori Worden, Children's Librarian

**SUBJECT:** Children's Services Monthly Activity Report for February 2010

**DATE:** March 15, 2010

## MONTHLY STATISTICS

**Childrens Desk Activity**

| | February 2010 | February 2009 | Y-T-D 2009-10 | Y-T-D* 2008-9 | Y-T-D % change |
|---|---|---|---|---|---|
| Phone reference: | 23 | 13 | 196 | 192 | 2.08% |
| In person reference/research: | 656 | 651 | 4146 | 4798 | -13.59% |
| **Total Reference:** | **679** | **664** | **4348** | **4992** | **-12.90%** |
| Total Number of Programs | 25 | 22 | 202 | 120 | 68.33% |
| Total Programs Attendence | 800 | 555 | 6458 | 3570 | 80.90% |

| PROGRAM DETAILS | NUMBER OF PROGRAMS | TOTAL ATTENDANCE |
|---|---|---|
| Lap Sit 24 : months & younger | 4 | 163 |
| Preschool Story Times I & II : 3-6 years | 8 | 182 |
| Pocket Tales : Stories, music, and movement. | 4 | 133 |
| Read to the Dogs | 1 | 30 |
| P-TAC Meetings | 1 | 14 |
| Family Game Day | 1 | 25 |
| F.I.R.S.T. : Family Interactive Reading and Sharing Time | 1 | 21 |
| Super S.T.A.R. | 1 | 20 |
| 2/4 Le Teen Café Placentia | 1 | 17 |
| 2/4 Ivy Crest Montessori School Kdgn. | 1 | 20 |
| 2/6 Lunar New Year Celebration | 1 | 130 |
| 2/14 Valentine's Day Stories & Crafts | 1 | 45 |

**ACHIEVEMENTS:**

- Children's staff attended World Book Online training on Feb. 2.
- Children's staff donated items for a basket for fund-raising at the PLFF author's luncheon.

**IN PROGRESS:**

- Children's staff are making plans for the upcoming Summer Reading Program.
- Brenda Ramirez and Lori Worden are making plans for the El Dia de los Ninos program for children, which will be at the library on May 1.
- Coleen Wakai made plans for a teen crafting event, which will be at the library on March 13.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Toby Silberfarb, Library Assistant Literacy / Volunteers

**SUBJECT:** Literacy / Volunteer Report for February, 2010

**DATE:** March 15, 2010

## MONTHLY STATISTICS

### Volunteer Hours:

| | February 2010 | February 2009 | Y-T-D 2009-10 | Y-T-D* 2008-9 | Y-T-D % change |
|---|---|---|---|---|---|
| History Room | 31 | 138.5 | 353.5 | 517.5 | -31.69% |
| PLFF | 508 | 415 | 3799 | 1603 | 136.99% |
| Library (General) | 235 | 155 | 2672.5 | 295 | 805.93% |
| Technical | 8 | 0 | 51 | 0 | N/A |
| Homework Club | 157 | 90 | 598 | 262 | 128.24% |
| H.I.S. House Homework club | 8 | 0 | 34 | 0 | N/A |
| Tutors (Adult Literacy) | 68 | 44 | 330 | 106 | 211.32% |

**FY08/09 Partial year due to closures and missing statistics*

### Achievements

- HIS House Homework Club has been on-going.
- The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- Adult Literacy Services tutor/student pairs continue to meet according to schedule.
- The on-site homework club has been averaging 10 to 15 students everyday.
- Proctored 4 exams for distance learning students.
- Created a new biobliography/webliography that highlights legal resources both in our 300's collection and on-line.
- Updated the personal finance bibliography/webliography.

### Projects in Progress

- Collection development for the 300s in the circulating and reference adult collections.
- Collection development in Spanish language non-fiction.
- Participation in webinars that focus on community outreach.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Roger Hiles, Library Services Manager

**SUBJECT:** Adult Services Monthly Activity Report for February 2010

**DATE:** MARCH 15, 2010

## MONTHLY STATISTICS

### Reference Desk Activity

| | February 2010 | February 2009 | Y-T-D 2009-10 | Y-T-D* 2008-9 | Y-T-D % change |
|---|---|---|---|---|---|
| Phone reference: | 360 | 221 | 2458 | 979 | 151.07% |
| In person reference/research: | 1232 | 1660 | 9876 | 6923 | 42.65% |
| Guest passes: | 18 | 3 | 126 | 35 | 260.00% |
| E-mail reference/research: | 0 | 0 | 0 | 2 | -100.00% |
| Databases/Internet/catalog instruction: | 32 | 105 | 349 | 472 | -26.06% |
| Public computers (desktops): | 2727 | 2841 | 22949 | 12303 | 86.53% |
| Public computers (laptops): | 1207 | | 13026 | 0 | N/A |
| Computer/printer troubleshooting: | 708 | 360 | 6242 | 1496 | 317.25% |
| In library use: ready reference: | 71 | 13 | 193 | 76 | 153.95% |
| In library use (cleanup): | 3256 | 3135 | 23914 | 12047 | 98.51% |

**FY08/09 Partial year due to closures and missing statistics*

## ACHIEVEMENTS

- ***Gary Bell*** co-hosted (with Jean Turner) a play reading Sophocles' **Antigone.** There were nine readers in attendance.
- ***Nadia Dallstream*** and ***Roger Hiles*** completed the plans for the Adult Summer Reading Program.
- ***Nadia Dallstream*** coordinated the February 18th "Explore Africa" program. 15 people attended.
- ***Nadia Dallstream*** put a new display of books into the book trough for the Human Library event.
- ***Nadia Dallstream*** completed cross-training for tasks in Acquisitions and Technical Services.

- ***Nadia Dallstream*** updated the bibliography handout for computers and the webliography for museums.
- ***Katie Matas*** led a special February book discussion (**The Teacher Who Couldn't Read** by John Corcoran). Eight people attended.
- ***Kathy Staymates and Nadia Dallstream*** completed a display for the Human Library event.
- ***Toby Silberfarb*** continues to coordinate the Tech Volunteer Program. Three volunteers continue to assist patrons on Wednesday evenings.

**IN PROGRESS**

- ***Gary Bell*** continued working on a grant application for an LSTA digitization program.
- ***Gary Bell*** is preparing for the March Play Reading Program (**Season's Greetings** by Alan Ayckbourn).
- ***Gary Bell*** is preparing for a **Name That Tune** event for the Summer Reading Program.
- ***Nadia Dallstream*** is working with ***Coleen Wakai*** on a joint Adult-Teen program for the Summer Reading Program.
- ***Katie Matas*** is researching a staff development grant.
- ***Toby Silberfarb*** is preparing for the April 13th Book Discussion of **Still Alice** by Lisa Genova.
- ***Toby Silberfarb*** is planning a Summer Reading Program event for July 10, 2010.
- ***Kathy Staymates*** is preparing for the March 9th Book Discussion of The Zookeeper's Wife.
- ***Kathy Staymates*** is working on three gardening programs as part of the Adult Summer Reading Program.
- ***Kathy Staymates, Nadia Dallstream, and Roger Hiles*** continued working on the March 20 "Human Library" program.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Gary Bell, History Room Librarian

**SUBJECT:** Local History Room Monthly Report for February 2010

**DATE:** **March 15, 2010**

**MONTHLY STATISTICS**

| | |
|---|---|
| Visitors to History Room in February, 2009 | 9 |
| Visitors to History Room in February, 2010 | 14 |
| Volunteer Hours, January 2010 | 31 |
| Intern Hours | 0 |

**Accomplishments**

- I attended a webinar on grant applications.
- I initiated a narrative for a grant application.
- Historic pictures continue to be migrated from Content DM to Flickr, with some metadata being revised.
- Pictures of veterans were scanned.
- Information was provided about Frank Morse, namesake of Morse School.
- The Muckenthaler family history was provided to a patron.
- A request for a replacement Flood DVD was directed to the Library for a duplicate.
- I attended a portion of the Board Meeting on February 16th.
- Three articles were submitted to the Quarterly and Notations for publication.
- Sources continue to be used for Placentia Round Table Women's Club research.

