



Board of Trustees

Regular Meeting

**November 16, 2009
6:30 P.M.**

**Placentia Library
Meeting Room**

Administration





Passport to Progress

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION

Monday, November 16, 2009






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.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder #3A

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

all present
 K. Matas
 others J. Diaz Carol Fizzard
 G. Bell YB JC
 N. Pullstream RA UT

M1 GW
 M2 JT
 all

KM - nice dinner / TV for watch

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

6:34 PM

AS - Jesus - 5 yr pin Nadia - temp of Qtr.

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

RD - Staff App Dinner - Tustin library opening - 'open', County system

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

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

CONSENT CALENDAR (Items 8 - 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.

MINUTES (Item 8)

8. Minutes of the October 13, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2008-2009 Cash Flow Analysis through October 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 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 October 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for October 2009. (Receive & File)

15. Acquisitions Report for October 2009. (Receive & File)

16. Entrepreneurial Activities Report for October 2009. (Receive & File)

ⓐ Impact Fees \$20+5K

November 13, 2009, 11:00 A.M.

XC - Nancy article reward
ⓐ STAR coverage in 4L STAR also

ⓐ Camp Library 50 - successful, no incidents
make 'Up', Rainforest Cafe
- pictures online, cc Register

ⓐ Audit Nov 23rd. ⓑ Klein Edtn Grant approved

PLFF
Carol F

Nancy C. Tolson
12/17 -
Citizen of the Year
Nomination
- computer lab
out to bid
Closes 11/30
- finally have author
John Carcharan
3/6/09

- Doll show
revision
covered expenses
Prof it
- new member
Leonard Rich
- liability ins.
- vending machine
- coordinating
not mtg 12/14
ⓐ Brenda Bennett

- Staff App
Dinner

AS #13, 2023
Confirmed figures
* JT #25 - acknowledge Genealogical Society
felt welcome - TQ to Gary Bell

Head BE #16 46 savings M1 JT
M2 RD all

JT - staff App Dinner, magician great JT to PLFF, book Disc. went well - long disc. - Doll show support 11/15
GW - Placentia Comm. Network - Pat not history of 'Placentia'

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for October 2009. (Receive, File, and Ratify Appointments)
18. Circulation Report for October 2009. (Receive & File)
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 October 2009.
21. Library Services Manager's Report for October 2009.
22. Children's Services Report for October 2009.
23. Literacy / Volunteer Services Report for October 2009.
24. Reference and Adult Services Report for October 2009.
25. Local History Room Report for October 2009.
26. Placentia Library Web Site & Technology Report for October 2009.

CONTINUING BUSINESS

27. Placentia Library District Policy #2040 – Sick Leave
Presentation: Library Director
Recommendation: Approve revisions to Policy #2040 – Sick Leave, as presented.
28. Placentia Library District Policy #6030 – Circulation Policy
Presentation: Library Director
Recommendation: Approve revision to Policy #6030 – Circulation Policy, as presented.
29. Placentia Library District Policy #6065 – Library Rules of Conduct
Presentation: Library Director
Recommendation: Approve revisions to Policy #6065 – Library Rules of Conduct, as presented.
30. Staff Appreciation Dinner. Trustee Wood will give a report on the November 12, 2009 event.
Presentation: Trustee Wood
Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

31. Headphones for Public Use
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

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NEW BUSINESS

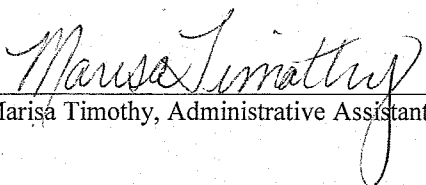
31. Headphones for Public Use
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

32. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, December 21, 2009 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 November 16, 2009 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 12, 2009.

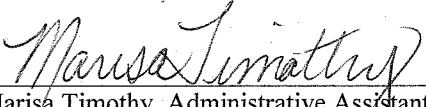


Marisa Timothy, Administrative Assistant

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- 33. Review of Action Items.
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- 34. Adjourn

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Marisa Timothy, Administrative Assistant



GENERAL CONSENT REPORTS (Items 17 – 19)

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STAFF REPORTS (Items 20 – 26)

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21. Library Services Manager's Report for October 2009.
22. Children's Services Report for October 2009.
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Presentation: Trustee Wood
Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

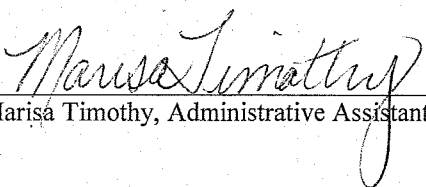
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33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn - 7:45 pm

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I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the November 16, 2009 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 12, 2009.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
October 13, 2009

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District Board of Trustees to order on October 13, 2009 at 6:37 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, Trustee Gaeten Wood, and Library Director Jeanette Contreras

Members Absent: None

Others Present: Library Staff: Roger Hiles, Yesenia Baltierra, and Marisa Timothy; Placentia Library Friends Foundation President Brenda Benner

**ORAL
COMMUNICATION**

There was no communication made at this time.

**ADOPTION OF
AGENDA**

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

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

TRUSTEE REPORTS

President Shkoler attended the CSDA Conference September 21st through the 23rd. A good idea gained at the conference was to create a panel for particular needs. He suggested the formation of a panel to select fiction titles for the library. He also participated in the Heritage Parade which was very nice. Although there seemed to be a low turnout, there was a great response to Clifford as well as the 'nicest signs' on the library's participating cars. The event was a great opportunity to meet the public and included many positive comments. President Shkoler also attended the kickoff of the Super STAR Storytime for autistic children. He shared that it was a moving experience and that he was impressed with Children's Librarian Lori Worden's ability to conduct the storytime effectively.
(Item 5)

Secretary DeVecchio reported that he had been away traveling.

Trustee Escobosa attended the kickoff of the Super STAR Storytime for autistic children, which was 'absolutely great'. As this is a program 'near and dear to her heart', she recommended that further efforts be made to serve both the autistic children and their parents further by possibly partnering with a Spanish-speaking parent support group. She stated that Children's Librarian Lori Worden is to be commended as she did a wonderful job.

Trustee Turner attended the kickoff of the Super STAR Storytime for autistic children and was also pleased with the program. She was at the Ballet Folklorico program held at the library that included dancers from the

Orange County High School of Performing Arts and plenty of food donated by local restaurants. She shared that Librarian Nadia Dallstream did a wonderful job with the event. Trustee Turner attended the Placentia Library Friends Foundation monthly meeting. She also participated in the monthly Adult Book Discussion that featured the title "Dewey: The Small-Town Library Cat Who Touched the World" by Vicki Myron.

Trustee Wood attended the CSDA Conference that she felt was worthwhile. She also attended a City Council Thank You event held at the Placentia Women's Roundtable for various city entities. She participated in a Civic Center Authority meeting in which Board President Al Shkoler was elected President. (Item 6)

**FRIENDS
FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Brenda Benner reported on the efforts to prepare for the upcoming Doll Boutique Fundraiser to be held on November 7th. They are also working to secure a date for next year's Author's Luncheon with Steve Lopez, author of *The Soloist*. Other options may need to be explored. President Benner also reported that the last Sunday Book Sale was a great success, raising around \$500. (Item 7)

**NOTICE OF
REPORT CHANGE**

Acting Resources/Finance Analyst Yesenia Baltierra reported that General Consent Reports #20, "Status Report on Partnerships with Community Organizations" and #21, "Status Report on Active Grant Applications", will be eliminated as the data will now be presented in the Staff Reports, as they apply to each department. All present approved the decision.

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Trustee Wood to approve Agenda Items 8-28.

