Placentia Library District

Board of Trustees

Unusual Meeting

February 16, 2010
6:30 P.M.

Placentia Library
Meeting Room

Administration

Passport to Progress

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION
Tuesday, February 16, 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.*

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

AS, RD, JT, GW
JC RH 4B JH MT
absent - BE
others: ND, GB, KM, LW
staff -

1. Call to Order — Library Board President — recorder #1
2. Roll Call — Recorder — all
3. Adoption of Agenda — M1 GW, M2 JT
   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

JC – ① problem patron escorted out by police – RH, KS, ND
② sick patron – card sent

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

① Crown Plaza - Grissinis Chamber Mixer ② Thurs - (to attend UL Library) ③ Chamber General Mtg ④ Lee Powers Spol Mtg.

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters. ① last Thurs Am - Pres. of SPRMA - understood requests re: open enrollment w/ Delta Dental, they also thought open enrollment was avail - working on exemption.

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.

GW - nothing to report JT - Chamber Mtg ② Snow Day - good interactions w/ community re: Quarterly & 1st of month ③ Lunar New Year - great craft - dragon puppets - a lot of happy kids ④ BK Disc & Play Reading

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

Author's Luncheon - need a few hosts - about 30 tickets sold

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion RD ① Lunar New Year – Red Env. w/ #1 – fr: PUPP

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.

M1 RD
M2 JT
all

- $215K 'endowment' waiting on release – transfer to another bank w/ Vanguard – no orig. signers on bd. JT – Bill Dolecek working on it.

MINUTES (Item 8)

8. Minutes of the January 25, 2010 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) JT B3 - Special T. Water

✓ 12. FY2008-2009 Cash Flow Analysis through January 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).

JT Fund 703 used?
JC for Automated Systems – not addressed by IT yet – technology overall

TREASURER'S REPORTS (Items 13 – 16)

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

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

15. Acquisitions Report for January 2010. (Receive & File)

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

RD revenues up? (yes)?
YB price up
laws changed – passport req. now US & Mexico

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for January 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2010. (Receive & File) RD re: 'Direct Loans' JK - re: report.
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 January 2010. - DVD Rentals FMT AS - All staff mtg Jan 26th how did it go?
21. Library Services Manager's Report for January 2010. AS - 'platform' - new server Room
22. Children's Services Report for January 2010.
23. Literacy / Volunteer Services Report for January 2010.
24. Reference and Adult Services Report for January 2010.
25. Local History Room Report for January 2010.
26. Placentia Library Web Site & Technology Report for January 2010.

PRESENTATION AS - Proclamation & $200 ✓

27. Employee of the Quarter Presentation
    Presentation: President Al Shkoler

CONTINUINING BUSINESS

28. Employee of the Quarter Program
    Presentation: Library Director
    Recommendation: Authorize a change of eligibility from "non-exempt employees" to "non-management employee" as presented.

29. Memorandum of Agreement (MOA) Between the Placentia Library Friends Foundation (PLFF) and the Placentia Library District.
    Presentation: Library Director
    Recommendation: Authorize President Shkoler and Director Contreras to sign the MOA based on changes approved by the Library Board of Trustees at the January 25, 2010 meeting and accepted by the PLFF.

30. Placentia Library District Policy 2040 – Sick Leave
    Presentation: Library Director
    Recommendation: Action to be determined by the Library Board of Trustees.

NEW BUSINESS

31. Performance Evaluation Form for the Library Director
    Presentation: Secretary DeVecchio
    Recommendation: Action to be determined by the Library Board of Trustees.

32. Upholstery of Library Furniture
    Presentation: Library Director
    Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

33. Agenda Preparation for the ~~February~~ March Regular Date Meeting which will be held on Monday, March 15, 2010 unless re-scheduled by the Library Board of Trustees.

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

35. Adjourn 7:50 PM

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the February 16, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 10, 2010.

Marisa Timothy

Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 25, 2009~~10~~

CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District Board of Trustees to order on January 25, 2009 at 6:30 P.M.

ROLL CALL

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Roger Hiles, Yesenia Baltierra, Marisa Timothy; Lynne Netty of Macias, Gini & O'Connell.

ORAL COMMUNICATION

There was no oral communication 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 Miss Placentia/Yorba Linda Pageant where the Outstanding Teen, Miss Placentia, and Miss Yorba Linda were named. The event included a performance by the Little Sisters who received dance instruction from Librarian Nadia Dallstream. (Item 5)

Secretary DeVecchio met with Library Director Contreras to develop a semi-annual staff review of the Library Director form. He hopes to provide information in July with an opportunity for staff input.

Trustee Escobosa attended the Placentia Community Network meeting. She believes it is good to have a Library Board member active with the group and learned of community services available including the Friendly Center. She is proud of the Children's Department calendar that she received with her library event information and would like to recommend a music teacher for the STAR program.

Trustee Turner attended the Placentia Library Friends Foundation monthly meeting, the Adult Book Discussion at the library, and the first Play Reading started with the University Women Association. The group hopes that attendance will grow.

Trustee Wood had nothing to report. (Item 6)

PLFF REPORT

No report was given by the Placentia Library Friends Foundation. (Item 7)

CONSENT CALENDAR

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

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

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to amend the December 21, 2009 Minutes with corrections regarding Appointment of Board Representatives to read that Trustee Escobosa would serve as the representative at the Placentia Community Network meetings, with Secretary DeVecchio being the alternate.

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 December 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 December 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for December 2009
(Item 14)

Acquisitions Report for December 2009 (Item 15)

Entrepreneurial Activities Report for December 2009 (Item 16)

GENERAL CONSENT

Personnel Report for December 2009 (Item 17)

Circulation Report for December 2009 (Item 18)

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

STAFF REPORTS

Library Director's Report for December 2009 (Item 20)

Library Services Manager's Report for December 2009 (Item 21)
Children's Services Report for December 2009 (Item 22)

Literacy / Volunteer Services Report for December 2009 (Item 23)
Reference and Adult Services Report for December 2009 (Item 24)
Local History Room Report for December 2009 (Item 25)

Placentia Library Web Site & Technology Report for December 2009 (Item 26)

CONTINUING BUSINESS

POLICIES 2320, 4080, 4085, and 6040

Library Director Contreras presented the necessary updates and revisions on Placentia Library District's Policies 2320, 4080, 4085, and 6040 due to past motions of the Board. It was moved by Trustee Wood and seconded by Trustee Turner to approve the changes as listed on the Agenda Item 27 Staff Report and attachments. (Item 27)

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

POLICY 2110

Library Director Contreras presented information on PLD Policy 2110 and the current issue regarding the District's ancillary coverage with the Special District Risk Management Authority (SDRMA). Per SDRMA, the District must pay 100% premium for eligible employees, including part-time. The District has not been doing this, yet, rather has been paying a pro-rated amount per District policy. There was discussion regarding concerns of possibly discontinuing employee coverage and the additional cost to the District of $12,912 annually if the District chose to comply with SDRMA's requirement. Trustee Escobosa and Trustee Turner expressed that they want to see the coverage continued, with no interruption for employees. It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Contreras to re-negotiate with SDRMA regarding Ancillary Coverages and then call a Special meeting with the results. (Item 28)

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

It was moved by Trustee Turner and seconded by Trustee Wood to revise Policy 2110.1.1 and discontinue the required monthly co-pay of $54.00 from exempt employees. (Item 28)

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

NEW BUSINESS

FY 08-09 FINANCIAL AUDIT

Lynne Netty of Macias, Gini & O'Connell, operating as the Engagement Manager of the Fiscal Year 2008-2009 Financial Audit of Financial Transactions for the Placentia Library District, presented the draft reports. She commented that in general, the audit went faster than last year and resulted in an 'unqualified' or 'clean' opinion. She reviewed the Financial Statements, the SAS 114 Letter, the Management Letter, and the GANN letter. She reported two material findings regarding General Ledger discrepancies which related to differences between in-house and County bookkeeping differences. Also, she recommended that the GANN amounts be adopted by June 30th and amended to correct last year's number which was overstated by $22k. Lynne commented that overall, all information was great. She commended Acting Human Resources/Finance Analyst Yesenia Baltierra for doing a great job. (Item 29)

CALTAC Spring Workshop

Library Director Contreras presented information on the upcoming CALTAC Spring Workshop on March 13, 2020 at the Crowell Public Library in San Marino named "Telling You Library's Compelling Stories" with the cost of $18.00 per person. It was moved by Trustee Wood and seconded by Secretary DeVecchio to authorize travel to the CALTAC Spring Workshop and attendance by President Shkoler, Trustee Turner, and Library Director Contreras. (Item 30)

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

ADA RESTROOM RENOVATION

Acting Human Resources/Finance Analyst presented the payment of $18, 862.00 due to Dalke & Son Construction for the ADA restroom renovation project. As this was an unbudgeted expense to the FY 2009/2010 Budget, she recommended that funds be drawn from Fund 706. It was moved by Secretary DeVecchio and seconded by Trustee wood to authorize staff to pay the invoice in the amount of $18,862 to Dalke & Son Construction for the restroom renovation.: (Item 31)

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

MEETING ROOM FEE WAIVER REQUEST

Library Director Contreras presented information and a letter from the American Red Cross regarding their request to waive Meeting Room fees for blood drives. It was moved by Secretary DeVecchio and seconded by Trustee Wood to waive all Meeting Room fees for the American Red Cross with no limits: (Item 32)

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

AGENDA PREPERATION

Secretary DeVecchio requested that the Director Evaluation Form and Lobby Upholstery Improvement be placed on next meeting's agenda. (Item 33)

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on January 25, 2010 adjourned at 8:10 P.M.

NEXT MEETING

The next meeting will be on February 16, 2010 at 6:30 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: February 16, 2010

TYPE	DATE	CLAIM #	AMOUNT
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: February 16, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707			
NONE			
		TOTAL	**0**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Current Claims and Payroll**

DATE: February 16, 2010

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	02/16/10	5259	$ 9,289.07
707	02/16/10	5260	$ 1,217.74
707	02/16/10	5261	$ 2,479.63
707	02/16/10	5262	$ 3,146.84
707	02/16/10	5263	$ 2,766.90
707	02/16/10	5264	$ 924.84
707	02/16/10	5265	$ 2,026.70
707	02/16/10	5266	$ 1,251.84
707	02/16/10	5267	$ 3,763.27
707	02/16/10	5268	$ 1,062.58
707	02/16/10	5269	$ 948.12
707	02/16/10	5270	$ 360.36
707	02/16/10	5271	$46,185.02
Subtotal for Claims			*$75,422.91*

Payroll

On Demand Wire	03/02/10	#18	$40,000.00
On Demand Wire	03/16/10	#19	$40,000.00
On Demand Wire	03/30/10	#20	$40,000.00
Subtotal for Payroll			*$120,000.00*

TOTAL CURRENT CLAIMS & PAYROLL **$195,422.91**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/16/10
REPORT NO: 5259

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC5048	02-01-10	0309					
Special District Risk Management	0003776-IN				$ 390.39		
1112 I Street, Suite 300	02-01-10	0308					
Sacramento, CA 95814-2865	0003776-IN				$ 1,020.56		
	02-01-10	0310					
	0003776-IN				$ 282.53		
	02-01-10	1900					
	0003776-IN				$ 32.78		
	02-01-10	0319					
	0003776-IN				$ 173.89		
					$ 1,900.15		
VC5764	01-28-10	0200					
Union Bank of California PARS #6746022400	6746022400				$ 2,907.33		
Union Bank of California - PARS Trustee							
PO Box 85292							
San Diego CA 92186-5292							
VC8326	01-26-10	1900	0738				
Richards, Watson & Gershon	169453				$ 706.56		
355 South Grand Avenue							
Los Angeles, CA 90071-3101							
VC7820	01-31-10	1900	0742				
Robert Housley	2010-06PLD				$ 326.25		
4085 Larwin Avenue							
Cypress, CA 90630							
X08741	01-22-10	1800	0726				
OC Custom Vinyl Graphics & Signs	129454				$ 81.56		
17531 Willow Cr.							
Yorba Linda, CA 92886							
VC1426	01-13-10	1300					
Legacy Integrative Solutions	10752				$ 355.37		
1800 Studebaker Rd Suite 700							
Cerritos CA 90703							
VC4829	01-20-10	1900	0739				
Hoang Computer Services	00362				$ 1,000.00		
6765 Westminster Bl. Ste C-PMB 103	01-20-10	4000					
Westminster, CA 92683	00369				$ 2,011.85		
					$ 3,011.85		
				TOTAL REMITTANCE:	$ 9,289.07		

The claims listed above (totaling $9,289.07) 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: 02/16/10
REPORT NO: 5260

