

## Sample Letter to Governor Schwarzenegger Addressing Cuts to PLF and TBR

[Date]

The Honorable Arnold Schwarzenegger  
Governor, State of California  
State Capitol  
Sacramento, CA. 95814

Dear Governor Schwarzenegger:

On behalf of the **(insert: library name or county, or Board of Trustees, etc.)** I would like to respectfully express my disappointment with the recent \$14 million reduction you made to two heavily utilized and necessary library programs. Specifically, your 2007-08 Budget vetoes included a major \$7 million cut to the Public Library Foundation (PLF) and a \$7 million cut to the Transaction Based Reimbursement (TBR).

The Public Library Foundation is a program that has been in existence since 1982, and established a requirement that the state provide minimal assistance to local libraries on the basis of a 10 percent state/ 90 percent local match. Full funding of the PLF, as required by law, would total \$94 million. Your recent cut to this important program, which benefits every public library jurisdiction in California now brings the baseline for this program down to \$14 million. Last year, you increased this funding source by \$7 million, which we believed, was a sign that you were committed to the recovery of the PLF. (Your predecessor, Governor Davis, reduced the PLF program by more than 70 percent over a two year period.) The PLF money that is received by libraries is used to fund reading programs, allow for the purchase of books and research materials, provide after-school tutoring, and develop targeted services for our senior population. Due to your recent cut to the PLF our library will be **(insert: forced to eliminate the \_\_\_ program, unable to continue to keep our doors open on \_\_\_, unable to purchase [how many] books and materials.)**

Our second concern is your \$7 million cut to the Transaction Based Reimbursement program. The TBR was established so that libraries would be encouraged to cooperatively, not competitively, share their existing resources. The TBR program allows a patron to check out a book in a jurisdiction where they do not reside, without having to pay a fee to do so ("Direct loan"). In addition, under this seamless lending system, patrons can ask to have books or materials shipped to them from libraries throughout the state ("Inter-library loan"). Cuts to the TBR mean that libraries do not

receive the necessary amount of appropriate reimbursement for their willingness to participate in the state lending program.

Governor, you have indicated that 2008 will highlight your "Year of Education Reform," and it is important to note that the state's public libraries are a committed and supplemental partner to K-12 and higher education learning. It is our hope, that as you develop your 2008-09 January Budget, you give full consideration to the restoration of the \$14 million in combined reductions to the Public Library Foundation and Transaction Based Reimbursement.

Thank you for your respectful consideration.

Sincerely,

[NAME]  
[TITLE]

## **SAMPLE LETTER TO SEND TO LEGISLATOR RE: ASSEMBLYMAN ENG LETTER**

[Date]

The Honorable [Name of State Senator or Assemblymember]  
California State [Senate or Assembly]  
State Capitol  
Sacramento, CA. 95814

Dear [Assemblyman] [Senator]:

Thank you for your past support of California's public libraries. If you are not aware, Governor Arnold Schwarzenegger, while signing the 2007-08 Budget, recently vetoed a combined \$14 million in critical library funding for the Public Library Foundation (PLF) and the Transaction Based Reimbursement (TBR) program. These two popular library programs are responsible for providing necessary funding to libraries for the purchase of books, to continue and enhance literacy programs, to allow for the sharing of books and materials between library jurisdictions, and to help keep library doors open for extended hours.

The library community was extremely disappointed to learn of this 36% combined cut, particularly when the Governor had included this very same \$14 million augmentation in his 2006-07 Budget. We believe the message is inconsistent to include increased funding for these two programs in a Budget year and then remove an identical amount the subsequent year. Under Governor Davis' Administration, the PLF was reduced more than 70 percent in only two years time, and we were hopeful that Governor Schwarzenegger would begin a pattern of recovery for the PLF, which benefits every library jurisdiction in the state. Similarly, the TBR was close to being fully funded, and instead, now runs the risk of endangering a matching federal fund component with this new cut.

**Sample Version 1 – letter to Governor attached, as well as request to sign-on to Assy. Eng letter**

[Attached is a copy of a letter that was recently sent to Governor Schwarzenegger expressing our concern with the \$14 million reduction to the PLF and TBR. We wanted to make him aware that these cuts mean that **(insert library)** will have to **(insert examples here, such as “eliminate our Homework Help program which assists school-age children after hours, our preschool readiness program, or not buy books and periodicals this year, etc.”)**. In addition, Assemblyman Eng is currently

circulating a letter that he will be sending to the Governor on this subject matter, and he is looking for legislators to sign on to the letter in support. We would be grateful if you would be willing to sign on to Assemblyman Eng's letter, which requests that the Governor restore the \$14 million to the PLF and TBR.]

**Sample Version 2 – If you called the Governor's Office but did not send a letter to the Governor; sign-on to Assy. Eng letter**

[Recently, Assemblyman Mike Eng approached the California Library Association, asking how he might be able to assist in this effort. Over the next few weeks Assemblyman Eng will be circulating a letter that will be sent to the Governor, requesting the Governor restore the \$14 million to the PLF and TBR. He is currently looking for legislators to sign on to his letter in support, and we would be grateful if you would contact Mr. Eng's office and let them know you would like to sign on to the letter.]

Thank you for your consideration. Please let me know if I may answer any specific questions regarding the PLF or TBR and how it is used locally.

Sincerely,

[Library Supporter]  
[Title]

cc: Mike Dillon and Christina Dillon, Lobbyists, California Library Association

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Revision of Placentia Library District Policy 6020 – Internet Access Policy  
**DATE:** December 17, 2007

**BACKGROUND**

At its Meeting on November 19, 2007 the Library Board adopted as a first reading the amended Placentia Library District Policy 6020 – Internet Access Policy. The amended Policy was referred to the staff for review.

Library staff has reviewed the revised Internet Access Policy and is recommending the addition of two sentences to Section 6020.2.2:

Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes.

This is the second reading of the Internet Access Policy and the Library Board may take final action at this time.

**RECOMMENDATION**

Adopt Placentia Library District Policy 6020 – Internet Access Policy as amended to include the two sentences recommended by the staff on December 17, 2007.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Internet Access Policy  
**POLICY NUMBER:** 6020