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

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

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

Current Claims and Payroll (Item 11)

FY2009-2010 Cash Flow Analysis through September 2009; 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 September 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2009 (Item 14)

Acquisitions Report for September 2009 (Item 15)

Entrepreneurial Activities Report for September 2009 (Item 16)

GENERAL CONSENT

Personnel Report for September 2009 (Item 17)

Circulation Report for September 2009 (Item 18)

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

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

STAFF REPORTS

Library Director's Report for September 2009 (Item 22)

Library Services Manager's Report for September 2009 (Item 23)

Children's Services Report for September 2009 (Item 24)

Literacy / Volunteer Services Report for September 2009 (Item 25)

Reference and Adult Services Report for September 2009 (Item 26)

Local History Room Report for September 2009 (Item 27)

Placentia Library Web Site & Technology Report for September 2009 (Item 28)

CONTINUING BUSINESS

President Shkoler reported that the Library Board of Trustees met on September 15, 2009 and on October 15, 2009 for a closed session to discuss the Library Director's annual performance evaluation. It was moved by Trustee Escobosa and seconded by Trustee Turner to increase the Library Director's salary 4.5% for the next year, retroactive to September 1, 2009. (Item 29)

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

Trustee Wood gave updates on plans for the upcoming Staff Appreciation Dinner that included a designation of the venue to be Spadra in Fullerton and the date to be Thursday, November 12 at 5:30pm. Menu choices are yet to be selected. (Item 30)

NEW BUSINESS

Library Director Contreras presented a summary of information and events leading to the Board of Trustees decision on September 15, 2009 to seek securitization of Prop 1A funds and further actions that are now necessary. It was moved by Trustee Wood and seconded by Trustee Turner to authorize the execution and delivery of a purchase and sale agreement

and related documents with respect to the sale of the seller's proposition 1A receivable from the State: (Item 31)

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to direct and authorize President Shkoler and Library Director Contreras to sign all related documents: (Item 31)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to read Resolution 10-05 by title only: A Resolution approving the form of and authorizing the execution and delivery of a purchase and sale agreement and related documents with respect to the sale of the seller's proposition 1A receivable from the State; and directing and authorizing certain other actions in connection therewith: (Item 31)

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

Resolution 10-05 was read by title by the recorder. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt Resolution 10-05 by a roll call vote: (Item 31)

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

President Shkoler confirmed that Resolution 10-05 was adopted. (Item 31)

Library Director Contreras reported that Jan Lewinson of the Placentia Library Friends Foundation (PLFF) volunteered to be the SAB representative for the Placentia Library District and PLFF Vice President Jack Hanley volunteered to be the substitute representative at the recent PLFF meeting. It was moved by Trustee Wood and seconded by Secretary DeVecchio to appoint Jan Lewinson of the Placentia Library Friends Foundation (PLFF) Placentia Library District's System Advisory Board (SAB) representative at the Southern California Cooperative (SCLC) meetings and PLFF Vice President Jack Hanley to be the substitute: (Item 32)

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

Library Director Contreras reviewed information on the Independent

Special Districts of Orange County (ISDOC) special election to approve an annual dues increase. Discussion regarding the benefits of participation in ISDOC was made. It was moved by Secretary DeVecchio and seconded by Trustee Wood to not continue Placentia Library District's membership with ISDOC: (Item 33)

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

**AGENDA
PREPERATION**

Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, November 16, 2009 unless re-scheduled by the Library Board of Trustees. (Item 34)

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on October 13, 2009 adjourned at 7:39 P.M. (Item 36)

NEXT MEETING

The next meeting will be on Monday, November 16, 2009 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees





Schedule of Library Board of Trustees Meetings

January 2009 - December 2009

January 20

February 17

March 24

April 21

May 18

June 15

July 20

August 17

September 15

October 13

November 16

December 21

All meetings are scheduled to be held at 6:30 p.m.

Dates subject to change.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims
DATE: November 16, 2009

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL 0

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: November 16, 2009

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	10/14/09	5229	\$11,071.25
	10/27/09	5230	\$12,145.19
	10/27/09	5231	\$820.37
		TOTAL	\$24,036.81

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: November 16, 2009

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	11/09/09	5232	\$10,320.56
	11/09/09	5233	\$2,144.71
	11/10/09	5234	\$2,562.03
	11/10/09	5235	\$2,009.75
	11/10/09	5236	\$1,428.47
	11/10/09	5237	\$3,057.35
	11/10/09	5238	\$1,598.66
	11/10/09	5239	\$2,308.15
			<i>Subtotal for Claims</i>
			\$25,429.68

Payroll

On Demand Wire	12/02/09	#12	\$40,000.00
On Demand Wire	12/16/09	#13	\$40,000.00
			<i>Subtotal for Payroll</i>
			\$80,000.00

**TOTAL
CURRENT CLAIMS & PAYROLL** **\$105,429.68**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/09/09
REPORT NO: 5232

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	10-29-09	0200			\$ 2,860.86		
	11-04-09	#6746022400	0200		\$ 2,880.16		
		#6746022400			\$ 5,741.02		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	11-01-09	0309			\$ 390.39		
	11-01-09	0308			\$ 993.07		
	11-01-09	0310			\$ 267.31		
	11-01-09	1900			\$ 32.78		
	11-01-09	0319			\$ 166.24		
		0003462-IN			\$ 1,849.79		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-14-09	1800	0725		\$ 547.35		
	10-14-09	1800	0725		\$ 12.99		
	10-22-09	1800	0725		\$ 145.38		
		494281400001			\$ 705.72		
VC5233-2 AT&T Payment Center Sacramento, CA 95887-0001	10-17-09	0700	0700		\$ 409.02		
	10-07-09	0700	0700		\$ 612.12		
	10-17-09	0700	0701		\$ 64.44		
	10-17-09	0700	0701		\$ 35.53		
		714 579-1082 974 2			\$ 1,121.11		
VC6002-1 The Gas Company PO Box C Monterey Park, CA 91756	10-21-09	2802			\$ 157.72		
VC6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	10-21-09	2803			\$ 745.20		
TOTAL REMITTANCE:					\$ 10,320.56		

The claims listed above (totaling \$10,320.56) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/09/09
REPORT NO: 5233

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6846-1 Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	11-01-09 171921	1300			\$ 33.00		
VC0059-4 Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6042	10-25-09 8000-9000-0652-5830	1803			\$ 429.22		
VC4616 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	11-04-09 23151	1800	0726		\$ 231.99		
	11-05-09 23153	1800	0726		\$ 51.50		
					\$ 283.49		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	10-14-09 09-00302	1900	0739		\$ 1,000.00		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	09-15-09 21349	2400	0760		\$ 399.00		
TOTAL REMITTANCE:					\$ 2,144.71		

The claims listed above (totaling \$2,144.71) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/10/09
REPORT NO: 5234

