



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








Monday, March 23, 2015
6:30 P.M.
Community Meeting Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

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
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the February 23, 2015 Library Board of Trustees Meeting and Work Session. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
12. Current Claims and Payroll. (Receive & File and Approve)
13. FY2014-2015 Cash Flow Analysis through February 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for February 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for February 2015. (Receive & File)
16. Acquisitions Report for February 2015. (Receive & File)
17. Entrepreneurial Activities Report for February 2015. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for February 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for February 2015. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Administration Report for February 2015.
22. Children's Services Report for February 2015.
23. Adult Services Report for February 2015.
24. Placentia Library Web Site & Technology Report for February 2015.

PUBLIC HEARING

25. Discuss and Adopt the Children's Internet Protection Act (CIPA) Resolution 15-05 including Approval for Amendments to Placentia Library District Policy 6020 – Internet Use Policy

OLD BUSINESS

26. Authorize amendments to Placentia Library District Policy 2040 as presented, inclusive of comments from the Library Board of Trustees.

NEW BUSINESS

27. Presentation from Dr. Timothy McLarney of True North Research on the Results of the Community Survey.
28. California Special District Association (CSDA) Board of Directors Call for Nominations.
29. Travel Authorization for the Library Director to the American Library Association (ALA) Annual Conference, June 25-30, 2015, San Francisco, California.

BUDGET WORK SESSION

30. Continue Discussion, if necessary.

ADJOURNMENT

31. Agenda Preparation for the April Date Meeting which will be held on Monday, April 20, 2015 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 23, 2015 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 19, 2015



Diane Warner, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 23, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 23, 2015 at 6:32pm.

Members Present: President Al Shkoler, Secretary Jo-Anne Martin, Trustee Gayle Carline, Trustee Richard DeVecchio, Trustee Elizabeth Minter

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guest: None

ADOPTION OF AGENDA

It was moved by Trustee Carline and seconded by Secretary Martin to adopt the agenda as presented:

AYES:	Shkoler, Martin, DeVecchio, Carline, Minter
NOES:	None
ABSENT:	None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the promotion ceremony for Chief of Police Ward Smith, the Miss Placentia Pageant, Farewell Dinner for Teri Neibuhr (HIS House) and the February 9th PLFF meeting. (Item 5)

Secretary Martin attended the promotion ceremony for Chief of Police Ward Smith, the Miss Placentia Pageant, Farewell Dinner for Teri Neibuhr (HIS House) and the February 9th PLFF meeting. (Item 6)

Trustee Carline attended the promotion ceremony for Chief of Police Ward Smith, was a volunteer at the Miss Placentia Pageant, and enjoyed an event for author, Neil DeGrasse Tyson -recommended him for a future Authors Luncheon. (Item 6)

Trustee DeVecchio attended the promotion ceremony for Chief of Police Ward Smith and represented the Trustees at a Farewell Reception for City Administrator, Troy Butzlaff. (Item 6)

Trustee Minter had no activities to report. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras enjoyed the "Libraries: Do We Have 5 Years to Live?" conference at USC, and has several ideas for the Library's FY 16-17 fiscal year.

Director Contreras also attended the City Administrator's Farewell Reception. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar represented the Friends Foundation, and said 126 tickets have been sold for the 2015 Authors Luncheon. There are currently 240 paid members of the Friends Foundation, and 2 potential board members. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee Carline to approve Agenda Items 9-24, and a roll call vote was held.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

**MINUTES of JANUARY
26th TRUSTEES MEETING**

Minutes for the January 26, 2015 Trustees Meeting were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – Two (2) PARS claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Eight (8) claim batches and three (3) payroll batches were approved by the Trustees on February 23rd and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

**TREASURER'S
REPORTS**

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through January 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

Balance Sheet for January 2015 - received and filed. (Item 15)

Acquisitions Report for January 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for January 2015 – received and filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2015 – received and filed. (Item 18)

Circulation Report for January 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through February 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director’s Report for January 2015 (Item 21)
Children’s Services Report for January 2015 (Item 22)
Adult Services Report for January 2015 (Item 23)
Placentia Library Web Site & Technology Report for January 2015 (Item 24)

NEW BUSINESS

Authorize Amendments to Placentia Library District Policy 2040 – Sick Leave

Board voted to postpone this discussion until the March 2015 Board of Trustees meeting. (Item 25)

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

Authorize Amendments to Placentia Library District Policy 2110 – Health and Welfare Benefits

Library Director Contreras presented proposed verbiage changes to Policy 2110, Section 2110.5, and requested Board approval for policy to stipulate “PARS Defined Benefit Retirement Plan,” as Placentia Library District has changed retirement plan programs. (Item 26)

Moved by Secretary Martin and Seconded by Trustee Carline to approve verbiage changes.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

Travel Authorization to Attend Special District Legislative Days in Sacramento, CA on May 19-20, 2015

Library Director requested approval to attend the Special District Legislative Days conference in Sacramento, CA on May 19-20, 2015. Fiscal Impact is \$600 per person. (Item 27)

Moved for Board approval by Trustee Minter and seconded by Trustee Carline to authorize Director Contreras and Secretary Martin to attend. A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

Authorization to Attend the California Public Library Advocates (CPLA) Spring Workshop

Library Director requested approval for Library Trustees and/or Director to attend the CPLA Spring Workshop in Redondo Beach, CA on March 14, 2015. Fiscal impact is \$25 per person plus mileage. Trustee Minter requested that the PLFF President be invited to attend also. (Item 28)

Moved for approval by Trustee Carline and seconded by Trustee Minter to authorize attendance by President Shkoler, Trustee Minter and Business Manager, Yesenia Baltierra. A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None
ABSENT: None

Review and Discuss the Request for Proposal (RFP) for Independent Audit Services

Library Director presented responses from three CPA firms to the recent RFP for Audit Services. After proposal reviews and discussion, Director Contreras recommended Placentia Library District’s fiscal audit services 3-year contract be awarded to White Nelson Diehl Evans, located in Irvine, CA, effective with Fiscal Year 2014-15 (with option for two 1-year extensions). (Item 29)

Moved by Secretary Martin and seconded by Trustee DeVecchio to approve the Library Director’s recommendation. A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter
NOES: None
ABSENT: None

Review and Discuss Placentia Library District Policy 5000 Series – Board Meetings

Library Director presented the current Policy 5000 Series for changes to Board of Trustees meeting dates, agendas, conduct, decisions, minutes and rules of order. Moved by Trustee DeVecchio and seconded by Secretary Martin to delay for further review and discussion at a future Board meeting. (Item 30)

Nominations for Vacant Seats on SDRMA Board of Directors

Library Director presented an opportunity for Trustees to be nominated for any of the three (3) seats open on the 2015 SRDMA Board of Directors, whose monthly meetings are held in Sacramento. Trustees were not interested in participating at this time. (Item 31)

ADJOURNMENT

The February 23, 2015 Board of Trustees meeting was adjourned at 7:28pm.

Library Director Contreras requested the March Trustees meeting be moved to March 23, 2015, for a Budget Work Session at 5:00 p.m. followed by the monthly Board meeting. Moved by Trustee Carline and seconded by Trustee DeVecchio to change the March meeting date, with unanimous Board approval.

The next Board of Trustees meeting will be on March 23, 2015 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Jo-Anne W. Martin
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for February 2014
DATE: March 23, 2015

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Summary of Claims Forwarded by the Library Director and Trustees

DATE: March 23, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	03-12-15	5851	\$ 1,594.13
PARS	03-26-15	5862	\$ 1,631.83
Misc Vendors	03-11-15	5861	\$ 5,507.88
Misc Vendors	03-12-15	5863	\$ 37,689.83
TOTAL			\$ 46,423.67

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/11/15

REPORT NO: 5863

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC - xxxxx (New Vendor) TBWB Strategies Inc, 400 Montgomery Street, 7th Floor San Francisco, CA 94104	03-10-15 001	1900	0748		\$5,750.00		
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2885	3-05-15 16624	0306			\$12,910.14		
VC-2816 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	3-02-15 640347843	1000			\$204.39		
	3-09-15 640351374	1000			\$224.47		
VC-12479 Staples National Advantage Dept SNA PO Box 416266 Boston, MA 02241-5266	2-28-15 8033397882	1800	0726		\$8,525.68		
VC-8873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	3-02-15 15-3-9831	1400	0710		\$373.15		
VC-13358 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	3-01-15 20070	1900	0739		\$4,000.00		
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2885	3-02-15 50358	0350			\$5,702.00		
TOTAL REMITTANCE:					\$37,689.83		

The claims listed above totaling \$37,689.83 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.

Richard Calabrese
Approved by

Richard Calabrese
Countersigned by

Richard Calabrese
Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/26/15


REPORT NO: 5851

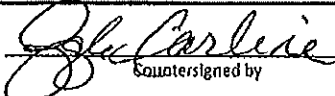
The County Auditor is authorized to draw these checks from:

Placentia Library District
 411 E Chapman Ave
 Placentia, CA 92870

xp 2/3 FUND: 707
 DEPT: V700
 BUDGET CONTROL: 707
 UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	02-25-15 6746022400	200			\$1,594.13		
TOTAL REMITTANCE:					\$1,594.13		
The claims listed above totaling \$1,594.13 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							


 Approved by


 Countersigned by


 Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/12/15

REPORT NO: 5862

The County Auditor is authorized to draw these checks from:

Placentia Library District
 411 E Chapman Ave
 Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 611649 Los Angeles, CA 90051-8204	03-12-15 6746022400	200			\$1,631.83		
TOTAL REMITTANCE:					\$1,631.83		
The claims listed above totaling \$1,631.83 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.							

Richard C. Delacorte
 Approved by

[Signature]
 Countersigned by

[Signature]
 Attested and/or countersigned by

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/10/15

REPORT NO: 5861

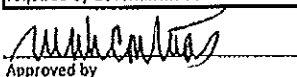
The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VG-14836 ChrisTOPHER Oriel Graphic Design 310 S. Jefferson St. #17B Placentia, CA 92870	03-03-15 March Graphics	1900	0748		\$833.33		
VG-6002-1 The Gas Company PO Box C Monterey Park, CA 91766	02-24-15 053-911-8800-9	2802			\$621.77		
VG-6003 NEW Address Golden State Water Company c/o Placentia Library Dist. - Cust #29934100008 411 E. Chapman Ave. Placentia, CA 92870	02-23-15 29934100008	2803.			\$389.23		
VG-6048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2866	02-24-15 16557	0309 0308 0310 0306 0319	0770		\$552.80 \$969.71 \$360.26 \$56.43 \$183.46 \$2,122.66		
VG-12479 Staples National Advantage Dept SNA PO Box 415256 Boston, MA 02241-5256	2-21-15 8033311656	1800	0728		\$59.99		
VG-0069-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	02-27-15 8000-9000-062-5830	1803			\$653.59		
VG-12176 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	03-03-15 874840250124871	0700	0702		\$290.64		
VG-1428 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	03-03-15 12895	4000 1300			\$163.08 \$299.49 \$462.57		
VG-3070-2 Demco P.O. Box 8048 Madison, WI 53708-8048	2-27-15 5537905	1800	0725		\$27.15		
VG-0089-10 Republic Services #876 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85062-8829	02-28-15 3-0676-3401710	1001			\$46.95		
TOTAL REMITTANCE:					\$5,507.88		

The claims listed above totaling \$5,507.88 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by


Countersigned by


Attested and/or countersigned by



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: March 23, 2015

Current Claims

Table with 4 columns: TYPE, DATE, CLAIM #, AMOUNT. Rows include Baker & Taylor, Midwest Tape, Misc BOOK Vendors, and Misc Vendors.

Subtotal for Claims \$ 59,920.09

Payroll

Table with 4 columns: TYPE, DATE, CLAIM #, AMOUNT. Rows include On Demand Wire for dates 03-30-15, 04-06-15, and 04-13-15.