**Activity**

- Marie Schmidt is updating biographical information for our upcoming DVD.
- A book about the Legacy of United Latin American Citizens (LULAC) was presented to the History Room by Betty Escobosa.
- Ellie Rankin requested information on the Heritage Day celebrations.
- The History Room received a flyer for Kraemer Middle School's 50th anniversary celebration.
- Photos were provided to Kathy Graves of the Museum of Tolerance for use in an upcoming display.
- Staff pictures from the past were given to the history archives.
- Carol Fizzard of the PLFF requested minutes books of the FPL for the purpose of binding the current minutes books.
- A DVD of Nikkei stories was donated to the history room.
- Captions are being created for the revolving picture frame at the Circulation desk.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian, Technical Services

**SUBJECT:** Technology & Website Report for February 2010

**DATE:** March 15, 2010

## MONTHLY STATISTICS

Online database usage:

| | February 2010 | February 2009 | Y-T-D 2009-10 | Y-T-D 2008-9 | Y-T-D % change |
|---|---|---|---|---|---|
| Ancestry.com (not renewed for 2010) | 0 | 132 | 4,943 | 1,187 | 316% |
| General Reference Center | 904 | 20 | 3,810 | 162 | 2252% |
| Newsbank | 51 | 90 | 325 | 688 | -53% |
| Heritage Quest | 2896 | 478 | 11,640 | 12,138 | -4% |
| Learning Express | 8 | 5 | 60 | 130 | -54% |
| Novelist | 93 | 53 | 414 | 170 | 144% |
| World Book (began 12/2009) | 110 | 0 | 246 | 0 | NA |
| Tumblebooks | 607 | 385 | 2,764 | 2,175 | 27% |
| Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.) | 139 | 128 | 325 | 813 | -60% |
| Reference USA | 47 | 134 | 655 | 381 | 42% |
| | **4716** | **1425** | **25,043** | **17,844** | **40%** |

**Website traffic for February 2010:**
In February 2010 we had 16,446 visitors to our website. In February 2010 there were 37,940 page hits. Last year we had 14,821 visitors and 42,479 page hits in February.

## STAFF ACTIVITY

- Katie continued cross training Nadia in Acquisitions and Technical Services.
- Roger, Katie and the Adult Services and Children's Services staff attended a training session on World Book Online.
- Katie showed the Reference Staff and Coleen a new collection development tool in Baker & Taylor's website.
- Katie facilitated a book discussion on the book, *The Teacher Who Couldn't Read.*
- Jesus gave Roger and Katie a brief overview of the software used to maintain the outside electronic sign.
- Katie helped patrons and staff with day-to-day computer and copier questions.

**ONGOING PROJECTS**

- Jesus and Roger continue to update Library events on the website.
- Nadia updates the Library's Facebook account.
- Jesus continues to maintain the outside electronic sign.
- Roger updates the Library's Twitter account.
- Roger continues to work on the new Library website design.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Placentia Library District Policy 2040 – Sick Leave**

**DATE:** March 15, 2010

## BACKGROUND

Recommended revisions to the Placentia Library District Policy 2040 – Sick Leave were presented to the Library Board of Trustees at the November 16, 2009 meeting and staff was asked to provide sick leave policy comparison information from other governmental agencies at a later meeting.

The requested information was presented to the Library Board of Trustees at the February 16, 2010 meeting and staff was asked to provide recommendations at the March 15, 2010 meeting based on the findings.

Current recommendations presented to the Library Board of Trustees result from a meeting with both management and library staff.

Attachment A is a copy of Policy 2040 – Sick Leave with proposed revisions including the proposed Catastrophic Leave-Sharing Program.
Attachment B is the proposed Catastrophic Leave Request Form.
Attachment C is the proposed Catastrophic Leave Donation Form.

(#1) Amended to 30 hrs. No motion remains

#1 M1 GW – motion of no revision of 2040.3
M2 BE
AS yes
RD no
BE yes
JT yes
GW yes

## RECOMMENDATIONS

1) Authorize a revision to Policy 2040.3 to read "Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave. Regular part-time employees hired after July 1, 2010 will not be eligible for sick leave"; and/or
2) Authorize a revision to Policy 2040.9 to read "Illness while on paid vacation will be charged to vacation" and eliminate Policies 2040.9.1-2040.9.3; and/or
3) Authorize a revision to Policy 2040.10 to read "The District provides a sick leave payoff plan upon resignation, retirement or death"; and/or
4) Authorize an elimination of Policies 2040.11-2040.11.3; and/or
5) Authorize an elimination of Policies 2040.12-2040.12.3; and/or
6) Authorize an inclusion of "Catastrophic Leave" to Policy 2040 as presented.

(#2) M1 JT
M2 GW all

(#3) M1 BE
M2 GW

#4 & 5 M1 JT
M2 RD all

(#3) Ammend to eliminate death
M1 RD
M2 BE

(#6) M1 JT
M2 GW all

KM – Concern for item #1, 30 hr. employees not eligible

2040.3 * w/ Ammendment
AS - no
RD yes
BE no
JT yes
GW no

# Placentia Library District

**POLICY HANDBOOK**

RD - include 30 or more
JC - none, no new employees
GW - cost savings?
(5) JC - budget/dept. needs would like 10 or 20 only
(4) AS - why 30 hr empl.?
(3) BE - does not agree
(2) JT - thinks 30 hr should be included
(1) KM - concern for 30 hr. employee, not eligible

**POLICY TITLE:** Sick Leave
**POLICY NUMBER:** 2040

**2040.1** This policy will apply to ~~probationary and~~ regular employees in all classifications.

**2040.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

**2040.3** Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave. Regular part-time employees hired after July 1, 2010 will not be eligible for sick leave. M1 RD M2 JT Vote * #1 Ammendment working less than 30 hours and

JC - AS - rate? 96 hrs/yr.

**2040.4** Sick leave is accrued at the second pay period of each month.

**2040.6** Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

YB - 30 hr employees:
(3) clerks
(1) F. Maint. Tech.

**2040.6.1** The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

**2040.7** In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

**2040.8** A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

**2040.9** Illness while on paid vacation will be charged to ~~sick~~ vacation leave ~~rather than vacation only under the following conditions:~~

~~**2040.9.1** The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.~~

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~~2040.9.2 The employee must notify the Library Administrative Office within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.~~

~~2040.9.3 The District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.~~

JC - City of Orange, City of Fullerton

AS - PV & BPark

JC - no

PD - death at?

**2040.10** The District provides a sick leave payoff plan upon ~~termination~~, resignation, ~~or~~ retirement, or death as follows:

AS - ability to accumulate?

GW - accumulation? → indefinate.

**2040.10.1** After ten (10) years of employment, twenty-five (25) percent of accumulated sick leave will be paid at the current salary.

**2040.10.2** After fifteen (15) years of employment, thirty-seven and one half (37.5) percent of accumulated sick leave will be paid at the current salary.

**2040.10.3** After twenty (20) years of employment, fifty (50) percent of accumulated sick leave will be paid at the current salary.

**2040.10.4** The maximum accumulated sick leave for this purpose is eight hundred (800) hours before calculations.

**2040.10.5** Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

~~2040.11 The District provides an incentive program for non-exempt employees for the accumulation of sick leave hours. Exempt employees are not eligible for this program.~~

~~2040.11.1 For each calendar quarter that an employee has used no hours of sick leave he/she will receive four hours of vacation.~~

~~2040.11.2 The sick leave incentive program 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 the sick leave bonus.~~

~~2040.11.3 The sick leave bonus hours will be added to the vacation leave balance at the second pay period following the end of the calendar quarter.~~

~~2040.12 Exempt or non-exempt staff with a sick leave balance in excess of 800 hours, or the pro-rated number for part-time employees, may exchange two sick days for one vacation day.~~

~~2040.12.1 These requests must be in daily increments based on the number of hours worked per week.~~

~~2040.12.2 A request may be submitted on June 1 and December 1 of each year. Requests will not be considered at other times.~~

~~2040.12.3 A request will not be granted if it brings the sick leave balance under 800 hours.~~

**2040.131** A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

**2040.131.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

**2040.131.2** At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

**2040.113.3** The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.113.4** An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

**2040.124** Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

**2040.124.1** When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

**2040.142.2** The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.142.3** An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a

major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

2040.13.1 Qualifying Situations: In order for an employee to receive donated leave from another employee, the following requirements must be met:

2040.13.1.1 Receiving Employee must:
* be an employee of the Placentia Library District;
* be in a position that accrues leave;
* have passed the waiting period to use leave;
* have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
* be on an approved leave of absence;
* submit a Catastrophic Leave Request Form.

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2040.13.1.2 The Receiving Employee's Absence must be due to:
* the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or
* the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).

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2040.13.1.3 Donating Employee must:
* be an employee of the Placentia Library District;
* be in a position that accrues leave;
* have passed the waiting period to use leave;
* have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
* submit a Catastrophic Leave Donation Form.

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2040.13.2 Nature of Donations. Donations must be:
* anonymous. Management will not identify the donor; the donor may choose to self-identify;
* approved by both the donor's and the recipient's department;
* entirely voluntary;
* donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

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RD - confirmed

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2040.13.3 Process. The following steps need to be taken to assure proper processing of leave donations:

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2040.13.3.1 Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form

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to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.

2040.13.3.2 Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.

2040.13.3.3 Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.

2040.13.3.4 Administration will notify the donor and recipient in writing that the debit or credit has taken place.

2040.13.4 Termination of Catastrophic Leave. Catastrophic Leave terminates when:

* the recipient receives any type of disability pay (LTD, Workers' Compensation)
* the recipient and/or donor terminates employment with the District.
* the District terminates the recipient and/or donor.
* the need no longer exists (based on physician's recommendation).