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-09-09	2400	0760				
	4008955353	2400	0760		\$ 56.17		
	09-09-09	2400	0760				
	4008955355	2400	0760		\$ 679.19		
	09-09-09	2400	0760				
	4008955356	2400	0760		\$ 98.78		
	09-12-09	2400	0760				
	4008951887	2400	0760		\$ 15.83		
	09-12-09	2400	0760				
	4008951888	2400	0760		\$ 19.68		
	09-12-09	2400	0760				
	4008951889	2400	0760		\$ 57.12		
	09-12-09	2400	0760				
	4008951890	2400	0760		\$ 19.73		
	09-12-09	2400	0760				
	4008951891	2400	0760		\$ 31.42		
	09-12-09	2400	0760				
	4008951892	2400	0760		\$ 14.60		
	09-12-09	2400	0760				
	4008951893	2400	0760		\$ 17.16		
09-12-09	2400	0760					
4008951894	2400	0760		\$ 416.87			
09-12-09	2400	0760					
4008951895	2400	0760		\$ 58.05			
09-12-09	2400	0760					
4008951896	2400	0760		\$ 127.61			
09-12-09	2400	0760					
4008951897	2400	0760		\$ 250.91			
09-12-09	2400	0760					
4008951898	2400	0760		\$ 194.96			
09-12-09	2400	0760					
4008951900	2400	0760		\$ 230.67			
09-14-09	2400	0760					
4009000716	2400	0760		\$ 45.75			
09-14-09	2400	0760					
4009000717	2400	0760		\$ 40.68			
09-14-09	2400	0760					
4009000718	2400	0760		\$ 61.03			
09-14-09	2400	0760					
4009000719	2400	0760		\$ 71.20			
09-14-09	2400	0760					
4009000720	2400	0760		\$ 31.96			
09-15-09	2400	0760					
4009018246				\$ 22.66			
					\$ 2,562.03		
TOTAL REMITTANCE:					\$ 2,562.03		

The claims listed above (totaling \$2,562.03) 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: 11/10/09
REPORT NO: 5235

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-16-09	2400	0760				
	4008970817	2400	0760		\$ 18.57		
	09-16-09	4008970818	2400	0760		\$ 35.54	
	09-16-09	4008970819	2400	0760		\$ 64.15	
	09-16-09	4008970820	2400	0760		\$ 90.12	
	09-16-09	4008970821	2400	0760		\$ 9.71	
	09-16-09	4008970822	2400	0760		\$ 14.34	
	09-16-09	4008970823	2400	0760		\$ 59.06	
	09-16-09	4008970824	2400	0760		\$ 51.62	
	09-16-09	4008970825	2400	0760		\$ 52.67	
	09-16-09	4008970827	2400	0760		\$ 96.15	
	10-15-09	4009037532	2400	0760		\$ 61.60	
	10-19-09	4009082513	2400	0760		\$ 545.28	
	10-20-09	4009065868	2400	0760		\$ 25.53	
	10-26-09	4009095185	2400	0760		\$ 17.62	
	10-28-09	4009098439	2400	0760		\$ 426.22	
	10-16-09	4009043569	2400	0760		\$ 132.85	
	10-16-09	4009043570	2400	0760		\$ 40.67	
	10-16-09	4009043571	2400	0760		\$ 89.86	
	10-16-09	4009043572	2400	0760		\$ 127.39	
	10-16-09	4009043573	2400	0760		\$ 17.14	
	10-16-09	4009043574	2400	0760		\$ 19.04	
	10-16-09	4009043575	2400	0760		\$ 14.62	
TOTAL REMITTANCE:					\$ 2,009.75		

The claims listed above (totaling \$2,009.75) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/10/09
REPORT NO: 5236

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
N04953 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	09-23-09	2400	0760				
	50314065001				\$ 84.32		
VC0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	10-07-09	2400	0760				
	4640211				\$ 107.67		
	10-27-09	2400	0760		\$ 107.67		
	4656058				\$ 215.34		
VC0479-1 Gale P.O. Box 95501 Chicago, IL 60694-5501	09-25-09	2400	0760				
	16489547				\$ 124.25		
	10-09-09	2400	0760				
	16508275				\$ 337.20		
	10-08-09	2400	0760				
	16506073				\$ 61.69		
	10-20-09	2400	0760				
16524804				\$ 92.10			
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10-26-09	2400	0760				
	16530452				\$ 61.69		
					\$ 676.93		
	09-22-09	2400	0760				
	1087410981				\$ 39.15		
	10-19-09	2400	0760				
	1087624794				\$ 94.61		
					\$ 133.76		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-23-09	2400	0760				
	W25831020				\$ 159.25		
	09-25-09	2400	0760				
	W24909250				\$ 12.47		
	09-28-09	2400	0760				
	W25741050				\$ 26.85		
	09-28-09	2400	0760				
	W26131760				\$ 30.91		
	09-28-09	2400	0760				
W25165310				\$ 30.91			
09-28-09	2400	0760					
W24621330				\$ 26.82			
09-30-09	2400	0760					
W24807110				\$ 30.91			
					\$ 318.12		
TOTAL REMITTANCE:					\$ 1,428.47		

The claims listed above (totaling \$1,428.47) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/10/09
REPORT NO: 5237

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-19-09	2400	0760				
	W26966760	2400	0760		\$ 83.66		
	10-19-09	2400	0760				
	W28321100	2400	0760		\$ 47.85		
	10-19-09	2400	0760				
	W26125470	2400	0760		\$ 353.89		
	09-21-09	2400	0760				
	4009030545	2400	0760		\$ 112.37		
	09-21-09	2400	0760				
	4009029965	2400	0760		\$ 353.12		
	09-28-09	2400	0760				
	4008992373	2400	0760		\$ 36.26		
	09-28-09	2400	0760				
	4009043507	2400	0760		\$ 21.95		
	09-28-09	2400	0760				
	4008978920	2400	0760		\$ 21.60		
	09-28-09	2400	0760				
	4008978921	2400	0760		\$ 54.96		
	09-28-09	2400	0760				
	4008978922	2400	0760		\$ 53.87		
09-28-09	2400	0760					
4008978923	2400	0760		\$ 17.85			
09-28-09	2400	0760					
4008978924	2400	0760		\$ 15.86			
09-28-09	2400	0760					
4008978925	2400	0760		\$ 14.60			
09-28-09	2400	0760					
4008978926	2400	0760		\$ 23.99			
09-28-09	2400	0760					
4008978927	2400	0760		\$ 718.15			
09-28-09	2400	0760					
4008978928	2400	0760		\$ 749.02			
09-28-09	2400	0760					
4008978929	2400	0760		\$ 241.20			
09-29-09	2400	0760					
4009013759	2400	0760		\$ 22.90			
09-29-09	2400	0760					
4009013760	2400	0760		\$ 46.41			
09-29-09	2400	0760					
4009013761	2400	0760		\$ 19.07			
09-29-09	2400	0760					
4009013762	2400	0760		\$ 20.32			
09-29-09	2400	0760					
4009013763	2400	0760		\$ 28.45			
					\$ 3,057.35		
TOTAL REMITTANCE:					\$ 3,057.35		
<p>The claims listed above (totaling \$3,057.35) 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.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/10/09
REPORT NO: 5238

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-29-09	2400	0760					
	4009013764	2400	0760		\$ 123.03			
	09-29-09	4009013765	2400	0760		\$ 14.62		
	09-29-09	4009013766	2400	0760		\$ 26.04		
	09-29-09	4009013767	2400	0760		\$ 116.52		
	09-29-09	4009013768	2400	0760		\$ 100.12		
	09-29-09	4009013769	2400	0760		\$ 16.51		
	09-29-09	4009013770	2400	0760		\$ 26.63		
	09-29-09	4009013771	2400	0760		\$ 62.00		
	09-30-09	4008978948	2400	0760		\$ 246.80		
	09-30-09	4008978949	2400	0760		\$ 420.17		
	10-01-09	4009009462	2400	0760		\$ 44.13		
	10-01-09	4008995816	2400	0760		\$ 19.13		
	10-01-09	4008995817	2400	0760		\$ 22.86		
	10-01-09	4008995818	2400	0760		\$ 27.16		
	10-01-09	4008995819	2400	0760		\$ 17.14		
	10-01-09	4008995820	2400	0760		\$ 19.73		
	10-01-09	4008995821	2400	0760		\$ 14.62		
	10-02-09	4008992304	2400	0760		\$ 39.23		
	10-02-09	4008992305	2400	0760		\$ 51.49		
	10-02-09	4008992306	2400	0760		\$ 16.51		
	10-02-09	4008992307	2400	0760		\$ 139.41		
	10-02-09	4008992308	2400	0760		\$ 34.81		
						\$ 1,598.66		
	TOTAL REMITTANCE:					\$ 1,598.66		
	<p>The claims listed above (totaling \$1,598.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/10/09
REPORT NO: 5239