Subtotal for Payroll \$ 120,000.00

TOTAL CURRENT CLAIMS & PAYROLL \$ 179,920.09

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/01/15
REPORT NO: 5852

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	01/21/15	2400	0760		\$22.54			
	4011108585	2400	0760		\$16.01			
	01/21/15	2400	0760		\$21.75			
	4011108586	2400	0760		\$39.35			
	01/21/15	2400	0760		\$81.87			
	4011108587	2400	0760		\$81.77			
	01/21/15	2400	0760		\$43.92			
	4011108588	2400	0760		\$40.54			
	01/21/15	2400	0760		\$39.47			
	4011108589	2400	0760		\$19.73			
	01/21/15	2400	0760		\$39.35			
	4011108590	2400	0760		\$61.28			
	01/21/15	2400	0760		\$61.41			
	4011108591	2400	0760		\$11.23			
	01/21/15	2400	0760		\$75.67			
	4011108592	2400	0760		\$30.21			
	01/21/15	2400	0760		\$31.37			
	4011108593	2400	0760		\$58.41			
	01/21/15	2400	0760		\$15.41			
	4011108594	2400	0760		\$200.38			
01/21/15	2400	0760		\$120.45				
4011108595	2400	0760		\$16.64				
01/21/15	2400	0760						
4011108596								
01/21/15								
4011108597								
01/21/15								
4011108598								
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4011108603								
01/21/15								
4011108604								
01/21/15								
4011108605								
01/21/15								
4011108606								
TOTAL REMITTANCE:					\$1,128.76			

The claims listed above totaling \$1,128.76 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/03/15
REPORT NO: 5853

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	01/21/15 4011108607	2400	0760		\$38.51			
	01/23/15 4011122043	2400	0760		\$110.33			
	01/27/15 4011114384	2400	0760		\$78.71			
	01/27/15 4011114385	2400	0760		\$36.41			
	01/27/15 4011114386	2400	0760		\$127.24			
	01/27/15 4011114387	2400	0760		\$14.79			
	01/27/15 4011114387	2400	0760		\$54.97			
	01/27/15 4011114388	2400	0760		\$13.52			
	01/27/15 4011114389	2400	0760		\$59.81			
	01/27/15 4011114390	2400	0760		\$28.91			
	01/27/15 4011114391	2400	0760		\$30.83			
	01/27/15 4011114392	2400	0760		\$86.17			
	01/27/15 4011114393	2400	0760		\$35.44			
	01/27/15 4011114395	2400	0760		\$85.05			
	01/27/15 4011114398	2400	0760		\$265.65			
	01/27/15 4011114399	2400	0760		\$58.91			
	01/27/15 4011114400	2400	0760		\$14.79			
	01/27/15 4011114401	2400	0760		\$12.73			
	01/27/15 4011114402	2400	0760		\$103.71			
	01/27/15 4011114404	2400	0760		\$45.07			
01/27/15 4011114405	2400	0760		\$779.01				
01/27/15 4011114406	2400	0760		\$152.16				
01/27/15 4011114407	2400	0760						
TOTAL REMITTANCE:					\$2,232.72			
The claims listed above totaling \$2,232.72 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 _____

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 03/03/15
REPORT NO: 5854
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	01/27/15	4011114408	2400	0760	\$35.27			
	01/29/15	4011128558	2400	0760	\$266.13			
	02/03/15	4011120957	2400	0760	\$33.65			
	02/03/15	4011120958	2400	0760	\$15.41			
	02/03/15	4011120959	2400	0760	\$23.00			
	02/03/15	4011120960	2400	0760	\$23.85			
	02/03/15	4011120961	2400	0760	\$19.73			
	02/03/15	4011120962	2400	0760	\$135.72			
	02/03/15	4011120963	2400	0760	\$21.74			
	02/03/15	4011120964	2400	0760	\$28.31			
	02/03/15	4011120966	2400	0760	\$14.79			
	02/03/15	4011120967	2400	0760	\$108.22			
	02/03/15	4011120968	2400	0760	\$35.15			
	02/03/15	4011120969	2400	0760	\$18.00			
	02/03/15	4011120970	2400	0760	\$19.86			
	02/03/15	4011120971	2400	0760	\$64.23			
	02/03/15	4011120972	2400	0760	\$21.22			
	02/03/15	4011120973	2400	0760	\$80.50			
	02/03/15	4011120974	2400	0760	\$27.04			
	02/03/15	4011120975	2400	0760	\$14.79			
02/03/15	4011120976	2400	0760	\$15.39				
02/03/15	4011120977	2400	0760	\$20.47				
TOTAL REMITTANCE:					\$1,042.47			

The claims listed above totaling **\$1,042.72** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/03/15
REPORT NO: 5855

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	02/03/15	4011120978	2400	0760	\$22.38			
	02/03/15	4011120979	2400	0760	\$108.22			
	02/03/15	4011120980	2400	0760	\$29.58			
	02/03/15	4011120981	2400	0760	\$13.38			
	02/03/15	4011120982	2400	0760	\$21.12			
	02/03/15	4011120983	2400	0760	\$36.54			
	02/03/15	4011120984	2400	0760	\$17.95			
	02/03/15	4011120985	2400	0760	\$15.41			
	02/03/15	4011121752	2400	0760	\$21.72			
	02/03/15	4011121753	2400	0760	\$22.98			
	02/03/15	4011121754	2400	0760	\$28.91			
	02/03/15	4011121755	2400	0760	\$45.14			
	02/03/15	4011121756	2400	0760	\$21.88			
	02/03/15	4011121757	2400	0760	\$39.70			
	02/03/15	4011121758	2400	0760	\$23.01			
	02/03/15	4011121759	2400	0760	\$61.25			
	02/06/15	4011128636	2400	0760	\$14.79			
	02/06/15	4011128637	2400	0760	\$30.67			
	02/06/15	4011128638	2400	0760	\$12.26			
	02/06/15	4011128640	2400	0760	\$86.82			
	02/06/15	4011128641	2400	0760	\$167.54			
	02/06/15	4011128642	2400	0760	\$24.52			
	TOTAL REMITTANCE:					\$865.77		

The claims listed above totaling \$865.77 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/03/15
REPORT NO: 5856

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	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	02/06/15	4011128643	2400	0760	\$130.00			
	02/06/15	4011128644	2400	0760	\$8.62			
	02/06/15	4011128645	2400	0760	\$54.62			
	02/06/15	4011128646	2400	0760	\$14.79			
	02/06/15	4011128647	2400	0760	\$19.73			
	02/06/15	4011128648	2400	0760	\$40.91			
	02/06/15	4011128649	2400	0760	\$21.72			
	02/06/15	4011128650	2400	0760	\$24.52			
	02/06/15	4011128651	2400	0760	\$59.61			
	02/06/15	4011128652	2400	0760	\$41.09			
	02/06/15	4011128653	2400	0760	\$14.79			
	02/06/15	4011128654	2400	0760	\$12.26			
	02/06/15	4011128655	2400	0760	\$211.00			
	02/06/15	4011128656	2400	0760	\$327.68			
	02/06/15	4011128657	2400	0760	\$101.75			
	02/06/15	4011128658	2400	0760	\$313.40			
	02/06/15	4011128659	2400	0760	\$98.30			
	02/06/15	4011128660	2400	0760	\$20.55			
	02/09/15	4011137592	2400	0760	\$79.53			
	02/16/15	4011134157	2400	0760	\$16.69			
02/16/15	4011134159	2400	0760	\$17.23				
02/16/15	4011134160	2400	0760	\$19.30				
TOTAL REMITTANCE:					\$1,648.09			

The claims listed above totaling **\$1,648.09** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/03/15
REPORT NO: 5857

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG				
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	02/16/15	4011134161	2400	0760	\$33.64			
	02/16/15	4011134162	2400	0760	\$28.91			
	02/16/15	4011134163	2400	0760	\$159.38			
	02/16/15	4011134164	2400	0760	\$35.44			
	02/16/15	4011134165	2400	0760	\$69.60			
	02/16/15	4011134166	2400	0760	\$28.72			
	02/16/15	4011134167	2400	0760	\$37.14			
	02/16/15	4011134168	2400	0760	\$21.09			
	02/16/15	4011134169	2400	0760	\$29.58			
	02/16/15	4011134170	2400	0760	\$16.69			
	02/16/15	4011134171	2400	0760	\$153.95			
	02/16/15	4011134172	2400	0760	\$19.23			
	02/16/15	4011134173	2400	0760	\$32.64			
	02/16/15	4011134174	2400	0760	\$67.22			
	02/16/15	4011134175	2400	0760	\$23.00			
	02/16/15	4011134176	2400	0760	\$525.00			
	02/16/15	4011134177	2400	0760	\$20.72			
	02/16/15	4011134178	2400	0760	\$46.94			
	02/16/15	4011134180	2400	0760	\$15.41			
	02/16/15	4011134181	2400	0760	\$31.46			
02/16/15	4011144104	2400	0760	\$143.55				
02/18/15	4011138724	2400	0760	\$35.35				
TOTAL REMITTANCE:					\$1,574.66			

The claims listed above totaling **\$1,574.66** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/03/15
REPORT NO: 5858

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	11/26/2014	2400	0760		\$35.09		
	92391170						
	01/27/2015	2400	0760		\$48.29		
	92531640						
	01/27/2015	2400	0760		\$28.29		
	92531642						
	01/30/2015	2400	0760		\$82.18		
	92539775						
	01/30/2015	2400	0760		\$36.09		
	92539777						
	01/30/2015	2400	0760		\$33.29		
	92539779						
	01/30/2015	2400	0760		\$29.64		
	92539800						
	02/04/2015	2400	0760		\$92.18		
	92548995						
	02/04/2015	2400	0760		\$36.09		
	92548997						
	02/04/2015	2400	0760		\$41.09		
	92548998						
	02/07/2015	2400	0760		\$46.09		
	92558715						
	02/07/2015	2400	0760		\$46.09		
	92558717						
	02/07/2015	2400	0760		\$34.64		
	92558718						
02/07/2015	2400	0760		\$38.29			
92558719							
02/09/2015	2400	0760		\$28.29			
92562551							
02/10/2015	2400	0760		\$19.64			
92564635							
02/10/2015	2400	0760		\$82.18			
92564638							
02/10/2015	2400	0760		\$31.49			
92564639							
02/12/2015	2400	0760		\$54.64			
92571800							
02/12/2015	2400	0760		\$39.64			
92573597							
02/20/2015	2400	0760		\$48.29			
92596446							
02/20/2015	2400	0760		\$97.18			
92597285							
TOTAL REMITTANCE:					\$1,028.69		
The claims listed above totaling \$1,028.69 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/03/15
REPORT NO: 5859

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	02-06-15 92551290 HOOPLA Deposit	2400	0760		\$6,000.00		
TOTAL REMITTANCE:					\$6,000.00		
The claims listed above totalling \$6,000.00 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/05/15

REPORT NO: 5860

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
VC-2993 Midwest Tape PO Box 820 Holland OH 43628	2-20-15	2400	0760		\$51.09		
	92597287	2400	0760				
		2400	0760				
		2400	0760				
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	02-17-15	2400	0760		\$1,042.74		
	1148-153829070	2400	0760		\$582.16		
	02-17-15	2400	0760		\$519.99		
	1148-153956540	2400	0760				
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	01-26-15	2400	0760		\$73.32		
	83447837	2400	0760		\$25.38		
	01-27-14	2400	0760		\$46.52		
	83516838	2400	0760				
	02-09-15	2400	0760				
	83763546						
TOTAL REMITTANCE:					\$2,341.20		
The claims listed above totaling \$2,341.20 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/15

REPORT NO: 5864

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY			
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	02-04-15		2400	0760		\$68.29				
	02-20-15	92548999 CM 92601061	2400	0760		(\$68.29)				
VC-7184 City of Anaheim P.O. Box 3222 Anaheim, CA 92805	03-10-15	LI000135	1900	0737		\$31,268.94				
VC-2616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	3-16-15	640354962	1000			\$202.39				
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	03-05-15	8448 40 025 0276198	0700	0702		\$334.00				
VC-5233-2 AT&T CalNet 2 PO Box 9011 Carol Stream, IL 60197-9011	03-02-15	6323870	0700	0700		\$115.23				
			0700	0701		\$289.24				
						\$404.47				
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	03-19-15	62533	2801			\$3,708.42				
			0700	0701		\$16.85				
			1400	0715		\$6,122.66				
						\$9,847.93				
TOTAL REMITTANCE:						\$42,057.73				
The claims listed above totaling \$42,057.73 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.										

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/15
REPORT NO: 127

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

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
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-30-15 Payroll #23 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/15
REPORT NO: 128

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

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
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-06-15 Payroll #24 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/15
REPORT NO: 129

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

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
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-13-15 Payroll #25 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: March 23, 2015

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	0.00
04/30/15	0.00
5/31/2015	0.00
6/30/2015	0.00
General	
Reserves	414,789.10
Impact Fees	433,513.66

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	2,134,629.15
General	
Reserves	414,789.10
Impact Fees	406,613.78



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through February 2015 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger

DATE: March 23, 2015

Summary of Cash and Investments as of February 28, 2015

Cash with Orange County Treasurer Fund 707	1,540,770.53
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	433,513.66
General Fund Checking – Bank of the West	70,250.85
General Fund Savings – Bank of the West	566,382.65
Payroll Checking – Wells Fargo Bank	121,414.80
Total Cash and Investments	3,147,121.59

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); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.