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# CATASTROPHIC LEAVE REQUEST FORM

TO: Administration

FROM: _____

DEPARTMENT: _____

SUBJECT: Request for Catastrophic Leave-Sharing Donations

**FOR ADMINISTRATION USE ONLY**

APPROVED ☐

NOT APPROVED ☐

*Number of Hours Received*

I have read the Placentia Library District Policy 2040 Catastrophic Leave-Sharing Program and determined that I meet the criteria to participate in the program. I hereby request and agree to receive donation of leave time as specified in the policy. (*Please check the appropriate box below*).

☐ Attached please find a copy of a statement from my physician with respect to the severity and nature of my medical condition.

☐ Attached please find a copy of a statement from my family physician with respect to my family member's catastrophic condition and the need for my presence. My family member's name is _____.

I hereby declare that _____ (family member's name) is my _____ (relationship)

_____ Employee Signature

_____ Date

(Where applicable, if employee is incapable of completing this form, the employee or designated adult beneficiary of the employee can grant the Administration Office the consent to complete this Catastrophic Leave Request form on his/her behalf).

☐ I hereby consent to have the Administration Office complete this request form and make this solicitation on behalf of _____ (Employee's name).

_____ Employee's Designated Relative Signature

_____ Date

_____ Administration Staff

_____ Date

March 10, 2010

Placentia Library District

# CATASTROPHIC LEAVE DONATION FORM

**INSTRUCTIONS:**

- Form must be completed by the donating employee.
- Donations must be made in blocks equivalent to one-half hour of leave for the donating employee, not to exceed eight (8) hours per request and 40 hours per year.
- Forward completed form to the Administration Office.

Donating Employee Name (*please print*): _____

Receiving Employee Name (*please print*): _____

| Donation Type | Donation Amount |
|---|---|
| Sick Leave | _____ Number of hours (increment of one-half hour) |
| Vacation | _____ Number of hours (increment of one-half hour) |

Under the provisions of the Placentia Library District's Policy 2040 Catastrophic Leave-Sharing Program, employees may donate their full-pay leave to another Placentia Library District employee, who has exhausted his/her accrued leave credits. Donated leave credits will be used to cover the employee's absence due to the employee's or employee family member's catastrophic illness.

I understand that once the transfer has been completed by the Administration Office, I can not revoke my decision. Should the hours donated not be used, I understand that the Administration Office will credit any remaining hours to my paid leave credits. My signature below indicates I have read, understand and will comply with Policy 2040 Catastrophic Leave-Sharing program. I further understand that this is a voluntary program and I am not obligated to donate my paid leave credits.

Donating Employee Signature: _____

Date: _____

**FOR OFFICE USE ONLY:**

Donating Employee Adjustments
Number of hours deducted: _____ Date: _____
Entered by: _____

Recipients Adjustments
Number of hours credited: _____ Date: _____
Entered by: _____

March 10, 2010

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst

**SUBJECT:** Placentia Library District Policy 2321-Job Description-Circulation Supervisor

M1 RD - approve with noted changes noted in discussion.
M2 GW
all

**DATE:** March 15, 2010

## BACKGROUND

On October 22, 2008 the Board of Trustees approved the Restructure of the Organization which included a reclassification of Library Assistant to Circulation Supervisor.

Management would like to request the Board of Trustees to review and consider approval of the revised Placentia Library District Policy 2321- Description-Circulation Supervisor as presented to accurately reflect the current and past responsibilities of a Circulation Supervisor.

Attachment A- Placentia Library District Policy 2321-Job Description-Circulation Supervisor with changes.

## RECOMMENDATION

Authorize changes to Placentia Library District Policy 2321-Job Description- Circulation Supervisor, as presented.

RD- 2321.1.8 - 'hadles disciplinary actions' is job of manager.
2321.2.7 - 'manages' → change to supervise.

GW 2321.1.9 - manages - ?

AS - disagree supervisor view of RD, supervisor is manager.
RD - they are not managers
GW - is a managers position
BE -

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** **Job Description – Circulation Supervisor**
**POLICY NUMBER:** **2321**

**2321.1** A non-exempt supervisorial classification under the general direction of the Library Director and reports directly to the Human Resources/Finance Analyst~~Management Analyst~~. Performs supervisorial and clerical library work in the Circulation Department. Performs performance evaluations and progressive discipline for the Circulation Department staff. Participates in the recruitment, orientation, training and assessment of staff in the Circulation Department.

**2321.1.1** Manages the library system software for magazines.

**2321.1.2** Prepares delinquent accounts for reporting to the collection agency.

**2321.1.3** Processes incoming and outgoing interlibrary loan materials.

**2321.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2321.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2321.1.5** Supervises, schedules, and evaluates the activities of the clerical staff, substitute clerks and~~or~~ volunteers.

2321.1.6 He/she prepares monthly and annual reports as assigned by the Library Services Manager or Human Resources/Finance Analyst.

2321.1.7 Makes recommendations to Human Resources/Finance Analyst, establishes and implements work procedures for department staff.

2321.1.8 Handles disciplinary actions for the clerical staff, substitute clerks and volunteers.

2321.1.9 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Anaheim Library and Placentia Library District policies and procedures.

**2321.2** Typical Tasks:

**2321.2.1** Locates, checks-in and checks-out library materials for customers.

**2321.2.2** Processes telephone renewals.

~~2321.2.3 Prepares the daily announcements for the telephone system.~~

**2321.2.3~~4~~** Files documents and library materials by library filing rules.

**2321.2.4~~5~~** Issues and renews library cards.

**2321.2.5~~6~~** Operates a variety of office and business equipment.

**2321.2.6~~7~~** Calculates and collects fines and fees at the Circulation Desk. Prepares daily and monthly transaction statistics and reports any discrepancies to the Human Resources/Finance Analyst.

2321.2.7 *Supervises Manages the cash receipts of fines and maintains accurate financial and statistical records for the Circulation Department.

2321.2.8 Prepares and submits reports of activities to the Library Services Manager or Human Resources/Finance Analyst.

**2321.2.9~~8~~** Answers telephone and transfers calls to the appropriate staff or department.

**2321.2.10~~9~~** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

**2321.2.11~~10~~** Records daily statistics at the Circulation Desk.

**2321.2.12~~1~~** Receives cash and credit card transactions at the Circulation Desk.

**2321.2.13~~2~~** Processes overdue and collection notices according to the Anaheim Library~~Tri City Library Consortium~~ and Placentia Library District policies and procedures.

**2321.2.14~~3~~** Prepares books and other library materials for public use.

**2321.2.15~~4~~** Repairs books and other library materials.

**2321.2.16~~5~~** Works in Technical Services in support of professional staff.

**2321.2.17~~6~~** Assists the public with using the public photocopier machine.~~s and the Vendacard dispenser.~~

**2321.2.18~~7~~** Recommends policies for public services to the Library Services Manager or Human Resources/Finance Analyst~~Circulation Supervisor, Manager of Technical Services or Manager of Public Services~~.

**2321.2.19~~8~~** Assists the public in making the most effective use of the Library's collection and facility.

**2321.2.20~~19~~** Serves as a United States Passport Application Acceptance Agent.

**2321.2.21~~20~~** Performs other duties as assigned.

**2321.3** Required Qualifications: Possesses a high school diploma or the equivalent. Has five years of clerical experience in a library or public service setting with supervisory experience. Possesses a valid California driver's license and be a United States citizen.

**2321.4** Knowledge and abilities:

**2321.4.1** Ability to type a minimum of thirty (30) words per minute.

**2321.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.

**2321.4.3** Ability to file accurately according to library filing rules.

**2321.4.4** Ability to meet the public with tact and courtesy.

**2321.4.5** Ability to follow oral and written instructions.

**2321.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2321.4.7** Ability to follow Library policies and procedures.

**2321.4.8** Ability to organize and manage work flow for self.

2321.4.9 Ability to take independent action.

2321.4.10 Ability to prepare and present reports that conform to prescribed style and format.

2321.4.11 Ability to respond to common inquires or complaints from Library customers.

2321.4.12 Ability to analyze difficult problems and recommend solutions.

2321.4.13 Knowledge of current events, literature and standard works in Circulation System.

2321.4.14 Knowledge of personal computer hardware and software operations.

**2321.5** Physical Demands:

**2321.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2321.5.1.2** Must possess mobility to operate a motor vehicle.

**2321.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2321.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2321.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2321.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2321.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2321.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2321.6** Work Environment:

**2321.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **California Special District Association (CSDA) Board of Directors Call For Nominations**

**DATE:** March 15, 2010

## BACKGROUND

The Elections and Bylaws Committee of the California Special District Association (CSDA) is looking for members who are interested in serving on the Board of Directors for the 2010-2013 term. The responsibilities for CSDA Board of Directors are:

- Attend all board meetings held every other month and in Sacramento; typically on the second Friday of the month.
- Participate on at least one committee, meeting 3-4 times a year in Sacramento.
- Attend the Special Districts Legislative Day in spring.
- Attend the Annual Conference in fall

The nomination is due May 28, 2010.