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC7955 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	01-07-10 201001-02	1900	0739		$ 5.00		
(needs vendor #) Automatic Storefront Service 4450 Schaefer Avenue Chino, CA 91710	08-27-09 0008688-IN	1400	0717		$ 87.00		
VC5233-2 AT&T Payment Center Sacramento, CA 95887-0001	01-17-10 714 528-1906 753 6	0700	0700		$ 252.46		
VC0059-4 Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6042	01-24-10 8000-9000-0652-5830	1803			$ 201.40		
VC6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	01-25-10 312083-9	2803			$ 638.88		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	01-01-10 71498	1300			$ 33.00		
				TOTAL REMITTANCE:	$ 1,217.74		

The claims listed above (totaling $1,217.74) 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: 02/16/10
REPORT NO: 5261

The County Auditor is authorized to draw these checks from:

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	12-07-09	2400	0760				
Baker & Taylor Books	4009127637				$ 18.99		
PO Box 277930	12-07-09	2400	0760				
Atlanta GA 30384-7930	4009167245				$ 332.60		
	12-07-09	2400	0760				
	4009166711				$ 16.44		
	12-08-09	2400	0760				
	4009136583				$ 13.34		
	12-08-09	2400	0760				
	4009136578				$ 63.61		
	12-08-09	2400	0760				
	4009136579				$ 41.95		
	12-08-09	2400	0760				
	4009136580				$ 20.59		
	12-08-09	2400	0760				
	4009136581				$ 41.96		
	12-08-09	2400	0760				
	4009136582				$ 32.88		
	12-08-09	2400	0760				
	4009136584				$ 96.13		
	12-08-09	2400	0760				
	4009136586				$ 42.16		
	12-08-09	2400	0760				
	4009136587				$ 150.77		
	12-08-09	2400	0760				
	4009136588				$ 51.87		
	12-08-09	2400	0760				
	4009136590				$ 9.92		
	12-08-09	2400	0760				
	4009136591				$ 198.46		
	12-08-09	2400	0760				
	4009136592				$ 17.81		
	12-08-09	2400	0760				
	4009136593				$ 19.56		
	12-08-09	2400	0760				
	4009136594				$ 13.34		
	12-08-09	2400	0760				
	4009136596				$ 100.06		
	12-09-09	2400	0760				
	4009119175				$ 158.32		
	12-09-09	2400	0760				
	4009119176				$ 730.34		
	12-09-09	2400	0760				
	4009119177				$ 60.53		
	12-09-09	2400	0760				
	4009119178				$ 248.00		
				TOTAL REMITTANCE:	$ 2,479.63		

The claims listed above (totaling $2,479.63) 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: 02/16/10
REPORT NO: 5262

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	12-09-09	2400	0760				
Baker & Taylor Books	4009119179				$ 383.86		
PO Box 277930	12-09-09	2400	0760				
Atlanta GA 30384-7930	4009119180				$ 99.12		
	12-09-09	2400	0760				
	4009119181				$ 174.89		
	12-09-09	2400	0760				
	4009119183				$ 19.68		
	12-09-09	2400	0760				
	4009119225				$ 245.31		
	12-09-09	2400	0760				
	4009119226				$ 58.67		
	12-09-09	2400	0760				
	4009119227				$ 19.09		
	12-09-09	2400	0760				
	4009119228				$ 129.71		
	12-09-09	2400	0760				
	4009119229				$ 353.89		
	12-09-09	2400	0760				
	4009119230				$ 265.39		
	12-09-09	2400	0760				
	4009119231				$ 489.34		
	12-09-09	2400	0760				
	4009119232				$ 65.21		
	12-12-09	2400	0760				
	4009124099				$ 18.29		
	12-12-09	2400	0760				
	4009152837				$ 24.32		
	12-14-09	2400	0760				
	4009145875				$ 54.88		
	12-14-09	2400	0760				
	4009181006				$ 14.30		
	12-15-09	2400	0760				
	4009141400				$ 202.79		
	12-15-09	2400	0760				
	4009141401				$ 335.44		
	12-15-09	2400	0760				
	4009141402				$ 64.09		
	12-15-09	2400	0760				
	4009141403				$ 70.17		
	12-15-09	2400	0760				
	4009142824				$ 19.68		
	12-15-09	2400	0760				
	4009142825				$ 19.12		
	12-15-09	2400	0760				
	4009142826				$ 19.60		
				TOTAL REMITTANCE:	$ 3,146.84		

The claims listed above (totaling $3,146.84) 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: 02/16/10
REPORT NO: 5263

The County Auditor is authorized to draw these checks from:

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	12-15-09	2400	0760				
Baker & Taylor Books	4009142827				$ 20.35		
PO Box 277930	12-15-09	2400	0760				
Atlanta GA 30384-7930	4009142828				$ 80.76		
	12-15-09	2400	0760				
	4009142829				$ 72.21		
	12-15-09	2400	0760				
	4009142830				$ 83.62		
	12-15-09	2400	0760				
	4009142831				$ 54.18		
	12-15-09	2400	0760				
	4009142832				$ 38.32		
	12-16-09	2400	0760				
	4009141387				$ 18.70		
	12-16-09	2400	0760				
	4009141390				$ 36.19		
	12-16-09	2400	0760				
	4009141391				$ 53.27		
	12-16-09	2400	0760				
	4009141392				$ 16.93		
	12-16-09	2400	0760				
	4009141393				$ 606.95		
	12-16-09	2400	0760				
	4009141394				$ 123.35		
	12-16-09	2400	0760				
	4009141395				$ 415.59		
	12-16-09	2400	0760				
	4009141396				$ 179.95		
	12-16-09	2400	0760				
	4009141397				$ 414.79		
	12-17-09	2400	0760				
	0000049718				$ 10.88		
	12-17-09	2400	0760				
	W30920730				$ 240.49		
	12-31-09	2400	0760				
	W33225980				$ 124.65		
	12-31-09	2400	0760				
	W34965480				$ 54.29		
	01-12-10	2400	0760				
	W32973090				$ 19.70		
	01-18-10	2400	0760				
	W36907850				$ 14.88		
	01-18-10	2400	0760				
	W35827720				$ 52.26		
	01-18-10	2400	0760				
	W36970420				$ 34.59		
				TOTAL REMITTANCE:	$ 2,766.90		

The claims listed above (totaling $2,766.90) 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: 02/16/10
REPORT NO: 5264

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	12-31-09	2400	0760				
Baker & Taylor Books	W35112840				$ 22.77		
PO Box 277930	01-12-10	2400	0760				
Atlanta GA 30384-7930	W35971070				$ 18.69		
	01-12-10	2400	0760				
	W35237600				$ 26.85		
	01-12-10	2400	0760				
	W36718910				$ 111.43		
	01-18-10	2400	0760				
	W37939940				$ 26.85		
	01-18-10	2400	0760				
	W37450940				$ 22.75		
	01-20-10	2400	0760				
	W37262680				$ 26.85		
	01-20-10	2400	0760				
	W36954750				$ 26.85		
	12-23-09	2400	0760				
	4009166388				$ 221.24		
	12-23-09	2400	0760				
	4009160420				$ 19.11		
	12-23-09	2400	0760				
	4009160421				$ 27.52		
	12-23-09	2400	0760				
	4009160422				$ 39.41		
	12-23-09	2400	0760				
	4009160423				$ 41.10		
	12-23-09	2400	0760				
	4009160424				$ 34.34		
	12-23-09	2400	0760				
	4009160426				$ 19.80		
	12-23-09	2400	0760				
	4009160427				$ 49.39		
	12-23-09	2400	0760				
	4009160428				$ 16.53		
	12-23-09	2400	0760				
	4009160429				$ 19.56		
	12-23-09	2400	0760				
	4009160430				$ 11.70		
	12-23-09	2400	0760				
	4009160432				$ 21.00		
	12-23-09	2400	0760				
	4009160433				$ 42.73		
	12-23-09	2400	0760				
	4009160434				$ 39.17		
	12-23-09	2400	0760				
	4009160435				$ 39.20		
				TOTAL REMITTANCE:	$ 924.84		

The claims listed above (totaling $924.84) 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: 02/16/10
REPORT NO: 5265

The County Auditor is authorized to draw these checks from:

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #		OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	12-23-09		2400	0760				
Baker & Taylor Books		4009160436				$ 43.23		
PO Box 277930	12-23-09		2400	0760				
Atlanta GA 30384-7930		4009160437				$ 21.35		
	12-23-09		2400	0760				
		4009166652				$ 39.47		
	12-23-09		2400	0760				
		4009166653				$ 25.71		
	12-23-09		2400	0760				
		4009166654				$ 33.39		
	12-23-09		2400	0760				
		4009166655				$ 27.93		
	12-23-09		2400	0760				
		4009166656				$ 51.99		
	12-23-09		2400	0760				
		4009166657				$ 17.85		
	12-23-09		2400	0760				
		4009166658				$ 428.01		
	12-23-09		2400	0760				
		4009166659				$ 227.76		
	12-23-09		2400	0760				
		4009166660				$ 239.73		
	12-23-09		2400	0760				
		4009166661				$ 19.60		
	12-23-09		2400	0760				
		4009166662				$ 177.94		
	12-23-09		2400	0760				
		4009166663				$ 69.01		
	12-23-09		2400	0760				
		4009166664				$ 37.02		
	12-23-09		2400	0760				
		4009166665				$ 334.72		
	01-04-10		2400	0760				
		4009170197				$ 17.81		
	01-04-10		2400	0760				
		4009170198				$ 19.60		
	01-04-10		2400	0760				
		4009170199				$ 35.59		
	01-04-10		2400	0760				
		4009170200				$ 17.79		
	01-04-10		2400	0760				
		4009170201				$ 75.26		
	01-04-10		2400	0760				
		4009170202				$ 44.32		
	01-06-10		2400	0760				
		4009192037				$ 21.62		
					TOTAL REMITTANCE:	$ 2,026.70		

The claims listed above (totaling $2,026.70) 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: 02/16/10
REPORT NO: 5266

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	01-06-10	2400	0760				
Baker & Taylor Books	4009192038				$ 20.97		
PO Box 277930	01-06-10	2400	0760				
Atlanta GA 30384-7930	4009192039				$ 20.97		
	01-06-10	2400	0760				
	4009192040				$ 22.00		
	01-06-10	2400	0760				
	4009192041				$ 25.74		
	01-06-10	2400	0760				
	4009192043				$ 40.01		
	01-06-10	2400	0760				
	4009192044				$ 41.29		
	01-06-10	2400	0760				
	4009192045				$ 71.42		
	01-06-10	2400	0760				
	4009192046				$ 11.88		
	01-06-10	2400	0760				
	4009192047				$ 25.68		
	01-06-10	2400	0760				
	4009192048				$ 67.40		
	01-06-10	2400	0760				
	4009192049				$ 102.96		
	01-06-10	2400	0760				
	4009192050				$ 99.61		
	01-06-10	2400	0760				
	4009192051				$ 35.26		
	01-06-10	2400	0760				
	4009192052				$ 26.04		
	01-06-10	2400	0760				
	4009192053				$ 77.26		
	01-06-10	2400	0760				
	4009192054				$ 14.62		
	01-06-10	2400	0760				
	4009192055				$ 47.54		
	01-06-10	2400	0760				
	4009192056				$ 143.87		
	01-06-10	2400	0760				
	4009192057				$ 15.89		
	01-06-10	2400	0760				
	4009192058				$ 37.32		
	01-06-10	2400	0760				
	4009192059				$ 166.37		
	12-22-09	2400	0760				
	0000049771				$ 10.88		
	12-21-09	2400	0760				
	4009198322				$ 126.86		
				TOTAL REMITTANCE:	$ 1,251.84		

The claims listed above (totaling $1,251.84) 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: 02/16/10
REPORT NO: 5267

The County Auditor is authorized to draw these checks from:

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	12-23-09	2400	0760				
Baker & Taylor Books	4009148952				$ 69.88		
PO Box 277930	12-28-09	2400	0760				
Atlanta GA 30384-7930	4009210044				$ 5.26		
	12-31-09	2400	0760				
	4009192171				$ 30.39		
	01-04-10	2400	0760				
	4009220264				$ 45.61		
	01-11-10	2400	0760				
	4009233436				$ 431.98		
	01-08-10	2400	0760				
	4009198290				$ 582.40		
	01-08-10	2400	0760				
	4009198291				$ 49.94		
	01-08-10	2400	0760				
	4009198292				$ 84.25		
	01-08-10	2400	0760				
	4009198293				$ 152.47		
	01-08-10	2400	0760				
	4009198295				$ 391.85		
	01-08-10	2400	0760				
	4009198296				$ 34.19		
	01-08-10	2400	0760				
	4009198573				$ 40.02		
	01-08-10	2400	0760				
	4009198574				$ 19.73		
	01-08-10	2400	0760				
	4009198575				$ 138.64		
	01-08-10	2400	0760				
	4009198576				$ 45.81		
	01-08-10	2400	0760				
	4009198577				$ 48.47		
	01-08-10	2400	0760				
	4009198578				$ 455.66		
	01-08-10	2400	0760				
	4009198579				$ 327.61		
	01-08-10	2400	0760				
	4009198580				$ 279.91		
	01-08-10	2400	0760				
	4009198581				$ 131.13		
	01-08-10	2400	0760				
	4009198582				$ 74.49		
	01-08-10	2400	0760				
	4009198583				$ 107.06		
	01-08-10	2400	0760				
	4009198584				$ 216.52		
				TOTAL REMITTANCE:	$ 3,763.27		

The claims listed above (totaling $3,763.27) 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: 02/16/10
REPORT NO: 5268

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	01-08-10	2400	0760				
Baker & Taylor Books	4009198585				$ 14.62		
PO Box 277930	01-08-10	2400	0760				
Atlanta GA 30384-7930	4009198587				$ 21.32		
	01-15-10	2400	0760				
	4009215886				$ 22.37		
	01-15-10	2400	0760				
	4009215887				$ 18.73		
	01-15-10	2400	0760				
	4009215888				$ 15.23		
	01-15-10	2400	0760				
	4009215889				$ 20.97		
	01-15-10	2400	0760				
	4009215890				$ 76.23		
	01-15-10	2400	0760				
	4009215891				$ 20.99		
	01-15-10	2400	0760				
	4009215892				$ 42.59		
	01-15-10	2400	0760				
	4009215893				$ 120.14		
	01-15-10	2400	0760				
	4009215894				$ 71.99		
	01-15-10	2400	0760				
	4009215895				$ 15.81		
	01-15-10	2400	0760				
	4009215896				$ 59.59		
	01-15-10	2400	0760				
	4009215897				$ 59.59		
	01-15-10	2400	0760				
	4009215898				$ 8.59		
	01-15-10	2400	0760				
	4009215899				$ 12.54		
	01-15-10	2400	0760				
	4009215900				$ 57.84		
	01-15-10	2400	0760				
	4009215901				$ 253.51		
	01-15-10	2400	0760				
	4009215902				$ 23.47		
	01-15-10	2400	0760				
	4009215903				$ 18.13		
	01-15-10	2400	0760				
	4009215904				$ 29.24		
	01-15-10	2400	0760				
	4009215905				$ 47.02		
	01-18-10	2400	0760				
	4009248325				$ 32.07		
				TOTAL REMITTANCE:	$ 1,062.58		

The claims listed above (totaling $1,06258) 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: 02/16/10
REPORT NO: 5269

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4	01-20-10	2400	0760				
Baker & Taylor Books	4009219447				$ 18.29		
PO Box 277930	01-21-10	2400	0760				
Atlanta GA 30384-7930	4009233413				$ 23.57		
	01-21-10	2400	0760				
	4009233414				$ 141.89		
	01-21-10	2400	0760				
	4009232404				$ 16.51		
	01-21-10	2400	0760				
	4009232405				$ 20.32		
	01-21-10	2400	0760				
	4009232406				$ 39.41		
	01-21-10	2400	0760				
	4009232407				$ 19.68		
	01-21-10	2400	0760				
	4009232408				$ 7.75		
	01-21-10	2400	0760				
	4009232409				$ 14.60		
	01-21-10	2400	0760				
	4009232410				$ 113.13		
	01-21-10	2400	0760				
	4009232411				$ 33.78		
	01-21-10	2400	0760				
	4009232412				$ 13.34		
	01-21-10	2400	0760				
	4009232413				$ 30.67		
	01-21-10	2400	0760				
	4009232414				$ 39.38		
	01-21-10	2400	0760				
	4009232415				$ 31.02		
	01-21-10	2400	0760				
	4009232416				$ 19.70		
	01-21-10	2400	0760				
	4009232417				$ 166.56		
	01-21-10	2400	0760				
	4009232418				$ 99.60		
	01-21-10	2400	0760				
	4009232419				$ 41.92		
	01-21-10	2400	0760				
	4009232421				$ 37.44		
	01-21-10	2400	0760				
	4009232422				$ 19.56		
					$ 948.12		
				TOTAL REMITTANCE:	$ 948.12		

The claims listed above (totaling $948.12) 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: 02/16/10
REPORT NO: 5270

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC0615-2	01-19-10	2400	0760				
Random House	1088126431				$ 76.13		
Dept 0919 PO Box 120001	01-05-10	2400	0760				
Dallas TX 75312-0919	1088057476				$ 94.61		
					$ 170.74		
VC-2993	12-29-09	2400	0760				
Midwest Tape	2076399				$ 1.25		
PO Box 820							
Holland OH 43528							
VC0679-1	12-28-09	2400	0760				
Recorded Books, LLC	4726702				$ 80.70		
P.O. Box 64900	01-11-10	2400	0760				
Baltimore, MD 21264-4900	4744672				$ 107.67		
					$ 188.37		
				TOTAL REMITTANCE:	$ 360.36		

The claims listed above (totaling $360.36) 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: 02/16/10
REPORT NO: 5271

The County Auditor is authorized to draw these checks from:

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC0000007198	02-03-10	2801					
City of Placentia	59405				$ 34,062.96		
401 East Chapman Ave.	02-03-10	0700	0701				
Placentia, CA 92870	59405				$ 121.85		
	02-03-10	1400	0712				
	59405				$ 9,632.16		
	02-03-10	1400	0712				
	59405				$ 684.55		
					$ 44,501.52		
VC5077-2	02-03-10	1900	0742				
Macias, Gini & O'Connell	4726702				$ 1,683.50		
3000 S Street, Suite 300							
Sacramento, CA 95816							
				TOTAL REMITTANCE:	$ 46,185.02		

The claims listed above (totaling $46,185.02) 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** 03/02/2010

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 #18

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** 03/16/2010

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 #19

Description: Placentia Library District's Payroll.

Department / Agency

Contact: Trinh Jeanette Contreras
Name and Title

(714) 528-1925 Phone Number | (714) 579-1082 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** 03/30/2010

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 #20

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)

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: February 16, 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						0.00	0.00
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 January 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: February 16, 2010

Summary of Cash and Investments as of January 31, 2010

Cash with Orange County Treasurer Fund 702	12,780.51
Cash with Orange County Treasurer Fund 703	12,176.17
Cash with Orange County Treasurer Fund 706	175,338.50
Cash with Orange County Treasurer Fund 707	1,108,710.55
Cash with Orange County Treasurer Fund 708	11,881.34
County Exempt Checking – Bank of the West	46,558.33
County Exempt Savings – Bank of the West	82,651.44
General Fund Checking – Bank of the West	83,538.78
General Fund Savings – Bank of the West	134,479.16
Literacy Fund Savings – Bank of the West	14,410.04
Payroll Checking – Wells Fargo Bank	138,503.06
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
January 31, 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	9,433	27,327	25.7%
	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 & PROP'Y						
	6610	Interest	21,800	5,918	15,882	27.1%
INTERGOVERNMENTAL REVENUES						
	6690	State - Homeowners Property Tax Relief	14,320	7,726	6,594	53.9%
	6970	State - Other	20,000	-	20,000	0.0%
MISCELLANEOUS REVENUES						
	7670	Miscellaneous Revenue (Local Revenue)	99,388	45,985	53,403	46.3%
		Passports	40,000	41,781	-1,781	104.5%
		Impact Fees	0	47,528	-47,528	100.0%
	7680	6-MO Expired (Outlawed) Checks	0	-	0	100.0%
		TOTALREVENUES FY 09/10:	1,908,580	1,241,114		65.0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
January 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,029,376	501,294	0.49	$528,082
0200	Retirement	110,000	68,164	0.62	$41,836
0301	Unemployment Insurance	5,000	5,140	1.03	-$140
0306	Health Insurance	100,900	67,076	0.66	$33,824
0308	Dental Insurance	13,000	6,888	0.53	$6,112
0309	Life Insurance	11,000	2,733	0.25	$8,267
0310	AD & D Insurance	7,000	1,886	0.27	$5,114
0319	Vision Insurance	4,000	1,171	0.29	$2,829
0350	Workers' Compensation Insurance	10,000	4,325	0.43	$5,675
	TOTAL	$1,290,276	$658,678	0.51	$631,598
SERVICES & SUPPLIES					
0700	Communications	10,000	6,755	0.68	$3,245
0900	Food	1,300	488	0.38	$812
1000	Household Expenses	9,000	3,871	0.43	$5,129
1100	Library Insurance	13,000	13,338	1.03	-$338
1300	Maintenance, Equipment	30,000	11,058	0.37	$18,942
1400	Maintenance, Buildings & Improvements	17,197	50,493	2.94	-$33,296
1600	Memberships	1,500	4,518	3.01	-$3,018
1800	Office Expenses	40,000	21,411	0.54	$18,589
1803	Postage	5,000	3,168	0.63	$1,832
1900	Prof./Specialized Services	134,000	66,884	0.50	$67,116
1912	Investment Administrative Fees	2,000	463	0.23	$1,537
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	83,209	0.52	$77,098
2600	Transportation & Travel	2,000	1,360	0.68	$640
2700	Meetings	5,000	2,813	0.56	$2,187
2800	Utilities	80,000	11,978	0.15	$68,022
	TOTAL	$586,304	$303,224	0.52	$283,080
OTHER CHARGES					
3700	Taxes and Assessments	$7,000	$0	0.00	$7,000
	OPERATING EXPENSES	**$1,876,580**	**$961,901**	**0.51**	**$914,679**
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**	**$961,901**		**$946,679**
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	$18,960	0.10	$178,308
708-	Unused Sick Leave Payoff Reserve	$12,075	$0	0.00	$12,075

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

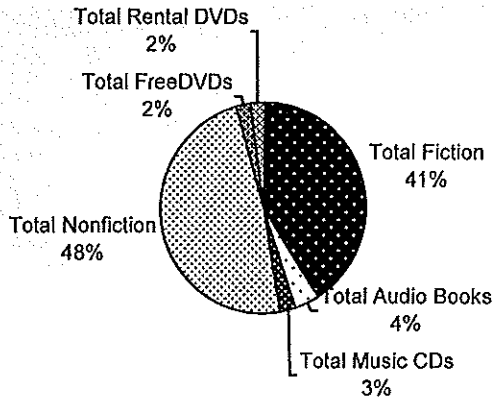
FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Acquisitions Report for Fiscal Year 2009 – 2010 Through the Month of January 2010

DATE: February 16, 2010

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

	Amount	Titles	Volumes
Total Fiction	$38,609	2,532	3,182
Total Non-Fiction	$45,669	1,744	2,821
Total Music CDs	$2,556	135	138
Total Audio Books	$3,659	49	49
Total Free DVDs	$2,222	78	78
Total Rental DVDs	$1,996	74	74
TOTAL MATERIALS	$94,711	4,613	6,342