**6020.1** Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

### **6020.2** Requirements

**6020.2.1** Users are required to enter their Library Card or Guest Pass number and personal identification number.

**6020.2.2** Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes.

**6020.2.3** No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

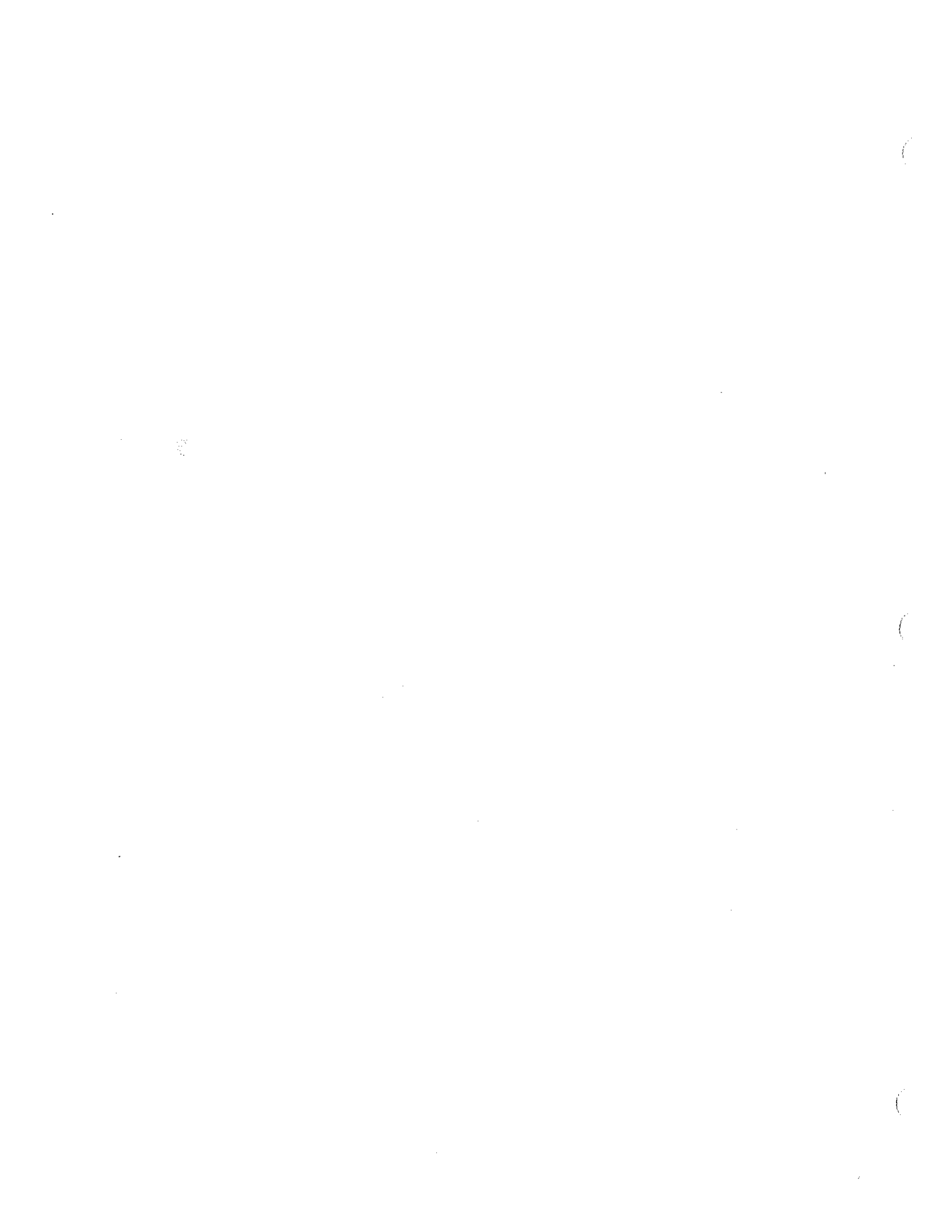
**6020.2.4** Only web-based email (e.g. Hotmail, Yahoo!, etc. ) is available.

**6020.2.5** Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

**6020.2.6** Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Un-filtered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth.

**6020.1.7** Patrons using unfiltered access must use a computer with a privacy screen.

**6020.2.7** No personal peripherals may be attached to Library computers other than a USB flash drive or headphones.





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Elizabeth D. Minter, Library Director  
 Placentia Library District Board of Trustees  
 Placentia Library Foundation Board of Directors  
 Placentia Library District History Room Committee  
 Placentia Library Foundation Book Store Volunteers  
 Library Staff









**FROM:** James A. Roberts, Public Services Manager *JAR*

**SUBJECT:** Word of Mouth Marketing topic for January 2008 – Placentia Library Children’s Services

**DATE:** December 17, 2007

Thanks to the Program Committee for nominating the topics for the District’s Word of Mouth Marketing campaign. The topics for the next few months are:

- |                                     |   |
|-------------------------------------|---|
| December – Celtic Christmas Program | April – Volunteer sign-up                     |
| January – Children’s Services       | May -- Summer Reading Program                 |
| February – PLFF Author’s Luncheon   | June – Placentia History Room                 |
| March – Library Website             | July – Audio Books & e-books (digital branch) |
|                                     | August – Literacy Tutor sign- up              |

-  The fifth topic for the Word of Mouth Marketing campaign will be **Placentia Library Children’s Services**.
-  The badges will be distributed on January 2<sup>nd</sup>, 2008. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.
-  The badges are designed to be conversation starters. They need your participation to make them successful!
-  The library staff selected “Placentia Library Children’s Services” as the topic for January’s word of mouth marketing button.
-  At the end of fiscal year 2006-2007, the department had presented 292 events with a total audience of over 11,000 people.
-  Student volunteers accounted for 1,300 service hours in fiscal year 2006-2007.
-  The department does traditional library events and non-traditional events such as: Read to the Dogs, Origami class, and Camp Library.
-  Children Department answered 14,746 reference The Children’s Department collection has books, audio books, music CDs, DVDs, videos, and magazines available for circulation all without rental fees on any format.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*


**SUBJECT:** Presentation of revisions for Placentia Library District Policies in Series 2000 that were reviewed at the Library Board Work Session on November 15, 2007.

**DATE:** December 17, 2007


**BACKGROUND**

At its Work Session on November 17, 2007 the Library Board of Trustees review Placentia Library District Policies 2200 through 2270, Personnel.

The following policies were identified for the preparation of revisions.

 2020 Vacations – Attachment A

Added Section 2020.12 which has a buyout provision for a maximum of 25% of one year's vacation earnings for staff with a balance over 80 hours.

 2040 Sick Leave – Attachment B


Added language to Section 4040.11 to state that this benefit is for non-exempt staff only.

Added Section 2040.12 which has a two for one conversion provision for sick leave to vacation leave for employees with a balance over 800 hours.

 2110 Health and Welfare Benefits – Attachment C

Added Section 2110.4 stating that the District is covered by Social Security and Medicare.


Reorganized and expanded Sections 2110.5 Money Purchase Pension Plan and 2110.6, Deferred Compensation/457 Plan.

 2115 Volunteer Workers' Compensation Insurance – Attachment D


Updated name of the Placentia Library Friends Foundation.

 2120 Educational Assistance – Attachment E


Deleted Section 2120.2.4 and added the content to Section 2120.2.

 2125 Notary Public Training and Services – Attachment F

Multiple changes to provide for mandatory Notary certification for Library Clerk I and Library Clerk II positions. This does not affect staff who were hired prior to the Notary program.

 2130 Pay Periods and Distribution of Pay Checks – Attachment G


Updates the name of the office.

 2160 Authorized Leave – Attachment H

Grammatical change.

 2170 Performance Evaluation – Attachment I

Adds the Manager of Administrative Services to the list of those who prepare performance evaluations.

 2220 Equal Employment Opportunity – Attachment J

Deletes the statement, “We want to have the best available persons in every job.”

The Library Board may make additional changes to these Policies. After the changes have been completed the Policies may be adopted as a first reading and referred to staff for comments. If this is completed at tonight’s meeting the staff comments will be available for the January Library Board Meeting.

**RECOMMENDATION**

Adopt as a first reading and refer to staff for further comments.