Attachment A is the nomination call from CSDA.

## RECOMMENDATIONS

1) Submit nomination for a Library Board of Trustees to serve a 3-year term, 2010-2013, as a CSDA Board of Directors member; or
2) Forego nomination for the 2010-2013 term and consider nomination in the future.

AB - recommend no nomination - no vote.

rcd 3/1/10

CSDA

**DATE:** February 26, 2010

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2010-2013 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

**Commitment:** Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

**Nomination Procedures:** Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The**

**deadline for receiving nominations is May 28, 2010.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 11. The ballots must be received by CSDA no later than 5:00 p.m. August 6 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10. All selected Board Members will be introduced at the Annual Conference in Newport Beach, CA in September.

**Expiring Terms**
(See enclosed map for regional breakdown)

| | | |
|---|---|---|
| **Region 1** | Seat B | Alan Schoenstein, McCloud Community Services District |
| **Region 2** | Seat B | Ginger Root, Eastside Rural County Fire Protection District* |
| **Region 3** | Seat B | Sherry Sterrett, Pleasant Hill Recreation & Park District* |
| **Region 4** | Seat B | Sandy Young, Stallion Springs Community Services District* |
| **Region 5** | Seat B | John Fox, Goleta Sanitary District* |
| **Region 6** | Seat B | Arlene Schafer, Costa Mesa Sanitary District* |

(* = Incumbent is running for reelection)

If you have any questions, please contact Diana Zavala at 877-924-CSDA or dianaz@csda.net.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Acting Human Resources/Finance Analyst

**SUBJECT:** Fire Alarm System Replacement

**DATE:** March 15, 2010

M1 – GW award contract to ADT
JC find appropriate funds (GF or ?)
M2 JT
all

## BACKGROUND

On February 2, 2010 the annual fire alarm system testing was conducted. After testing 75% of the smoke detectors, the technician indicated that all of the older type smoke detectors did not respond. The newer type smoke detectors were responsive. As a requirement for the annual Fire and Life Safety Inspection with the Orange County Fire Authority we are required to provide recent documentation of service and conditions of the fire alarm system. This year's annual inspection is pending due to the conditions of the current fire alarm system.

Due to the age of the fire panel and the smoke detectors an upgrade is considered necessary. Management would like to request the Board of Trustees to review and award a contract to a vendor in order to replace the fire alarm system.

Attachment A- ADT Security Services, Inc. Quote (complete replacement)
Attachment B- American Alarm Systems, Inc. Quote (complete replacement) monitoring $65/mo. not included annual insp.
Attachment C- American Alarm Systems, Inc. Quote (repairs/upgrade only)
Attachment D- Stanley Security Solutions Quote (repairs/upgrade only)

## RECOMMENDATION

Award contract to a vendor to provide a fire alarm replacement system using the general fund.

JC- recc. ADT
Stanley – no good response

GW- ADT $182 – includes maint
BE- ADT – all inclusive?
YB- yes, includes monitoring

AS – funds from?
JC – General Fund
should have some funds available
BE – liable to take care of it.
AS – Bond Funds? avail?

# ADT® Commercial Security Proposal

| | |
|---|---|
| Company: | Placentia Library |
| d/b/a: | |
| Company Contact: | Yesenia Baltierra |
| Site Location(s): | 411 E. Chapman,<br>Placenita, CA 92870 |
| Sales Representative: | Pedro Marrufo |
| Sales Rep Phone Number: | (714) 223-2313 |
| Date: | 3/8/2010 |

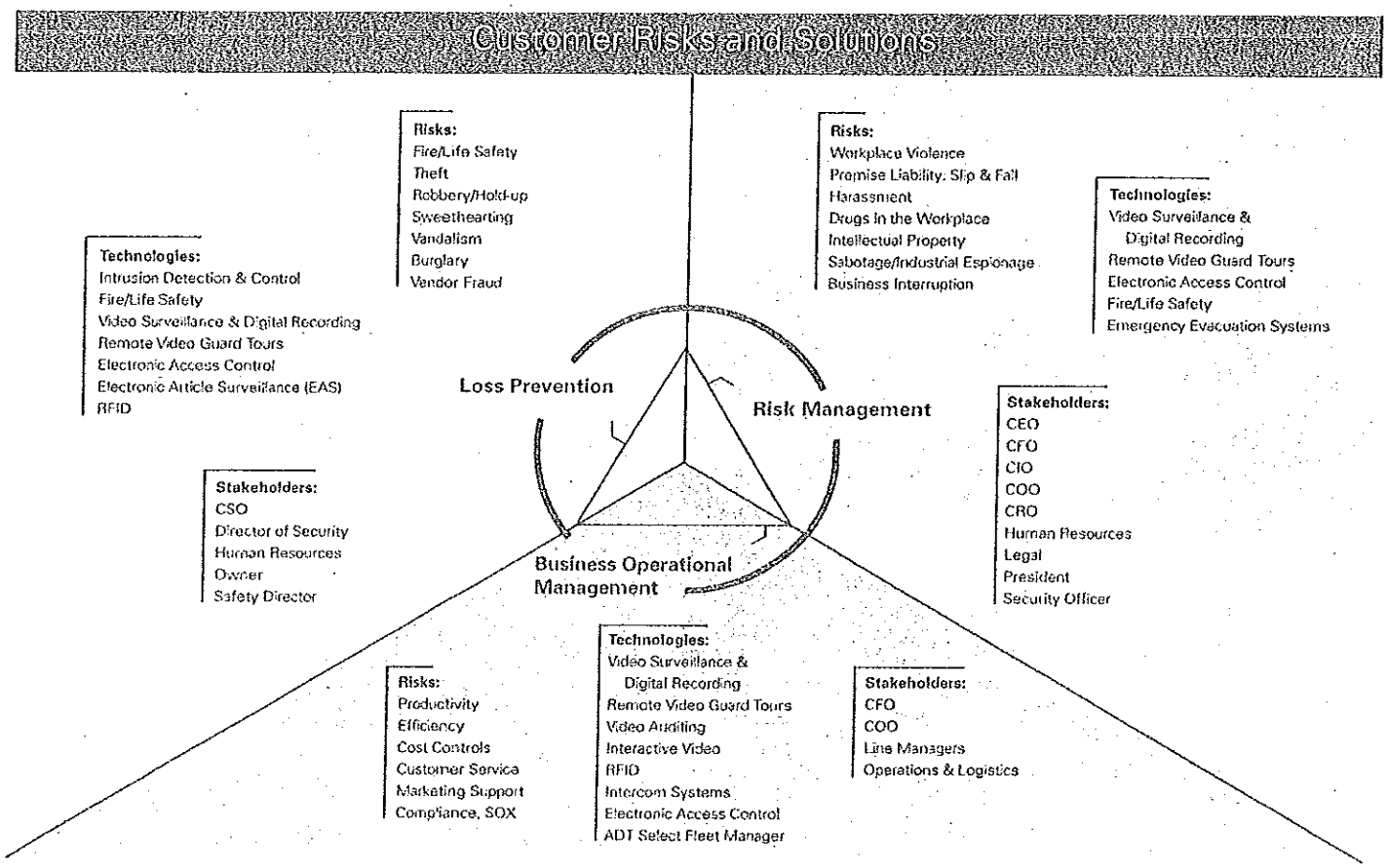
This Proposal has been prepared by ADT Security Services, Inc. for your company based upon your responses to the ADT Risk Assessment Questionnaire. The security offerings, which are provided to help reduce risks, are ADT specific technology and services and are held in confidence. This ADT Proposal is expressly conditioned upon acceptance of the terms and conditions of the standard ADT Commercial Sales Proposal/ Agreement (Form 2881-05). The Proposal is effective for a period of thirty (30) days from the above date.



ADT *Always There*®

# ADT® Overview

ADT® is a Risk Management, Operational Management and Loss Prevention integrated security solutions provider. We recognize risks are changing and there are new decision makers, including, chief information officer (CIO) and chief risk officer (CRO), to name a few. With these changes, we can continue to help reduce exposure to a number of risks companies face through the use of technology and services. We can help reduce potential financial loss, as well as provide a powerful return on investment. Here is an example of the types of risks we can help Deter, Detect and Document; ADT's risk philosophy illustrates our technology and service solutions.




ADT can help you identify the types of risks your company faces every day, including:

- ☐ Help to protect assets (life, property and profits);
- ☐ Help identify the probability of risk;
- ☐ Help determine the impact in dollars if risk occurs.

# About ADT®

ADT Security Services, Inc., a unit of Tyco Fire and Security Services, is the nation's premier integrated electronic security services provider. ADT provides advanced security and safety solutions, as well as peace of mind for customers. ADT is the largest single provider of total security solutions to residential, business and federal customers in the world. ADT markets, installs, maintains and monitors electronic security systems to help safeguard life and property from a wide variety of risks. ADT uses Six Sigma as part of our methodology for achieving operational excellence.