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-02-09	2400	0760				
	4008992309	2400	0760		\$ 86.34		
	10-02-09	2400	0760				
	4008992310	2400	0760		\$ 33.10		
	10-02-09	2400	0760				
	4008992312	2400	0760		\$ 80.10		
	10-02-09	2400	0760				
	4008992313	2400	0760		\$ 103.69		
	10-02-09	2400	0760				
	4008992314	2400	0760		\$ 16.96		
	10-02-09	2400	0760				
	4008992315	2400	0760		\$ 59.21		
	10-02-09	2400	0760				
	4008992316	2400	0760		\$ 19.60		
	10-02-09	2400	0760				
	4008978942	2400	0760		\$ 309.14		
	10-02-09	2400	0760				
	4008978943	2400	0760		\$ 254.83		
	10-02-09	2400	0760				
	4008978944	2400	0760		\$ 137.78		
	10-02-09	2400	0760				
	4008978946	2400	0760		\$ 313.85		
	10-02-09	2400	0760				
4008978947	2400	0760		\$ 346.13			
10-05-09	2400	0760					
4009056028	2400	0760		\$ 58.69			
10-05-09	2400	0760					
4009026115	2400	0760		\$ 54.23			
10-05-09	2400	0760					
4009026116	2400	0760		\$ 19.07			
10-05-09	2400	0760					
4009026117	2400	0760		\$ 14.62			
10-05-09	2400	0760					
4009026118	2400	0760		\$ 13.95			
10-05-09	2400	0760					
4009026119	2400	0760		\$ 20.73			
10-05-09	2400	0760					
4009026120	2400	0760		\$ 101.71			
10-05-09	2400	0760					
4009026121	2400	0760		\$ 193.34			
10-05-09	2400	0760					
4009026122	2400	0760		\$ 17.81			
10-05-09	2400	0760					
4009026123				\$ 53.27			
				\$ 2,308.15			
TOTAL REMITTANCE:					\$ 2,308.15		
<p>The claims listed above (totaling \$2,308.15) 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.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

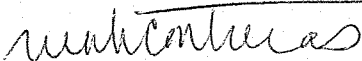
SUBJECT: **Financial Reports through October 2009 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: November 16, 2009

Summary of Cash and Investments as of October 31, 2009

Cash with Orange County Treasurer Fund 702	12,737.07
Cash with Orange County Treasurer Fund 703	12,150.02
Cash with Orange County Treasurer Fund 706	193,783.51
Cash with Orange County Treasurer Fund 707	616,189.36
Cash with Orange County Treasurer Fund 708	11,855.83
County Exempt Checking – Bank of the West	42,470.15
County Exempt Savings – Bank of the West	69,833.78
General Fund Checking – Bank of the West	11,703.57
General Fund Savings – Bank of the West	109,858.65
Literacy Fund Savings – Bank of the West	14,402.48
Payroll Checking – Wells Fargo Bank	140,085.94
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

October 31, 2009

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,593,108	87,299	1,505,809	5.5%
6220	Property Taxes - Current Unsecured	73,640	42,632	31,008	57.9%
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	6,877	29,883	18.7%
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 & PROPY					
6610	Interest	21,800	3,655	18,145	16.8%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	14,320	-	14,320	0.0%
6970	State - Other	20,000	-	20,000	0.0%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)	139,388	46,833	92,555	33.6%
7680	6-MO Expired (Outlawed) Checks	0	-	0	100.0%
TOTAL REVENUES FY 09/10:		1,908,580	195,096		10.2%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

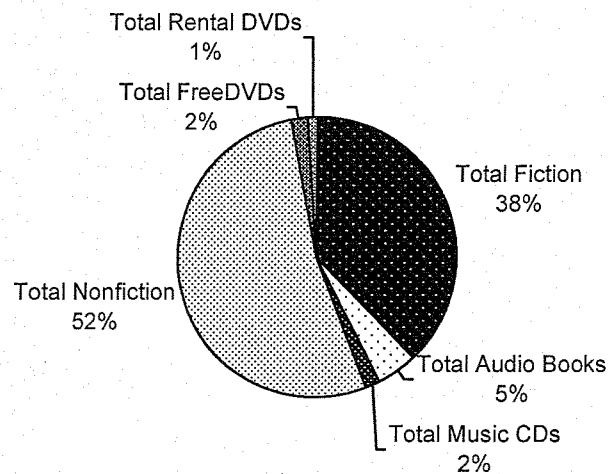
October 31, 2009

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,029,376	360,000	0.35	\$669,376
0200	Retirement	110,000	39,747	0.36	\$70,253
0301	Unemployment Insurance	5,000	2,062	0.41	\$2,938
0306	Health Insurance	100,900	37,607	0.37	\$63,293
0308	Dental Insurance	13,000	2,979	0.23	\$10,021
0309	Life Insurance	11,000	1,171	0.11	\$9,829
0310	AD & D Insurance	7,000	802	0.11	\$6,198
0319	Vision Insurance	4,000	499	0.12	\$3,501
0350	Workers' Compensation Insurance	10,000	3,144	0.31	\$6,856
	TOTAL	\$1,290,276	\$448,011	0.35	\$842,265
SERVICES & SUPPLIES					
0700	Communications	10,000	2,614	0.26	\$7,386
0900	Food	1,300	373	0.29	\$927
1000	Household Expenses	9,000	1,870	0.21	\$7,130
1100	Library Insurance	13,000	13,338	1.03	-\$338
1300	Maintenance, Equipment	30,000	9,820	0.33	\$20,180
1400	Maintenance, Buildings & Improvements	17,197	46,968	2.73	-\$29,771
1600	Memberships	1,500	139	0.09	\$1,361
1800	Office Expenses	40,000	14,868	0.37	\$25,132
1803	Postage	5,000	1,599	0.32	\$3,401
1900	Prof./Specialized Services	134,000	32,462	0.24	\$101,538
1912	Investment Administrative Fees	2,000	251	0.13	\$1,749
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,500	141	0.09	\$1,359
2200	Rents & Leases - Buildings & Improvements	73,500	7,045	0.10	\$66,455
2400	Books/Library Materials	160,307	40,805	0.25	\$119,502
2600	Transportation & Travel	2,000	1,297	0.65	\$703
2700	Meetings	5,000	691	0.14	\$4,309
2800	Utilities	80,000	7,910	0.10	\$72,090
	TOTAL	\$586,304	\$182,190	0.31	\$404,114
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$1,876,580	\$630,202	0.34	\$1,246,378
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$0	0.00	\$25,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$25,000	\$0	0.00	\$25,000
TOTAL BUDGET (Fund 707)					
		\$1,908,580	\$630,202		\$1,278,378
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	\$0	0.00	\$197,268
708-	Unused Sick Leave Payoff Reserve	\$12,075	\$0	0.00	\$12,075

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF OCT. 2009

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$21,903	1,340	1,593
Total Non-Fiction	\$30,507	1,042	1,665
Total Music CDs	\$1,063	55	55
Total Audio Books	\$2,607	34	34
Total "Free" DVDs	\$1,090	34	34
<u>Total Rental DVDs</u>	<u>\$627</u>	<u>22</u>	<u>22</u>
TOTAL MATERIALS	\$57,797	2527	3403