Jeanette Contreras
Library Director



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**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT**

Page 35

February 28, 2015
67% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	752,497	0.65	\$408,033
0200	Retirement	43,351	23,284	0.54	\$20,067
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	80,850	0.40	\$121,626
0306-0770	Employee Assistance Program	720	398	0.55	\$322
0308	Dental Insurance	15,523	7,077	0.46	\$8,446
0309	Life Insurance	8,351	3,899	0.47	\$4,452
0310	AD & D Insurance	5,869	2,166	0.37	\$3,703
0319	Vision Insurance	2,600	1,223	0.47	\$1,377
0350	Workers' Compensation Insurance	23,000	16,776	0.73	\$6,224
	TOTAL	\$1,472,420	\$888,170	0.60	\$584,250
SERVICES & SUPPLIES					
0700	Communications	20,000	9,231	0.46	\$10,769
0900	Food	2,000	416	0.21	\$1,584
1000	Household Expenses	19,000	9,115	0.48	\$9,885
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	19,929	0.59	\$14,071
1400	Maintenance, Buildings & Improvements	93,300	36,911	0.40	\$56,389
1600	Memberships	9,000	6,771	0.75	\$2,230
1700	Miscellaneous Expense	2,000	597	0.30	\$1,403
1800	Office Expenses	44,500	15,385	0.35	\$29,115
1803	Postage	12,000	8,445	0.70	\$3,555
1900	Prof./Specialized Services	176,000	93,637	0.53	\$82,363
1912	Investment Administrative Fees	1,600	869	0.54	\$731
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	325	0.32	\$675
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	104,570	0.36	\$186,032
2600	Transportation & Travel	3,500	259	0.07	\$3,241
2700	Meetings	28,000	15,015	0.54	\$12,985
2800	Utilities	84,000	56,971	0.68	\$27,029
	TOTAL	\$834,002	\$390,444	0.47	\$443,558
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$2,784	0.28	\$7,216
	OPERATING EXPENSES	\$2,316,422	\$1,281,397	0.55	\$1,035,025
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$55,145	0.55	\$44,855
4200	Structures/Improvements	20,000	\$1,997	0.10	\$18,003
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$120,000	\$57,142	0.48	\$62,858
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$1,338,539	0.55	\$1,097,883
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$57,879	1.65	-\$22,879

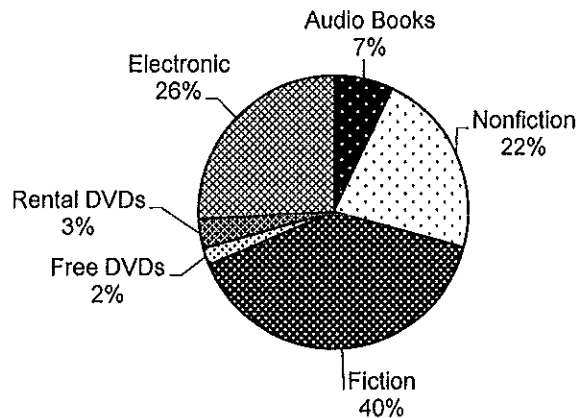
PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
February 28, 2015

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,959,489	1,097,626	(861,863.01)	56.0%
6220		Property Taxes - Current Unsecured	55,415	60,192	4,777.22	108.6%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	12,746	4,077	(8,668.60)	32.0%
6280		Property Taxes - Curr Supplemental	63,204	36,377	(26,826.95)	0.0%
6290		Other Taxes	3,000	8,744	5,743.60	0.0%
6300		Property Taxes - Prior Supplemental	0	614	614.29	100%
6540		Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
		Sub Total	2,094,829	1,207,966	(886,863.39)	57.7%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,500	5,160	(340.40)	93.8%
		Sub Total	5,500	5,160	(340.40)	93.8%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,454	7,056	(1,398.13)	83.5%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	1,761	9,114.00	7,353.00	517.5%
		Sub Total	10,215	16,170	5,954.87	158.3%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	750	50.00	107.1%
		Grants	35,000	33,211	(1,788.80)	94.9%
		Fines & Fees	40,000	29,901	(10,099.35)	74.8%
		Passport/Photos	125,000	85,598	(39,402.00)	68.5%
		Meeting Room Fees	4,500	4,185	(315.00)	93.0%
		DVD Rentals	7,000	4,848	(2,152.50)	69.3%
		Test Proctor	6,200	5,000	(1,200.00)	80.6%
		Sub Total	218,400	163,492	(54,907.65)	74.9%
7680		6-MO Expired (Outlawed) Checks	0	399	399.00	100%
		YTD Actual	2,328,944	1,392,787	(936,156.57)	60%
		FY 13/14 Funds Available	107,978	107,978		
TOTAL REVENUES FY 14/15:						
			2,436,922	1,500,765	(936,156.57)	61.6%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	26,900	26,899.88	100%
		SLS Account	0	1,095.45	0.00	100%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2014-2015 THROUGH THE MONTH OF JAN. 2015

	Amount	Title	Volumes
Total Fiction	\$51,873	2636	2887
Total Non-Fiction	\$29,192	1144	1680
Total Electronic	\$34,029	302	0
Total Audio Books	\$9,205	211	211
Total Free DVDs	\$2,724	100	101
Total Rental DVDs	\$4,511	179	185
TOTAL MATERIALS	\$131,534	4572	5064



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.

Agenda Item 16

ACQUISITIONS REPORT FOR FISCAL YEAR 2014-2015 THROUGH THE MONTH OF FEBRUARY 2015
Prepared by Katie Matas, Acquisitions Librarian.

GENERAL FUND	ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$25,808	970	942	\$4,388	271	332	\$30,687	37	37	\$31,292	1278	1311
Calif. Adult Fiction	\$25,808	970	942	\$4,889	271	332	\$30,697	37	37	\$31,292	1278	1311
Adult Non-Fiction	\$13,481	607	610	\$5,957	271	279	\$19,438	17	17	\$19,730	895	906
Adult Reference	\$1,838	19	38	\$47	1	1	\$1,883	4	4	\$1,950	24	43
Adult magazines	\$5,005	86	570	\$0	0	0	\$5,005	0	0	\$5,005	86	570
Calif. Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-FICTION	\$20,322	712	1218	\$6,004	272	280	\$26,326	984	1498	\$26,685	1005	1519
TOTAL ADULT PRINT MATERIALS	\$46,130	1682	2160	\$10,893	543	612	\$57,023	2225	2772	\$57,977	2,283	2,830
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$110	11	11
Adult Audio Books	\$6,954	205	205	\$424	11	11	\$9,378	216	216	\$9,448	218	218
Adult E-books	\$9,721	252	252	\$633	13	13	\$10,354	0	0	\$10,354	265	0
Adult Free DVDs	\$1,854	54	54	\$415	11	11	\$2,269	65	65	\$2,478	82	82
Adult Rental DVDs	\$3,837	155	156	\$0	0	0	\$3,837	155	156	\$4,272	173	174
TOTAL ADULT NON-PRINT MATERIALS	\$24,366	666	615	\$1,472	35	22	\$25,838	701	437	\$26,652	749	485
TOTAL ADULT MATERIALS	\$70,496	2,348	2,575	\$12,365	578	634	\$82,861	2,926	3,209	\$84,639	3,032	3,315
Juvenile Fiction	\$17,978	1230	1506	\$6,968	449	505	\$24,946	1678	2012	\$25,630	1742	2076
Calif. Juvenile Fiction	\$0	0	0	\$1,864	94	114	\$1,864	94	114	\$1,864	94	114
Young Adult Fiction	\$8,097	436	439	\$2,488	174	175	\$10,575	610	614	\$10,949	642	646
Calif. Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE FICTION	\$26,065	1666	1945	\$11,320	716	785	\$37,385	2382	2740	\$38,443	2,478	2,896
Juvenile Non-Fiction	\$7,565	392	400	\$1,653	104	104	\$9,418	466	504	\$9,418	496	504
Calif. Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$645	23	23	\$1,188	10	10	\$1,603	33	33	\$1,678	37	37
Calif. Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$280	2	2	\$0	0	0	\$280	2	2	\$280	2	2
Juvenile Magazines	\$910	15	37	\$0	0	0	\$910	15	37	\$910	15	37
TOTAL JUVENILE NON-FICTION	\$8,870	432	462	\$3,041	114	114	\$11,911	546	576	\$11,986	550	580
TOTAL JUVENILE PRINT MATERIALS	\$34,935	2,098	2,407	\$14,361	830	909	\$49,296	2,928	3,316	\$50,429	3,028	3,416
Juvenile Music CDs	\$142	7	7	\$148	5	5	\$290	12	12	\$290	12	12
Juvenile Audio Books	\$251	6	6	\$313	7	7	\$564	13	13	\$564	13	13
Juvenile E-books	\$824	42	42	\$1,600	118	118	\$2,424	160	160	\$2,424	160	160
Young Adult Video Games	\$30	1	1	\$0	0	0	\$30	1	1	\$50	2	2
Juvenile Free DVDs	\$870	46	47	\$681	32	34	\$1,551	78	81	\$1,551	78	81
Juvenile Rental DVDs	\$974	24	29	\$0	0	0	\$974	24	29	\$974	24	29
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,791	126	90	\$2,742	152	46	\$5,533	288	136	\$5,553	289	137
TOTAL JUVENILE MATERIALS	\$37,726	2,224	2,497	\$17,103	992	955	\$54,829	3216	3452	\$55,982	3317	3553
On-line databases	\$17,484	8	0	\$3,238	1	0	\$20,722	9	0	\$20,722	9	0
Calif. databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-books	\$10,545	294	0	\$2,233	\$131	\$0	\$12,778	425	0	\$12,778	425	0
E-movies	\$6,939	0	0	\$0	0	0	\$6,939	0	0	\$6,939	0	0
TOTAL ELECTRONIC MATERIALS	\$34,929	302	0	\$5,471	132	0	\$39,501	424	0	\$39,501	424	0
Total Fiction	\$51,873	2656	2887	\$16,209	987	1127	\$68,082	3623	4014	\$69,735	3756	4147
Total Non-Fiction	\$29,192	1144	1680	\$9,045	586	594	\$38,237	1530	2074	\$38,671	1555	2098
Total Electronic	\$34,029	302	0	\$5,471	132	0	\$39,501	424	0	\$39,501	424	0
Total Audio Books	\$9,205	211	211	\$737	18	18	\$9,942	229	229	\$10,012	231	231
Total Free DVDs	\$2,724	100	101	\$1,098	43	45	\$3,820	143	145	\$4,029	160	163
Total Rental DVDs	\$4,511	179	185	\$0	0	0	\$4,511	179	185	\$4,946	187	203
TOTAL MATERIALS	\$131,594	4572	5064	\$32,559	1566	1584	\$158,083	6,138	6,648	\$160,894	6333	6943
General Fund	\$21,800			\$0			\$21,800			\$21,800		

Outstanding Orders as of February 2015

Acquire-books \$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for February 2015

DATE: March 23, 2015

Net Revenue Summary for February 2015

			YTD	YTD
	Feb-15	Feb-14	2014-2015	2013-2014
Passport	14,000.00	10,050.00	70,175.00	54,176.00
Passport Photos	2,604.00	2,352.00	15,423.00	12,036.00
Test Proctor	500.00	250.00	5,000.00	4,200.00
Meeting Room	260.00	220.00	4,185.00	3,092.00
DVD Rentals	500.00	515.00	4,847.50	4,453.00
Total	17,864.00	13,387.00	99,630.50	77,957.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for February 2015

DATE: March 23, 2015

			YTD	YTD
	Feb-15	Feb-14	2014/2015	2013/2014
Separation	0	1	1	1
Retirement	0	0	0	0
Appointments	0	0	1	2
Open Positions	0	1	1	3
Workers' Compensation Leave	0	0	0	1
Total	0	2	3	7

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: March 23, 2015

MONTHLY STATISTICS

February 2015

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Feb-15	Feb-14		2014-15	2013-14	% change
New Patron Registrations	313	279		2,612	2,580	1.2%
Total Circulation	19,612	19,242		174,323	166,300	4.8%
Total Active Borrowers*	8,471	8,401		68,176	67,684	
Attendance	26,570	21,139		210,500	171,922	22.4%
Registered Card Holders*	32,964	31,064		261,805	240,593	
Adult Fiction	2,473	2,349		22,572	22,219	1.6%
Adult Nonfiction	2,160	2,338		19,200	18,814	2.1%
Adult Magazines	228	247		1,941	1,920	1.1%
Adult Music CDs	207	163		1,323	1,475	-10.3%
Adult Audio Books	490	547		4,332	4,876	-11.2%
Adult Free DVDs	178	198		2,143	2,231	-3.9%
Adult Rental DVDs	424	434		3,797	3,401	11.6%
JV Fiction	8,881	8,494		82,040	74,788	9.7%
YA Fiction	1,059	1,148		11,034	11,286	-2.2%
JV Nonfiction	2,486	2,224		18,799	17,309	8.6%
YA Nonfiction	45	111		731	868	-15.8%
JV Magazines	6	4		83	68	22.1%
JV Music CDs	30	9		272	194	40.2%
JV Audio Books	27	37		320	373	-14.2%
JV Free DVDs	452	521		5,411	5,268	2.7%
JV Rental DVDs	163	166		1,907	1,644	16.0%
Video Games	0	20		126	62	100.0%