*Richard / J.*

## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Vacations  
**POLICY NUMBER:** 2020

**2020.1** This policy will apply to regular and probationary full-time and part-time employees in all classifications.

**2020.2** Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first four years of continuous work, eighty (80) hours.
- (b) Five through nine years of service, one hundred twenty (120) hours.
- (c) After nine years of service, one hundred sixty (160) hours.
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

**2020.3** Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

**2020.4** Vacation time is accrued at the second pay period of each month.

**2020.5** Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 240 hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

**2020.6** At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

**2020.7** The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

**2020.8** If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

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**2020.9** Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

**2020.10** Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period, vacation time is calculated from the date of employment. No vacation may be taken until the employee has completed at least six months in regular employee status.

**2020.11** Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

**Deleted:** As such, pay in lieu of vacation time away from work will not be permitted.

2020.12 Employees who have taken seventy-five per cent (75%) of the vacation hours that they accrued in the previous twelve months have the option of requesting payment for the remaining twenty-five percent (25%) or any portion thereof.

2020.12.1 These requests may be submitted to the office of the Manager of Administrative Services on November 1 and May 1 of each year with payment to be made with the first pay period of December and June.

2020.12.2 The number of hours paid may not reduce the vacation balance to less than eighty (80) hours at the time of the request.





# Placentia Library District

## POLICY HANDBOOK

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

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

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

**2040.3** Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**2040.11.2** The sick leave incentive program based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the sick leave bonus.

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

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

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



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

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

**2040.13** A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

**2040.13.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

**2040.13.2** At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

**2040.13.3** The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.13.4** An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

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

**2040.14.1** When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

**2040.14.2** The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.14.3** An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 2110

**2110.1 Medical Expense Insurance.** The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

**2110.1.1 Exempt Employees Premium.** The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

**2110.1.2 Non-Exempt Employees Premium.** The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

**2110.1.3 Deductible/Co-Pay Reimbursements.** All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

**2110.0.3.1 Medical Insurance Reimbursement of:**

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.





submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

Deleted:

**2110.1.3.2** Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

**2110.2** Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

**2110.3** Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

**2110.4** Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

**2110.5** Money Purchase Pension Plan.

Deleted: Retirement

**2110.5.1** Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

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Deleted: employee status,

Deleted: employee retirement

**2110.5.2** The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

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Deleted: retirement plan

**2110.5.3** Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

Deleted: retirement plan

**2110.6** Deferred Compensation/457 Plan.

Deleted: ¶  
2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.¶

**2110.6.1** Probationary and regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

Deleted: the United States Conference of Mayors

**2110.6.2** The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

**2110.6.3** Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

Deleted: or any other deferred compensation adopted by the Library Board of Trustees.

**2110.6.4** Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.



2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of the Manager of Administrative Services.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Volunteer Workers' Compensation Insurance  
**POLICY NUMBER:** 2115

**2115.1** Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Placentia Library Friends Foundation Board of Directors members.

Deleted:

**2115.2** Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

**2115.3** District staff and/or the Placentia Library Friends Foundation will conduct appropriate orientation and training of volunteers.

Deleted: Friends of Placentia Library

**2115.4** Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

**2115.5** Persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Placentia Library Friends Foundation, to ensure that services are performed in a safe and appropriate manner.

Deleted: Friends of Placentia Library

**2115.6** The District will ensure that volunteers are, to the extent applicable, provided with workers' compensation coverage.

**2115.7** The District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.



# Placentia Library District

## POLICY HANDBOOK

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

**2120.1** Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

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

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

**2120.2.2** The District will refund one-half (1/2) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

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

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

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

**2120.3** Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement.

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

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

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Deleted: 2120.2.4 . The total amount that the District will reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.¶

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

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

If the employee leaves within twenty-four months after receiving reimbursent then they must reimburse the District.

**2120.6** Campus-based or web-based courses are eligible for reimbursement.

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- Deleted:** approved
- Deleted:** Correspondence courses are not reimbursable under this policy.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Notary Public Training and Services  
**POLICY NUMBER:** 2125

**2125.1** Employees of the District are encouraged to become State of California certified Notary Publics and to use that certification at Placentia Library.

**2125.2** The District will pay for the training, testing and supply costs for staff willing to perform Notary functions for the District. All full time and regular part-time staff in the classifications of Library Clerk I and Library Clerk II must complete Notary certification prior to the end of their probationary period.

**Deleted:** for up to five employees concurrently.

**Deleted:** To be eligible for this program, the employee must receive advance approval from the Library Director.

**2125.2.1** Employees must be working a minimum of twenty hours per week.

**2125.2.2** Employees must be willing to perform their Notary duties as part of their Library job assignments.

**2125.2.3** Staff other than Library Clerk I or Library Clerk II who would like to become a Notary will be considered if he/she will be able to perform Notary duties as part of their job assignment.

**Deleted:** Preference will be given to employees who work in Circulation and Technical Services areas who have the flexibility in their public desk schedules to perform the Notary duties. Other staff will also

**Deleted:** on a space available basis. .

**2125.2.4** Staff who fail to pass the certification test on the second attempt will become ineligible to participate in the program. Library Clerk I and Library Clerk II who do not pass the certification test on the second attempt will be ineligible to complete their probationary period.

**2125.2.5** Class and testing time will not be considered part of the work week.

**2125.2.6** Staff may use their Notary certification and equipment for personal use on their own time.

**2125.2.7** Staff members other than Library Clerk I and Library Clerk II, who leave District employment, or discontinue Notary certification or services, in less than thirty-six months, will be responsible for reimbursing the District for the pro-rata balance of their training, exam(s), equipment and supplies. The reimbursable amount will be deducted from their final paycheck. If a Notary stays certified and active for thirty-six (36) months or more that he/she will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies.

**Deleted:** they



**2125.3** Requests for Notary Public training should be submitted to the Library Director in writing. The employee will be notified of approval, or the reasons for disapproval.

**2125.4** Upon completion of the Notary certification the employee is responsible for providing a copy of the Certificate to the Library Director. The Certificate is required before the equipment and supplies may be ordered.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Pay Periods and Distribution of Pay Checks  
**POLICY NUMBER:** 2130

**2130.1** The salaries and wages of all District employees will be paid every other Wednesday.

**2130.1.1** In the event a payday falls on a day the library is closed, the payday will be the previous work day.

Deleted:

**2130.2** All full-time, part-time and temporary employees are encouraged to participate in the direct deposit program.

**2130.3** Paychecks are available in the Administrative Office from 9:00 A.M. until 4:30 P.M. each payday.

Deleted:

Deleted:

**2130.3.1** Paychecks not picked-up in the Administrative Office by 4:30 P.M. will be placed in the mail.

Deleted: Assistant's

**2130.4** Paychecks will be issued only to the employee.

**2130.4.1** No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

**2130.4.2** Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Authorized Leave  
**POLICY NUMBER:** 2160

**2160.1** With the approval of the Library Director, an employee may be granted a leave of absence without pay for a period of up to ninety (90) days. This leave may not be used in combination with the Family Medical Leave Act.