With over 130 years of experience, over 200 sales and services offices nationwide and more than 20,000 company-trained professionals, ADT is poised to provide the best possible solution to help mitigate risks to virtually any facility. ADT applies emerging technologies that are scalable and able to integrate with a variety of other product and service offerings.

ADT is committed to staying actively involved in each of the many communities we serve

- ☐ Created the Abused Women's Active Response Emergency (AWARE®) to help protect victims of domestic violence
- ☐ Partner with the National Crime Prevention Council (NCPC) to help concerned citizens prevent crime in their communities
- ☐ Work with the American Red Cross to help people prepare for possible natural disasters

## About Tyco International Ltd.

In early 1997 ADT was acquired by Tyco International Ltd. ADT became the cornerstone of Tyco's world-class Fire and Security Services business segment.

Tyco Fire and Security Services manages a growing portfolio of some of the finest and best-known brand names in the industry, including Simplex/Grinnell, Wormald, Mather & Platt, Ansul, Thorn Security and of course, ADT.

The Tyco Fire and Security Services business segment provides a host of synergistic opportunities for ADT and its more than six million customers. As part of the Tyco family of companies, ADT can offer not only the very best in electronic security systems and services, but convenient access to Tyco's specialized fire protection, detection and suppression systems, building security, armed guard services and patrol services, engineering, consulting/remediation, total water management services, and fire extinguishers, as well as the installation, maintenance and inspection of fire protection systems.

## The ADT Always There™ Promise

| | |
|---|---|
| ***Sales:*** | We are your single source for integrated, managed security services. Our solutions are designed to meet your specific needs and risks. |
| ***Installation:*** | We will deliver quality, on-time installation. |
| ***Service:*** | We will deliver quality, on-time service. |
| ***Monitoring:*** | We will provide "best in class" monitoring for your business, 24/7/365. |
| ***Billing:*** | We will provide flexible billing options, and will be responsive to your billing needs. |

ADT *Always There*®

# ADT® Preferred Service Offerings

At ADT, we offer proactive service solutions that give you convenience and peace of mind when it comes to your business security. We've combined our most popular services to make it easier for you to choose services that fit your needs, while saving you money. ADT currently provides its customers with a variety of service offerings; however, by offering the services in packages, we clearly differentiate ourselves from the competition.

The below services can be combined to provide you with the right Preferred Services package to meet your needs.

***Preferred Monitoring Service.*** ADT offers leading-edge monitoring and information-sharing technology – the very best the security industry has to offer. We have strategically positioned state-of-the-art Customer Monitoring Centers (CMCs) where we can respond to customer alarm signals from fire and security systems and remotely manage video services and electronic access control. We use enhanced call verification and CP-01 hardware standards to help reduce the risk of false alarms.Our scope of technology, personnel, and professionalism afford real advantages over other companies in our industry.

***Preferred Technical Support.*** We offer 24-hour technical support for our customers. We are on duty and servicing your business 24 hours a day, 7 days a week, 365 days a year. Our Technical Assistant Specialists (TAS) are available to answer any questions you have about operating your system, and provide minor troubleshooting for you and your employees.

***Quality Service Plan.*** ADT's sophisticated electronic technology is provided to meet the high standards in our industry. Our Quality Service Plan (QSP)/Maintenance can give you the comfort of knowing your system can be maintained properly if you should ever have a malfunction. This service offering includes coverage for both the time and materials needed to keep your system operating efficiently.

***Preventative Maintenance/Inspections.*** Our team of professionals can help keep your technology in top shape, giving you the peace of mind you deserve. Inspections are accomplished on a scheduled basis in compliance with customer agreements, or as specified by code or government requirements. This service is to address system issues proactively and to test the system's readiness in the event of an emergency.

***Training.*** Our Training service provides you with hands-on training with one of our specialized professionals. This service is available so that you may get an annual refresher course in the use of your security system, to help you maximize its features and benefits for your business as often as you consider necessary.

***Parallel Protection®.*** In today's business world you can't afford to be without working phone lines. Unfortunately, phone lines go down more than most people realize. With ADT's Parallel Protection, you can have a backup form of communication in the event your telephone line is compromised. ADT's Customer Monitoring Centers can receive signals from a variety of sources, such as cellular, radio and Internet backup in most markets.

***Interactive Video Monitoring.*** With Interactive Video Monitoring, you can have your facility professionally monitored, without the expense of on-site video surveillance administrators or guards. ADT can perform site tours, verify alarms, increase safety, and provide interactive video and audio monitoring.

# ADT® Preferred Service Offerings

## ADT Select Family of Managed Services

ADT provides a variety of managed services to its customers, including account management services, access management and video monitoring. If you don't currently take advantage of these services, ask today about how these services can help benefit your organization.

*ADT Select DataSource*℠. ADT Select DataSource provides you with 24/7 secured Web access to account activity to help manage your security events. You can also receive emails with customized report information, as well as an audit trail that can track specific actions, terms and reports.

*ADT Select Entry*℠. ADT Select Entry is a web-hosted access control solution that is ideal for multi-site installations. The ADT Select Entry application and database are located at the centralized ADT Select Hosting Center, which means IT functions normally handled by the customer are outsourced to ADT.

*ADT Select Vision Remote Guard Tour Services*℠. Remote video surveillance security guard tours by ADT Special Operations Team with web-hosted reporting services.

*ADT Select Vision Video Auditing Services*℠. Remote video analysis of customer defined business, operational, and security procedures with weekly compliance reporting.

*ADT Select Fleet Manager*℠. GPS tracking for vehicles, providing greater efficiency; gives customers access to their vehicle activity, highlighting areas that could be improved to increase efficiency and profits. Vehicle routes can be optimized, fuel usage reduced and inappropriate use of time minimized.

As your needs change, ADT can add additional services to help meet your needs, now and in the future.

# ADT®Technology Offerings

ADT installs and maintains advanced and sophisticated technologies in the security services industry. Technology and products have emerged to offer unmatched ease of use and functionality as well as robust services. Customers who utilize ADT security technologies may realize a decrease in insurance costs.

***Video Surveillance and Digital Recording*** is an effective way for businesses to monitor strategic areas of risk 24 hours a day. Benefits of Video Surveillance:

- Can allow you to monitor multiple areas of your facility simultaneously, offering additional employee management as well as safety and security benefits
- Can allow you to review digital video, which may be used in many municipalities as admissible evidence against suspected thieves or vandals or other risks such as drugs in the workplace, workplace violence and harassment
- Can enhance productivity issues and customer service, and documentation capabilities can offer a significant return on investment
- Integrates simply with other technologies
- May allow you to eliminate or reduce security guard shifts, thus saving money
- Can be remotely managed with ADT Select Vision℠ services
- Mass notification units, including building intercommunication systems, are available to integrate with a Video Surveillance and Digital Recording system
- When integrated with other security solutions, such as Electronic Access Control and Video Surveillance, you can quickly and efficiently assess any emergency situation

***Electronic Access Control*** technology helps you deter, detect and document access to some or all of your facility. Benefits of Electronic Access Control:

- Can allow you to control who enters and exits secure areas
- Documents entry/exit time, providing clearer auditing capabilities and time and attendance features
- May allow you to eliminate or reduce security guard shifts, thus saving money
- Web interfaces can allow for system expandability, card administration user ease

***Intrusion Detection and Control*** systems, including burglar alarms, help you protect your business from unauthorized entry. Benefits of Intrusion Detection:

- Can help to protect your business from robbery and larceny
- Can include options such as hold-up and duress buttons, motion sensors and window and door protection - many of which can benefit your employees' peace of mind
- Can help identify critical conditions such as high and low temperatures

# ADT ®Technology Offerings

*Fire and Life Safety* systems are a reliable and cost-effective way to help protect your property and employees from fire and other risks. Benefits of Fire and Life Safety solutions:

- Heat and smoke detection
- Sprinkler monitoring
- Voice evacuation options that can reduce potential loss of life in the event of an emergency

***Through our retail division, we are able to offer Electronic Article Surveillance.***

***Electronic Article Surveillance (EAS)*** technology can help prevent the loss of your valuable merchandise from shoplifting. Benefits EAS :

- A loss prevention solution that can help protect your inventory
- Can be integrated with ADT's various other technologies, including digital video surveillance
- ADT's EAS solutions help provide high detection rates in the industry, can cover the wide exits and offer solutions for hard-to-protect items, including those containing metals and liquids

For more information on how EAS can help your company, please inquire today.

## Electronic Access Control

By monitoring and restricting entry, you do more than help protect valuable assets and sensitive areas from theft or damage. You can control your facility. Electronic Access Control technology helps you deter, detect and document access to some or all of your facility. In short, an ADT Electronic Access Control system can help you operate your business more safely, efficiently and profitably.