* YTD % change not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		206	279	311	384	249	826	2,255
10:00		309	1,094	595	1,196	365	706	4,265
11:00		322	880	528	634	395	1,046	3,805
12:00		412	617	585	1,097	435	723	3,869
1:00	561	389	498	468	467	497	1,009	3,889
2:00	1,321	806	443	727	536	585	1,293	5,711
3:00	1,139	416	1,105	774	647	641	946	5,668
4:00	763	613	1,216	977	1,221	514	782	6,086
5:00	609	904	1,017	1,028	1,445	742	618	6,363
6:00		889	1,548	1,359	1,082			4,878
7:00		1,019	1,018	1,087	1,045			4,169
8:00		526	616	494	546			2,182
Total/Day								53,140
* Grand Total								26,570

<u>Patron Count</u>	Feb-15	Feb-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	26,570	21,139	210,500	171,922	22.4%

*The patron count equipment counts each patron once every time they walk in & out of the library therefore, the grand total reflected is smaller than the total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		5	0	4	2	2	14	27
10:00		2	6	7	8	4	19	46
11:00		4	5	6	4	1	20	40
12:00		4	3	4	4	6	28	49
1:00	23	7	3	3	2	5	29	72
2:00	27	4	5	2	1	2	28	69
3:00	20	6	6	0	3	7	25	67
4:00	8	2	6	5	8	13	31	73
5:00		12	18	10	11			51
6:00		5	8	10	7			30
7:00		5	6	12	8			31
8:00		5	0	0	0			5
Total/Day								560
Grand Total								

<u>Passport Services</u>	Feb-15	Feb-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	560	402	2,807	2,167	29.5%

STAFF ACTIVITY

February 03, 2015- Estella delivered money deposits to the bank.
 February 03, 2015- Staff organized the meeting room for Pre-School story time.
 February 04, 2015- Staff cleared the meeting room for Yoga class.
 February 05, 2015- Staff organized the meeting room for Lap-Sit story time.
 February 05, 2015- Estella delivered money deposits to the bank.
 February 05, 2015- Staff organized the meeting room for P-Tac.
 February 06, 2015- Staff organized the meeting room for Chess to Checkers.
 February 08, 2015- Staff assisted PLFF with the book sale.
 February 09, 2015- Staff organized the meeting room for PLFF board meeting.
 February 10, 2015- Staff organized the meeting room for Pre-School story time.
 February 10, 2015- Staff assisted with the Lego Club event set up.
 February 11, 2015- Staff cleared the meeting room for Yoga class.
 February 12, 2015- Staff organized the meeting room for Lap-Sit story time.
 February 12, 2015- Estella delivered money deposits to the bank.
 February 14, 2015- Staff assisted with set up for Valentine's Day Stories and Crafts.
 February 14, 2015- Staff organized the meeting room for Parenting Series.
 February 14, 2015- Staff organized the meeting room for Literacy Orientation.
 February 14, 2015- Staff organized the meeting room for Volunteer Orientation.
 February 17, 2015- Staff organized the meeting room for Pre-School story time.
 February 19, 2015- Staff organized the meeting room for Lap-Sit story time.
 February 19, 2015- Staff organized the meeting room for P-Tac.
 February 20, 2015- Staff organized the meeting room for Chess to Checkers.
 February 21, 2015- Staff organized the meeting room for Family Game Day.
 February 23, 2015- Staff organized the meeting room for Board of Trustees meeting.
 February 23, 2015- Fernando attended Board of Trustees meeting.
 February 24, 2015- Estella, Beatrice, Fernando, Sara, and Laura D. attended all staff meeting.
 February 24, 2015- Estella, Beatrice, Laura M., Laura C., Laura D., Tim, and Sara attended department meeting.
 February 24, 2015- Estella delivered money deposits to the bank.
 February 24, 2015- Staff organized the meeting room for Pre-School story time.
 February 25, 2015- Staff cleared the meeting room for Yoga class.
 February 26, 2015- Fernando participated in Supervisors meeting.
 February 26, 2015- Estella delivered money deposits to the bank.
 February 26, 2015- Fernando attended State of the City.
 February 26, 2015- Staff organized the meeting room for Lap-Sit story time.
 February 28, 2015- Staff organized the meeting room for Super Star story time.

ONGOING PROJECTS

Fernando continues to assist in budget discussions.
 Circulation staff continues to add RFID tags to all library items.

NEW PROJECTS AND ACTIVITIES

Department staff will work on a Passport Marketing Campaign.
 Fernando will assist on Single Point Service desk training for staff.
 Department staff will commence self-check-out training.
 Department staff will begin RFID check out use.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through March 2015
DATE: March 23, 2015

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	*	*	*	*	*
14-Oct	10-08-14	8,081.06	*	285.00	8.57	12,245.32	20,619.95
14-Nov	11-17-14	13,758.60	*	142.50	16.91	3,061.33	16,979.34
14-Dec	*	*	*	*	*	*	*
15-Jan	1-15-15	7,868.53	*	427.50	8.38	6,122.66	14,427.07
15-Feb	*	*	*	*	*	*	*
15-Mar	03-19-15	3,708.42	*	*	16.85	6,122.66	9,847.93
15-Apr							
15-May							
15-Jun							
	TOTAL	\$ 54,388.97	\$ 4,357.47	\$ \$1,282.50	\$ 75.25	\$ 27,551.97	\$ 87,652.16
	AVG	\$4,944.45	\$396.13	\$116.59	\$6.84	\$3,061.33	\$9,135.29

*City Billing Not Received

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48	*	427.50	8.15	4,031.13
14-May	*	*	*	*	*	\$0.00
14-Jun	*	*	*	*	*	\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

*No City Billing



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for February 2015
DATE: March 23, 2015

Accomplishments

- Continue to meet with staff to discuss the planning and implementation of the one-point service desk.
- Continue to meet with auditors to finalize the annual audit report.
- Planned, organized and facilitated the Strategic Planning Retreat.
- Served on subcommittee for CSDA Professional Development Committee.
- Worked on presentation for the Library Director's Forum.
- Worked with Dr. McLarney from True North Research to answer questions regarding the community survey and finalized questionnaire.

Meetings

- Library Board of Trustees – February 23
- Supervisor's – February 26
- Friday Huddles – February 13, 20, 27
- PLFF – February 9, 18
- Anaheim Public Library – February 25
- CSDA Professional Development Committee – February 17
- Consultants – February 18
- Dixie Shaw – February 19
- Staples – February 12
- Santiago Library System – February 17
- Placentia Community Network – February 19
- Rotary – February 4, 11, 18, 25

Training/Workshop/Conference

- Webinars – Understanding Board Member & District Liability Issues, E-Rate, Rules of Order, Brown Act, and Communications Protocols
- Workshop – Fully Engaged Customer Service

Community Activities

- Collaborative Summit – February 26
- Police Chief Promotional Ceremony – February 5
- City Administrator Butzlaff's Farewell – February 12
- State of the City – February 26
- Miss Placentia Pageant – February 7

Projects in Progress

- One-Point Service Desk
- E-Rate Program
- District Transparency Certificate of Excellence
- Annual Audit
- Staff Development Day
- Budget Presentation
- Author's Luncheon
- Lion's Club Presentation

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Services Supervisor
SUBJECT: Children’s Services Monthly Activity Report for February 2015
DATE: March 23, 2015

MONTHLY STATISTICS

Children's Reference

	February 2015	February 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	48	43	400	302	32.45%
In person reference/research:	693	815	6765	6371	6.18%
Total Reference	741	858	7165	6573	9.01%
Total Number of Programs	43	41	280	274	2.19%
Total Programs Attendance	1221	966	10,188	10,393	-1.97%

Achievements:

- Lori Worden conducted a Children’s staff meeting on Feb. 3.
- Lori Worden attended the Placentia Round Table Women’s Club meeting on Feb. 4.
- Brenda Ramirez planned and conducted Preschool and Lapsit storytimes.
- Brenda Ramirez conducted planning meetings for the Easter Eggcitement program.
- Coleen Wakai planned and conducted P-TAC meetings and Homework Club.
- Jennifer Rydberg conducted the Chess to Checkers program, Family Game Day, and F.I.R.S.T.
- Children’s staff attended the Strategic Plan Retreat meeting on Feb. 13.
- Jennifer Rydberg planned and conducted the Valentine’s Day program on Feb. 14.
- Lori Worden visited Eastside Christian Preschool in Placentia for storytime, as part of their Community Helper’s month.
- Lori Worden attended the Library Board of Trustees meeting on February 23.
- Children’s staff attended the all-staff meeting on Feb. 24.
- Lori Worden attended the State of the City luncheon on Feb. 26.
- Coleen Wakai participated in an Excel training workshop on Feb. 28.
- Lori Worden attended a meeting with library supervisors and managers.
- Children’s staff donated a “Family Movie Night” themed basket for the Placentia Library Friends Foundation Author’s luncheon silent auction.

In progress:

- Children’s staff are planning upcoming events, including the Easter Eggcitement program and the Summer Reading program.
- Children’s staff are purchasing items for the children’s and young adult collections.

CHILDREN'S PROGRAMS

	February 2015		February 2014		Y-T-D 2014-15		Y-T-D 2013-14		Y-T-D 2013-14		Y-T-D	
	Number of Programs	Attendance	Number of Programs	Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Regular Monthly Programs												
Read to the Dogs	1	40	1	20	9	285	8	209			0.125	36.36%
F.I.R.S.T.	1	25	1	15	8	192	7	122			0.14285714	57.38%
Preschool Storytimes (3-6 years old)	8	242	8	158	64	1685	58	122			0.10344828	12.81.15%
C.O.P.S.	1	*	1	12	*	*	6	171			N/A	N/A
Lego Club	1	30	*	*	5	286	*	*			N/A	N/A
Pocket Tales	4	123	4	133	31	1040	29	831			0.06896552	0.25150421
Lap Sit (0-2 years old)	8	367	4	253	53	2615	27	1510			0.96296296	0.73178808
R.A.D.D.	*	*	1	15	*	*	6	92			N/A	N/A
P-TAC (Placenta Teen Advisory Council)	2	40	1	45	17	374	16	291			0.0625	0.28522337
Tweens Chess To Checkers	2	27	*	*	12	147	*	*			N/A	N/A
Super STAR	1	0	1	0	4	24	5	54			-0.2	-0.55555556
Family Game Day	1	25	1	47	6	124	7	183			-0.14285714	-0.32240437
Homework Club	14	207	14	162	91	1366	83	1180			0.09638554	0.15762712
Special Programs												
2/1/14 YA: Kaplan ACT/PSAT	*	*	1	23	2	135	1	23			1	0
Valentine's Day Stories & Crafts	1	50	1	30	1	50	1	30			0	0
2/11/14 Kaplan Results Workshop	*	*	1	17	*	*	1	17			N/A	N/A
2/27/14 YA: Le Teen Caffe Placencia	*	*	1	36	*	*	1	36			N/A	N/A
Totals	43	1221	41	966	280	10188	274	10393			0.02189781	-0.01972481

* Program not held
YTD totals include program totals from previous months not listed for the current month.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES **Page 53**

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for February 2015

DATE: March 23, 2015

MONTHLY STATISTICS**Reference Desk Activity**

	February 2015	February 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	791	759	6804	6224	9.32%
Reference -- telephone	386	340	2640	2578	2.40%
Reference -- email/chat	12	3	34	13	161.54%
Technology assistance	417	285	3800	4947	-23.19%
Guest passes	89	190	1053	1326	-20.59%
Adult and Children's computer use (desktops)	2853	2335	22227	18872	17.78%
Adult computer usage (desktop)	2358	1964	18584	16384	13.43%
Public computer use (express laptops)	45	68	376	897	-58.08%
Adult Program Attendance	189	228	2607	3021	-13.70%
Number of Adult Programs	16	9	106	65	63.08%

Adult Services Programs

	February 2015
Health & Fitness: Yoga (Matas)	16
Book Discussion: The Rosie Project (Faber)	25
Computer Workshop: Excel 2.0 (Killianey)	9
Health & Fitness: Yoga (Matas)	18
Literacy: Conversation Club (Faber)	9
Parenting Series: Talking to Kids About Sex (Faber)	4
Volunteer: Orientation (Faber & Townsend)	40
Literacy: Orientation (Faber)	7
Computer Workshop: Excel 2.0 (Killianey)	9
Book Discussion: Goodnight, Irene (Townsend)	2
Health & Fitness: Yoga (Matas)	18
Literacy: Orientation (Faber)	1
Health & Fitness: Yoga (Matas)	17
Literacy: Conversation Club (Faber)	5
Computer Workshop: E-mail for Complete Beginners (Killianey)	7
Database Instruction: Overdrive (Reference Staff)	2
Total Attendance:	189