**2160.2** Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

**2160.3** At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

**2160.4** The term of an authorized leave of absence without pay cannot be guaranteed beyond thirty (30) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Performance Evaluation  
**POLICY NUMBER:** 2170

**2170.1** This policy will apply to all employees.

**2170.2** The Manager of Public Services, the Manager of Technical Services or the Manager of Administrative Services will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

Deleted: or his/her designated representative

**2170.3** Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

**2170.4** Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

**2170.5** Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

**2170.6** The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

**2170.7** Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.



## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Equal Employment Opportunity  
**POLICY NUMBER:** 2220

**2220.1** Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit.

**2220.1.1** The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics.

**2220.1.2** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics.

**2220.1.3** All such discrimination is unlawful.

**2220.1.4** Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.

Deleted: We want to have the best available persons in every job.¶

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The third section provides a detailed breakdown of the results. It shows that there has been a significant increase in sales volume, particularly in the online channel. This is attributed to the implementation of the new marketing strategy and the improved user experience on the website.

Finally, the document concludes with a set of recommendations for future actions. It suggests continuing to invest in digital marketing and exploring new product lines to further drive growth. Regular monitoring and reporting will be essential to track the success of these initiatives.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director <sup>2007</sup>  
**SUBJECT:** Election of Board Officers  
**DATE:** December 17, 2007

**BACKGROUND:**

The following positions need to be elected:

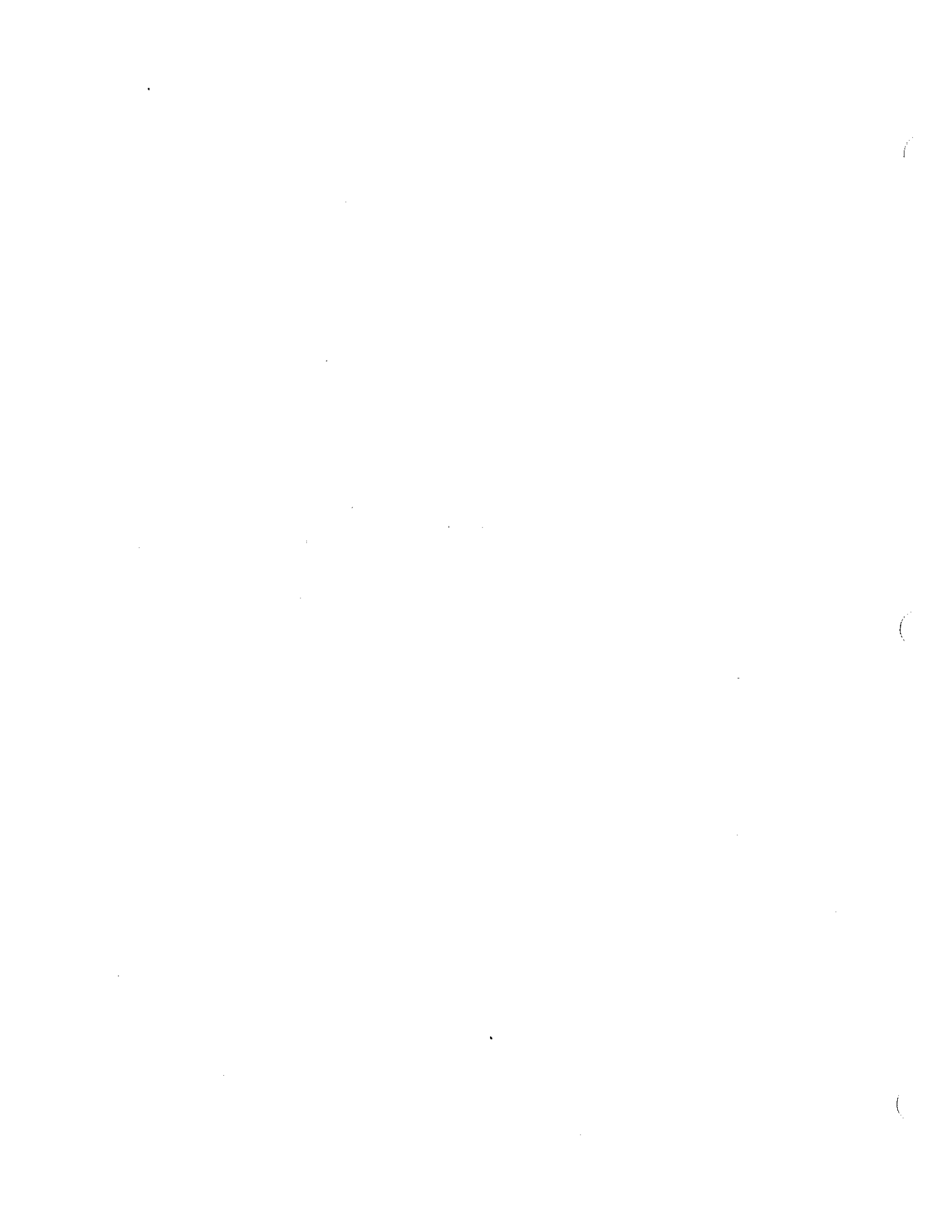
President (Incumbent is Shkoler, 9 years)

Secretary (Incumbent is Turner, 2 years)

*Richard / Jean -  
Gare / Betsy /  
Richard, Sarah*

**RECOMMENDATION:**

Elect a Library Board President and a Library Board Secretary for 2008.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Appointment of Library Board Representatives for 2008 by the Board President  
**DATE:** December 17, 2008

**BACKGROUND:**

The following positions need to be appointed:

- ✓ Independent Special Districts of Orange County (Incumbent is Turner) *Richard*
- ✓ Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Turner) *Richard*
- Placentia Civic Center Authority (2 positions – incumbents are Shkoler and Escobosa) *Al + Bob*
- Orange County Council of Governments (OCCOG) (Incumbent is Wood) *- Wood*
- Placentia Library Friends Foundation Board of Directors (2 positions – Incumbent is DeVecchio) *Turner / Federal / Immediate Calls*

**RECOMMENDATION**

Appoint Library Board Representatives.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Selection of Date and Time for Regular Board Meetings for 2008: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2008.  
**DATE:** December 17, 2007

**BACKGROUND:**

The current date and time is the third Monday of each month at 6:30 P.M.

The third Monday of January is Martin Luther King Day and the third Monday of February is Presidents' Day. The third Monday in September is the first day of the California Special Districts Association Conference in Irvine and several of us may be involved in events at the Conference that day. I am recommending that the Library Board meet on the fourth Monday of January, February and September and the third Monday of March, April, May, June, July, August, October, November and December.

The recommended dates are Attachment A.

Resolution 08-07 is Attachment B: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2008.

**RECOMMENDATION:**

1. Determine the regular meeting dates and time for 2008.
2. Read Resolution 08-07 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2008. *for Bels*
3. Adopt Resolution 08-07. *Bels / J...*

# January - December, 2008

## Library Board Meeting Schedule for 2008

Jan 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

28 6:30 PM Library Board Meeting

Jan 14

February

25 6:30 PM Library Board Meeting

Tues 19

March

17 6:30 PM Library Board Meeting

April

21 6:30 PM Library Board Meeting

May

19 6:30 PM Library Board Meeting

June

16 6:30 PM Library Board Meeting

July

21 6:30 PM Library Board Meeting

August

18 6:30 PM Library Board Meeting

September

22 6:30 PM Library Board Meeting

Sep 23

October

20 6:30 PM Library Board Meeting

November

17 6:30 PM Library Board Meeting

December

15 6:30 PM Library Board Meeting

Jul 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2008						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Aug 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2008						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

RESOLUTION 08-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES  
FOR CALENDAR YEAR 2008

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M. as the Regular Board Meeting for Calendar Year 2008, dated December 17, 2007.