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 JANUARY 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	$16,413	974	1,186	$0	0	0	$16,413	974	1186	$741	27	27	$17,155	1,001	1,213
Adult Circulating Non-Fiction	$25,919	1,163	1,184	$0	0	0	$25,919	1163	1184	$665	27	27	$26,584	1,190	1,211
Adult Reference	$646	14	14	$0	0	0	$646	14	14	$265	3	3	$911	17	17
Adult magazines	$6,026	126	1,167	$0	0	0	$6,026	126	1167	$0	0	0	$6,026	126	1,167
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	$35,890	1304	2365	$0	0	0	$35,890	1304	2365	$930	30	30	$36,821	1334	2395
TOTAL ADULT PRINT MATERIALS	$52,303	2278	3551	$0	0	0	$52,303	2278	3551	$1,672	57	57	$53,975	2335	3608
Adult Music CDs	$2,212	119	119	$0	0	0	$2,212	119	119	$360	24	24	$2,572	143	143
Adult Audio Books	$3,659	49	49	$0	0	0	$3,659	49	49	$0	0	0	$3,659	49	49
Adult Free DVDs	$1,602	50	50	$0	0	0	$1,602	50	50	$0	0	0	$1,602	50	50
Adult Rental DVDs	$1,326	48	48	$0	0	0	$1,326	48	48	$130	8	8	$1,456	56	56
TOTAL ADULT NON-PRINT MATERIALS	$8,799	266	266	$0	0	0	$8,799	266	266	$490	32	32	$9,289	298	298
TOTAL ADULT MATERIALS	$61,102	2544	3817	$0	0	0	$61,102	2,544	3,817	$2,162	89	89	$63,264	2,633	3,906
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	$78	4	6	$6,502	508	526
Total Juvenile Fiction	$22,196	1,558	1,996	$0	0	0	$22,196	1558	1996	$88	5	7	$22,283	1,563	2,003
Juvenile Circulating Non-Fiction	$6,612	316	326	$0	0	0	$6,612	316	326	$303	16	16	$6,915	332	342
Young Adult Circulating Non-Fiction	$1,690	79	80	$0	0	0	$1,690	79	80	$0	0	0	$1,690	79	80
Juvenile Reference	$456	28	28	$2,060	158	158	$2,516	186	186	$0	0	0	$2,516	186	186
Juvenile Magazines	$622	16	22	$0	0	0	$622	16	22	$0	0	0	$622	16	22
Juvenile on-line databases	$399	1	0	$0	0	0	$399	1	0	$0	0	0	$399	1	0
Total Juvenile Non-Fiction	$9,779	440	456	$2,060	158	158	$11,839	598	614	$303	16	16	$12,142	614	630
TOTAL JUVENILE PRINT MATERIALS	$31,975	1,998	2,452	$2,060	158	158	$34,035	2,156	2,610	$391	21	23	$34,426	2,177	2,633
Juvenile Music CDs	$343	17	19	$0	0	0	$343	17	19	$0	0	0	$343	17	19
Juvenile Audio Books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
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	$1,634	71	73	$0	0	0	$1,634	71	73	$0	0	0	$1,634	71	73
TOTAL JUVENILE MATERIALS	$33,609	2069	2525	$2,060	158	158	$35,669	2227	2683	$391	21	23	$36,060	2248	2706
Total Fiction	$38,609	2,532	3,182	$0	0	0	$38,609	2532	3182	$829	32	34	$39,438	2,564	3,216
Total Non-Fiction	$45,669	1,744	2,821	$2,060	158	158	$47,730	1902	2979	$1,233	46	46	$48,963	1948	3025
Total Music CDs	$2,556	136	138	$0	0	0	$2,556	136	138	$360	24	24	$2,916	160	162
Total Audio Books	$3,659	49	49	$0	0	0	$3,659	49	49	$0	0	0	$3,659	49	49
Total Free DVDs	$2,222	78	78	$0	0	0	$2,222	78	78	$0	0	0	$2,222	78	78
Total Rental DVDs	$1,996	74	74	$0	0	0	$1,996	74	74	$130	8	8	$2,126	82	82
TOTAL MATERIALS	$94,711	4613	6342	$2,060	158	158	$96,771	4771	6500	$2,553	110	112	$99,324	4881	6612

Outstanding Orders as of January 2010

General Fund	Adopt-a-book	TOTAL
$13,572	$178	$13,750

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

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

DATE: February 16, 2010

January 2010 Net Revenue Summary

			YTD	YTD
	Jan-10	Jan-09	2009-2010	2008-2009
Passport	6,217.00	4,740.00	35,626.00	23,390.00
Passport Photos	1,130.00	290.00	6,155.00	3,910.00
Test Proctor	250.00	0.00	1,950.00	660.00
Total	7,597.00	5,030.00	43,731.00	27,960.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: **Personnel Report for January 2010**

DATE: February 16, 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: February 16, 2010

MONTHLY STATISTICS

January 2010

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jan 10.	Jan 09.		2009-10	2008-09	% change
NEW PATRON REGISTRATIONS	400	506		2,671	2,280	14.6%
TOTAL CIRCULATION	17,312	19,367		125,527	101,494	4.1%
ATTENDANCE	24,243	23,477		173,764	117,176	32.6%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	436	620	588	540	664	2,848
10:00	0	490	592	546	662	728	3,018
11:00	0	520	648	568	730	816	3,282
12:00	0	540	588	550	548	1,504	3,730
1:00	1,420	596	572	710	742	1,606	5,646
2:00	1,524	612	742	724	630	1,204	5,436
3:00	1,230	896	1,038	1,012	930	1,110	6,216
4:00	1,182	948	1,024	938	942	1,270	6,320
5:00	0	892	1,082	1,108	862	0	3,944
6:00	0	874	766	774	936	0	3,350
7:00	0	636	550	678	684	0	2,548
8:00	0	490	508	530	620	0	2,148
Total/Day	5,356	7,930	8,746	8,726	8,826	8,902	
							Grand Total 24,243

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	0	9	9
10:00	0	0	0	0	0	9	9
11:00	0	0	0	0	0	11	11
12:00	0	0	0	0	0	14	14
1:00	14	0	0	0	0	13	27
2:00	12	0	0	0	0	10	22
3:00	13	0	8	9	10	8	48
4:00	7	5	5	8	6	4	35
5:00	0	4	3	8	7	0	22
6:00	0	3	3	8	5	0	19
7:00	0	4	2	5	5	0	16
8:00	0	2	1	3	4	0	10
Total/Day	46	18	22	41	37	78	
							Grand Total 242

STAFF ACTIVITY

Jan 02, 2010-Meeting with Beatrice Quintanar to discuss Library Policy.
Jan 04, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
Jan 06, 2010-Meeting with Jesus Diaz to discuss evaluation.
Jan 06, 2010-Meeting with Laura Cabaruvias to discuss Library Policy.
Jan 07, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.
Jan 11, 2010-Meeting with Larry Cummings to discuss evaluation.
Jan 11, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
Jan 14, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.
Jan 14, 2010-Meeting with Laura Mitchell to discuss evaluation.
Jan 20, 2010-Meeting with Shawn Robison to discuss Library Policy.
Jan 21, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
Jan 25, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.
Jan 28, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

ONGOING PROJECTS

Jan 18-Submitted Direct Loans to Yesenia Baltierra.
Jan 11-Examined all the fire extinguishers in the library to be sure they were up to date.

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: February 16, 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: February 16, 2010

ADDS:
① DVD Rentals – monies used to 1,769
3,850
profit $2,000 so-far for this FY (@$50/mo.)
RH- circ up on free DVD's
② Facilities Maint. Tech 31,500/yr.
no benefits
savings about 68%
$30K market rate
re: $6K – cost w/ Edgar

Accomplishments

- Assisted the Placentia Library Friends Foundation (PLFF) in finalizing logistics and promotion details for the upcoming Author's Luncheon fundraising event.
- Worked with the Acting Human Resources/Finance Analyst on the health insurance benefits.
- Secured $6,125 from the PLFF for library programs.
- Procured and supervised volunteers from El Dorado High School Get Active during the Snow Day program.

Community / Outreach

- Rotary Club of Placentia weekly meetings – January 27th, February 3rd & 10th.
- Rotary Speech Contest Judge – February 10th.
- St. Joseph Catholic School Catholic School Week – January 27th.
- General Membership Chamber of Commerce Breakfast – January 28th.
- Placentia Roundtable Women's Club – February 3rd.

Training/Workshop/Conferences

- Library Services Technology Act (LSTA) Webinar – January 27th.

Meetings

- All Staff Meeting – January 26th.
- Manager's – December 9th & 29th.
- Library Board of Trustees Meeting – January 25th & February 10th (Special Meeting)
- Get Active (El Dorado High School Interact) – February 11th.
- Author's Luncheon – January 22nd, February 5th & 12th.
- PLFF – February 8th.
- Luncheon Meeting with Special Library District Directors – January 28th.
- Health Insurance Brokers – February 2nd, 4th, 8th & 9th.

Projects in Progress

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

I also attended the Snow Day and Lunar New Year programs on January 30th and February 6th respectively.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Roger Hiles, Library Services Manager

SUBJECT: Library Services Manager Report for January 2010

DATE: **FEBRUARY 16, 2010**

Activities Report:

Achievements

Set up Twitter and Facebook accounts for the PLFF, posted photos of the 2009 Authors' Luncheon on both, and added links for these to the Library's website.

Trained history room librarian on adding metadata on new hosting platform used for historic photographs.

Completed 2008-2009 comparative circulation report.

Attended training on the World Book Online product along with the Children's and Adult Services staff.

Projects in Progress

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

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

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

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.

Computer infrastructure – Awaiting the 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 – Due to requirement that lab computers run legacy software, am again revising the computer plan for the lab.

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: February 2010.

Meetings

- I chaired Human Library meetings on January 20, January 27 and February 3.

I attended the Trustees meeting on January 25

I attended the Library staff meeting on January 26

I chaired the Adult Services Staff meeting on January 27.

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 January 2010

DATE: February 16, 2010

MONTHLY STATISTICS

Phone reference	37
In person reference/research	591
Total	628

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	2	52
Preschool Story Times I & II: 3-6 years	4	75
Pocket Tales: Stories, music, and movement.	2	36
Read to the Dogs	1	12
P-TAC Meetings	1	12
Family Game Day	1	32
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	25
Super S.T.A.R.	1	12
1/14 Ivy Crest Montessori School Tours Grades K-2 and 3-6	2	46
1/30 Snow Day	1	250
Total January 2010	**16**	**552**
Total January 2009	**24**	**609**

Current FY to date	**177**	**5,658**
Previous FY to date	**97**	**4,985**

Achievements:

- Snow Day was a successful event, with a story and craft in the library, followed by snow activities outside the library. Teen volunteers and P-TAC members assisted with this program.
- Brenda Ramirez conducted tours and read a story to classes visiting the library and civic center from Ivy Crest Montessori school.
- The children's department presented a snow themed display in the library's display case.
- Lori Worden attended a program thanking community workers at St. Joseph's school in Placentia on January 27.
- Lori Worden attended the Performer's Showcase presented by SCLC on January 28 in Yorba Linda. Lori also attended the Children's SCLC meeting on January 14 at Yorba Linda Public Library.
- Coleen Wakai hosted the YA SCLC meeting here on January 21.
- Lori Worden attended the Miss Placentia/ Miss Yorba Linda event on January 16, and assisted with Rotary snack sales to benefit students at El Dorado High School.
- Storytimes resumed the third week of January, to allow for staff planning time.
- Brenda Ramirez, Coleen Wakai, and Lori Worden attended a Children's staff meeting on January 12.

In Progress:

- Children's staff made plans for upcoming events, including Lunar New Year, Teen Café, and the Valentine's Day crafts programs in February.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers

SUBJECT: Literacy / Volunteer Report for January, 2010

DATE: February 16, 2010

MONTHLY STATISTICS

Volunteer Hours:	
History Room	35 hrs
PLFF	502 hrs
Library (General)	208 hrs
Technical	12 hrs
Homework Club	111 hrs
H.I.S. House Homework club	0 hrs*
Tutors (Adult Literacy)	63 hrs
Total:	931 hrs

**HIS House Homework club has been continuing on-going with staffing from HIS House. Two new volunteers will start on Feb. 1.*

Achievements

-Two new volunteers for HIS House were located and will start on Feb. 1.
-The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
-Led the January adult book discussion about "Olive Kitteridge".
-Coordinated a Spanish language program about living well with diabetes.
-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 6 exams for distance learning students.
-Provided adult volunteers for the Jan. 30 snow day event.
-Agreed to mentor an intern from CSUF.

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 January 2010

DATE: FEBRUARY 16, 2010

MONTHLY STATISTICS

Reference Desk Activity

Phone reference:	369
In person reference/research:	1287
Guest passes:	26
E-mail reference/research:	0
Electronic: databases/Internet/catalog instruction:	42
Electronic: public computers (desktops):	3059
express Internet stations (laptops):	2159
Technology: computer/printer questions or troubleshooting:	834
In library use: ready reference:	15
In library use (cleanup):	3639

ACHIEVEMENTS

- ***Gary Bell*** led the February book discussion (**The Soloist** by Steve Lopez). Nine people attended.
- ***Gary Bell*** co-ordinated and hosted the February Play Reading Program (**Antigone** by Sophocles). Nine people attended.
- ***Nadia Dallstream*** put a new display of books into the book trough for Martin Luther King, Jr. Day.
- ***Nadia Dallstream*** put a new display of books into the book trough for the "Explore Africa" program.
- ***Kathy Staymates*** completed a display for the "Explore Africa" program.
- ***Kathy Staymates*** completed a display for the "2010 PLFF Authors' Luncheon".
- ***Kathy Staymates*** completed a bibliography on Ansel Adams for the art bulletin board.

- ***Toby Silberfarb*** continues to coordinate the Tech Volunteer Program. Three volunteers continue to assist patrons on Wednesday evenings.