### Risk Management

**Workplace Violence**

- #1 concern of Fortune 1000 companies
- Affects employee morale and productivity
- Possible liability risks
- Workplace violence is the third leading cause of occupational injury/death, according to a 2004 FBI Uniform Crime Report

**Drugs in the Workplace**

- Pervasive in corporate America
- Can affect employee morale
- Burden of proof falls on the employer

**Harassment** (general and sexual)

- Allows you to control access to sensitive areas
- Can affect employee morale
- Cost to defend/settle is high
- Case load increases every year

**Industrial Espionage and Sabotage**

- Allows you to help control access to sensitive areas
- Intellectual property is constantly at risk
- Puts business systems at risk, i.e. telco rooms, server switches
- Major effect on business productivity and the ability to do business

# Electronic Access Control

## Loss Prevention

### Inventory Shortages

- Company profit at risk
- Vendors account for six percent of inventory shrinkage, according to the National Retail Security Survey

### Larceny/theft

- Potential damage to physical property
- Affects employee morale
- Loss of company money
- Average of $698 per case reported, according to the FBI Uniform Crime Report
- Average of $1,762 average admitted dollar loss per employee theft incident, according to the 2004 Security and Loss Prevention Survey

## Business Operational Management

### Productivity and Related Inefficiencies and Compliance

- Potential profit loss
- Unproductive and inefficient employees can cost a company money
- Business compliance; SOX

### Time and Attendance

- Controlling and reporting of employees hours
- Inaccurate reporting can lead to profit losses

### Cost Controls

- Can help reduce insurance claims, related increases in insurance loss, as well as actual deductibles in the event of a claim
- Insurance cost hedge and potential reduction in related premiums with addition of technology and services

# ADT®Risk Overview

## Fire and Life Safety

Our fire systems are all built on open platforms so they can be easily integrated with other systems. And our life safety solutions are provided to help protect a diverse range of needs. ADT can help your business address its fire and life safety needs.

## Loss Prevention

### Property Loss

- Helps you quickly and efficiently assess any emergency situation
- Intercom systems provide an audible message in the case of an emergency

## Risk Management

### Premise Liability

- Occupational safety and health of employees is an emerging area of risk
- Well-developed safety plan can help lower risk
- Can help reduce insurance and legal fees
- Intercom systems can provide an audible message in the case of an emergency

As the nation's leading electronic security services provider, ADT can offer your company the comprehensive range of products and services that can help meet your growing needs. Our Preferred Services are what set us apart from other security providers. In fact, as security systems become more sophisticated, you can be assured that ADT will continue to offer you unparalleled service and superior integrated security and business solutions.

Video Surveillance and Digital Recording, Electronic Access Control, Fire and Life Safety and Intrusion Detection are some of the technology solutions that many of today's companies need if they are going to help reduce the changing risks they face.

Part of our job at ADT is to help you recognize areas of risks for your business and provide security offerings which can help protect your employees, your assets and yourself. Whether you are concerned about risk management, business operational management or loss prevention, this information should help you understand some of the products and services available and what solutions can work best for your company.

## Ownership

ADT makes it affordable to install the right system. Choosing security for your business at a price you can afford can be challenging. With so many different companies offering so many choices, it can be hard to tell the difference between the best value and the faster, cheaper one. Too often, security and peace of mind are compromised for affordability, and the result can be inadequate protection. ADT can help.

# ADT® Customer Proposal

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

| Installation Investment Package | Total Monthly Payment Including Preferred Services |
|---|---|
| $25,922.66 | $182.00 /Month |

License Information: AL Alabama Electronic Security Board of Licensure, 7956 Vaughn Rd., Montgomery 36116 (334) 273-5542: AK 256239, 411 W. 4th Ave., Ste. 100, Anchorage 99501: AR E0055, Regulated by Arkansas Bd. of Private Investigators & Private Security Agencies, #1 State Police Plz. Dr., Little Rock 72209 (501)618-8600: AZ ROC109398-C12; ROC109402-L67: CA ACO2705; PPO12949; 707408; Alarm company operators are licensed and regulated by the Bureau of Security & Investigative Services, Dept. of Consumer Affairs, Sacramento, CA 95814.DC 611Z-39703010: FL EF0000950,-0949,-1191,-0142,-0507,-1123-0478,20000341: GA LA004452,-205317,-205123,-204776,-002833,-204956,-004251,-003379, 205374, 205317; LU001160: IL 127-000364: MA 1633-C: MN CC00910: NV 0040091: NM 056128: NY 12000025578, Licensed by NYS Dept. of State: NC Alarm Systems Licensing Bd., 1631 Midtown Pl., Ste.104, Raleigh 27609 (919)875-3611,1581-CSA: OH 50-18-1052; 50-57-1034; 53-89-1329; 53-31-1582; 50-50-1019; 50-48-1032; 50-25-1050; 50-76-1025 ; 50-70-1; 19352: OR 59944: RI AFC0126; 18004: TN ACC-216,-241,-255,-773,-173,-937,-294,-748,-511,-934: TX B00536, Texas Com'n on Private Security, 5805 Lamar Blvd., Austin 78745: 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 North, #105, Bothell, WA 98011: WV 014142.



ADT *Always There*®

Comments / Statement of Work

ADT TO REMOVE OLD NOTIFIER FIRE ALARM PANEL AND ALL OLD SMOKE DETECTORS AND PULL STATIONS THAT ARE CURRENTLY IN PLACE. ADT TO INSTALL NEW FIRE ALARM PANEL AND ANNUNCIATOR. ADT TO REPLACE ALL OLD SMOKE DETECTORS WITH ADDRESSABLE SMOKE DETECTORS . ADT TO DESIGN NEW FIRE SYSTEM THAT WILL MEET ALL NATIONAL FIRE PROTECTION ASSOCIATION REQUIREMENTS. ADT WILL DRAFT NEW FIRE PLANS AND HAVE THEM SUBMITTED TO THE LOCAL FIRE AUTHORITY FOR APPROVAL. ADT WILL HAVE A TURN KEY SYSTEM UPON COMPLETION AND INSTRUCT CUSTOMER ON FEATURES OF THE SYSTEM. ADT WILL ALSO PROVIDE A COMPLETE MAINTENANCE AGREEMENT AND FIRE INPECTIONS FOR ALL EQUIPMENT THAT MEETS NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS.

# ADT Proposed List of Equipment

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

| Group | | |
|---|---|---|
| Qty | Product Name | Location |
| 1 | Profile Codes | |
| 1 | None (Acct Mgmt Service) - 10 | |
| 1 | None (Guard Response) - 10 | |
| 1 | Commercial Other Class - 10 | |
| 1 | FA CCM - 23 | |
| 1 | Central Station - 15 | |
| 1 | Digital-Two Line - 40 | |
| 1 | Full Maintenance w/1 FA Inspections - 60 | |
| 1 | ASSY,FNL,MS-9200UDLS | |
| 1 | ASSY,FNL,LCD-80F Fire Alarm Annunciator 80 Character | |
| 1 | FLTRD/REGULATED PWR SUPPLY/CHARGER,8AMP, | |
| 4 | Battery 12V 17.2AH (For Fire & Autoterm Pkg's) | |
| 2 | Accessory,Fire,Addressable Relay Module, Uni 200, 200PLUS,9600 | |
| 61 | Detector,Smoke,Addressable Low Profile Photo Uni 200, 200PLUS, 9600 | |
| 1 | Det, Heat, addressable used on Unimode 200PLUS/9600 | |
| 62 | REPLACEMENT BASE F/9600 SMOKE | |
| 7 | ADDRSBL DUAL ACTN PLL STATION | |
| 19 | Strobe Appliance,24 VDC, Selectable 15/30/75/100cd, Red, Ceiling, Square | |
| 3 | STROBE, 24VDC, 115/177CD, CEILING, RED, SQUARE, NON-SYNC/SYNC W/SM/DSM | |
| 14 | Multi-Candela Strobe Appl,24 VDC, Selectable, 15/30/75/100 cd, Red, Ceiling | |
| 1 | IM Engineering Design, Drafting and Submittals | |
| 1 | Permit Fees | |

# ADT Proposed List of Equipment

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

| | |
|---|---|
| 1 | Final Fire Alarm Inspection |
| 2,000 | 18 AWG 2 Cond Sol Shld Red Non-Plen FPLR/CMR (500 BX) |
| 2,000 | 14 AWG 2 Con Sol Shld Red Non-Plen FPLR/CL3R (500 RL) |
| 300 | Conduit |
| 1 | Sub Contractor |

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(714) 547-7474
(800) 262-5276
Office Fax (714) 547-1762
Central Station Fax (714) 558-4803
ACO License # 189 , 6375
Contractor's License # 299406

# ALARM SYSTEM SERVICES AGREEMENT
## Retail Installment Contract

THIS AGREEMENT is made this 5 day of MARCH , 2010, by and between **American Alarm Systems, Inc.**, a California corporation, ("Company"), and

SUBSCRIBER: PLACENTIA LIBRARY DISTRICT

SITE ADDRESS: 411E. CHAPMAN AVE CITY: PLACENTIA STATE: CA ZIP: 92870

BILLING ADDRESS: _____ CITY: _____ STATE: ____ ZIP: ____

E-MAIL ADDRESS: _____ TELEPHONE: _____

☑ Residential ☐ Burglar ☐ Supervised ☐ Cellular Back-Up ☐ Radio Back-Up ☐ UL_____ System

☐ Commerical ☑ Fire ☐ Inspections Q___ SA___ A___ ☐ Maintenance Q___ SA___ A___

☐ Local (Non-Monitored) ☐ CCTV (Non-Monitored) ☐ Video Monitoring ☐ Access Control (Non-Monitored) ☐ Other: ____

**TRANSMISSION FACILITIES**

☑ Regular Telephone Service ☐ Cellular/Radio ☐ Internet

**1. INSTALLATION AND SERVICES:**

We will install the security System(s) described on the System Schedule (collectively the "SYSTEM") and repair service, and if selected by Subscriber, monitor the alarm system at our monitoring facility (the "Central Station"). The System shall remain our sole property and is provided as part of the service.