AYES: Shkoler, Turner, DeVecchio, Escobosa, Wood

NOES:

ABSENT:

ABSTAIN:

State of California )  
 )ss.  
County of Orange )

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Seventeenth Day of December 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Seventeenth Day of December 2007.

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Jean Turner, Secretary  
Placentia Library District Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*

**SUBJECT:** Revision of Placentia Library District Policy 2325 – Library Aide

**DATE:** December 17, 2007

**BACKGROUND**

Library Management is recommending several changes to the Library Aide job description to enable the assignment of monitoring public service areas for compliance with Placentia Library District Policies regarding patron behavior.

Management is interested in testing the assignment of a Library Aide to these duties on weekdays between 3:00 and 7:00 P.M. in an effort to assist the Public Service Staff with managing the after school crowd. Currently the staff is spending an inordinate amount of time trying to sort out behavior issues and determining who is trying to abuse Internet access policies, and is thus unable to keep up with the requests for reference assistance or answer the telephone.

Since we delayed filling a half time Library Clerk I position last summer we will have six months of that position's salary to use for the new Library Aide position. If the test is successful we will look at incorporating this assignment into the Library Aide activities during the school year on a permanent basis.

These after school problems are not unique to Placentia. Some public libraries have solved this problem by hiring contract security staff and others have added librarians or library assistants. We believe that what is needed is a greater and more consistent presence in the public service areas that that this can best be achieved by a Library Aide.

The proposed Library Aide job description is Attachment A.

**RECOMMENDATION**

Adopt Placentia Library District Policy 2325 – Library Aide as revised as a first reading, and refer it to staff for comments and recommendations.

*John / [Signature]*





## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description -- Library Aide  
**POLICY NUMBER:** 2325

**2325.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Administrative Services, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

**2325.1.1** Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

**2325.1.3** Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

**2325.1.4** Works in the Public Service staff monitoring library furnishings, equipment and patron activities with the authority to enforce written Library policies and report problems to the librarian or manager-in-charge.

**2325.1.5** Prepares library materials for public use.

**2325.1.6** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

Deleted: 3

**2325.1.7** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

Deleted: 4

**2325.1.8** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

Deleted: 5

### **2325.2** Typical Tasks

**2325.2.1** Checks-in library materials on the computer.

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2325.2.2 Empties the book drop.

2325.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Patrols the public service areas and enforces the provisions of Placentia Library District Policies regarding patron behavior: 6025 – Public Internet Use Policy; 6040 – Beverage & Food Policy; 6060 – Patron Behavior & Latchkey Children Policy; 6065 – Public Behavior Policy; and any additional behavior policies that may be adopted by the Library Board of Trustees.

Deleted: 1

2325.2.7 Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.

2325.2.8 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

Deleted: 6

2325.2.9 Searches for library materials on the shelves as assigned by Library staff.

Deleted: 7

2325.2.10 Runs errands for Library staff.

Deleted: 8

2325.2.11 Retrieves newspapers and magazines from storage areas.

Deleted: 9

2325.2.12 Assists public with unloading gift books and magazines from their cars.

Deleted: 0

2325.2.13 Re-stocks the vending machines.

Deleted: 1

2325.2.14 Sets up and breaks down tables and chairs in the Meeting Room.

Deleted: 2

2325.2.15 Works in Technical Services in support of professional staff.

Deleted: 3

2325.2.16 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

Deleted: 4

2325.2.17 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

Deleted: 5

2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.



**2325.4 Knowledge and abilities:**

- 2325.4.1** Ability to file accurately according to library filing rules.
- 2325.4.2** Ability to meet the public with tact and courtesy.
- 2325.4.3** Ability to follow oral and written instructions.
- 2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2325.4.5** Ability to follow Library policies and procedures.
- 2325.4.6** Ability to organize and manage work flow for self.
- 2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.

**2325.5 Physical Demands**

**2325.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2325.5.1.1** Must possess mobility to work in a standard office setting.
- 2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.
- 2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2325.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2325.5.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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**2325.6 Work Environment**

**2325.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2625.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*

**SUBJECT:** **Presentation by Kevin Murphy, Executive Vice President for PARS (Public Agency Retirement Services) on pension fund options for Placentia Library District, including a comparison of pension fund contributions and benefits provided by other local government agencies and independent special library districts in Los Angeles and Orange Counties.**

**DATE:** December 17, 2007

**BACKGROUND**

Four of the Library Trustees visited with Kevin Murphy at the PARS booth at the California Special Districts Association Conference Exhibits in Monterey in October 2007.

Currently PARS provides pension programs for a number of public agencies in California including 116 cities, 11 counties, 32 independent special districts and joint powers authorities and a number of school districts including Placentia-Yorba Linda Unified School District.

For the past several months Mr. Murphy has been working with Wendy Goodson and me to prepare a proposal for alternate pension plans that would be suitable for Placentia Library District.

Attachment A is some of the background information that Mr. Murphy will review as part of his presentation. He will also have specific information about options for Placentia Library District.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.