IN PROGRESS

- ***Gary Bell*** is 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)
- ***Nadia Dallstream*** continues to be cross-trained for tasks in Acquisitions and Technical Services.
- ***Nadia Dallstream*** is preparing for February 18th "Explore Africa" program.
- ***Katie Matas*** is preparing for a special "Author's Luncheon" Book Discussion on February 23, 2010, of **The Teacher Who Couldn't Read** by John Corcoran.
- ***Kathy Staymates*** is preparing for the March 9th Book Discussion of The Zookeeper's Wife.
- ***Kathy Staymates and Nadia Dallstream*** are working on the Adult Summer Reading Program.
- ***Kathy Staymates, Nadia Dallstream, and Roger Hiles*** are 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 January 2010

DATE: **February 16, 2010**

MONTHLY STATISTICS

Visitors to History Room in January, 2009	12
Visitors to History Room in January, 2010	8
Volunteer Hours, January 2010	35
Intern Hours	0

Accomplishments:

- I co-hosted, with Jean Turner our first play reading in the History Room, with members of the American Association of University Women. Other readers were myself, Marnie Crossen Bell and Jeanette Contreras, Library Director. The play was **Dead Man's Cell Phone** by Sarah Ruhl.
- Progress continues on our DVD project with many pictures selected and captioned. These will eventually be edited down to a manageable amount to be contained within a forty minute time frame.
- Pictures from Content DM are being migrated to Flickr and data transferred from one to the other for economic reasons.
- City Hall's history wall and display are nearing completion with the history room's sources providing much of the materials involved.
- Documents weeded from the Reference section pertaining to the City or the School district were accessioned for the History Room archives.
- Photo albums continue to be audited for proper identification, sequential numbering and eventual listing on Excel programs. The tireless efforts of Marie Schmidt, Pat Irot and Pat Jertberg, along with staff, are invaluable in this project.

Activity:

- Discards of Virginia carpenter's book, **A Child's History of Placentia**, are now in the History Room, with consideration given for school distribution and use.
- Archives of the Placentia Round Table Women's Club are still being used by the group's members for its ongoing history.
- Additional photographs were obtained from Norm Eckenrode for the archives.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for January 2010

DATE: February 16, 2010

MONTHLY STATISTICS

Online database usage:

	January 2010	January 2009	Y-T-D 2009-10	Y-T-D 2008-9	Y-T-D % change
Ancestry.com (not renewed for 2010)	0	247	4,943	1,055	369%
General Reference Center	798	15	2,906	142	1946%
Newsbank	55	13	274	598	-54%
Heritage Quest	460	693	8,744	11,660	-25%
Learning Express	0	24	52	125	-58%
Novelist	28	21	321	117	174%
Worldbook (began 12/2009)	17	0	27	0	NA
Tumblebooks	584	115	2,157	1,790	21%
Valueline (Statistics for fy2009/10 begin with Dec. 2009. July-Nov are unavailable.)	51	145	186	685	-73%
Reference USA	100	18	608	247	59%
	2093	**1291**	**20,218**	**16,419**	**23%**

Website traffic for January 2010:
In January 2010 we had 17,675 visitors to our website. In January 2010 there were 39,282 page hits. Last year we had 16,836 visitors and 45,467 page hits in January.

STAFF ACTIVITY

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

ONGOING PROJECTS

- 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: **Employee of the Quarter Presentation**

DATE: February 16, 2010

President Al Shkoler will present the Employee of Quarter Award to Lori Worden, Children's Librarian II, for the 2nd Quarter (October – December 2009). She will receive a framed certificate and a $200.00 check from the Placentia Library Friends Foundation.

Lori has been with the Placentia Library District over a year and during this time, the children's department has experienced a significant increase in activities, including the number of programs offered, program attendance, circulation and visitations. The increase is as much as over 50% compared to last fiscal year.

During this nomination quarter (October—December 2009), Lori continued to bring much success to the library. Her accomplishments include:

Camp Library — Program made the front page of the Placentia Times. Over 50 people attended and well over 10 volunteers assisting, including six that stayed overnight.

Super STAR — ABC News World Tonight came out to cover the autistic program. Though Lori was reluctant to have a news crew come out to film the program, she nevertheless followed the Director's instruction and performed beautifully on camera. The program was spotted on ABC's December segment.

Winter Wonderland — Worked with other departments to procure assistance for the program, including a clerk to be Santa Claus. Also coordinated efforts with others to secure a Santa suit to be used for future programs.

School Visits — Contacted schools to invite them to tour the library. In October and December nearly 200 students, teachers and parents were given a tour and information about the library.

Halloween Celebration — Library hosted a haunted house for the first time and had over 100 people participate in the celebration.

Ronald McDonald Visit — Secured Ronald McDonald to visit the library and read stories to families. Seventy-five people attended.

Leadership — Encouraged staff to take on new responsibilities and programs, including teen book discussions and Snow Day. Programs will be held after the nomination period.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Employee of the Quarter Program**

DATE: February 16, 2010

M1 PD
M2 GW
all

include all non-mgmnt employees

BACKGROUND

The Employee of the Quarter Program was first presented to the Library Board of Trustees at the September 29, 2008 meeting. The decision to move forward with the program to recognize an outstanding employee was made at the December 15, 2008 Library Board of Trustees meeting.

Since the implementation of the program, four non-exempt employees have been honored for their distinguished services and dedication to the community, including Librarians, a Library Assistant and a Library Clerk. Management continues to receive high praises and nominations for the Administrative Assistant. The position is critical to the professional and positive image of the Placentia Library District and represents the library in many respects. This non-exempt classification is currently not eligible for the award.

Management would like to request the Library Board of Trustees to consider the inclusion of the Administrative Assistant position, eligible for the Employee of the Quarter Award program.

Attachment A is the Employee of the Quarter Nomination Form.

RECOMMENDATION

Authorize a change in eligibility from "non-exempt employees" to "non-management employees" to include the Administrative Assistant classification.

open to -
JC - Facilities Maintenance Position
and
Admin Asst.

JT Attmnt A correction.

Passport to Progress

Employee of the Quarter Nomination Form

Quarter Nominating	Dates Covered	Due Date
1st Quarter ☐	July — September	October 15
2nd Quarter ☐	October — December	January 15
3rd Quarter ☐	January — March	April 15
4th Quarter ☐	April — June	July 15

Employees of the Placentia Library District are encouraged to nominate staff members in recognition of outstanding service to our patrons and coworkers. The program recognizes employees for outstanding accomplishments and/or contributions to the Library's mission. All **non-management (formerly non-exempt)** employees of the Placentia Library District are eligible for nomination. An employee can win the award only once in a year. Self-nominations will The final selection of the Employee of the Quarter will be made by the Library Director and the Library Management Team.

The employee selected for the award will receive recognition for excellent service, the "Employee of the Quarter" parking space for one quarter, and $200 cash provided by the Placentia Library Friends Foundation.

Name & Title of Nominee: _____

Nominee's Supervisor Name & Email: _____

Reasons for Nomination. Some criteria include: superior performance, innovative improvements, community service, teamwork, and savings to the Library and/or demonstration of the Library's core values. Please be specific and limit to two pages.

_____

_____

_____

_____

_____

_____

Nominator's Name: _____ Date: _____

Signature: _____

This nomination is accurate to the best of my knowledge.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

M1 GW
M2 JT all

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Memorandum of Agreement (MOA) between the Placentia Library Friends Foundation (PLFF) and the Placentia Library District**

DATE: February 16, 2010

BACKGROUND

On November 13, 2007, the Placentia Library District and PLFF signed a MOA. The MOA contains the following information:

- Introduction
- Mission/Purpose
- Programs
- Fundraising
- PLFF's Responsibilities
- Library's Responsibilities
- PLFF Board of Directors/Library Representations
- Relationship Between the Library Director and PLFF
- General
- Amendments

Amendments were presented and approved at the January 25, 2010 Library Board of Trustees. PLFF has also reviewed and approved the amendments.

The revised MOA will need to be signed by PLFF, President Shkoler and Library Director Contreras.

Attachment A is the approved MOA.

RECOMMENDATION

Authorize President Shkoler and Director Contreras to sign the MOA based on changes approved by the Library Board of Trustees at the January 25, 2010 meeting and accepted by PLFF.

MEMORANDUM OF AGREEMENT
Placentia Library Friends Foundation
Placentia Library District
November 13, 2007
Revised February 16, 2010

1. **Introduction.** The Placentia Library Friends Foundation (the "Friends") is a nonprofit organization, qualified under Section 501(c)(3) of the Internal Revenue Code. The Friends is governed by a Board of Directors elected by its members. As a volunteer organization, the Board of Directors is responsible to its members and donors who provide financial and in-kind resources for the Friends' programs in support of the Placentia Library District (the "Library").

The Friends recognizes that the Library is an independent district governed by a five member Library Board of Trustees whose members are elected in accordance with state statute.

2. **Mission/Purpose.** 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 outreach services to the community; provide a special collection to document and preserve Placentia's history and authors; and present programs and provide technology access to everyone in order to promote reading and lifelong learning.

The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through the enhancement of library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and library users.

3. **Programs.** The Library owns its facilities and collections and is responsible for its operating budget and basic financial needs. The Friends through its members and donors, and in consultation with the Library Director and Trustees, underwrites specific programs which enhance the quality and effectiveness of the Library as well as promotes increased attendance and revenue. These programs may include, but are not limited to: capital projects and new construction; additions to collections; educational programs, public relations, marketing and advertising programs, community wide special events; and professional staff development.

4. **Fundraising.** The Friends develops and implements fundraising programs in concert with and subject to the approval of the Library Board of Trustees. To accomplish this, the Friends solicits and manages gifts for operations, endowments and special projects. With funds from membership dues as well as contributions from donors, the Friends provides substantial annual support for the Library.

5. **Friends' Responsibilities.** The Board of Directors is responsible for disbursing funds to the Library for the purchase of materials and support of programs. Written documentation will be maintained for each disbursement including, but not limited to, the date, the amount and the purpose of the disbursement and to whom paid. This documentation will be made available for review upon the request of the Library. In addition, an annual report will be provided to the Library that includes an itemization of funds received, disbursements made and a statement of assets on hand. The Library may examine the books and records of the Friends with respect to receipts and disbursements made on its behalf, upon reasonable notice during normal business hours. The Library Board of Trustees may request a formal audit of the Friends' accounts.

6. **Library's Responsibilities.** The Library staff and Trustees may develop and supervise projects funded by the Friends to ensure compliance with the Library's mission and purpose. Funds received from the Friends may be expended only for the purposes for which they are allocated to the Library. The Library will furnish the Friends with an annual report for all grants made to the Library by the Friends. The Friends may examine the books and records of the Library with respect to any funds transferred to the Library by the Friends upon reasonable notice during normal business hours. The Library also grants to the Friends the use of the Library's name and facilities for activities.

7. **Friends Board of Directors/Library Representations.** A member of the Placentia Library Trustees and the Director of the Library or designee, shall serve as voting, ex-officio members of the Friends Board of Directors.

8. **Relationship between the Library Director and the Friends.** The Friends will support efforts by the Library Director to fulfill the Library's mission. The Library Director will support and participate in Friends' activities and projects including special events, volunteer activities and fund raising. The Friends, Trustees and staff will work together in harmony to accomplish mutually established goals and objectives that benefit the Library.

9. **General.** The Friends and its Board of Directors have no right or authority to obligate the Library without its expressed consent. The Library Board of Trustees and its Library Director have no right or authority to bind or obligate the Friends without its expressed consent.

10. **Amendments.** This Memorandum may be amended, supplemented or terminated only by and with the consent in writing of all the parties.

WHEREFORE, the parties hereto have executed and delivered this Memorandum as of the date and year written.

PLACENTIA LIBRARY DISTRICT

By:_____
Its: Library Director

By:_____
Its: President, Board of Trustees

PLACENTIA LIBRARY FRIENDS FOUNDATION

By:_____
Its: President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

M1 - RD - to Agenda next mo.
M2 - GW

yes (3) - RD GW JT
AS - no

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: February 16, 2010

BACKGROUND

At the November 16, 2009 Library Board of Trustees meeting, a proposal was submitted to the Board to consider a change to Policy 2040.11 to include eligibility for all employees, inclusive of exempt employees. The current policy states:

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

The Board did not approve the recommendation and had asked staff to research sick policies from other agencies.

The findings will be presented at the meeting.