Approximate Installation Starting Date: 04/3 , 2010

Approximate Installation Completion Date: 05/20 , 2010

Starting the installation of wiring and/or delivery of equipment to your premises will constitute substantial commencement of the work to be performed. For a residential System, a failure by Company without legal excuse to substantially commence work within twenty (20) days from the approximate installation starting date is a violation of the Alarm Company Act. Upon completion of the installation, we will thoroughly instruct you in the proper use of the System. You understand and agree that monitoring is provided only for the alarm Systems and not for CCTV or Access Control Systems, unless checked above.

**2. PRICE, PAYMENT, FINANCIAL DISCLOSURES AND TERM:**

**2.1 INSTALLATION PRICE** — For the installation of the System you will pay us:

| | |
|---|---|
| Installation price: | $ 45,775.00 |
| Deposit due now: | $ _____ |
| Progress payment due upon: ___/___/___ | $ _____ |
| Balance when the System is completed: | $ 45,775.00 |

We will not start to monitor the System until the installation price is paid in full. If you fail to make any payment when due we may discontinue installation, monitoring and service, terminate this agreement and recover all damages to which we are entitled, including the value of the work performed and loss of profits. In addition we may impose a late charge on all payments more than ten days past due in the maximum amount permitted by California law.

**2.2 SERVICES FEE:** For use of the System, monitoring and other services, shall pay in advance the rate of $ 65.00 per month payable, billed ☑ Quarterly ☐ Semi-Annually ☐ Annually, starting on the first day of the month following the month in which monitoring service begins. In addition, you will pay the pro-rated services fee for the month in which monitoring services start. The first payment for services is due when we substantially complete the installation of the System and begin monitoring. If credit card payment is checked below, you will authorize periodic debits to your credit for payment of services, otherwise you will pay us within ten (10) days following receipt of our invoice for services. **There is no financing charge or cost of credit (0% APR) associated with this agreement.**

☐ Credit Card Payment: If this box is checked by you, you authorize payments due as stated above to be remitted through your credit card account. Select only one: ☐ Visa ☐ Mastercard ☐ Discover ☐ Amex

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

CONTINUED ON NEXT PAGE

2.3 TERM: For services selected, the initial term of this agreement shall commence on the date set forth above for five (5) years, and will automatically continue from year to year thereafter unless canceled by either party in writing at least thirty (30) days before the end of the original term or any renewal term.

3. RECEIPT OF COPY: You state that you have received a copy of this agreement, the Notice to Owner form setting forth California's mechanics lien laws, and for residential Systems, two copies of the notice of cancellation form. **ALL OF THE TERMS ON THE REVERSE SIDE OF THIS PAGE AND ON ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. READ THEM BEFORE YOU SIGN BELOW.**

4. OUR LIMITED LIABILITY: We do not warrant that the System will always detect, or help prevent, any burglary, fire, hold-up or other such event. We do not warrant that the System cannot be defeated or by-passed or that it will always operate. You acknowledge and agree that we have made no representations or warranties, express or implied, as to any matter whatsoever, including, without limitation, the condition of the equipment, its merchantability or its fitness for any particular purpose, nor have you relied on any representations or warranties, express or implied. Sections 16 and 17 of this agreement limit our liability to the lesser of $2,000.00 or twelve (12) times the monthly services fee if you or anyone else suffers any harm (damage or loss of property, personal injury, or death) because the System failed to operate properly or we were careless or acted improperly. You have had the opportunity to talk to our agent about this limitation and you know that you may obtain a higher limitation of our liability by paying an additional services fee to us.

5. CANCELLATION: **[Residential Systems Only] You, the Subscriber, may cancel this agreement at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.**

**SYSTEM SCHEDULE:**

PURCHASE, INSTALL, AND SUPPLY
(1) SILENT KNIGHT 5700 ADDRESSABLE FIRE ALARM CONTROL PANEL
(1) ANNUNICIATOR
(90) ADDESSABLE SMOKE DETECTORS
(8) ADDESSABLE HEAT DETECTORS
(8) PULL STATIONS
(50) HORN/STROBES
(5) RELAY MODULES
(15) MONITOR MODULES
(LOT) SUPERVISORY CONNECTIONS
(LOT) WATERFLOW CONNECTIONS
(2) RJ JACKS & CORDS
(2) BACK UP BATTERIES
(1) SET OF PLANS/PERMITS/FINAL INSPECTION
(1) CONNECTION WITH CENTRAL STATION

**AMERICAN ALARM SYSTEMS, INC.**

By: CHRIS ROBINSON

Agent Reg.# 66262

Management Approval

**TO BE COMPLETED BY SUBSCRIBER**

Subscriber

By:

By:

, 20

Date Signed

Type of Commercial Entity:
☑ Corporation/LLC
☐ Partnership
☐ Sole Owner
White — Company
Yellow—Sales
Pink—Subscriber

This agreement will not be binding upon Company until either (1) signed by one of our managers or (2) we start the installation or services. In the event of our non-approval, our only liability shall be to refund to you the amount that you paid to us. Subscriber acknowledges and agrees that Subscriber may not receive a copy of this agreement signed by our manager, and such lack of receipt shall not, in anyway, invalidate or otherwise affect this agreement.

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# ALARM SYSTEM SERVICES AGREEMENT
## Retail Installment Contract

THIS AGREEMENT is made this 5 day of MARCH , 2010 , by and between **American Alarm Systems, Inc.**, a California corporation, ("Company"), and

SUBSCRIBER: PLACENTIA LIBRARY DISTRICT

SITE ADDRESS: 411E. CHAPMAN AVE CITY: PLACENTIA STATE: CA ZIP: 92870

BILLING ADDRESS: ____ CITY: ____ STATE: ____ ZIP: ____

E-MAIL ADDRESS: ____ TELEPHONE: ____

☑ Residential ☐ Burglar ☐ Supervised ☐ Cellular Back-Up ☐ Radio Back-Up ☐ UL____ System

☐ Commerical ☑ Fire ☐ Inspections Q___ SA___ A___ ☐ Maintenance Q___ SA___ A___

☐ Local (Non-Monitored) ☐ CCTV (Non-Monitored) ☐ Video Monitoring ☐ Access Control (Non-Monitored) ☐ Other: ____

**TRANSMISSION FACILITIES**

☑ Regular Telephone Service ☐ Cellular/Radio ☐ Internet

**1. INSTALLATION AND SERVICES:**

We will install the security System(s) described on the System Schedule (collectively the "SYSTEM") and repair service, and if selected by Subscriber, monitor the alarm system at our monitoring facility (the "Central Station"). The System shall remain our sole property and is provided as part of the service.

Approximate Installation Starting Date: 04/3 , 2010

Approximate Installation Completion Date: 04/10 , 2010

Starting the installation of wiring and/or delivery of equipment to your premises will constitute substantial commencement of the work to be performed. For a residential System, a failure by Company without legal excuse to substantially commence work within twenty (20) days from the approximate installation starting date is a violation of the Alarm Company Act. Upon completion of the installation, we will thoroughly instruct you in the proper use of the System. You understand and agree that monitoring is provided only for the alarm Systems and not for CCTV or Access Control Systems, unless checked above.

**2. PRICE, PAYMENT, FINANCIAL DISCLOSURES AND TERM:**

**2.1 INSTALLATION PRICE** — For the installation of the System you will pay us:

| | |
|---|---|
| Installation price: | $ 9,875.00 |
| Deposit due now: | $ ____ |
| Progress payment due upon: ___/___/___ | $ ____ |
| Balance when the System is completed: | $ 9,875.00 |

We will not start to monitor the System until the installation price is paid in full. If you fail to make any payment when due we may discontinue installation, monitoring and service, terminate this agreement and recover all damages to which we are entitled, including the value of the work performed and loss of profits. In addition we may impose a late charge on all payments more than ten days past due in the maximum amount permitted by California law.