**RETIREMENT PLAN COMPARISON**  
(Executive, Middle Miscellaneous Management)\*

RETIREMENT						
City/Organization	System	%	Age	% Amount Paid		
				Agency	For Employee	By Employee
OCTA	OCERS	1.667	57.5	13,600	varies <sup>2</sup>	0.000
OCTA	PERS <sup>1</sup>	2.000	55		7,000	0.000
Aliso Viejo	PERS	2.000	55	10,000	7,000	0.000
Anahelm	PERS	2.700	55	15,060	7,000	1,000
Brea	PERS	2.000	55	9,488	0.000	7,490
Buena Park	PERS	2.000	55	7,500	0.000	7,000
Costa Mesa	PERS	2.000	55	11,287	7,000	0.000
County of Orange	OCERS	2.700	55	See attached schedule.		
Cypress	PERS	2.000	55	9,450	7,000	0.000
Dana Point	PERS	2.000	55	13,950	7,000	0.000
Fountain Valley	PERS	2.500	55	8,000	0.000	13,230
Fullerton	PERS	2.000	55	16,200	0.000	0.000
Garden Grove	PERS	2.000	55	12,790	0.000	8,000
Huntington Beach	PERS	2.000	55	7,850	7,000	0.000
Irvine	PERS	2.700	55	21,360	2,550	5,450
La Habra	PERS	2.000	55	10,920	7,000	0.000
La Palma	PERS	2.700	55	12,340	8,000	0.000
Laguna Beach	PERS	2.000	55	9,140	7,000	0.000
Laguna Hills	N/A	2.000	60	10,700	N/A	N/A
Laguna Niguel	PERS	2.000	55	9,430	7,000	0.000
Laguna Woods	PERS	2.000	55	N/A	N/A	N/A
Lake Forest	PERS	2.000	55	12,720	0.000	7,000
Los Alamitos	PERS	2.700	55	14,720	8,000	0.000
Mission Viejo	PERS	2.700	55	15,025	8,000	0.000
Newport Beach	PERS	2.000	55	9,480	7,000	0.000
Orange	PERS	2.700	55	8,000	10,230	2,640
Placentia	PERS	2.000	55	6,120	7,000	7,010
Rancho Santa Margarita	N/A	2.500	55	12,260	0.000	8,000
San Clemente	PERS	2.000	55	11,800	7,000	0.000
San Juan Capistrano	OCERS	2.700	55	24,140	0.000	9,410
Santa Ana	PERS	2.000	55	3,410	7,000	0.000
Seal Beach	PERS	2.000	55	6,660	0.000	7,000
Stanton	PERS	2.000	55	7,000	0.000	11,030
Tustin	PERS	2.000	55	9,000	7,000	0.000
Villa Park	PERS	2.000	60	0.000	0.000	7,000
Westminster	PERS	2.000	55	7,310	7,000	0.000
Yorba Linda	PERS	2.000	55	13,693	7,000	0.000
CalOptima	PERS	2.000	60	unk	0.000	7,000
OC Cemetery District	OCERS	1.667	57.5	15,630	unk	varies <sup>3</sup>
OC Children & Families Commission	OCERS	2.700	55	18,990	unk	varies <sup>4</sup>
OC Department of Education	OCERS	1.667	57.5	15,630	unk	varies <sup>3</sup>
OC Fire Authority	OCERS	2.700	55	22,230	unk	varies <sup>4</sup>
OC In-Home Supportive Services	OCERS	1.667	57.5	15,630	unk	varies <sup>3</sup>
OC Local Agency Formation Commission	OCERS	2.700	55	18,990	unk	varies <sup>4</sup>
OC Public Law Library	OCERS	2.500	55	16,100	unk	varies <sup>6</sup>
OC Sanitation District	OCERS	2.500	55	15,630	unk	varies <sup>3</sup>
OC Superior Court	OCERS	2.700	55	22,230	unk	varies <sup>4</sup>
Transportation Corridor Agency	OCERS	2.000	55	18,540	unk	varies <sup>6</sup>
UCI Medical Center	OCERS	1.667	57.5	15,630	unk	varies <sup>3</sup>
LA Metro Transportation Authority	PERS	2.000	60	7,000	7,000	0.000
Long Beach Transit					0.000	0.000
Riverside Transit Agency	PERS	2.000	55	8,510	7,000	0.000

<sup>1</sup> Three Administrative employees are members of PERS following consolidation of OCTC and OCTD.

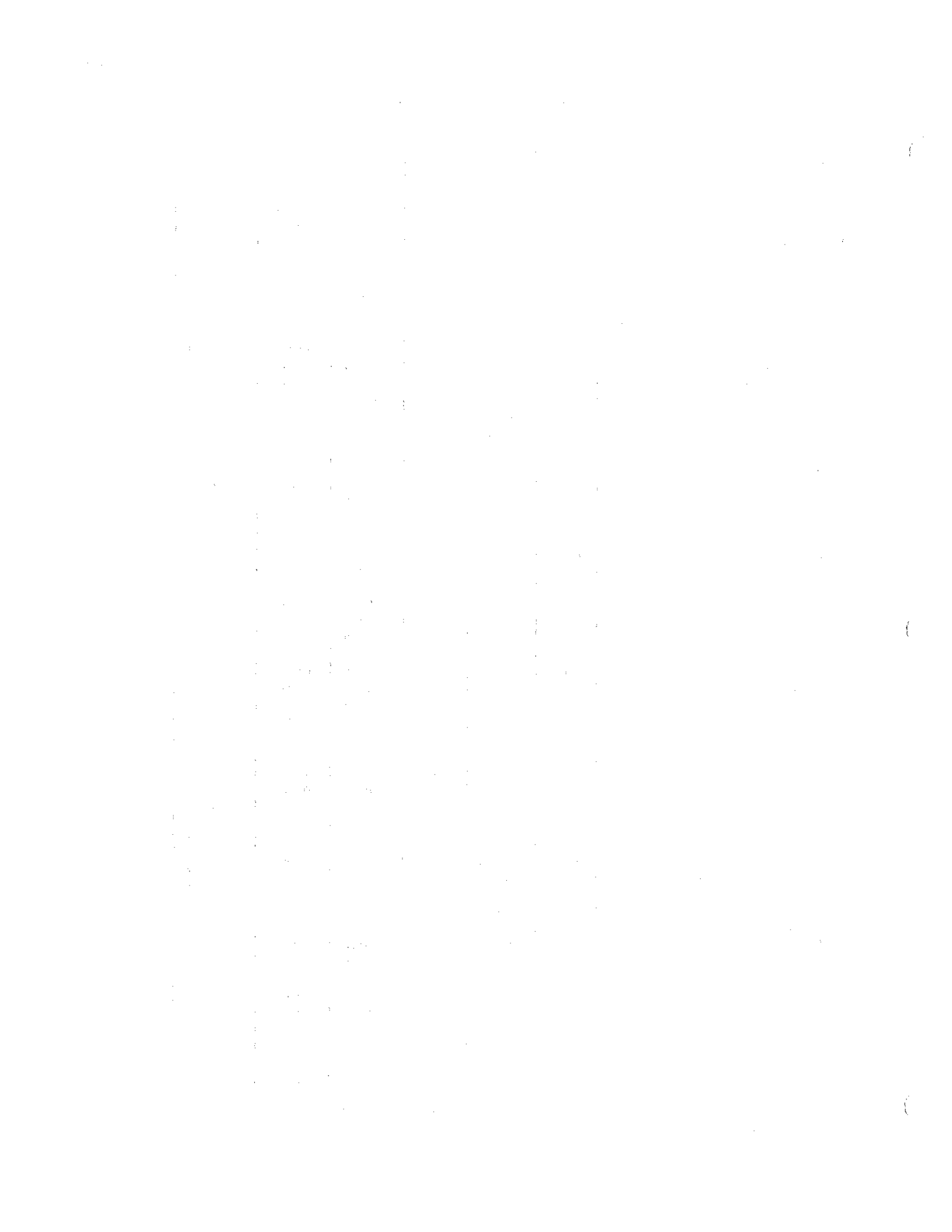
<sup>2</sup> Rate varies for Administrative employees from 6.89% to 11.73%

<sup>3</sup> Rate varies for Administrative employees from 4.90% to 11.31%

<sup>4</sup> Rate varies for Administrative employees from 9.46% to 14.38%

<sup>5</sup> Rate varies for Administrative employees from 9.34% to 14.20%

<sup>6</sup> Rate varies for Administrative employees from 6.87% to 11.70%





# Placentia Library District Retirement Enhancement Plan

December 17, 2007



PARS  
PUBLIC AGENCY  
RETIREMENT  
SERVICES  
**PARS**  
Managing retirement for you

## PARS Overview

- PARS - Public Agency Retirement Services
- 3<sup>rd</sup> largest multiple employer public retirement system
  - 400+ member agencies
- 700+ retirement plans under PARS administration
- Over 250,000 public employee participants
- Over \$500 million in trust assets