Volunteer Hours

	February 2015	February 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	18.75	2.5	100.75	36	179.86%
PLFF	850	863	4627.75	4491.25	3.04%
General Library	424.25	457.75	2952.5	3932	-24.91%
Technology	45.5	43	479.5	359.25	33.47%
Homework Club	92.25	76.75	637	547.75	16.29%
Adult Literacy Tutors	94.25	56.25	638.25	485.45	31.48%
PTAC	131.5	173.75	1239.5	1180.25	5.02%
Total Volunteer Hours	1656.5	1673	11844.5	11031.95	7.37%

History Room Activity

	February 2015	February 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	5	5	76	55	38.18%

Computer Literacy

	Feb 2015	Feb 2014
Number of Tutors	6	5
Number of Students	10	5
Total Number of Participants	16	10

Adult Literacy

	Feb 2015	Feb 2014
Number of Tutors	19	9
Number of Students	29	14
Total Number of Participants	48	23

Type of Program	February 2015		February 2014		2014-15		2013-14		YTD % change	
	Number of Programs	Attendance	Number of Programs	Attendance	Number of Programs YTD	Attendance YTD	Number of Programs YTD	Attendance YTD	Number of Programs	Attendance
Book Discussions	2	27	1	8	9	117	8	84	11.11%	28.21%
Computer Workshops	3	25	3	25	21	186	24	175	-14.29%	5.91%
Literacy Programs	4	22	4	13	29	115	16	42	44.83%	63.48%
Summer Reading Program	0	0	0	0	0	108	0	88	0.00%	18.52%
Summer Reading Events	0	0	0	0	3	1,202	4	1,974	-33.33%	-64.23%
Database Instruction	1	2	1	147	8	104	2	187	75.00%	-79.81%
Volunteer Programs	1	40	1	28	4	116	3	108	25.00%	6.90%
Health & Fitness Programs	4	69	0	0	20	349	2	22	90.00%	93.70%
Parenting Programs	1	4	0	0	5	40	0	0	100.00%	100.00%
Fine Arts Programs	0	0	1	7	5	202	4	154	20.00%	23.76%
Educational Programs-varied topics	0	0	0	0	3	78	4	187	-33.33%	-139.74%
Totals	16	189	11	228	107	2,617	67	3,021	37.38%	-15.44%

ACHIEVEMENTS

- *Jeannie Killianey* finished weeding the Spanish Fiction collection.
- *Jeannie Killianey* submitted 1 Mommy Librarian article for the Placentia News-Times.
- *Wendy Townsend* selected books for Rotary.
- *Wendy Townsend* completed the Information Desk Binder.
- *Wendy Townsend* submitted the Pitch an Idea grant proposal.
- *Wendy Townsend* submitted a grant to JoAnn's Fabric and Crafts.
- *Wendy Townsend* updated the Volunteer Application.
- *Wendy Townsend* added volunteer opportunities to JustServe.org
- *Venessa Faber* matched 1 new English literacy tutor, 1 new student with an existing tutor, and 2 new computer students to existing tutors.
- *Venessa Faber* interviewed and accepted 1 UCI student for possible internship.
- *Nadia Dallstream* completed a Programs Report that included information about the past five fiscal years.
- *Katie Matas* completed a Database Report that included information about the past five fiscal years.

MEETINGS

- *Nadia Dallstream, Katie Matas and Wendy Townsend* attended the Staff Meeting on February 24th.
- *Jeannie Killianey, Katie Matas, Venessa Faber and Wendy Townsend* participated in the Strategic Planning work session on February 13th.
- *Katie Matas* attended a Friday Huddle on February 27th.
- *Wendy Townsend, Katie Matas, Jeannie Killianey, Nadia Dallstream and Venessa Faber* attended Adult Services Department meetings on February 2nd, 9th and 23rd.
- *Wendy Townsend* attended Kiwanis meetings on February 5th, 12th, 19th, and 26th.
- *Venessa Faber and Coleen Wakai* met to discuss YA Collection Development on February 24th.
- *Venessa Faber and Lori Worden* met on Jan. 13th to discuss cross-training.
- *Venessa Faber and Nadia Dallstream* met 2 times.
- *Nadia Dallstream* attended a One-Point Service Desk Meeting on February 3rd and 9th.
- *Nadia Dallstream* met with Parenting Series Facilitator on February 11th.
- *Nadia Dallstream* attended the State of the City luncheon on February 26th.
- *Nadia Dallstream* attended a Manager/Supervisors Meeting on February 26th.
- *Wendy Townsend* attended the Placentia Historical Committee Meeting on February 24th.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Jeannie Killianey and Nadia Dallstream* met on February 18th for the annual performance evaluation.
- *Jeannie Killianey* met with one potential Computer Workshop Instructor.
- *Jeannie Killianey* met with one El Dorado High School senior for his senior project.

PROFESSIONAL DEVELOPMENT

- *Katie Matas* viewed a webinar on the Heritage Quest database on February 12th. The webinar focused on changes coming to Heritage Quest in the next two to three weeks. Ancestry.com has taken over Heritage Quest, but they are still different products. Unlike Ancestry.com, which we do not subscribe to, Heritage Quest is available remotely via the patron's Placentia library card. The search screens will have a different look than they do currently, and there have been some enhancements/additions. YouTube videos are being made to aid users. There are 20,000+ new city directories from 1821-1989, and all names, not just head of household, are indexed in census listings. The searches for people, books, and magazines are still done separately. You are able to use truncation (*) like in Horizon. You can also use a wildcard (?) to look for variant spellings (ex. Eli?abeth). There is also a "maps" tab that links to state maps and state guides. It looks

like the state guides might be useful for student state reports. The maps and guides are in PDF format and can be downloaded and saved or printed.

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- *Jeannie Killianey* completed the "Active Shooter, What You Can Do" webinar on February 25th. This webinar was very helpful in stating the steps we should follow in the event of an active shooter incident (evacuate, hide out, take action). The directives to allow law enforcement officials to do their job effectively were a good reminder that their primary role at time of arrival is to stop the shooter. An after-action report is a necessary part of the process.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Placentia Library Website & Technology Report for February 2015

DATE: March 23, 2015

On-line database usage

	February 2015	Onsite Usage 2/15	Remote Usage 2/15	February 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	14,467	N/A	N/A	12,040	126,067	113,641	11%
General Reference Center	88	78	10	19	750	451	66%
Biography In Context	1238	1207	31	28	1,926	140	1276%
Opposing Viewpoints	142	140	2	19	2,359	563	319%
Freegal	933	N/A	N/A	547	5,123	4,488	14%
Heritage Quest	428	N/A	N/A	373	3,526	3,452	2%
Novelist	32	N/A	N/A	22	340	239	42%
Pronunciator (new Sept. 2014)	87	N/A	N/A	N/A	719	N/A	N/A
ABC Mouse (new Sept. 2014)	130	N/A	N/A	N/A	428	N/A	N/A
Tumblebooks	283	N/A	N/A	466	2,013	3,448	-42%
Reference USA	266	N/A	N/A	415	1,893	2,746	-31%
Enki (new Oct. 2014)	0	N/A	N/A	N/A	30	N/A	N/A
Overdrive e-books	729	N/A	N/A	647	6,144	4,493	37%
Overdrive audio books	385	N/A	N/A	284	2,958	1,894	56%
Zinio (new Oct. 2014)	27	N/A	N/A	N/A	91	N/A	N/A
TOTAL DATABASE USAGE	18,094	1,425	43	13,929	145,144	129,168	12%

Computer & Online Resource Use

	February 2015	Y-T-D 2014-15
Placentia Residents	1,022	8,459
Non-Placentia Residents	657	5,397
Total	1,679	13,856

Website Traffic

	February 2015	February 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	11,138	20,144	126,118	163,697	-23%
Page Hits	19,247	37,967	218,563	310,257	-30%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Public Hearing for the Children’s Internet Protection Act (CIPA)
Resolution 15-05 and Amendments to Policy 6020 – Internet Use Policy**
DATE: March 23, 2015

BACKGROUND

Schools and libraries that plan on receiving E-rate discounts on Internet access and/or internal connection services after July 1, 2002, need to be in compliance with the Children’s Internet Protection Act (“CIPA”). CIPA compliance means that schools and libraries are filtering their Internet services and have implemented formal Internet Safety Policies (also frequently known as Acceptable Use Policies). The Federal Communications Commission (“FCC”), charged with administering CIPA for E-rate purposes, has established only the broadest guidelines for interpreting the filtering and policy requirements of the Act. Internet Filtering: Basic Requirement: CIPA requires the implementation of a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene,” “child pornography,” or “harmful to minors.” Filtering is required for all Internet-enabled computers whether used by minors or adults. For E-rate purposes, filtering for adult Internet usage can be disabled for “bona fide research or other lawful purpose.”

The American Library Association (ALA) does not support CIPA citing violation of the First Amendment. Please refer to Attachment D for additional information.

In addition to the e-rate program requirement of CIPA, other agencies, non-profits and organizations also require filtering in order to receive funding. E-rate programs have enabled many libraries to subsidize their broadband and connectivity costs. Our current annual cost is over \$10,000. The District could potentially experience a saving of over \$50,000 in the next five years.

Library staff has been working with our IT consultant to explore all the requirements of the e-rate program which includes an adopted resolution and current policy to reflect CIPA compliance.

Attachment A is the Public Hearing Procedures.

Attachment B are Policies 6020 – Internet Use Policy and 6025 – Public Internet Use Policy

Attachment C is Resolution 15-05.

Attachment D is ALA’s position on CIPA.

Legal Notices

The Notice of Public Hearing for the Children's Internet Protection Act (CIPA) Resolution 15-05 and Amendments to Policy 6020 – Internet Use Policy was posted in the Library's public bulletin board and on the Library's website.

Public Hearing

A Public Hearing needs to be conducted for the Children's Internet Protection Act (CIPA) Resolution 15-05 and Amendments to Policy 6020 – Internet Use Policy for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Resolution 15-05

The approval of CIPA and amendments to Placentia Library District Policy 6020 –Internet and Computer Use Policy need to be adopted by Resolution 15-05. Attachment B is Policy 6020 – Internet and Computer Use Policy. Attachment C is Resolution 15-05.

RECOMMENDATIONS

1. Conduct Public Hearing on the Children's Internet Protection Act (CIPA) Resolution 15-05 amendments to Policy 6020 – Internet and Computer Use Policy as published.
2. Approve amendments to Placentia Library District Policy 6020 – Internet and Computer Use Policy as presented inclusive of comments from the Library Board of Trustees.
3. Motion to read Resolution 15-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Amendments to Placentia Library District Internet and Computer Access Policy 6020 Reflecting the Children's Internet Protection Act (CIPA) for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 15-05 by a roll call vote.

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet and Computer Access Policy
POLICY NUMBER: 6020

CURRENT POLICY

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). Unfiltered 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 District computers other than a USB flash drive or headphones.

AMENDED POLICY

6020.1 PURPOSE

In response to advances in technology and the changing information needs of our community, the Placentia Library District endeavors to develop collections, resources, and services that meet the personal, professional and educational needs of our community

6020.2 STATEMENT OF POLICY

The Internet is an unregulated global communication network and information resource with a highly diverse user population and information content. The District does not assume responsibility for the accuracy, quality, or timeliness of Internet information. As with all District materials, the determination of viability and usefulness of Internet information rest with the individual patron. The District provides access to Internet resources equally to all library users and upholds and affirms the right of each individual to have access to constitutionally protected material. However, users need to be aware that obscenity and child pornography are not constitutionally protected. Internet computers shall not be used for any fraudulent or unlawful purpose, including any activity prohibited under any Federal, State or Local Law. While District staff will work to provide a safe environment for children and uphold applicable laws, a parent or legal guardian, not the District or its staff, is responsible for monitoring a child's use of the Internet and for the information selected and/or accessed by that child. The District strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use. While the District staff will work to provide a safe environment for children and uphold applicable laws, the District and its staff will not act in place of the parent. Material on the Internet is copyrighted. It is the user's responsibility to be aware of any notices concerning the copyright of information and to respect the copyright laws of the United States.

6020.3 CHILDREN'S INTERNET PROTECTION ACT (CIPA) COMPLIANCE

The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. All computers in the Placentia Library District are filtered. Please be aware that filters are unreliable, at times blocking sites of legitimate informational or educational value. The District uses filtering software that blocks or filters Internet access to some Internet sites that may not be consistent with the policy of the Placentia Library District. Any adult (18 years of age or older) may request that the filter or technology protection measure be disabled without significant delay by a District staff member authorized by the Library Director, consistent with the District's policies. An authorized staff member may override the filter or technology protection measure for a minor (age 17 years or younger) in the event that the filter wrongly blocks or filters Internet access to a site with legitimate informational value.

Placentia Library District cannot be responsible for any patron's unauthorized use of a computer with a disabled filter.