**2.2 SERVICES FEE:** For use of the System, monitoring and other services, shall pay in advance the rate of $ 65.00 per month payable, billed ☑ Quarterly ☐ Semi-Annually ☐ Annually, starting on the first day of the month following the month in which monitoring service begins. In addition, you will pay the pro-rated services fee for the month in which monitoring services start. The first payment for services is due when we substantially complete the installation of the System and begin monitoring. If credit card payment is checked below, you will authorize periodic debits to your credit for payment of services, otherwise you will pay us within ten (10) days following receipt of our invoice for services. **There is no financing charge or cost of credit (0% APR) associated with this agreement.**

☐ Credit Card Payment: If this box is checked by you, you authorize payments due as stated above to be remitted through your credit card account. Select only one: ☐ Visa ☐ Mastercard ☐ Discover ☐ Amex

Credit Card Number: ____ Expiration Date: ____

Billing Address: ____

CONTINUED ON NEXT PAGE

**2.3 TERM:** For services selected, the initial term of this agreement shall commence on the date set forth above for five (5) years, and will automatically continue from year to year thereafter unless canceled by either party in writing at least thirty (30) days before the end of the original term or any renewal term.

**3. RECEIPT OF COPY:** You state that you have received a copy of this agreement, the Notice to Owner form setting forth California's mechanics lien laws, and for residential Systems, two copies of the notice of cancellation form. **ALL OF THE TERMS ON THE REVERSE SIDE OF THIS PAGE AND ON ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. READ THEM BEFORE YOU SIGN BELOW.**

**4. OUR LIMITED LIABILITY:** We do not warrant that the System will always detect, or help prevent, any burglary, fire, hold-up or other such event. We do not warrant that the System cannot be defeated or by-passed or that it will always operate. You acknowledge and agree that we have made no representations or warranties, express or implied, as to any matter whatsoever, including, without limitation, the condition of the equipment, its merchantability or its fitness for any particular purpose, nor have you relied on any representations or warranties, express or implied. Sections 16 and 17 of this agreement limit our liability to the lesser of $2,000.00 or twelve (12) times the monthly services fee if you or anyone else suffers any harm (damage or loss of property, personal injury, or death) because the System failed to operate properly or we were careless or acted improperly. You have had the opportunity to talk to our agent about this limitation and you know that you may obtain a higher limitation of our liability by paying an additional services fee to us.

**5. CANCELLATION: [Residential Systems Only] You, the Subscriber, may cancel this agreement at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.**

**SYSTEM SCHEDULE:**

PURCHASE, INSTALL, AND SUPPLY
(42) NEW SMOKE DETECTORS INSTALLED AND TROUBLESHOOTING
(2) NEW HEAT DETECTOR
(2) BACK UP BATTERIES
(1) CONNECTION WITH CENTRAL STATION

**NOTE: ANY ADDITIONAL DEVICES/LABOR REQUIRED SHALL BE BILLED**

**AMERICAN ALARM SYSTEMS, INC.**

By: CHRIS ROBINSON

Agent Reg.# 66262

Management Approval

**TO BE COMPLETED BY SUBSCRIBER**

Subscriber

By:

By:

, 20

Date Signed

Type of Commercial Entity:
☑ Corporation/LLC
☐ Partnership
☐ Sole Owner

White – Company
Yellow–Sales
Pink–Subscriber

This agreement will not be binding upon Company until either (1) signed by one of our managers or (2) we start the installation or services. In the event of our non-approval, our only liability shall be to refund to you the amount that you paid to us. Subscriber acknowledges and agrees that Subscriber may not receive a copy of this agreement signed by our manager, and such lack of receipt shall not, in anyway, invalidate or otherwise affect this agreement.

STANLEY
Security Solutions

Provider of Convergent Security Solutions

# Contract Rider

This agreement between Stanley Convergent Security Solutions, Inc. ("SCSS") and Placentia Library ("Customer") supplements and amends the Contract Agreement between the parties dated June 21, 2004 (the "Agreement") covering the furnishing of service and equipment to the Customer's premises at 411 E. Chapman Avenue Placentia CA 92870 intending to be legally bound, the parties further agree that:

1. The initial term of the Agreement is hereby extended for a period of sixty (60) months from the date hereof and shall thereafter automatically renew as set forth in the Agreement.

2. If additional service and equipment are to be furnished to the Customer at said premises, then only such additional service and equipment shall be furnished as is described in the Terms and Conditions set forth below (or in a separately attached Terms and Agreements). In such event Customer agrees to pay to Stanley Convergent Security Solutions, Inc. the installation charges indicated below by paying an amount equal to 50% of the total installation charges at the time of signing this Agreement and by paying the amount of the BALANCE DUE upon completion of the installation. Further, the Customer agrees to pay to Stanley Convergent Security Solutions, Inc. the amount of the additional Recurring Service Charge indicated below, in advance during the term of this Agreement on the same periodic payment schedule as the other recurring service charges set forth in the Agreement.

(a) Any additional service and equipment provided pursuant to this Rider shall be governed by the provisions of the Agreement, including without limitation the provision of Section 4 ("Liquidated Damages and SCSS Limits of Liability").

3. To the extent the agreement is modified other than as set forth in Section 2 hereof, such modifications, if any, will be set forth in the Schedule of Service and Protection section hereof.

## Terms and Conditions

| Qty | Equipment |
|---|---|
| 8 | D125B 12/24v Dual Initiating Module |
| 1 | D122 Dual Battery Harness |
| 1 | D928 Dual Phone line Switcher Module |
| 42 | System Sensor 2-WIRE P/E SMOKE DET W/THERMAL |
| 1 | Bosch 7412 Fire Control Panel |
| 1 | Bosch Fire Keypad |
| 1 | Reassign areas of fire cable for new zone identification |

| Qty | Existing Equipment |
|---|---|
| 2 | Connection to existing Manual Pull Stations |

**Special Instructions / Notes**

Stanley proposes to install a new Fire Control Panel and Annunciator.

We will replace a total of 42 existing Smoke Detectors, using existing cable and existing Manual Pull Stations (2).

Cable will be zoned for Smoke Detector identification.
Programming of existing devices to new control panel

36 Library Area
5 Office Area
1 Janitorial Closet

| Services |
|---|
| Monitoring Service |

**Special Instructions / Notes**

Current Fire Inspection rate will remain the same.

**Installation Charges**

Installation Price $14,100
Sales Tax (if applicable):
Total $14,100

DEPOSIT RECEIVED
(50% of Total Installation Charges)
BALANCE DUE $14,100

**Recurring Services Charge**

Monthly Fee: $25
Payment Frequency: Quarterly In Advance

The Agreement shall remain in full force and effect in accordance with all the terms and conditions thereof, modified only to the extent herein specifically provided for. Said Agreement as so modified constitutes the entire agreement between the parties, which Agreement cannot be further modified except by another written agreement executed by the parties as herein set forth.

The Rider is not binding unless approved in writing by an Authorized Representative of SCSS. If such approval is not obtained, SCSS only liability shall be to return to Customer the amount, if any, paid to Stanley Convergent Security Solutions, Inc. upon the signing of this Rider by its Security Representative.

Stanley Convergent Security Solutions, Inc.

By — paula baker, Security Representative

Approved — Authorized Representative

Placentia Library
Customer

By

Title — Date

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Fiscal year 2009-2010 Midyear Budget Presentation**

**DATE:** March 15, 2010

## BACKGROUND

The midyear budget for the Fiscal Year 2009-2010 will be presented to the Library Board of Trustees at the March 15, 2010 meeting.

## RECOMMENDATIONS

Action to be determined by the Library Board of Trustees.

* all figures are for mid-year, compared to annuals.

- Overall spending at about 57% of budget
- Adjustments may be needed for:
  1. prop. tax revenue decrease
  2. ancillary benefits coverage
- Last FY year budgeted on 1% COLA & flat tax revenue.
- Staff per Population
  Pop served: just under 52K = staff decreased by 24%
  = pop increased by 5%
- GW study of how many attendees per population
- Cost per Circ
- Circ per Capita = how many items per resident = 2.4
- Program Attendance - difference in past #s might be fr. Literacy (should have been separated)

Updates/ Adult Services
Children's Services
Circulation Services
Literacy/Volunteer Services * over 800% increase

Tech Services

# Plans for 10-11

## Tech

Ref – additional online sources

possibly incl. Google Book

Storytime podcast

## Facility

Replace security camera system

Renovation study for:

- * Circ. desk
- Lobby
- Bookstore
- Children's — storytime theatre
- Mtg Rm

## Outreach/Public Relations

- * new signage
- Card
- Co-op w/ comm. orgs.
- Quarterly pages
- website re-vamp

RD – break even this year?

## Questions

RD – end this FY under or over?

JC – very close

next yr concerns?

JC – talk is that there will be about 4% decrease in funds → will be less.

AS – lower funds?

JC – we have rec'd 1st installment of Prop 14 funds (8% less was considered in this FY budget)

AS – time to look @ funds is now. Presentation was not budget presentation, but 'state of the Library' address.

JC – numbers only

BE – appreciates info

GW – info helpful / appreciates it / good to have a wish list.