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 OCTOBER 2009
Prepared by Kaitie Matias, 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	\$11,554	608	647	\$0	0	0	\$11,554	608	647	\$625	23	23	\$12,179	631	670
Adult Circulating Non-Fiction	\$15,986	709	720	\$0	0	0	\$15,986	709	720	\$597	24	24	\$16,582	733	744
Adult Reference	\$479	10	10	\$0	0	0	\$479	10	10	\$200	2	2	\$679	12	12
Adult magazines	\$5,966	125	734	\$0	0	0	\$5,966	125	734	\$0	0	0	\$5,966	125	734
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	\$25,731	845	1464	\$0	0	0	\$25,731	845	1464	\$797	26	26	\$26,527	871	1490
TOTAL ADULT PRINT MATERIALS	\$37,284	1453	2111	\$0	0	0	\$37,284	1453	2111	\$1,422	49	49	\$38,706	1502	2160
Adult Music CDs	\$1,063	55	55	\$0	0	0	\$1,063	55	55	\$360	24	24	\$1,423	79	79
Adult Audio Books	\$2,607	34	34	\$0	0	0	\$2,607	34	34	\$0	0	0	\$2,607	34	34
Adult Free DVDs	\$1,090	34	34	\$0	0	0	\$1,090	34	34	\$0	0	0	\$1,090	34	34
Adult Rental DVDs	\$827	22	22	\$0	0	0	\$827	22	22	\$110	7	7	\$937	29	29
TOTAL ADULT NON-PRINT MATERIALS	\$5,387	145	145	\$0	0	0	\$5,387	145	145	\$470	31	31	\$5,857	176	176
TOTAL ADULT MATERIALS	\$42,672	1598	2256	\$0	0	0	\$42,672	1,598	2,256	\$1,892	80	80	\$44,563	1,678	2,336
Juvenile Fiction	\$7,451	480	688	\$0	0	0	\$7,451	480	688	\$10	1	1	\$7,461	481	689
Young Adult Fiction	\$2,898	252	258	\$0	0	0	\$2,898	252	258	\$40	2	2	\$2,938	254	260
Total Juvenile Fiction	\$10,349	732	946	\$0	0	0	\$10,349	732	946	\$50	3	3	\$10,399	735	949
Juvenile Circulating Non-Fiction	\$2,360	109	112	\$0	0	0	\$2,360	109	112	\$285	15	15	\$2,645	124	127
Young Adult Circulating Non-Fiction	\$1,191	55	55	\$0	0	0	\$1,191	55	55	\$0	0	0	\$1,191	55	55
Juvenile Reference	\$358	22	22	\$1,396	87	87	\$1,753	109	109	\$0	0	0	\$1,753	109	109
Juvenile Magazines	\$449	10	12	\$0	0	0	\$449	10	12	\$0	0	0	\$449	10	12
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$4,776	197	201	\$1,396	87	87	\$6,172	284	288	\$285	15	15	\$6,457	299	303
TOTAL JUVENILE PRINT MATERIALS	\$15,126	929	1,147	\$1,396	87	87	\$16,522	1,016	1,234	\$335	18	18	\$16,857	1,034	1,252
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Free DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Rental DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$15,126	929	1,147	\$1,396	87	87	\$16,522	1,016	1,234	\$335	18	18	\$16,857	1,034	1,252
Total Fiction	\$21,903	1,340	1,593	\$0	0	0	\$21,903	1,340	1,593	\$675	26	26	\$22,579	1,366	1,619
Total Non-Fiction	\$30,507	1,042	1,665	\$1,396	87	87	\$31,903	1,129	1,752	\$1,082	41	41	\$32,984	1,170	1,793
Total Music CDs	\$1,063	55	55	\$0	0	0	\$1,063	55	55	\$360	24	24	\$1,423	79	79
Total Audio Books	\$2,607	34	34	\$0	0	0	\$2,607	34	34	\$0	0	0	\$2,607	34	34
Total Free DVDs	\$1,090	34	34	\$0	0	0	\$1,090	34	34	\$0	0	0	\$1,090	34	34
Total Rental DVDs	\$827	22	22	\$0	0	0	\$827	22	22	\$110	7	7	\$937	29	29
TOTAL MATERIALS	\$57,797	2527	3403	\$1,396	87	87	\$59,193	2614	3490	\$2,227	98	98	\$61,420	2712	3588

Outstanding Orders as of October 2009
General Fund \$17,616
Adopt-a-book \$517
TOTAL \$18,133

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for October 2009
DATE: November 16, 2009

October 2009 Net Revenue Summary

			YTD	YTD
	Oct-09	Oct-08	2009-2010	2008-2009
Passport	5,650.00	4,530.00	22,586.00	11,872.00
Passport Photos	815.00	890.00	3,865.00	2,490.00
Test Proctor	250.00	210.00	1,100.00	390.00
Total	6,715.00	5,630.00	27,551.00	14,752.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for October 2009
DATE: November 16, 2009

RESIGNATIONS:

Library Aide (20 hours), Ruth Peterson

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Page (10 hours)

Library Aide (15 hours)

Library Aide (20 hours)

WORKERS' COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report for October 2009
DATE: November 16, 2009

MONTHLY STATISTICS

<u>CIRCULATION</u>	Oct 09.	Oct 08.	Y-T-D 2009-10	Y-T-D 2008-09	Y-T-D % change
NEW PATRON REGISTRATIONS	382	444	1,672	1,022	38.9%
TOTAL CIRCULATION	16,806	16,985	75,633	65,872	36.5%
ATTENDANCE	25,294	14,411	104,810	52,444	50.0%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	654	620	720	888	650	3,532
10:00	0	568	734	734	746	958	3,740
11:00	0	834	788	688	788	1,030	4,128
12:00	0	734	822	850	836	1,026	4,268
1:00	1,006	746	874	778	922	968	5,294
2:00	852	872	888	774	866	876	5,128
3:00	998	888	1,020	840	1,024	934	5,704
4:00	948	974	876	934	1,046	888	5,666
5:00	0	942	958	786	1,044	0	3,730
6:00	0	776	870	768	1,020	0	3,434
7:00	0	670	734	690	940	0	3,034
8:00	0	702	688	622	918	0	2,930
Total/Day	3,804	9,360	9,872	9,184	11,038	7,330	
							Grand Total 25,294

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	7	7
10:00	0	0	0	0	0	6	6
11:00	0	0	0	0	0	9	9
12:00	0	0	0	0	0	8	8
1:00	9	0	0	0	0	9	18
2:00	6	0	0	0	0	8	14
3:00	5	7	6	8	7	8	41
4:00	5	3	5	9	5	46	33
5:00	0	4	4	11	4	0	23
6:00	0	4	5	8	4	0	21
7:00	0	5	5	7	5	0	22
8:00	0	2	3	5	4	0	14
Total/Day	25	25	28	48	29	61	
							Grand Total 216

STAFF ACTIVITY

- Oct 12, 2009-Meeting with Yesenia to discuss Circulation Agendas.
- Oct 13, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- Oct 14, 2009- Staff Meeting.
- Oct 20, 2009- Meeting with Yesenia to discuss Circulation Agendas.
- Oct 20, 2009-Circulation Meeting.
- Oct 26, 2009-Meeting with Yesenia to discuss Circulation Agendas.