RD - recommendations?
JC - (1) continue incentive program
(2) include non-exempt
(3) add catastrophic
(4) table for next mo.
(5) work session

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

of 10 – 2 to FT only – BP & Fullerton
8 to FT & PT - incl. (3) Special Districts
HB & County of Orange - high
PV - 48 hrs/yr
SA - 72/yr
HB 132/hrs per year ; 88/yr

Sick Leave Benefit Payoff / Buyback (8) yes (2) no

Incentive Program RD only one

Conversion

Catastrophic benefit – can transfer to another employee.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Performance Evaluation Form for the Library Director**

DATE: February 16, 2010

M1 - JT - table to April mtg.
M2: AB confirmed

BACKGROUND

At the direction of the Library Board of Trustees, Secretary DeVecchio and Library Director Contreras were assigned to develop a feedback tool to solicit input from stakeholders regarding the performance of the Library Director.

Attachment A is the proposed Performance Evaluation Form.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PD - attempt to get info from others i.e. PLFT, staff, community
JT - likes the format - shows a lot of work long?
AB - others views - input?
GW - for staff more involved, too specific?
condense down, make more general.
JH - many items not able for PLFF to comment on.
JC - how do you weigh comments from other groups? / used form used in past by consulting firms.
GW - different roles from other groups
GW - too long
PD - to have separate form for Trustee

PLACENTIA LIBRARY DISTRICT

Performance Evaluation
Library Director

Return to Marisa Timothy, Administrative Assistant by: _____

Source: ☐PLFF ☐Staff ☐Community Representative

This Performance Evaluation Form is being used to gather information about our Library Director's performance from those with whom she interacts, including community members and library staff. Input from various sources will assist us in the evaluation process and help identify strengths as well as areas for performance improvement.

Please support the performance review process by completing this form. Each item asks you to indicate an opinion with a check mark in the right-hand column. If you do not feel you have the knowledge to accurately rate a standard, please check the "N/A" column.

Please provide specific, objective comments, especially as related to areas of particular strength or performance improvement. Your written comments provide richness and clarity to your ratings and can be extremely valuable in interpreting overall ratings. They also serve as a resource in creating professional development and performance goals. Results will be summarized prior to presentation to the Library Director. **Confidentiality will be maintained to the maximum extent possible.**

Return the completed form, sealed in the attached envelope to Marisa Timothy, Administrative Assistant.

Thank you in advance for your assistance.

_____ _____

Al Shkoler, President
Library Board of Trustees

Date

STAFF AND COMMUNITY RELATIONS

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
• Initiates and responds to community expectations associated with programming and library development.						
• Seeks input and is open to views emanating from staff, PLFF, and community representatives.						
• Supports staff by providing and making available development and training beyond that required for daily work performance.						
• Communicates in a manner that is professional and appropriate for the intended audience.						
• Effectively listens and responds to staff, PLFF, and community personnel.						
• Is an excellent representative of the library to the community at large and to PLFF.						

Supporting comments regarding **Staff and Community Relations:**

_____

_____

_____

_____

QUALITY OF WORK PERFORMANCE

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
• Articulates the mission and goals of the library.						
• Inspires others to contribute to the mission and helps them to understand their role in achieving the mission.						
• Behavior and communication supports the library's mission, long-range plan, and policies.						
• Uses personal strengths and manages weaknesses. Learns from experiences and taking risks.						
• Sets high, yet attainable, expectations for self and others. Is goal-oriented.						
• Identifies and shares opportunities for improving quality of service and implements positive changes in policy and procedure.						
• Solicits staff involvement and input in communication and decision making. Exhibits effective listening skills.						
• Ensures that staff are adequately trained to perform assigned duties. Develops, implements and supports staff orientation and training programs. Maintains proper documentation.						
• Follows up on incident reports, safety issues and customer complaints. Takes corrective action.						

Supporting comments regarding **Quality of Work Performance:**

_____

_____

_____

_____

PRODUCTIVITY AND RESOURCE MANAGEMENT

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
• Establishes priorities and manages time and resources effectively.						
• Plans, organizes, follows through and ensures that work is completed and objectives are met in a timely manner.						
• Delegates tasks as appropriate.						
• Demonstrates leadership in carrying out actions required by the library's long-range plan.						
• Ensures compliance with budgetary guidelines.						
• Recommends and implements actions to adjust staffing and materials to meet fiscal responsibilities.						
• Demonstrates flexibility in adapting to changes in workload, schedule, library programs and procedures.						

Supporting comments regarding **Productivity and Resource Management:**

_____

_____

_____

_____

SERVICE EXCELLENCE

Please respond to each item below by placing a mark (√ or x) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
• Creates and supports a cooperative environment in which all personnel are helpful and courteous.						
• Responsive to internal and external customers. Demonstrates courteous and cooperative behavior toward customers.						
• Respects individual dignity in the process of conflict resolution.						
• Promotes teamwork. Considers the impact of policy and procedure changes on overall operations of library.						
• Sets high, yet attainable, expectations for self and others. Is goal-oriented.						
• Creates a work environment that is positive and rewarding. Recognizes individual and team accomplishments.						
• Communicates in a timely, thorough and direct manner.						
• Demonstrates ability to identify problems and determine information needed to develop solutions. Confronts difficult issues and situations positively and effectively.						
• Provides recognition to staff for positive work performance. Promotes a sense of value and feeling of appreciation.						
• Follows through on commitments. Accepts responsibility for own actions and behaviors.						

Supporting comments regarding **Service Excellence:**

_____

_____

_____

Additional Comments
Please list additional comments as well as suggestions for improvement and future development.

Comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature (optional) _____ Date _____

Again, thank you for your SUPPROTING COMMENTS and participation in the performance improvement process.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Upholstery of Library Furniture**

DATE: February 16, 2010

M1 - GW - Action to pursue re-upholstery not to exceed $2,000.
M2 - JT
all
A3 - * submit to PLFF
JC - march mtg

BACKGROUND

It has been over 15 years since the furniture has been attended to and cleaned. The furniture has experienced damages and deterioration over the years. Staff has identified the furniture which requires immediate attention.

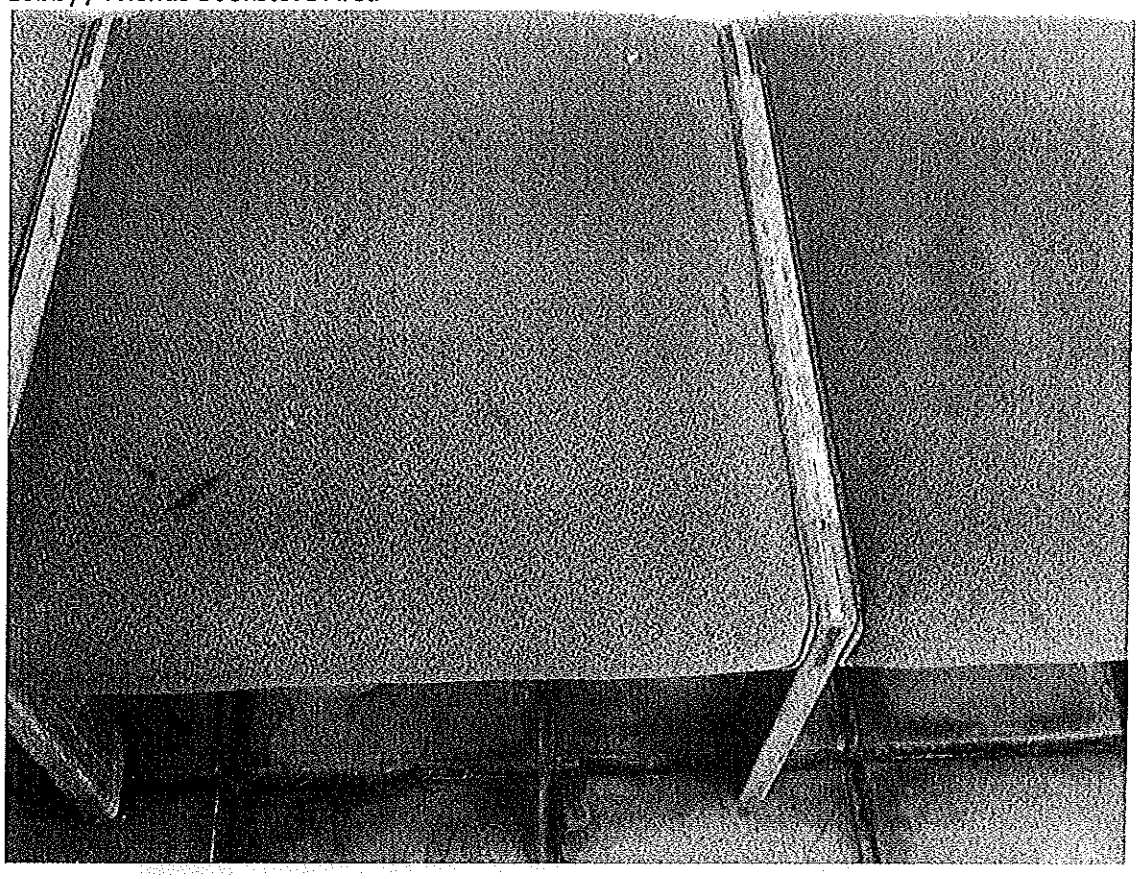
Please see Attachment A for images of the furniture.

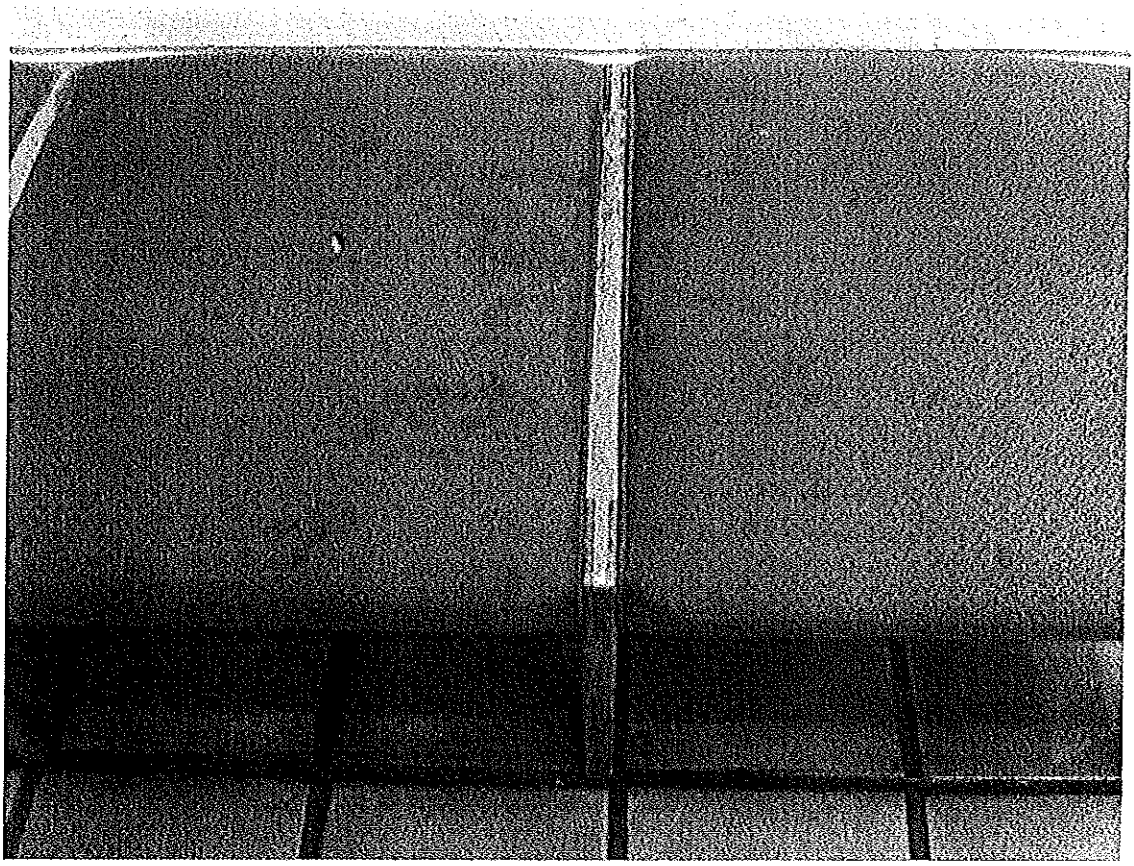
Please see Attachment B for quotes for reupholstering the furniture.