6020.4 COMPLAINT PROCEDURES

Any patron who wishes to file a written complaint concerning the filtering software on the District computers may do so within thirty (30) days of an incident to the Library Director and/or the Library Board President. See a District staff member for a complaint form (Appendix C).

6020.5 GUIDELINES FOR USE

In an effort to ensure that the use of the Internet is consistent with the mission of the District, the District has adopted the following guidelines:

- The Internet computers must be used in a responsible manner, respecting the rights of other users. This includes but is not limited to the following:
 - Users may not make any attempt to damage computer equipment or software.
 - Computer and Internet settings may not be changed.
 - Users may not use the network to make unauthorized entry into other computational, informational or communication services or resources.
 - Users may not invade the privacy of others or engage in any activity that is harassing or defamatory.
 - Users must use their own valid library card.
 - Card holders with fines exceeding \$10.00 will not be granted computer access.
 - Users must log in and out of the Envisionware software with a valid library card number.
 - Use of Internet computers will be on a first come, first served basis.
- The District reserves the right to limit computer use during peak hours.
- The District reserves the right to limit or prohibit downloading of files in any medium.
- Listening to audio/video files requires headphones.
- The District does not allow the use of personal software on District computers.
- District staff reserve the right to limit instant messaging, chat and game sessions.
- A printer is available for patron use. See a staff member for assistance
- Please do not shut down the computer.
- The District staff will provide limited start up assistance to patrons wanting to use the Internet. If a patron has limited computer experience or has specific questions about the Internet, free computer classes are available in the library. In addition, circulating books and reference materials pertaining to computers and the Internet are also available.

6020.6 COMPLIANCE WITH DISTRICT POLICY AND GUIDELINES

Violation of the policies and guidelines that govern the use of the District's Internet resources may result in suspension or loss of the privilege to use these resources and/or expulsion from the District facility. Any illegal activity involving the District's Internet resources or equipment will be subject to prosecution by the appropriate authorities. The District reserves the right to take appropriate actions to ensure compliance with this policy.

6020.7 PROCEDURE FOR HANDLING INTERNET POLICY VIOLATION

At the discretion of the librarian on duty, and in consideration of the severity of the offense:

- First Offense: Verbal warning

- Second Offense: Written warning and suspension of privileges for three (3) days. Patron is to receive and sign a copy of the District Policy Violation Form (Appendix A). A copy of the signed form is to be kept on file at the District.
- Third Offense: Suspension of privileges for 30 days. Patron to be informed by registered letter (Appendix B) which is to include a copy of the Internet and Computer Use Policy and signed District Policy Violation Form on file at the District*. Subsequent or severe violations may result in permanent suspension of Internet privileges. The Library Director and the Library Board of Trustees are to be informed of any violations at the third offense or higher.
*For minors, the letter will be addressed to “The Parent or Guardian of” the offender. Internet and Computer Access Policy 6020.

APPENDIX A – DISTRICT POLICY VIOLATION FORM

Placentia Library District Policy Violation Form

_____ has violated the Internet and Computer Access Policy
6020. This is a

- 1st warning
- 2nd warning
- final notice

By violating District policy, the above-named patron has forfeited the right to use the District's Internet and computer access for the following period: _____. Upon return, if the above-named patron violates a policy again, the District reserves the right to rescind all use of the District by said patron.

Comments: _____
Date: _____ Patron Signature: _____ Staff: _____

APPENDIX B

**Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925
www.placentialibrary.org**

Date

Patron Name
Address
Address

Dear Patron,

As you have been verbally informed on [date], your Internet and computer privileges at the District have been suspended for thirty (30) days. This suspension is a result of violating the District's Internet and Computer Policy. Please find enclosed a copy of the District's Internet and Computer Policy . Violation Form which you signed on [date]. You are welcome to use any of the other resources in the library during your Internet suspension. Your Internet and computer privileges will be reinstated on [date].

Future violations may result in permanent suspension of your Internet and computer privileges at Placentia Library District.

Sincerely,

Jeanette Contreras, Library Director

APPENDIX C

**Placentia Library District
Internet Filtering Software Complaint Form**

Name _____

Address _____

Phone Number _____

Email _____

URL/Web address of site in question: _____

Nature of Complaint:

- The filter blocked a site that it should not have.
- The filter failed to block an inappropriate site.
- The staff member did not disable the filter or unblock the site quickly enough.

You will receive a response within thirty (30) days.

**Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925
www.placentialibrary.org**

Resolution 15-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
APPROVE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT INTERNET AND
COMPUTER POLICY 6020 REFLECTING THE CHILDREN'S INTERNET PROTECTION
ACT (CIPA) COMPLIANCE

WHEREAS, Placentia Library District Internet and Computer Policy 6020 was amended and approved at the Unusual Date Meeting of the Board of Trustees on March 23, 2015, and

WHEREAS, Policy 6020 was amended to include CIPA compliance with all Federal, State, and Local laws; and

WHEREAS, the District agrees to be in compliant with CIPA requirements to receive Federal, State, and Local funding that mandates filtered computers;

WHEREAS, an annual review of filtering software will be in adherence with compliance to Federal, State, and Local laws.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees approves the amendments to the Internet and Computer Policy 6020, effective March 23, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne W. Martin, 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 the Unusual Date Meeting hereof held on the twenty-third day of March 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of March 2015.

Jo-Anne W. Martin, Secretary
Board of Trustees of the Placentia Library District

You are at: ALA.org » ADVOCACY » Intellectual Freedom » Libraries and the Internet Toolkit **Page 73**

Libraries and the Internet Toolkit

Legal issues: CIPA & Filtering

CHILDREN'S INTERNET PROTECTION ACT

Congress added the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) to a major spending bill (H.R. 4577) on December 15, 2000. President Clinton signed the bill into law on December 21, 2000 (Public Law 106-554). The acts place restrictions on the use of funding for Internet access that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Service discount program known as the E-rate. These restrictions take the form of requirements for Internet safety policies and technology that blocks or filters certain content from being accessed through the Internet (Jaeger et al. 2005, 105-6).

The requirements of the Children's Internet Protection Act do not apply to libraries that do not receive funding for Internet access through LSTA, ESEA, or the E-rate discount program. No library is required to seek or accept such funding.

Compliance

To comply with CIPA to receive designated federal funding or E-rate discounts for Internet access, a library or school must institute three measures:

1. Install a technology protection measure
2. Adopt an Internet safety policy
3. Provide public notice and hold a public hearing

More specifically, CIPA requires schools and libraries applying for certain funds for Internet access (e-rate discounts or LSTA grants) to certify that the library has adopted an Internet safety policy that includes use of a "technology protection measure," i.e., filtering or blocking software, that prevents access to images that are obscene or child pornography. The filtering software must block minors' access to images that are obscene, child pornography or harmful to minors, as defined by law; and block adults' access to images that are obscene or child pornography. Before adopting the Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposed policy.

The law requires that the filtering software must be placed on all computers, including those computers used by staff and any Internet-capable devices owned by the school or library. An administrator, supervisor, or other person authorized by the school or library may disable the filtering software during use by an adult, to enable access for

bona fide research or for another lawful purpose. A school or library may unblock appropriate sites that are wrongfully blocked by the filtering software for users of all ages.

Beginning in July 2012, schools subject to CIPA's requirements must certify that their Internet safety policy provides for the education of minors about appropriate online behavior; such programs should include cyberbullying awareness and response, and interacting with other individuals on social networking websites and in chat rooms.

LEGAL CHALLENGE

In 2001, the American Library Association and other groups joined with library users to file a lawsuit challenging the constitutionality of the Children's Internet Protection Act.

The lawsuit asserted that the law's filtering requirements violated the First Amendment rights of public librarians and public library users (the suit did not address schools, as none of the plaintiffs had standing to challenge CIPA on behalf of local school boards.) Initially, a three-judge panel of the Eastern District of Pennsylvania unanimously held that CIPA required librarians to violate library users' First Amendment rights. The government appealed that decision, and on June 23, 2003, a sharply divided Supreme Court issued a plurality decision upholding the law. (A plurality decision is issued when no majority of justices back a particular legal opinion but when a majority of justices do agree on the ultimate outcome of the case.)

The Supreme Court ruled that the First Amendment does not prohibit Congress from forcing public libraries—as a condition of receiving federal funding—to use software filters to control what patrons and staff access online via library computers, as long as adults could request that the filters be disabled without needing to explain their request.

Only four justices signed onto Chief Justice Rehnquist's opinion that public libraries have broad discretion to choose what they bring into their libraries, and that any First Amendment issues with overblocking were cured by CIPA's disabling provisions. The justices' reliance on the disabling provisions as a cure for any violation of the First Amendment was based on the U.S. Solicitor General's position that librarians could unblock filters for adults without any explanation or need to ascertain that the request was bona fide. Justice Kennedy concurred with the finding that the law was not facially invalid, specifically basing his vote for reversal on the Solicitor General's position that libraries would disable filters for adults seeking Internet access. Justice Kennedy noted, however, if the rights of adults to view material on the Internet was unduly burdened by CIPA's filtering requirements, it could give rise to a claim in the future that CIPA was unconstitutional as applied to those users. Justice Breyer also concurred, noting that his vote to uphold the law rested on the ease of disabling/unblocking filters for adults.

Liability and Filtering

Library users are suing both public and school libraries for failing to disable filters or for improperly blocking Constitutionally-protected speech. The plaintiff in *Hunter v. City of Salem*, alleged that the local public library and its board of trustees unconstitutionally blocked access to websites discussing minority religions by using filtering software that improperly classified the sites as "occult" or "criminal." To resolve the litigation, the library agreed to enter into a consent judgment, which was

approved by the federal district court on March 5, 2013. The consent judgment ordered the Salem Public Library to stop blocking patrons' access to websites related to minority religions that the library's web filters classified as "occult" or "criminal" or "any filtering category . . . except as required and necessary to comply with federal and state laws." The district court retained authority to enforce the judgment in the future.

A school board was sued by a student and a number of organizations for improperly blocking students' access to protected speech addressing gay and lesbian issues.

The plaintiffs in *PFLAG, Inc. v. Camdenon R-III School District* argued that the filtering software used by the school district unconstitutionally blocked access to web content that was geared toward the lesbian, gay, bisexual and transgender (LGBT) communities that promoted gay rights and affirmed gay identity that was not sexually explicit in any way, while allowing access to anti-LGBT sites that advocated against gay rights and promoted "ex-gay" ministries. The school district argued that it had an obligation to protect students from inappropriate material and had broad discretion to choose which materials students may access in the school library.

The court ordered the school district to cease using the filtering software, ruling that the school district's use of the discriminatory "sexuality" filter resulted in unconstitutional viewpoint discrimination that violated the students' First Amendment rights. The school district agreed to a consent decree that required it to stop blocking LGBT websites, submit to monitoring for 18 months and pay \$125,000 in attorneys' fees.

In *Bradburn, et al. v. North Central Regional Library District*, several library users sued their local library district for failing to disable filters at their request. Among the sites the users were prevented from using were sites about youth tobacco usage; art galleries and health issues; a MySpace blog; information on firearms use by hunters, and The Second Amendment Foundation's magazine, "Women & Guns."

While the lawsuit was pending, the library changed its filtering software and amended its filtering policy. Six years after the initial filing of the lawsuit, the federal district court ruled in an unpublished decision that the library's filtering policy did not violate the constitution, in part because the branch libraries are "relatively small in size and only one has a partition separating the children's portion of the library from the remainder of the library." As an unpublished decision reviewing one particular set of facts in one library system, the decision has limited precedential value.

In summation, libraries considering the use of filtering software should consult their legal counsel prior to any such deployment. Libraries that employ filters that block constitutionally protected material deemed harmful to minors and do not allow adults to disable filters, or fail to provide an effective unblocking system, may open the door to years of litigation and significant legal expenses.

Liability and Young Peoples' access to the Internet

The sole court decision to address this issue has ruled that libraries are not responsible for the content that users access through the library's computers connected to the Internet.

In *Kathleen R. v. City of Livermore*, the plaintiff sued the City of Livermore for failing to block Internet content after her son downloaded images at a Livermore Public Library that she found inappropriate. The California Court of Appeals held that the library was not legally liable for the actions of patrons using computers they provided, based in part on a provision in the federal Communications Decency Act, 47 U.S.C. § 230, that immunizes Internet service providers against state law liability for third parties' postings. The Court also rejected the plaintiff's allegation that the library exhibited obscene and materials harmful to minors by allowing computer use, based on the library's written Internet Use Policy that prohibited the use of computer resources for illegal purposes.