ONGOING PROJECTS

- Oct 19-Examined all the fire extinguishers in the library to be sure they were up to date.
- Worked on Circulation Manuel

NEW PROJECTS AND ACTIVITIES

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: November 16, 2009

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	*							*
Aug-09	*							*
Sep-09	*							*
Oct-09	*							*
Nov-09								
Dec-09								
Jan-10								
Feb-10								
Mar-10								
Apr-10								
May-10								
Jun-10								

TOTAL *

AVG

* 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: November 16, 2009

Accomplishments

- Secured Proposition 1A Securitization program.
- Assisted the Placentia Library Friends Foundation (PLFF) with publicity and promotion materials for the Doll Boutique fundraiser and Author's Luncheon.
- Assisted Trustee Wood with the Staff Appreciation Dinner.
- Finalized bid specifications for the computer lab.
- Assisted the PLFF with securing a speaker for the 2010 Author's Luncheon and the Citizen of the Year application for Nancy Lone-Tollefson.
- Spoke at the Annual California Library Association regarding "What It Takes To Become a Library Director."
- Ensured the completion of the baby changing station in the ADA restroom.

Community / Outreach

- Heritage Parade – October 10th.
- Rotary Club of Placentia weekly meetings – October 14th, 21st, 28th & November 4th.
- Get Active (PREP) Meeting at El Dorado High School – October 15th.
- Ribbon Cutting at Marisco's Chapala Restaurant – October 15th.
- Rotary Cowabunga Meeting – October 20th.
- Rotary Youth Services Meeting – November 9th.
- Placentia Women's Round Table Club – November 4th.
- North Orange County Legislative Alliance Candidate Forum – November 4th.
- Placentia Linda Hospital Imaging Center Open House – November 10th.
- Staff Appreciation Dinner – November 12th.

@GD Attendees
- 3 candidates
Chris Norby no-show

Training/Workshop/Conferences

- Webinar, Brown Act – October 23rd.
- California Library Association Conference, Speaker – November 1st.
- Webinar, Strategic Planning – November 9th.

new
directors panel

Meetings

- Library Board of Trustees meeting – October 13th.
- Managers meetings – October 13th, 29th,
- All Staff meeting – October 14th.
- PLFF Board Meeting – October 12th & November 9th.
- North Orange County Library Directors – October 23rd.

Projects in Progress

- Computer Lab project
- Website
- Technology plan
- Administrative staff performance evaluations

I also attended the Super STAR program on October 24th & the Doll Boutique on November 7th. I participated in the Camp Library program on November 13th & 14th.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Services Manager Report for October 2009
DATE: NOVEMBER 16, 2009

Activities Report:

Achievements

In separate meetings, met with staff in Adult Services and Children's to solicit added and updated content for the development site for the library website.

Presented a two-part in-service to the Children's staff on collection development on October 7 and 14.

Presented a training session on digitization for staff involved in digitizing the children's book on Placentia history **Elephant Rides For Free** on October 20.

Worked with PBX vendor to better secure our PBX system.

Attended a CSDA webinar called "Everything You Need to Know About a Special District" on October 16.

Submitted a narrative summary of the draft Library Technology Plan to the Director on October 8.

Prepared detailed price quotes for equipment needed for the new computer lab.

Projects in Progress

Website redesign – Added several modules with enhanced site management features to the development site. Working to add new content coming from staff.

Library Photostream – setup a professional account for the library on the online photo site Flickr. Currently uploading and organizing photos of library events.

Computer Lab – Worked with Yesenia Baltierra on the RFP for the new lab.

Computer infrastructure – Software image being created for new staff desktop image. Terminal server being prepared. Anticipated completion date: December 2009.

Living Library Program – Project plan and timeline completed. New date selected (March 27, 2010) so as not to conflict with Author's Luncheon.

Historic Photograph Database Migration – Moving the History Room's digitized photograph collection to new hosting platform. Anticipated completion date: Dec. 31, 2009.

Staff Training – I am preparing a two-part in-service on electronic resources in reference work for the Children's staff.

Library Problems manual – working with staff to prepare a manual for staff use during problem situations. First draft due: December 2009.

Reference Collection weeding – ongoing work with Adult Services staff to focus the Adult Reference Collection on items that meet contemporary needs.

Meetings

I attended the Trustees meeting on October 13.

I attended a payroll seminar presented by Paychex on October 20.

I attended the regular Managers' Meetings.

I attended the Adult Services staff meeting on October 21.

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 October 2009
DATE: November 16, 2009

MONTHLY STATISTICS

Phone reference 27
In person reference/research 571

Total 598

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	160
Preschool Story Times I & II: 3-6 years	8	163
Pocket Tales: Stories, music, and movement.	4	118
Read to the Dogs	1	25
P-TAC Meetings	5	61
Family Game Day	1	17
Kaplan SAT/ACT Testing & Results	2	12
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	17
Super S.T.A.R. Storytime	1	30
10/22 Puppetry Workshop for Teachers	1	15
10/28 Morse School Visit	1	70
10/31 Halloween Celebration: Crafts	1	50
10/31 Halloween Celebration: Library Haunt	1	50

Total October 2009	31	788
Total October 2008	22	485
Current FY to date	110	3,660
Previous FY to date	32	2,689

STAFF ACTIVITY

- Lori Worden attended a Children's SLS meeting at Fullerton Public Library on October 8.
- Children's staff supervised library intern Ruth Sheffield; she assisted with weeding and clerical duties.
- Children's staff attended two in-service collection management training sessions with Roger Hiles on Oct. 7 and Oct. 14.

NEW PROJECTS AND ACTIVITIES

- The In-N-Out Burger "Food For Thought" program began on October 10 and continues through Nov. 21.
- The Children's department hosted a Halloween Celebration on October 31 with crafts, treats, and a costume contest.
- The P-TAC teens, under the supervision of Coleen Wakai, created a "Library Haunt" for children ages 8-12 as part of our Halloween Celebration.
- Danny Oberbeck presented a puppetry workshop for teachers on October 22. This program was supported by Dixie Shaw.
- Camp Library registration began on October 1. Camp Library will be November 13-14.
- Brenda Ramirez and Coleen Wakai are assisting with the Elephant Rides for Free digitization project for the library's website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for October, 2009
DATE: November 16, 2009

MONTHLY STATISTICS

Volunteer Hours:

History Room	78 hrs
PLFF	548 hrs
Library (General)	304 hrs
Technical	10 hrs
Homework Club (restarted 9/21)	126 hrs
H.I.S. House Homework club	10 hrs
Tutors (Adult Literacy)	<u>74 hrs</u>
Total:	1150 hrs

Achievements

The Homework Clubs on-site and at the Homeless Intervention Shelter are well attended.

Tech Volunteer program. Posted new volunteer job description on Volunteer Match website, followed up & interviewed 3 prospective tech volunteers. Began to offer program on regular schedule (Wednesday nights).

Placed 5 new Adult Literacy Services tutor/student pairs.

Proctored 8 exams for distance learning students.

Completed cross-training Gary Bell for literacy coordinator tasks

Projects in Progress

Contacted Marcie A. Lerner of Inter Valley Health Plan about a possible adult program.

Collection development for the 300s both in the circulating and adult reference collections.

Confirmed January 2010 Spanish language adult program about diabetes with the diabetes educator, Esther Munoz-Ross.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Roger Hiles, Library Services Manager
SUBJECT: Adult Services Monthly Activity Report for October 2009
DATE: NOVEMBER 16, 2009

MONTHLY STATISTICS

Reference Desk Activity

Phone reference:	357
In person reference/research:	1182
Guest passes:	6
E-mail reference/research:	0
Electronic: databases/Internet/catalog instruction:	39
Electronic: public computers (desktops):	2902
express Internet stations (laptops):	1643
Technology: computer/printer questions or troubleshooting:	694
In library use: ready reference:	10
In library use (cleanup):	2623

ACHIEVEMENTS

- ***Nadia Dallstream*** trained and supervised a Library Technology intern from Santa Ana College, for a total of 40 hours. The intern assisted with weeding, updating bibliographies, program preparation as well as with some other projects. She also assisted in the Children's area.
- ***Nadia Dallstream*** completed posting all Adult Services programs on the Library's Facebook page.
- ***Nadia Dallstream*** led the October Book Discussion: **Dewey: The Library Cat Who Touched the World**. 12 people attended the program.
- ***Nadia Dallstream*** completed weeding the Adult Fiction collection. 1000 books were weeded.
- ***Nadia Dallstream*** participated in the Placentia Heritage Day parade.
- ***Kathy Staymates*** coordinated and hosted a Day of the Dead Program. She received many favorable comments and 25 people attended.