RECOMMENDATION

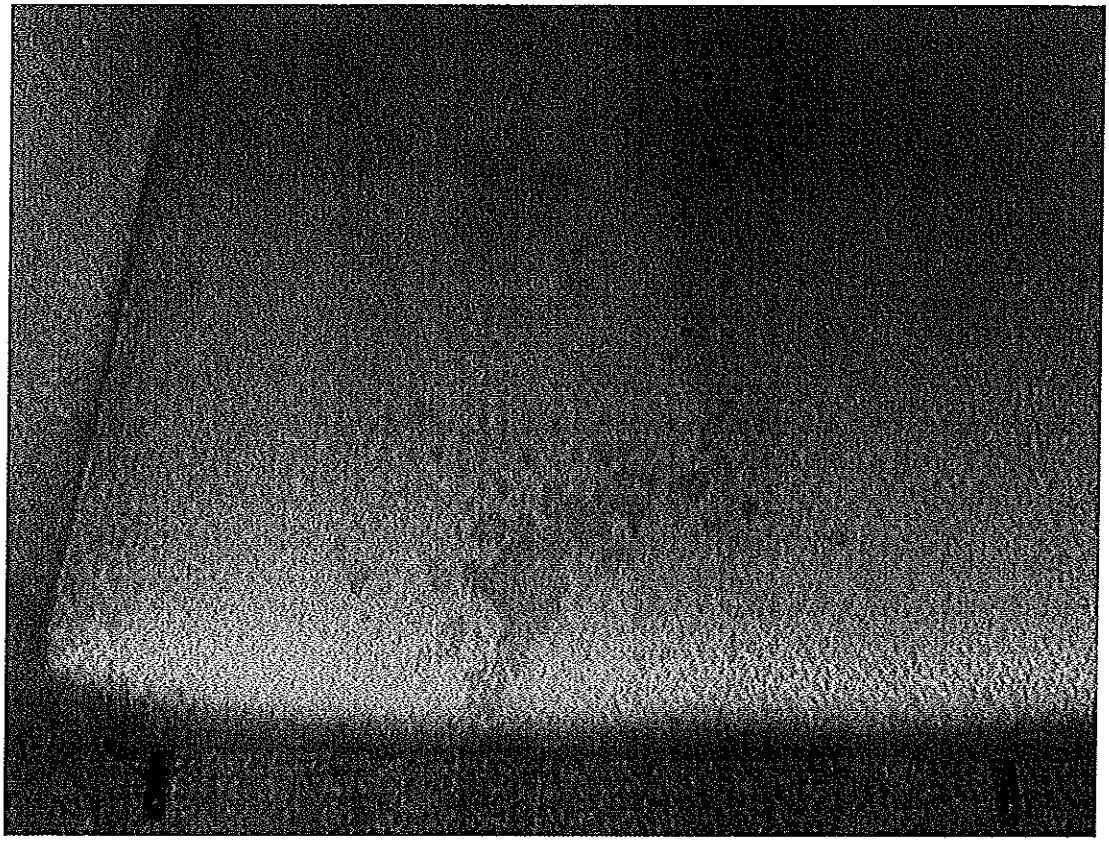
Action to be determined by the Library Board of Trustees.

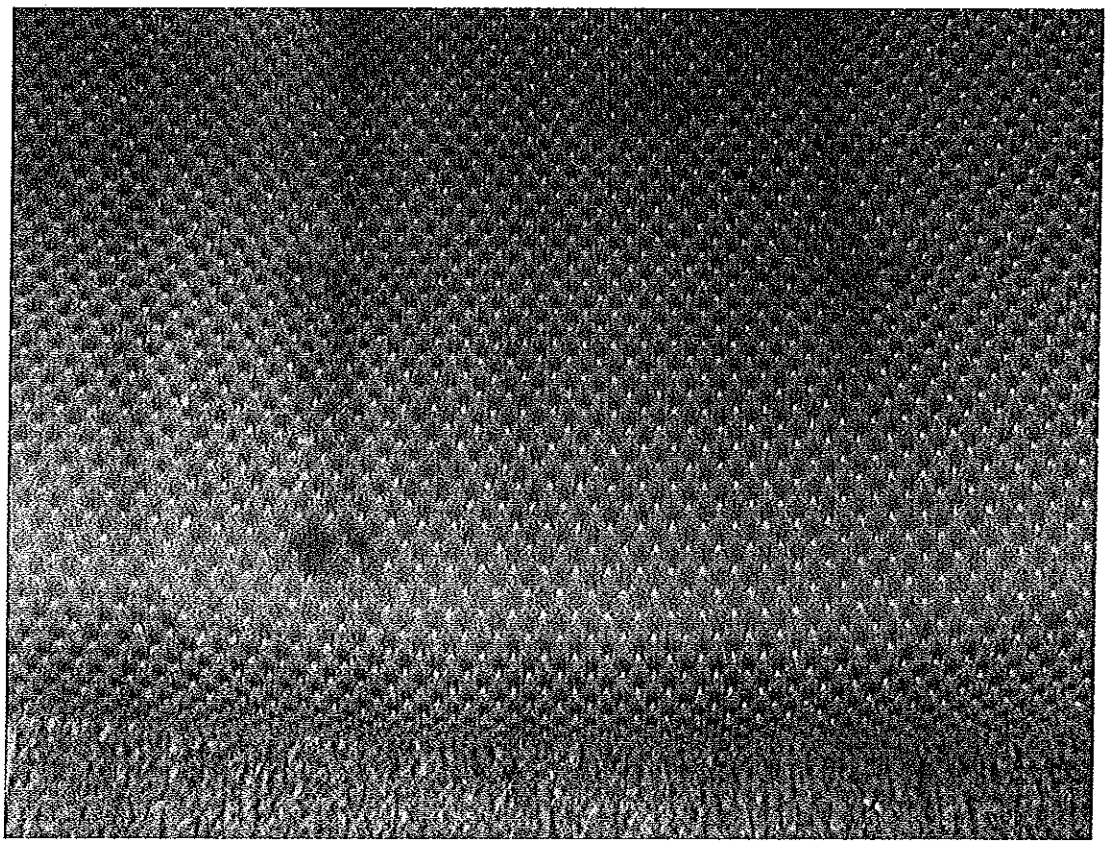
Lobby / Friends Bookstore Area





Public Area





STATEMENT

From 96 UPHOLSTERY FULLERTON CA 92831
737 S STATE COLLEGE BL STE 96 5128
THU. FEB 11/2010

To PLACENTIA LIBRARY DISTRICT

Address 411 E. Chapman AVE. ~~Edgar~~

City PLACENTIA CA. 92870 pineda

Terms

THE following
SCOPE OF WORK IS
Repair OF BENCH
4 SEAT
LABOR AND MATERIAL INCLUDES

EACH BENCH OF
3 PIECES
TOTAL OF 12 SEAT

Emilio C. Moran
714-526-2610

TOTAL OF $405.00

THE PRESTIGE COMPANIES
7601 Primrose Drive, Buena Park, CA 90620
www.prestigemobileupholstery.com
Bus. 714-322-8870 Fax. 714-521-6044
— Eric Ferraro —

Estimate
INVOICE 7346

ORDER NO.	INVOICE DATE	Agenda Item 32
	3/11/10	
DATE SHIPPED	SHIPPED VIA	Attachment B
		Page 2 of
NO. PCS. / WT.	FOB	TERMS

SOLD TO

— ESTIMATE —
Placentia Library District
411 E. Chapman Ave
Placentia CA 92870

SHIPPED TO

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Contact Edgar Pineda 714-528-1925		
		front lobby Bench seating Modular seating each unit has (4) Cushions of seating to be Re-upholstered...		
		- Labor to Remove Cushions		
		- Sew new covers		
		- Re-tassy		
		Labor only... Qty 2 Modular lobby seats	20 units	580.00
		Materials (2) units (4) yds each (8) Rajd yds.	27.00 yd	216.00
		Tax... 0875		18.90
		Total	$	814.90

Thankyou!

JOB INVOICE

URIBE'S UPHOLSTERY Tel # 714 992-6585
1945 W COMMONWEALTH
FULLERTON CA 92833

TO: Placentia Library District	DATE ORDERED: 10/12/10
ADDRESS: 1 Graves Avenue	ORDER TAKEN BY: Chris
Placentia CA 92870	PHONE NO.: 714-993-8125
ATTENTION: Scott Pine or Michael	CUSTOMER ORDER #:
	LOCATION:
	POSITION:
	STARTING DATE:
	FOR: Estimate

QTY.	MATERIAL	UNIT	AMOUNT
7	yards		22400
	Reupholstery Vinyl		
	Leveling material		
	Material		4200
	Labor		3500
	Total		29700

DESCRIPTION OF WORK

MISCELLANEOUS CHARGES

LABOR	HRS.	RATE	AMOUNT

WORK ORDERED BY:
DATE ORDERED:
DATE COMPLETED:

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL MISCELLANEOUS	
SUBTOTAL	
TAX	
GRAND TOTAL	

CUSTOMER APPROVAL SIGNATURE _____

AUTHORIZED SIGNATURE _____

Adams NC3817-50
MADE IN USA

JOB INVOICE

The Prestige Co.
Mobile Upholstery

ESTIMATE

INVOICE

Customer: Placentia Library
Phone No. (714) 528-1925
Address: 411 E. Chapman Avenue
Placentia CA 92870

Date: 2/11/10
Invoice #:
Service Advisor "Edgar"
Job (R.O.) #:

DESCRIPTION	AMOUNT
** Quotation ** Quotation * Quotation **	
Front Lobby Bench Seating Modular Style	
each unit has (4) Seats per Bench...	
Re-upholstery All Seating Qty = 3 units @ 290.00	870.00
Materials (3) units 4 seats each = 12 yds @ 27.00 yd	324.00
Tax .0875	28.35

Please make checks payable to "THE PRESTIGE COMPANIES"

INVOICE TOTAL $ 1222.35

ONE SERVICE CALL - ONE COMPANY - ONE SOLUTION

7601 Primrose Drive, Buena Park, CA 90620
Business 714-322-8870 Fax. 714-521-6044
Website: www.prestigemobileupholstery.com
Email: theprestigecompanies@yahoo.com

JOB INVOICE

URIBE'S UPHOLSTERY
1945 W COMMONWEALTH
FULLERTON CA 92833
714-992-6589

DATE ORDERED 2-10-10	ORDER TAKEN BY ALMA
PHONE NO. 714-528-1925	CUSTOMER ORDER #
JOB LOCATION	
JOB PHONE	STARTING DATE ANY TIME
TERMS AFTER ORDER FABRIC	

TO: PLACENTIA LIBRARY DISTRICT
ADDRESS: 411 E CHAPMAN AVE
PLACENTIA CA 92870
ATTENTION: EDGAR PINEDA

QTY.	MATERIAL	UNIT	AMOUNT
11	upholstery fab		352.00
	Reupholstery 12 Seats		750.00
	Included ALL NEW FABRICATION MATERIALS		900.00
	TAX		46.55
	Total $		1298.55

DESCRIPTION OF WORK

MISCELLANEOUS CHARGES

LABOR	HRS.	RATE	AMOUNT

WORK ORDERED BY
DATE ORDERED
DATE COMPLETED

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL MISCELLANEOUS	
SUBTOTAL	
TAX	
GRAND TOTAL	

CUSTOMER APPROVAL SIGNATURE _____

AUTHORIZED SIGNATURE _____

JOB INVOICE

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Payoff / Buyback (PLD 2040)	10 yrs. - 25% 15 yrs. - 37.5% 20 yrs. - 50% max. 800 hrs.	FTE 10 yrs. - 25%	None	None	40 hrs./FY LT 3 yrs. - 160 hrs. 3-10 yrs. - 240 hrs. 10+ yrs. - 1,600 hrs. (320 hrs. 100%; balance 2% for each year of service, max. 50%)	**Death or Retirement** – 55% of unused SL will be paid **Separation after 10 yrs.** – 50% of unused SL will be paid in excess of 960 hrs.	25% -- 480-720 hrs. 50% - 720+ hrs. max. 640 hrs.	**Death** - 100% to deceased employee's beneficiary **Retirement** - 25% (481-720 hrs.) & 50% (721+ hrs.)	100% for unused vacation only.	10+ yrs. - 1/3 of total sick leave, NTE 53.33 eight hr. working days (427 hrs.)
Incentive Program (PLD 2040.11)	Non-exempt FTE - 4 hrs. of vacation every quarter for no use of sick leave PTE - Pro-rata	None	None	None	None	None	None	None	None	None
Conversion (PLD 2040.12)	800+ hrs. - exchange 2 sick days for one vacation day; PTE - pro-rata Requests submission – June 1st & December 1st.	Max. - 175 hrs./yr.	Max. - 2,000 hrs.	Max. 48 hrs./yr.	Unlimited	FTE hired on or before June 29, 1996. Up to 50% to vacation credit or up to 50% to cash to be paid at the employee's base salary rate.	Up to 120 hrs./FY – twice a year	**0-27 hrs. sick usage/yr.** - conversion to 30 hrs. **27.25 - 36 hrs. sick usage/yr.** - conversion of 20 hrs. Must have minimum balance of 180 sick hrs. after conversion	**FTE** 0 - 32 hrs. 1 - 16 - 16hrs. 17-32 - 8 hrs. 32+ - 0 hrs. **PTE** 0 - 16 hrs. .5 - 8 - 8 hrs. 8.5 - 16 - 4 hrs. 16+ - 0	N/A

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Pregnancy (PLD 2040.13)	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA	N/A	N/A	N/A	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA
FMLA (PLD 2040.14)	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes
Other	None	None	None	Kin Care Employees can use up to one-half of their yearly sick leave accrual to attend of a child, parent, spouse, registered domestic parnter, or registered domestic partner's child who is ill.	Absence for personal emergencies NTE 30 hrs. during the fiscal year.	Only use 48 hrs./yr. to care for family members (spouse, parents, children, stepchildren, brother, sister, mother-in-law, father-in-law) **Catastrophic Leave**	None	Personal Leave	**FTE** - 48 hrs. to care for employee's immediate family (spouse, domestic partner, children, parent, grandparent, grandchildren, legal dependent domestic partner, sister, and brother). **PTE** - up to 24 hrs.	**FTE** - 48 hrs. to care for employee's immediate family (spouse, domestic partner, children, parent, grandparent, grandchildren, legal dependent domestic partner, sister, and brother). **PTE** - up to 36 hrs.