DEFINING OBSCENITY, CHILD PORNOGRAPHY, AND "HARMFUL TO MINORS"

The Supreme Court's decision in *Miller v. California* defines obscenity as materials that "depict or describe patently offensive hardcore sexual conduct," which "lacks serious literary, artistic, political, or scientific value." To determine if a particular work is obscene, a judge or jury must apply a three-part test, popularly called the Miller test, to the work in question. The questions the judge or jury must ask include:

- Whether the average person, applying "contemporary community standards," would find the work, as a whole, appeals to the prurient interest;
- Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable state law; and
- Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

The stringent standard established by the Miller test extends First Amendment protection to most sexually explicit expression. Materials many consider "pornographic" or "indecent" do not meet the standard for obscene material and are thus fully protected by the First Amendment. For example, in *Jenkins v. Georgia*, the Supreme Court emphasized that "nudity alone is not enough to make material legally obscene under the Miller standards."

Child pornography is the second category of sexually explicit material that may be banned or regulated by the state. In *New York v. Ferber*, the Supreme Court held that "works that visually depict sexual conduct by children below a specified age" are not protected by the First Amendment and need not meet the Miller test for obscenity in order to be banned, as the harm targeted by child pornography is the sexual abuse of the children used to create the images. In contrast to obscenity and child pornography, so-called "indecent speech" or "pornography" is fully protected by the First Amendment. In *Sable Communications of California, Inc. v. FCC*, the Supreme Court stated that "sexual expression which is indecent but not obscene is protected by the First Amendment." Over the years the Supreme Court has struck down laws barring or regulating indecent speech made available through cable television, "dial-a-porn" phone services, and the Internet.

In *Ginsberg v. New York*, the Supreme Court ruled that federal and state legislators may regulate or restrict minors' access to Constitutionally-protected sexually explicit speech. As a result, Congress and state legislatures have passed laws restricting or regulating the dissemination of sexually explicit materials to minors (those under the age of 17.) Under the standards set by *Ginsberg*, such laws, called "harmful to minors" or "obscene-as-to-minors," must include the same safeguards for protected

speech provided by the Miller test, only tailored to minors. Thus, such laws must protect minors' access to sexually themed speech that has serious literary, artistic, scientific, or political value for minors and may not restrict adults' rights to access non-obscene speech.

Sexually explicit speech is often colloquially called "pornography." The word "pornography" has no meaning in the law, and there is no agreed-upon definition for the term. When library policies and procedures address illegal speech or sexually explicit content, they should employ the more precise terminology established by the Supreme Court, such as "obscenity," or "child pornography," to describe and discuss the categories of content that may be restricted by the library.

CIPA: MYTHS AND FACTS

"Ensuring student safety on the Internet is a critical concern, but many filters designed to protect students also block access to legitimate learning content and such tools as blogs, wikis, and social networks that have the potential to support student learning and engagement. More flexible, intelligent filtering systems can give teachers (to whom CIPA restrictions do not apply) access to educationally valuable content." -- "Balancing Connectivity and Student Safety on the Internet," The National Education Technology Plan 2010, Department of Education

There is much confusion over CIPA's requirements in schools and libraries alike. A number of myths have arisen over the years about web filtering and what CIPA requires of schools and libraries. Both the Federal Communications Commission (FCC) and the Department of Education have issued guidance to address this confusion. Some points to remember:

- CIPA's filtering requirements do not apply to schools and libraries that do not accept federal funds or E-rate discounts for Internet access.
- Schools and libraries do not risk their funding by unblocking content that has been inappropriately blocked by the filtering software or by disabling the filter for adults in accordance with the law.
- CIPA does not require schools or libraries to block access to YouTube, Facebook, or other online social media.
- The Supreme Court's decision upholding CIPA does not state that mandatory filtering for all users is consistent with the First Amendment.
- CIPA does not require schools or libraries to track their users' web-surfing habits; in schools, "monitoring" only requires supervision, not the use of software or other technological measures to record students' Internet use.
- While filtering software must be installed on staff and teacher computers, it is not a violation of CIPA to give staff, teachers, and other adults the ability to override the filter for research and other legitimate uses.

STATE LAWS

Since the enactment and upholding of CIPA, many states have also enacted laws that address issues of Internet access, filtering and intellectual freedom in libraries. Please consult your state's legal code for any relevant laws pertaining to library Internet access and policies, including those mandating use of Internet filters. Many of these laws apply differently to public libraries than to school libraries.

Libraries and the Internet Toolkit | Advocacy, Legislation & Issues

The National Council of State Legislatures' Web site (<http://www.ncsl.org>) will help you check on your state laws.

COPYRIGHT, DIGITAL RIGHTS MANAGEMENT, LICENSING

While libraries do not bear liability for their users' actions in regard to technology use, users should be aware of their personal liability for copyright, digital rights and licenses. Information on how copyright and licensing impacts libraries is available in the Copyright and Licensing sections of this toolkit.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize Amendments to Placentia Library District Policy 2040 -- Sick

DATE: March 23, 2015

BACKGROUND

Amendments to the Placentia Library District Policy 2040 – Sick was presented at the February 23, 2015 Library Board of Trustees. It was decided to postpone the discussion to the March 23, 2015 Library Board of Trustees meeting.

On September 10, 2014, Governor Brown signed AB 1522 into law. The “Healthy Workplace Healthy Family Act of 2014” requires many California employers to provide paid sick leave benefits to their employees.

Although the new law is not effective until July 1, 2015, employers in California will need to begin reviewing their sick leave or paid time off policies and payroll and wage statement practices regarding such time off. The law also requires changes to the employer’s new-hire employee notice, a different workplace-posting requirement, and recordkeeping mandates.

The law requires the following:

1. Employees who work 30 or more days within a year from the commencement of their employment are now entitled to accrue paid sick days at a rate of “no less than one [1] hour for every 30 hours worked.” This means that a full-time employee who works 40 hours per week would be entitled to accrue up to 8.6 days of paid sick time off per year. The total number of accrued sick days will depend on the number of hours per week that an employee is normally scheduled to work.
2. Employers may choose to limit the employee’s annual use of paid sick leave benefits to 24 hours or 3 days per year. Similarly, the employer may choose to limit the annual amount of accrued paid sick leave to 48 hours or 6 days per year. In other words, although a full-time employee working 40 hours per week can accrue up to 8.6 paid sick days, the employer may cap the amount of paid sick benefits used to 24 hours or 3 days and limit the overall annual accrual amount to 48 hours or 6 days.
3. The rate of pay for paid sick leave is the employee’s regular hourly wage (which includes commission or piece rate pay), and employers must pay out sick leave benefit payments to employees no later than the payday for the next payroll period after the sick leave was taken.

4. Employers are required to provide written notice on the designated pay dates that sets forth the amount of paid sick leave benefits available to the employee. This notice may be given to the employee on either the itemized wage statement or a separate written document.

Exceptions to AB 1522 are employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air-carriers are not covered by this law.

Employers must comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522) by:

- Displaying poster on paid sick leave (Spanish) (Vietnamese) where employees can read it easily.
- Providing written notice to employees with sick leave rights (Spanish) (Vietnamese) at the time of hire.
- Providing at least 24 hours or three days of paid sick leave for each eligible employee to use per year.
- Allowing eligible employees to use accrued paid sick leave upon reasonable request.
- Showing how many days of sick leave an employee has available. This must be on a pay stub or a document issued the same day as a paycheck.
- Keeping records showing how many hours have been earned and used for three years.

Employees of the Placentia Library District are not represented by a union, therefore, not a bargaining unit. The current sick policy provides sick leave for employees working 20 hours or more. The new law will require the Placentia Library District to provide sick time for all its current and future employees, including on-call library clerks, aides, pages, library assistants, and librarians. Since the enactment of AB 1522, Placentia Library District has worked with its payroll services, Paychex, to adhere to the above compliance. Administration has also allocated appropriate funding in the 2015-2017 Budget to meet the requirements of AB 1522.

There are many ambiguities with AB 1522 and unfortunately the State does not have answers until the law is challenged and at which time, interpretation of the law will be provided.

Attachment A is the proposed amendments to Placentia Library District Policy 2040 – Sick.

Attachment B is a copy of AB 1522, the Healthy Workplace Healthy Family Act of 2014.

RECOMMENDATION

Authorize amendments to Placentia Library District Policy 2040 – Sick as presented, inclusive of comments from the Library Board of Trustees and to be effective July 1, 2015.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

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

2040.1.1 **In compliance with AB 1522, the Healthy Workplace Healthy Family Act of 2014, employees of the District who work 30 or more days within a year from the commencement of their employment are entitled to accrue paid sick days at a rate of “no less than one [1] hour for every 30 hours worked.” This means that a full-time employee who works 40 hours per week would be entitled to accrue up to 8.6 days of paid sick time off per year. The total number of accrued sick days will depend on the number of hours per week that an employee is normally scheduled to work.**

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 of the employee, or because of illness in his/her immediate family. 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/or 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 vacation leave.

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

2040.10.1 After ten (10) years of employment, twenty (20) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, thirty (30) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, forty-five (45) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is five hundred (500) 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 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.

2040.11.1 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.

2040.11.2 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.

2040.11.3 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.

2040.11.4 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.

2040.12 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.12.1 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.

2040.12.2 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.

2040.12.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

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

2040.13.1.1 Receiving Employee must:

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

2040.13.1.2 The Receiving Employee's Absence must be due to:

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

2040.13.1.3 Donating Employee must:

- * be an employee of the Placentia Library District;
- * be in a position that accrues leave;

- * have passed the waiting period to use leave;
- * have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
- * submit a Catastrophic Leave Donation Form.

2040.13.2 Nature of Donations. Donations must be:

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

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

2040.13.3.1 Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.

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

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

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

2040.13.4 Termination of Catastrophic Leave. Catastrophic Leave terminates when:

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



California
LEGISLATIVE INFORMATION

AB-1522 Employment: paid sick days. (2013-2014)

Assembly Bill No. 1522

CHAPTER 317

An act to amend Section 2810.5 of, and to add Article 1.5 (commencing with Section 245) to Chapter 1 of Part 1 of Division 2 of, the Labor Code, relating to employment.

[Approved by Governor September 10, 2014. Filed with Secretary of State
September 10, 2014.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1522, Gonzalez. Employment: paid sick days.

Existing law authorizes employers to provide their employees paid sick leave.

This bill would enact the Healthy Workplaces, Healthy Families Act of 2014 to provide that an employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick days for prescribed purposes, to be accrued at a rate of no less than one hour for every 30 hours worked. An employee would be entitled to use accrued sick days beginning on the 90th day of employment. The bill would authorize an employer to limit an employee's use of paid sick days to 24 hours or 3 days in each year of employment. The bill would prohibit an employer from discriminating or retaliating against an employee who requests paid sick days. The bill would require employers to satisfy specified posting and notice and recordkeeping requirements. The bill would define terms for those purposes.

The bill would require the Labor Commissioner to enforce these requirements, including the investigation, mitigation, and relief of violations of these requirements. The bill would authorize the Labor Commissioner to impose specified administrative fines for violations and would authorize the commissioner or the Attorney General to recover specified civil penalties against an offender who violated these provisions on behalf of the aggrieved, as well as attorney's fees, costs, and interest.

The bill would not apply to certain categories of employees that meet specified requirements.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares the following:

- (a) Nearly every worker in the State of California will at some time during the year need some time off from work to take care of his or her own health or the health of family members.
- (b) Many workers in California do not have any paid sick days, or have an inadequate number of paid sick days, to care for their own health or the health of family members.
- (c) Low-income workers are significantly less likely to have paid sick time than other workers.
- (d) Providing workers time off to attend to their own health care and the health care of family members will

ensure a healthier and more productive workforce in California.

(e) Paid sick days will have an enormously positive impact on the public health of Californians by allowing sick workers paid time off to care for themselves when ill, thus lessening their recovery time and reducing the likelihood of spreading illness to other members of the workforce.

(f) Paid sick days will allow parents to provide personal care for their sick children. Parental care ensures children's speedy recovery, prevents more serious illnesses, and improves children's overall mental and physical health.

(g) Providing paid sick days is affordable for employers and good for business.

(h) Employers who provide paid sick days enjoy greater employee retention and reduce the likelihood of employees coming to work sick. Studies have shown that costs of decreased productivity caused by sick workers exceed the costs of employee absenteeism.

(i) Many adults have significant elder care responsibilities requiring them to take time off from work or to work reduced hours.

(j) Employees frequently lose their jobs or are disciplined for taking sick days to care for sick family members or to recover from their own illnesses.

(k) Workers whose jobs involve significant contact with the public, such as service workers and restaurant workers, are very unlikely to have paid sick days. Often, these workers have no choice but to come to work when they are ill, thereby spreading illness to coworkers and customers.

(l) Domestic violence and sexual assault affect many persons without regard to age, race, national origin, sexual orientation, or socioeconomic status.

(m) Domestic violence is a crime that has a devastating effect on families, communities, and the workplace. It impacts productivity, effectiveness, absenteeism, and employee turnover in the workplace. The National Crime Survey estimates that 175,000 days of work each year are missed due to domestic violence.