## What PARS Does

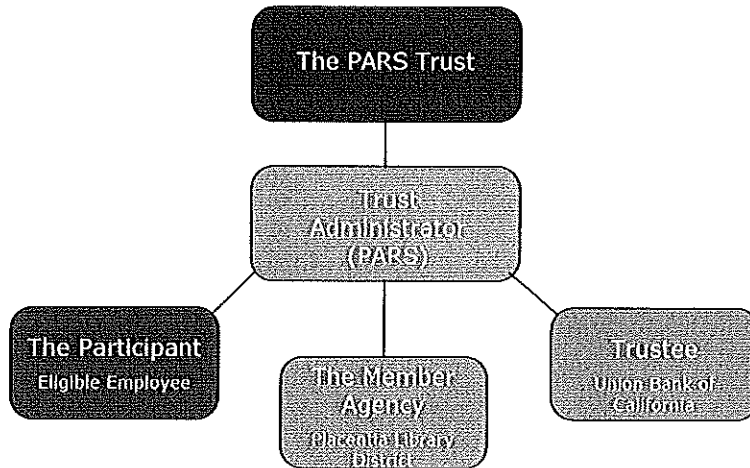
- Specializes exclusively in retirement plan consulting and administration for public agencies since 1983
- Assists in plan design and implementation
- Performs "turn-key" plan administration



## PARS Trustee - Union Bank of California

- Chartered in 1864
- 4<sup>th</sup> largest bank in California
- 2<sup>nd</sup> largest trust division in California
  - \$140 billion in trust assets
- Regulated by state and federal agencies

### Who is in the PARS Trust?



### PARS Programs

- Alternative Retirement System (ARS) for part-time employees in lieu of Social Security
- Retirement Enhancement Plans (REP) to supplement existing plans
- Separation Incentive Plans (SIP) to assist agencies in restructuring or downsizing
- Post Retirement Health Care Funding Plans for compliance with GASB 45

## PARS Advantages

- Flexibility to customize a plan design based on the specific needs of the Agency and its employees
- Ability to handle all ongoing plan administration
- Governmental pension plan specialization
- Partner with high quality legal counsel, actuaries and CPA's

## Retirement Enhancement Plan

- PARS REP Plans are Internal Revenue Code (IRC) 401(a) tax-qualified Defined Benefit Plans
- CalPERS and County 1937 Act retirement systems are established with IRC 401(a) Defined Benefit Plans
- PARS REPs are designed to enhance existing employer plans with a customized solution to help attract, retain or reward employees

### How the Plan Works – Defined Benefit

Age	2% at 55 Factor	2% at 60 Factor
55	2.000%	1.460%
56	2.052%	1.522%
57	2.104%	1.650%
58	2.156%	1.758%
59	2.210%	1.874%
60	2.262%	2.000%
61	2.314%	2.134%
62	2.366%	2.272%
63	2.418%	2.418%

Monthly Benefit = Monthly Salary \* Years of Service at the District \* Age Factor

### Comparison of DB Benefits



## Plan Design Options

### Employee Groups

- The Agency can select specific groups of employees (members of a defined class) to receive the benefits and exclude others
- The Agency can collectively bargain different benefit levels for different classifications, including specific bargaining groups or non-represented employees
- The repeal of Non-Discrimination rules in TRA 97 provides governmental retirement plans this unique flexibility in plan design

## Plan Design Options

### Vesting

- The Agency can set eligibility requirements for employees to vest
- Vesting criteria can include:
  - Attainment of a specific age
  - Minimum years of service with the Agency
  - Retirement from the agency or PERS
  - Combination of age and service
- The Agency has the option to establish plans permitting a Deferred Retirement benefit

## Plan Design Options

### Distribution Flexibility

- PARS Plans permit employees to select benefit payout options including:
  - Monthly lifetime payments
  - Joint and survivor payments
- Optional:
  - Fixed payments (5, 10 or 15 years)
  - Lump sum payment (rolled to an IRA)

## Plan Design Options

### Recognition of Service Credit In Defined Benefit Plans

- The Agency can determine the number of years of service credit to recognize, including:
  - All prior agency service credit from original date of hire
  - No prior agency service credit (start plan going forward only)
  - A set number of years or a percent of prior service (e.g., 5 years or 50% of prior service)
  - All prior service with **all** public agencies or all CalPERS agencies

## Plan Design Options

### Plan Contributions

- Contributions can be split in any fashion between the Employer and the Employee
- Defined benefit plans require some Employer contributions
- Employee contributions can be established as Employer pick-up contributions for preferable tax treatment
- Employee contributions always vest 100% to employees
- Plan funding can be designed to give the Agency the maximum flexibility in determining annual contribution levels

## Investment Options

- PARS Agencies can utilize any investment deemed prudent by the Trustee for retirement plan purposes
- Most PARS Agencies utilize HighMark Capital Management, a wholly owned subsidiary of the Trustee as the Investment Manager
- HighMark Capital Management has established eight investment pools for Agencies to choose from for their plan assets
- HighMark's pools offers an open architecture with an array of high quality mutual funds with institutional class shares only open to retirement plan



## Ongoing Administration

PARS will provide "turn-key" administrative services including:

- Coordinating the initial actuarial valuations and future legally required updates in conformance with California Government Code Sections 7507, 7504 and GASB 27
- Fielding Participant and Agency information requests
- Calculating benefit amounts and payment options
- Coordinating with PARS Trustee on benefit distributions
- Preparing monthly Agency and annual Participant statements

## Ongoing Administration

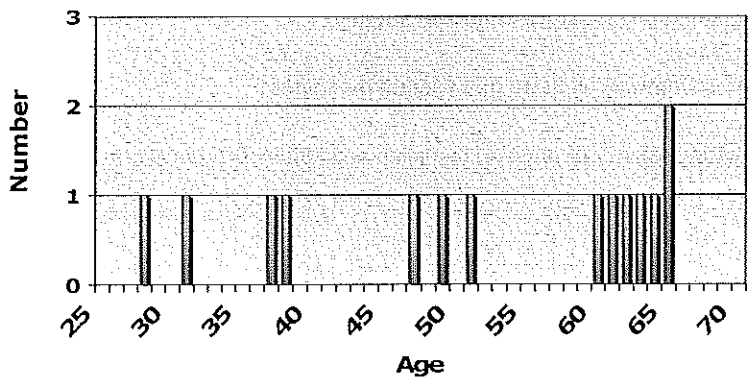
- Coordinating annual audit of PARS Trust by independent CPA firm
- Preparing annual State Controller's Report
- Complying with all State and Federal mandates
- Advising Agency of ongoing compliance and qualification issues

## Plan Fees

- PARS is strictly a "fee-for-service" organization and provides services to our public agency clients on an extremely competitive basis
- The fee schedule is based on the initial set-up of the plan and ongoing plan administration
- Fees are based on the number of participants in the plan and the complexity of the plan design
- Fees can be paid either by the Agency or from plan investment earnings