- *Kathy Staymates* created a beautiful display to accompany her Day of the Dead Program.
- *Kathy Staymates* put a new display of books into the book trough, "Fall Into Reading."
- *Kathy Staymates* led the November Book Discussion: **Snow Flower and The Secret Fan**. 9 people attended the program.
- *Toby Silberfarb* continues oversee the "re-launched" Tech Volunteer Program to assist patrons with computers in the Reference area. Several very positive comments have been received from patrons.
- *Gary Bell* coordinated and hosted a genealogy program with the Genealogical Society of North Orange County on using the Internet for genealogy research. 50 people attended.

IN PROGRESS

- *Gary Bell* is preparing for the December program "A Celtic Christmas."
- *Nadia Dallstream* is preparing for the December book discussion (**The Alchemist** by Paulo Coelho).
- *Nadia Dallstream* is choreographing a dance for the the Miss Teen Placentia's Little Sisters group.
- *Nadia Dallstream* is being cross-trained for tasks in Acquisitions and Technical Services.
- *Toby Silberfarb* is preparing for a January program on diabetes in Spanish.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates and Roger Hiles* are weeding the Adult Reference Collection.
- *Gary Bell, Nadia Dallstream, Katie Matas, Toby Silberfarb, Kathy Staymates and Roger Hiles* have been updating the "online resources" page on the development website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for October 2009
DATE: November 16, 2009

MONTHLY STATISTICS

Visitors to History Room in October, 2009	7
Visitors to History Room in October, 2008	4
Volunteer Hours, October 2009	78
Intern Hours	0

Accomplishments:

- I completed the digitization of 50 pages of **Elephant Rides for Free** for the library's website.
- I coordinated and hosted a program in conjunction with the Genealogical Society of North Orange County on using the Internet for genealogy research. Over 50 people attended the program on October 26th. The speaker was Barbara Renick, a well known professional in the field of genealogy research.
- I presented my electronic resource to colleagues in the Reference section. The website is the ALHN.(American Local History Network.)
- I provided resources to persons researching Rembrandt's Restaurant in Placentia. The restaurant is celebrating its 40th anniversary this November.
- I provided resources to the Placentia Round Table Womens' club for their ongoing history of the organization.
- I met with Roger Hiles and the childrens' staff to learn how to digitize **Elephant Rides** for the website.
- I added a document to the local authors collection, the memoirs of Cyril M. Ross, a veterans history project report on his time in the navy from 1941 to 1964 in World War II and Korea.

Activity:

- Jeanette Gardner and John Walcek of the Placentia Historical Committee continue to scan negatives for the "History Wall" project at City Hall.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for October 2009
DATE: November 16, 2009

MONTHLY STATISTICS

Online database usage:

	October 2009	October 2008	Y-T-D 2009- 10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com	1147	229	1,550	683	56%
General Reference Center	748	59	1,120	85	92%
Newsbank	8	35	133	542	-75%
Heritage Quest	1272	1103	7,111	7,583	-6%
Learning Express	15	14	33	63	-48%
Novelist	32	3	205	68	67%
Tumblebooks	387	251	946	1,080	-12%
Valueline	not available	109	0	406	-100%
Reference USA	175	19	341	208	39%
	3784	1822	11,439	10,718	6%

Website traffic for September 2009:

In October 2009 we had 15,866 visitors to our website. In October 2008 there were 37,145 page hits. Last year we had 15,749 visitors and 42,176 page hits in October.

ACHEIVEMENTS

- Katie began cross training Nadia in Acquisitions and Technical Services.

PROJECTS IN PROGRESS

- Jesus and Roger continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- 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: November 16, 2009

(rev Policy manual 12/14/09)

BACKGROUND

The current policy offers sick leave to probationary and regular employees in all non-exempt classifications.

The following revisions are presented to the Library Board of Trustees for consideration:

2040.1 This policy will apply to regular employees in all classifications.

*M1 - GW all in favor
M2 - JT*

2040.11 The District provides an incentive program for all employees for the accumulation of sick leave hours. Retroactive to July 2008.

M1 GW - postpone to later mtg for renewal & discussion

Please see Attachment A for a copy of Policy #2040 – Sick Leave.

M2 - RD all in favor

RECOMMENDATION

Approve revisions to Placentia Library District Policy #2040 – Sick Leave, as presented.

*JC - 2040.1 - regular only, not/exclude probationary
2040.11 - include all (incl. exempt) employees to incentive program*

AS - discussion?