SICK LEAVE POLICY COMPARISONS

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Eligibility (PLD 2040.1)	FTE 30 Hr. PTE 20 Hr. PTE	FTE PTE (Customer Service, does not include library positions, UNPAID leave)	FTE PTE working 40+hrs. / pay period	FTE	FTE LTE (Limited Term Employees)	FTE	FTE PTE	FTE PTE	FTE PTE	FTE 30 Hr. PTE
Accumulation (PLD 2040.3)	FTE - 8 hrs./mo. PTE - pro-rata max 800 hrs.	3 hrs./ biweekly Min. amount of sick leave taken- 1/2 hr. Max 175 hrs./yr.	3.693 hrs./ pay period max 2,000 hrs.	8 hrs./mo. Max. 48 hrs/yr.	1) 5 hrs. and 51 minutes/ 80 hr. pay period (approx. 152 hrs./ yr.) 2) After 6,240 hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./ yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata	3.69 hrs./pay period	Vacation, Sick, Personal **1-4 yrs.** - FTE - 176 hrs.; 30hr. - 132 hrs.; 20hr. - 88 hrs. **5-9 yrs.** - FTE - 200 hrs.; 30hr. - 150 hrs.; 20hr. - 100 hrs. **10-14 yrs.** - FTE - 224 hrs; 30hr. - 168 hrs.; 20hr. - 112 hrs. **15+yrs.** - FTE - 256 hrs.; 30hr. - 192 hrs.; 20hr. - 128 hrs.	**FTE** - 8 hrs./mo.; 96 hrs./yr.; Min. amount of sick leave taken - 1/4 hr. Max. 960 hrs. **PTE** - Pro-rata	**FTE** - 8 hrs./mo. 96/yr. **PTE** - 4 hrs./mo; 48 hrs./yr.	**FTE** - 8 hrs./mo. **PTE** - 6 hrs/mo.; 72 hrs./yr. Max. 200 hrs.

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Medical Certification (PLD 2040.8)	Required for all absences of three or more work days.	May be required for all absences of three or more work days.	May be required for any absence.	Required for all asences of five or more work days.	Required when under care of physician.	Required for all absences of three or more work days.	N/A	N/A	For leave to care for self or family members due to serious illness or injuries. Recertification will apply if District has doubt of original certification.	Required for all absences of three or more work days.
Illness while on Vacation (PLD 2040.9)	1) Yes Physician Statement Required 2) Notification to Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Payoff / Buyback (PLD 2040)	10 yrs. - 25% 15 yrs. - 37.5% 20 yrs. - 50% max. 800 hrs.	FTE 10 yrs. - 25%	None	None	40 hrs./FY LT 3 yrs. - 160 hrs. 3-10 yrs. - 240 hrs. 10+ yrs. - 1,600 hrs. (320 hrs. 100%; balance 2% for each year of service, max. 50%)	**Death or Retirement** -- 55% of unused SL will be paid **Separation after 10 yrs.** -- 50% of unused SL will be paid in excess of 960 hrs.	25% -- 480-720 hrs. 50% - 720+ hrs. max. 640 hrs.	**Death** - 100% to deceased employee's beneficiary **Retirement** - 25% (481-720 hrs.) & 50% (721+ hrs.)	100% for unused vacation only.	10+ yrs. - 1/3 of total sick leave, NTE 53.33 eight hr. working days (427 hrs.)
Incentive Program (PLD 2040.11)	Non-exempt FTE - 4 hrs. of vacation every quarter for no use of sick leave PTE - Pro-rata	None	None	None	None	None	None	None	None	None
Conversion (PLD 2040.12)	800+ hrs. - exchange 2 sick days for one vacation day; PTE - pro-rata Requests submission -- June 1st & December 1st.	Max. - 175 hrs./yr.	Max. - 2,000 hrs.	Max. 48 hrs./yr.	Unlimited	FTE hired on or before June 29, 1996. Up to 50% to vacation credit or up to 50% to cash to be paid at the employee's base salary rate.	Up to 120 hrs./FY -- twice a year	**0-27 hrs. sick usage/yr.** - conversion to 30 hrs. **27.25 - 36 hrs. sick usage/yr.** - conversion of 20 hrs. Must have minimum balance of 180 sick hrs. after conversion	**FTE** 0 - 32 hrs. 1 - 16 - 16hrs. 17-32 - 8 hrs. 32+ - 0 hrs. **PTE** 0 - 16 hrs. .5 - 8 - 8 hrs. 8.5 - 16 - 4 hrs. 16+ - 0	N/A

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Pregnancy (PLD 2040.13)	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA	N/A	N/A	N/A	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA
FMLA (PLD 2040.14)	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes
Other	None	None	None	Kin Care Employees can use up to one-half of their yearly sick leave accrual to attend of a child, parent, spouse, registered domestic parnter, or registered domestic partner's child who is ill.	Absence for personal emergencies NTE 30 hrs. during the fiscal year.	Only use 48 hrs./yr. to care for family members (spouse, parents, children, stepchildren, brother, sister, mother-in-law, father-in-law) **Catastrophic Leave**	None	Personal Leave	**FTE** - 48 hrs. to care for employee's immediate family (spouse, domestic partner, children, parent, grandparent, grandchildren, legal dependent domestic partner, sister, and brother). **PTE** - up to 24 hrs.	**FTE** - 48 hrs. to care for employee's immediate family (spouse, domestic partner, children, parent, grandparent, grandchildren, legal dependent domestic partner, sister, and brother). **PTE** - up to 36 hrs.

SICK LEAVE POLICY COMPARISONS

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Eligibility (PLD 2040.1)	FTE 30 Hr. PTE 20 Hr. PTE	FTE PTE (Customer Service, does not include library positions, UNPAID leave)	FTE PTE working 40+hrs. / pay period	FTE	FTE LTE (Limited Term Employees)	FTE	FTE PTE	FTE PTE	FTE PTE	FTE 30 Hr. PTE
Accumulation (PLD 2040.3)	FTE - 8 hrs./mo. PTE - pro-rata max 800 hrs.	3 hrs./ biweekly Min. amount of sick leave taken- 1/2 hr. Max 175 hrs./yr.	3.693 hrs./ pay period max 2,000 hrs.	8 hrs./mo. Max. 48 hrs/yr.	1) 5 hrs. and 51 minutes/ 80 hr. pay period (approx. 152 hrs./ yr.) 2) After 6,240 hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./ yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata	3.69 hrs./pay period	Vacation, Sick, Personal **1-4 yrs.** - FTE - 176 hrs.; 30hr. - 132 hrs.; 20hr. - 88 hrs. **5-9 yrs.** - FTE - 200 hrs.; 30hr. - 150 hrs.; 20hr. - 100 hrs. **10-14 yrs.** - FTE - 224 hrs; 30hr. - 168 hrs.; 20hr. - 112 hrs. **15+yrs.** - FTE - 256 hrs.; 30hr. - 192 hrs.; 20hr. - 128 hrs.	**FTE** - 8 hrs./mo.; 96 hrs./yr.; Min. amount of sick leave taken - 1/4 hr. Max. 960 hrs. **PTE** - Pro-rata	**FTE** - 8 hrs./mo. 96/yr. **PTE** - 4 hrs./mo; 48 hrs./yr.	**FTE** - 8 hrs./mo. **PTE** - 6 hrs/mo.; 72 hrs./yr. Max. 200 hrs.

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Medical Certification (PLD 2040.8)	Required for all absences of three or more work days.	May be required for all absences of three or more work days.	May be required for any absence.	Required for all asences of five or more work days.	Required when under care of physician.	Required for all absences of three or more work days.	N/A	N/A	For leave to care for self or family members due to serious illness or injuries. Recertification will apply if District has doubt of original certification.	Required for all absences of three or more work days.
Illness while on Vacation (PLD 2040.9)	1) Yes Physician Statement Required 2) Notification to Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Payoff / Buyback (PLD 2040)	10 yrs. - 25% 15 yrs. - 37.5% 20 yrs. - 50% max. 800 hrs.	FTE 10 yrs. - 25%	None	None	40 hrs./FY LT 3 yrs. - 160 hrs. 3-10 yrs. - 240 hrs. 10+ yrs. - 1,600 hrs. (320 hrs. 100%; balance 2% for each year of service, max. 50%)	**Death or Retirement** -- 55% of unused SL will be paid **Separation after 10 yrs.** -- 50% of unused SL will be paid in excess of 960 hrs.	25% -- 480-720 hrs. 50% - 720+ hrs. max. 640 hrs.	**Death** - 100% to deceased employee's beneficiary **Retirement** - 25% (481-720 hrs.) & 50% (721+ hrs.)	100% for unused vacation only.	10+ yrs. - 1/3 of total sick leave, NTE 53.33 eight hr. working days (427 hrs.)
Incentive Program (PLD 2040.11)	Non-exempt FTE - 4 hrs. of vacation every quarter for no use of sick leave PTE - Pro-rata	None	None	None	None	None	None	None	None	None
Conversion (PLD 2040.12)	800+ hrs. - exchange 2 sick days for one vacation day; PTE - pro-rata Requests submission -- June 1st & December 1st.	Max. - 175 hrs./yr.	Max. - 2,000 hrs.	Max. 48 hrs./yr.	Unlimited	FTE hired on or before June 29, 1996. Up to 50% to vacation credit or up to 50% to cash to be paid at the employee's base salary rate.	Up to 120 hrs./FY -- twice a year	**0-27 hrs. sick usage/yr.** - conversion to 30 hrs. **27.25 - 36 hrs. sick usage/yr.** - conversion of 20 hrs. Must have minimum balance of 180 sick hrs. after conversion	**FTE** 0 - 32 hrs. 1 - 16 - 16hrs. 17-32 - 8 hrs. 32+ - 0 hrs. **PTE** 0 - 16 hrs. .5 - 8 - 8 hrs. 8.5 - 16 - 4 hrs. 16+ - 0	N/A

	Placentia	Anaheim	Arcadia	Buena Park	County of Orange	Fullerton	Huntington Beach	Orange (City)	Palos Verdes	Santa Ana
Pregnancy (PLD 2040.13)	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA	N/A	N/A	N/A	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA	Disability leave California FMLA
FMLA (PLD 2040.14)	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes
Other	None	None	None	Kin Care Employees can use up to one-half of their yearly sick leave accrual to attend of a child, parent, spouse, registered domestic parnter, or registered domestic partner's child who is ill.	Absence for personal emergencies NTE 30 hrs. during the fiscal year.	Only use 48 hrs./yr. to care for family members (spouse, parents, children, stepchildren, brother, sister, mother-in-law, father-in-law) **Catastrophic Leave**	None	Personal Leave	**FTE** - 48 hrs. to care for employee's immediate family (spouse, domestic partner, children, parent, grandparent, grandchildren, legal dependent domestic partner, sister, and brother). **PTE** - up to 24 hrs.	**FTE** - 48 hrs. to care for employee's immediate family (spouse, domestic partner, children, parent, grandparent, grandchildren, legal dependent domestic partner, sister, and brother). **PTE** - up to 36 hrs.

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Illness while on Vacation (PLD 2040.9)	1) Yes Physician Statement Required 2) Notification to Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

SICK LEAVE POLICY COMPARISONS

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of 10 — 2 to ~~FT & PT~~ only → Buena Pk & Fullerton
8 FT & PT → ~~in~~ 3 special Districts