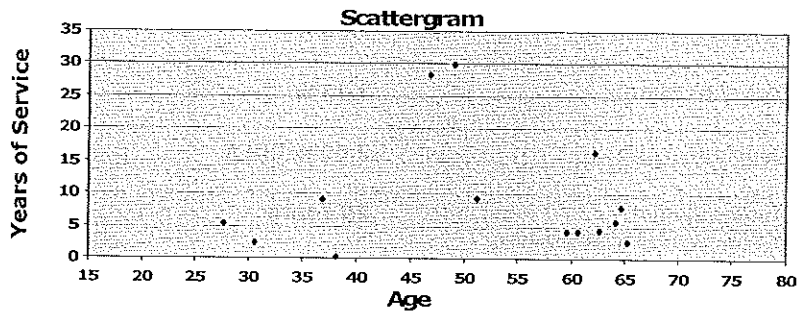
## Current Demographics

Full-Time Employees



### Current Demographics

#### Full-Time Employees



### Participant Information

#### Full-Time Employees

Participants	14
Average Age:	51.36
Average Service:	9.23
Average Salary:	\$55,087

### Calculation Assumptions

Effective Date	<b>January 1, 2008</b>
Investment Return:	<b>7.00%</b>
Salary Increase:	<b>3.25%</b>
Benefit Increase:	<b>2.00% COLA</b>
Amortization: (funding as a percentage of payroll)	<b>20 Years</b>

### Calculation Assumptions

**Decrement Rates**

Turnover:	<b>None</b>
Mortality:	<b>GAM 83</b>
Disability:	<b>None</b>
Vesting:	<b>5 Years of Service from original date of hire</b>

Note: The above assumptions are based on the best available information and are subject to change. The assumptions are based on the best available information and are subject to change. The assumptions are based on the best available information and are subject to change.

## Composite Contribution Rate

Age	2% at 55			2% at 60		
	Percentage of Payroll	Annual Contribution	Net Present Value of Cost	Percentage of Payroll	Annual Contribution	Net Present Value of Cost
55	24.33%	\$187,654	\$2,879,902	20.13%	\$155,252	\$2,382,636
56	24.41%	\$188,254	\$2,889,105	20.57%	\$158,642	\$2,434,658
57	24.45%	\$188,547	\$2,893,606	21.01%	\$161,998	\$2,486,159
58	24.45%	\$188,538	\$2,893,472	21.46%	\$165,495	\$2,539,825
59	24.42%	\$188,335	\$2,890,355	21.91%	\$168,982	\$2,593,346
60	24.34%	\$187,740	\$2,881,220	22.37%	\$172,518	\$2,647,604

## Steps to Implementation

- Step 1 Finalize with Agency staff all plan provisions, implementation timelines, actuarial analysis, and funding policies
- Step 2 Draft initial legal documents (Agency Resolution, Adoption Agreement, and Trust Agreement) for Agency legal review
- Step 3 Governing Body approval of Resolution approving plan, joining PARS Trust and appointing Plan Administrator; sign initial legal documents
- Step 4 Draft plan document for Agency legal review and approval; Plan Administrator signs final plan document
- Step 5 Prepare employee benefit communication materials, including plan summary and Administrators Handbook
- Step 6 Conduct employee group orientations and Agency staff training on plan administration
- Step 7 Prepare and submit IRS Letter of Determination application
- Step 8 Implement REP and begin "turn-key" administration



## PARS Member Agencies

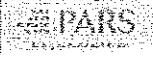
### City and County Agencies

Alameda	Cerritos	Fremont	La Porte	Honolulu	Redding	Simi Valley	Counties
Alhambra	Claremont	Gardena	La Quinta	Honolulu HI	Redwood City	Socoma	Butte
Anderson	Claremont	Gilroy	La Verne	Moraga Bay	Reno	South Gate	Dallas
Antecah	Commerce	Glendale	Laguna Beach	Murrieta	Ridgecrest	South San Francisco	Humboldt
Arceata	Costa Mesa	Glendora	Laguna Hills	Napa	Rolling Hills Estates	Southlake	Imperial
Arcyco Grande	Covina	Grand Prairie	Lake Forest	Newport City	Rosemead	Sunnyvale	Toyo
Azusa	Crescent City	Grapevine	Lakewood	Newport Beach	Rowlett	Temple City	Monro
Bakersfield	Cudahy	Hawthorne	Lancaster	North Richard Hills	San Angelo	Torrance	San Mateo
Banning	Culver City	Hayward	Lodi	Novark	San Bernardino	Tracy	Santa Cruz
Belvedere	Cypress	Healdsburg	Long Beach	Oceanside	San Carlos	Tulare	Shasta
Berkeley	Davis	Hercules	Longview	Orland	San Luis Obispo	Twinning Palms	Solano
Beverly Hills	Del Mar	Herreros Beach	Malibu	Pacific Grove	San Marcos	Vacaville	Stanislaus
Bishop	Duarte	Hollister	Mammoth Lakes	Pacific	San Marino	Vallejo	Trinity
Brea	Duane	Huntington Beach	Marbella Beach	Palmisdele	San Rafael	Visalia	Tulare
Brisbane	El Cerrito	Huntington Park	Marfield	Palo Alto	San Ramon	Walatuga	Yuba
Burbank	El Monte	Inglewood	Martinez	Pasadena	Santa Clara	West Sacramento	
Califonia City	Emeryville	Irving	Marysville	Petaluma	Santa Maria	Westminster	
Campbell	Escorodo	Irwindle	Maywood	Pico Rivera	Santee	Woodland	
Capitola	Fairfield	La Mesa	Mesquite	Pittsburg	Scotts Valley	Yuba City	
Carlsbad	Fountain	La Mesa	Milpitas	Pomona	Seal Beach	Yucca Valley	
Carson	Fountain Valley	La Palma	Modesto	Poway	Seaside		
			Modrovia	Rancho Cucamonga	Signal Hill		

### Other Agencies

Albama Law Enforcement Services (ALE)	East Side Nisquata Abatement	Honolulu Reg Water Pollution Control Agency	So. California Association of Governments (SCAG)
Alameda County Medical Center	Eastern Sierra Transit Authority	Northern CA Fever Authority	Superior Court of CA, County of Ventura
Antelope Valley Transit Authority	Exposition Metro Line Construction Authority	Orange County Vector Control District	Sweetheart Authority
Baker Community Services District	Fulton-El Casino Recreation & Park District	Partnership Health Plan of California	Truckee Fire Protection District
California JPA	Gateway Cities Council of Governments	Pleasant Hill Recreation & Park District	Truckee Donner Fire and Park District
CAWITPA	Hesperia Recreation and Park District	Rio Linda El Dorado Recreation and Park District	Vallejo Se-Tectos & Flood Control
Central Basin Hunt Water District	LA Peninsula Metro Blue Line	San Bernardino Municipal Water District	Valley of the Moon Fire Protection District
Coalinga-Huron Recreation & Parks	MESA City of Emeryville	San Diego Association of Governments	Ventura Regional Sanitation District
Cucamonga Valley Water District	Mission Oaks Recreation & Park District	San Diego Trolley	Water Replenishment District of SCA
East Bay Regional Park District	Monterey Peninsula Reg Park District	Santa Barbara County Law Library	West Basin Municipal Water District

Updated 12/07



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