JT - employees should not come in when ill

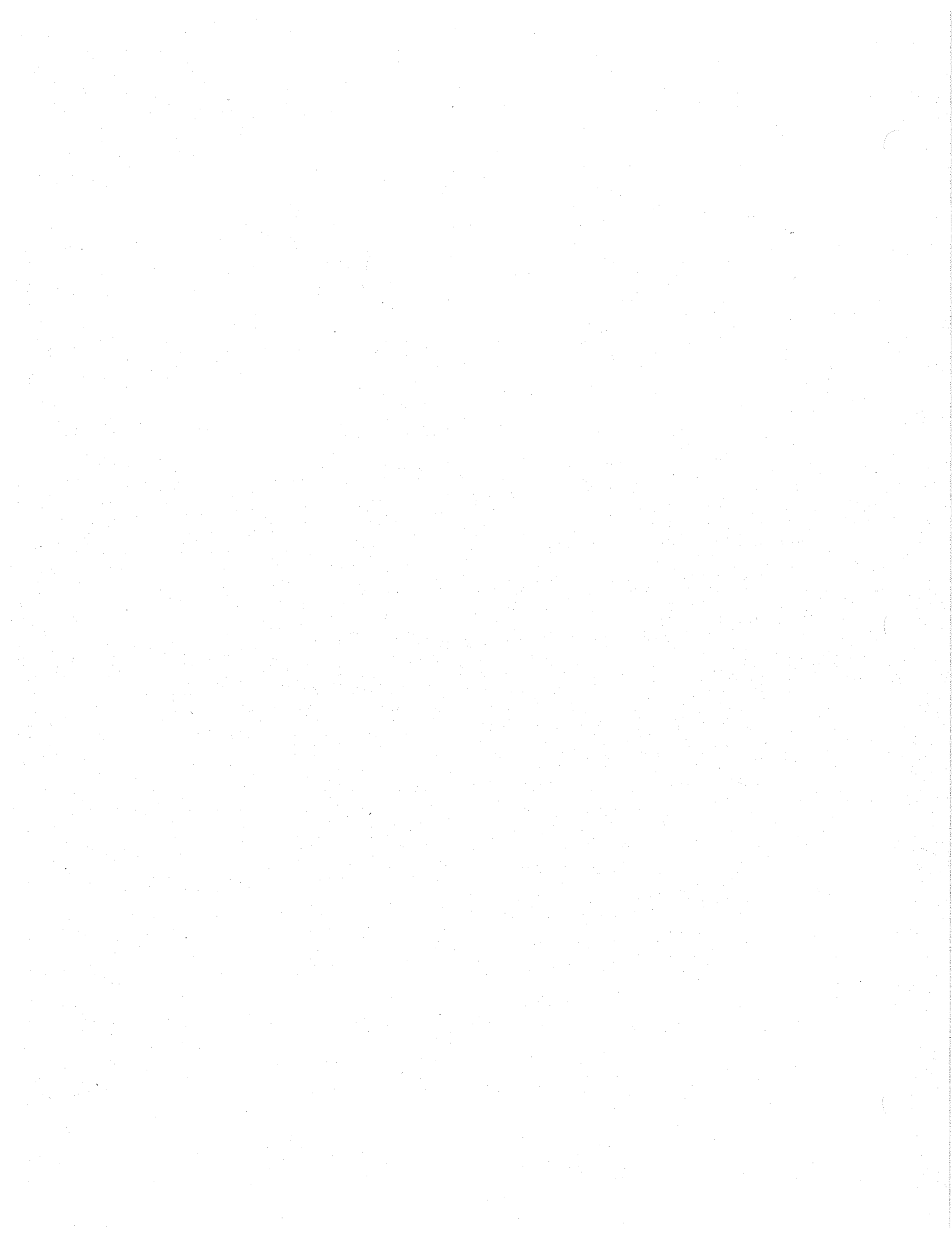
BE - straightforward, no problems

*AS - delete 'probationary' okay
accumulation of sick hours should be addressed, is a liability - should expire annually?*

RD - concern of employees coming to work ill

GW - would like to review policy & compare other agencies. re: carrying over hours

- problem with incentive not in favor of extending



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy will apply to regular employees in all classifications.

Deleted: probationary and

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

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.

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 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.

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.

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

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 all regular employees for the accumulation of sick leave hours.

Deleted: non-exempt

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

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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.

2040.13 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.

2040.13.1 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.

2040.13.2 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.

2040.13.3 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.

2040.13.4 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.

2040.14 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.14.1 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.

2040.14.2 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.

2040.14.3 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.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy #6030 – Circulation Policy
DATE: November 16, 2009

**
w/ revision
M1 RD
M2 JT
all in favor*

BACKGROUND

It has been a practice that library staff are not charged for hold fees and overdue fines; however, current policy does not reflect this practice. These exemptions will enable staff to access materials to perform their library related business for the Placentia Library District.

The following addition is presented to the Library Board of Trustees for consideration:

6030.11 Current employees ^{are} will be exempt from hold fees and overdue fines, as it is essential ~~for them to access library materials for library business matters.~~ *

Please see Attachment A for a copy of Policy #6030 – Circulation Policy.

RECOMMENDATION

Approve revisions to Placentia Library District Policy #6030 – Circulation Policy, as presented.

*RD - correct sentence structure
AB - simplify to*

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3. There is no grace period for videos.

6030.3 Notification Process

6030.3.1 Reminder notices are mailed to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the address in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$15.00 surcharge added to the account's balance.

Deleted: September 20, 2004

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6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$10.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$20.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100, which ever is greater, and the account is immediately reported to the Collection Agency.

6030.6 Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a Circulation Supervisor on duty at all times when the Library is open for public service.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

Deleted: September 20, 2004

6030.8 Telephone renewals and inquiries

6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends that you call the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.9 Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will loan library material to California residents with a valid driver's license or library card in accordance to Santiago Library System Interlibrary Loan Policy, Guidelines and Procedures, 1988.

As rec'd.
6030.11 ~~Current employees will be exempt from hold fees and overdue fines; as it is essential~~
for them to access library materials for library business matters.
are

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy #6065 – Library Rules of Conduct
DATE: November 16, 2009

M1 GW w/revision, #6065.19
M2 RD
all in favor

BACKGROUND

Due to vandalism activities, the Library implemented a key access only for the unisex restrooms in July 2009. There have been no reported vandalism activities since the implementation. Staff have asked that our policy reflect this change. As a result, we would like the Library Board of Trustees to consider the following revision to incorporate staff's input:

6065.9 Using restrooms for bathing and/or personal hygiene activities. Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

Please see Attachment A for a copy of Policy #6065 – Library Rules of Conduct.

RECOMMENDATION

Approve revisions to Placentia Library District Policy #6065 – Library Rules of Conduct, as presented.

JT - ^{restroom} key labeling, color code? easier system?
AB - request to JC to resolve problem/easier use.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Library Rules of Conduct
POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use the computers. The Library Rules of Conduct has been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are example of conduct not allowed on Library property:

6065.1 Engaging in any activity prohibited by law.

6065.2 Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.

6065.3 Smoking in the Library.

6065.4 Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.

6065.5 Eating or drinking, except in areas designated for those purposes.

6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers.

6065.7 Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.

6065.8 Using wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.

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6065.9 Using restrooms for bathing and/or personal hygiene activities. Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

Deleted: Using restrooms for bathing and/or shampooing.

6065.10 Soliciting or conducting surveys not authorized by the Library.

AS - should be in another location - 6065.19

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6065.11 Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

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6065.12 Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.

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Page 3 of 3
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6065.13 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.

6065.14 Bringing in articles that measure more than 16"W x 20"H x 12"D.

6065.15 Moving Library furniture and/or equipment.

In addition, the following also apply to the Library Rules of Conduct:

6065.16 The Library is not responsible for children who are left unattended in or on the grounds of the Library.

6065.17 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.

6065.18 There shall be only one person allowed at each public computer workstation unless otherwise authorized by Library staff.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

ADD
6065.19 - ... Unisex restrooms

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Appreciation Dinner Update
DATE: November 16, 2009

BACKGROUND

The Staff Appreciation Dinner, sponsored by the Placentia Library Friends Foundation, was held on Thursday, November 12 at the Spadra restaurant.

Trustee Wood will provide a status report on the Staff Appreciation Dinner.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

GW - support other comment 3
TH to JC
AB - food very good/well done.

owner: David Parker
mgr: Shannon

CF - funds sufficient?

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Headphones for Public Use
DATE: November 16, 2009

*M1 RD - cease to provide free
 provide at nominal chg
 M2 start Jan 2010
 EW*

all in favor

BACKGROUND

The Placentia Library District has been providing free headphones to the public for use while accessing the computers. Patrons have used the headphones to listen to Internet content, watch movies and listen to music. The Library has experienced damages and loss. *per KM # 10/each*

Below is a survey of what other libraries are providing with regards to the headphones. Of the 22 libraries who responded, 16 libraries do not provide headphones, citing health issues, loss rate and damages. Library staff responded with 65% to discontinue free headphones and 35% to continue offering the headphones.

Library	Offer Free	Sell/cost	Notes
Alhambra	N		Stopped offering except for kids; health issues; no complaints
Altadena	Y		
Anaheim	N	\$2	Health/hygiene issues; have sets on some kids pc's
Arcadia	N		Block streaming media; have a few learning stations with headphones; breakage problems with those
Bev. Hills	N	\$3-5	
Buena Park	N		
Burbank	Y		
Calabasas	Y		Check them out like a book, for one day
Commerce	N		Due to high loss rate provide headphones only for kids and at branches
Covina	N		
Downey	N		

El Segundo	N		
Fullerton	Y		Health concerns; clean sets after each use
Moorpark	N		May start to sell inexpensive sets
Orange	N		Headphones provided on children's pc's.
Palos Verdes	Y		Check them out; also sell sets for \$1; Board supports providing them
Pasadena	N		
Placentia	Y		Frequent damage; want to phase out
Pomona	N		Stopped offering; few complaints
San Marino	N		Make some headphones available from lost & found
Torrance	N		Offer for selected uses; health/hygiene concerns
Yorba Linda	N	\$1	Stopped offering free; hygiene issues a concern; get headphones from Playaway

RECOMMENDATION

Action to be determined by the Library Board of Trustees.