(n) Survivors of domestic violence and sexual assault may be vulnerable at work when trying to end an abusive relationship because the workplace may be the only place where the perpetrator knows to contact the victim. Studies show that up to one-half of domestic violence victims experience job loss. Forty percent reported on-the-job harassment. Nearly 50 percent of sexual assault survivors lose their jobs or are forced to quit in the aftermath of the assaults.

(o) Affording survivors of domestic violence and sexual assault paid sick days is vital to their independence and recovery.

SEC. 2. In enacting this act, it is the intent of the Legislature to do the following:

(a) Ensure that workers in California can address their own health needs and the health needs of their families by requiring employers to provide a minimum level of paid sick days including time for family care.

(b) Decrease public and private health care costs in California by enabling workers to seek early and routine medical care for themselves and their family members and to address domestic violence or sexual assault.

(c) Protect employees in California from losing their jobs while they use sick days to care for themselves or their families.

(d) Provide economic security to employees in California who take time off from work for reasons related to domestic violence or sexual assault.

(e) Safeguard the welfare, health, safety, and prosperity of the people of and visitors to California.

SEC. 3. Article 1.5 (commencing with Section 245) is added to Chapter 1 of Part 1 of Division 2 of the Labor Code, to read:

Article 1.5. Paid Sick Days

245. (a) This article shall be known and may be cited as the Healthy Workplaces, Healthy Families Act of 2014.

(b) The provisions of this article are in addition to and independent of any other rights, remedies, or procedures available under any other law and do not diminish, alter, or negate any other legal rights, remedies, or procedures available to an aggrieved person.

245.5. As used in this article:

(a) "Employee" does not include the following:

(1) An employee covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of employees, and expressly provides for paid sick days or a paid leave or paid time off policy that permits the use of sick days for those employees, final and binding arbitration of disputes concerning the application of its paid sick days provisions, premium wage rates for all overtime hours worked, and regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate.

(2) An employee in the construction industry covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of employees, premium wage rates for all overtime hours worked, and regular hourly pay of not less than 30 percent more than the state minimum wage rate, and the agreement either (A) was entered into before January 1, 2015, or (B) expressly waives the requirements of this article in clear and unambiguous terms. For purposes of this subparagraph, "employee in the construction industry" means an employee performing onsite work associated with construction, including work involving alteration, demolition, building, excavation, renovation, remodeling, maintenance, improvement, repair work, and any other work as described by Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and other similar or related occupations or trades.

(3) A provider of in-home supportive services under Section 14132.95, 14132.952, or 14132.956 of, or Article 7 (commencing with Section 12300) of Chapter 3 of Part 3 of Division 9 of, the Welfare and Institutions Code.

(4) An individual employed by an air carrier as a flight deck or cabin crew member that is subject to the provisions of Title II of the federal Railway Labor Act (45 U.S.C. 181 et seq.), provided that the individual is provided with compensated time off equal to or exceeding the amount established in paragraph (1) of subdivision (b) of Section 246.

(b) "Employer" means any person employing another under any appointment or contract of hire and includes the state, political subdivisions of the state, and municipalities.

(c) "Family member" means any of the following:

(1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.

(2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

(3) A spouse.

(4) A registered domestic partner.

(5) A grandparent.

(6) A grandchild.

(7) A sibling.

(d) "Health care provider" has the same meaning as defined in paragraph (6) of subdivision (c) of Section 12945.2 of the Government Code.

(e) "Paid sick days" means time that is compensated at the same wage as the employee normally earns during regular work hours and is provided by an employer to an employee for the purposes described in Section 246.5.

246. (a) An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from

the commencement of employment is entitled to paid sick days as specified in this section.

(b) (1) An employee shall accrue paid sick days at the rate of not less than one hour per every 30 hours worked, beginning at the commencement of employment or the operative date of this article, whichever is later.

(2) An employee who is exempt from overtime requirements as an administrative, executive, or professional employee under a wage order of the Industrial Welfare Commission is deemed to work 40 hours per workweek for the purposes of this section, unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek.

(c) An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

(d) Accrued paid sick days shall carry over to the following year of employment. However, an employer may limit an employee's use of paid sick days to 24 hours or three days in each year of employment. This section shall be satisfied and no accrual or carry over is required if the full amount of leave is received at the beginning of each year, in accordance with subdivision (e).

(e) An employer is not required to provide additional paid sick days pursuant to this section if the employer has a paid leave policy or paid time off policy, the employer makes available an amount of leave that may be used for the same purposes and under the same conditions as specified in this section, and the policy does either of the following:

(1) Satisfies the accrual, carry over, and use requirements of this section.

(2) Provides no less than 24 hours or three days of paid sick leave, or equivalent paid leave or paid time off, for employee use for each year of employment or calendar year or 12-month basis.

(f) (1) Except as specified in paragraph (2), an employer is not required to provide compensation to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.

(2) If an employee separates from an employer and is rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

(g) An employer may lend paid sick days to an employee in advance of accrual, at the employer's discretion and with proper documentation.

(h) An employer shall provide an employee with written notice that sets forth the amount of paid sick leave available, or paid time off leave an employer provides in lieu of sick leave, for use on either the employee's itemized wage statement described in Section 226 or in a separate writing provided on the designated pay date with the employee's payment of wages. The penalties described in this article for a violation of this subdivision shall be in lieu of the penalties for a violation of Section 226.

(i) An employer has no obligation under this section to allow an employee's total accrual of paid sick leave to exceed 48 hours or 6 days, provided that an employee's rights to accrue and use paid sick leave under this section are not otherwise limited.

(j) An employee may determine how much paid sick leave he or she needs to use, provided that an employer may set a reasonable minimum increment, not to exceed two hours, for the use of paid sick leave.

(k) The rate of pay shall be the employee's hourly wage. If the employee in the 90 days of employment before taking accrued sick leave had different hourly pay rates, was paid by commission or piece rate, or was a nonexempt salaried employee, then the rate of pay shall be calculated by dividing the employee's total wages, not including overtime premium pay, by the employee's total hours worked in the full pay periods of the prior 90 days of employment.

(l) If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

(m) An employer shall provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken.

246.5. (a) Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes:

(1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.

(2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

(b) An employer shall not require as a condition of using paid sick days that the employee search for or find a replacement worker to cover the days during which the employee uses paid sick days.

(c) (1) An employer shall not deny an employee the right to use accrued sick days, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using accrued sick days, attempting to exercise the right to use accrued sick days, filing a complaint with the department or alleging a violation of this article, cooperating in an investigation or prosecution of an alleged violation of this article, or opposing any policy or practice or act that is prohibited by this article.

(2) There shall be a rebuttable presumption of unlawful retaliation if an employer denies an employee the right to use accrued sick days, discharges, threatens to discharge, demotes, suspends, or in any manner discriminates against an employee within 30 days of any of the following:

(A) The filing of a complaint by the employee with the Labor Commissioner or alleging a violation of this article.

(B) The cooperation of an employee with an investigation or prosecution of an alleged violation of this article.

(C) Opposition by the employee to a policy, practice, or act that is prohibited by this article.

247. (a) In each workplace of the employer, the employer shall display a poster in a conspicuous place containing all the information specified in subdivision (b). The Labor Commissioner shall create a poster containing this information and make it available to employers.

(b) The poster shall state all of the following:

(1) An employee is entitled to accrue, request, and use paid sick days.

(2) The amount of sick days provided for by this article.

(3) The terms of use of paid sick days.

(4) That retaliation or discrimination against an employee who requests paid sick days or uses paid sick days, or both, is prohibited and that an employee has the right under this article to file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

(c) An employer who willfully violates the posting requirements of this section is subject to a civil penalty of not more than one hundred dollars (\$100) per each offense.

247.5. An employer shall keep for at least three years records documenting the hours worked and paid sick days accrued and used by an employee, and shall allow the Labor Commissioner to access these records pursuant to the requirements set forth in Section 1174. An employer shall make these records available to an employee in the same manner as described in Section 226. If an employer does not maintain adequate records pursuant to this section, it shall be presumed that the employee is entitled to the maximum number of hours accruable under this article, unless the employer can show otherwise by clear and convincing evidence.

248.5. (a) The Labor Commissioner shall enforce this article, including investigating an alleged violation, and ordering appropriate temporary relief to mitigate the violation or to maintain the status quo pending the completion of a full investigation or hearing.

(b) (1) If the Labor Commissioner, after a hearing that contains adequate safeguards to ensure that the parties are afforded due process, determines that a violation of this article has occurred, he or she may order any

appropriate relief, including reinstatement, backpay, the payment of sick days unlawfully withheld, and the payment of an additional sum in the form of an administrative penalty to an employee or other person whose rights under this article were violated.

(2) If paid sick days were unlawfully withheld, the dollar amount of paid sick days withheld from the employee multiplied by three, or two hundred fifty dollars (\$250), whichever amount is greater, but not to exceed an aggregate penalty of four thousand dollars (\$4,000), shall be included in the administrative penalty.

(3) If a violation of this article results in other harm to the employee or person, such as discharge from employment, or otherwise results in a violation of the rights of the employee or person, the administrative penalty shall include a sum of fifty dollars (\$50) for each day or portion thereof that the violation occurred or continued, not to exceed an aggregate penalty of four thousand dollars (\$4,000).

(c) Where prompt compliance by an employer is not forthcoming, the Labor Commissioner may take any appropriate enforcement action to secure compliance, including the filing of a civil action. In compensation to the state for the costs of investigating and remedying the violation, the commissioner may order the violating employer to pay to the state a sum of not more than fifty dollars (\$50) for each day or portion of a day a violation occurs or continues for each employee or other person whose rights under this article were violated.

(d) An employee or other person may report to the Labor Commissioner a suspected violation of this article. The commissioner shall encourage reporting pursuant to this subdivision by keeping confidential, to the maximum extent permitted by applicable law, the name and other identifying information of the employee or person reporting the violation. However, the commissioner may disclose that person's name and identifying information as necessary to enforce this article or for other appropriate purposes, upon the authorization of that person.

(e) The Labor Commissioner or the Attorney General may bring a civil action in a court of competent jurisdiction against the employer or other person violating this article and, upon prevailing, shall be entitled to collect legal or equitable relief on behalf of the aggrieved as may be appropriate to remedy the violation, including reinstatement, backpay, the payment of sick days unlawfully withheld, the payment of an additional sum, not to exceed an aggregate penalty of four thousand dollars (\$4,000), as liquidated damages in the amount of fifty dollars (\$50) to each employee or person whose rights under this article were violated for each day or portion thereof that the violation occurred or continued, plus, if the employer has unlawfully withheld paid sick days to an employee, the dollar amount of paid sick days withheld from the employee multiplied by three; or two hundred fifty dollars (\$250), whichever amount is greater; and reinstatement in employment or injunctive relief; and further shall be awarded reasonable attorney's fees and costs, provided, however, that any person or entity enforcing this article on behalf of the public as provided for under applicable state law shall, upon prevailing, be entitled only to equitable, injunctive, or restitutionary relief, and reasonable attorney's fees and costs.

(f) In an administrative or civil action brought under this article, the Labor Commissioner or court, as the case may be, shall award interest on all amounts due and unpaid at the rate of interest specified in subdivision (b) of Section 3289 of the Civil Code.

(g) The remedies, penalties, and procedures provided under this article are cumulative.

(h) An employer shall not be assessed any penalty or liquidated damages under this article due to an isolated and unintentional payroll error or written notice error that is a clerical or an inadvertent mistake regarding the accrual or available use of paid sick leave. In reviewing for compliance with this section, the factfinder may consider as a relevant factor whether the employer, prior to an alleged violation, has adopted and is in compliance with a set of policies, procedures, and practices that fully comply with this section.

249. (a) This article does not limit or affect any laws guaranteeing the privacy of health information, or information related to domestic violence or sexual assault, regarding an employee or employee's family member. That information shall be treated as confidential and shall not be disclosed to any person except to the affected employee, or as required by law.

(b) This article shall not be construed to discourage or prohibit an employer from the adoption or retention of a paid sick days policy more generous than the one required herein.

(c) This article does not lessen the obligation of an employer to comply with a contract, collective bargaining agreement, employment benefit plan, or other agreement providing more generous sick days to an employee

than required herein.

(d) This article establishes minimum requirements pertaining to paid sick days and does not preempt, limit, or otherwise affect the applicability of any other law, regulation, requirement, policy, or standard that provides for greater accrual or use by employees of sick days, whether paid or unpaid, or that extends other protections to an employee.

SEC. 4. Section 2810.5 of the Labor Code is amended to read:

2810.5. (a) (1) At the time of hiring, an employer shall provide to each employee a written notice, in the language the employer normally uses to communicate employment-related information to the employee, containing the following information:

(A) The rate or rates of pay and basis thereof, whether paid by the hour, shift, day, week, salary, piece, commission, or otherwise, including any rates for overtime, as applicable.

(B) Allowances, if any, claimed as part of the minimum wage, including meal or lodging allowances.

(C) The regular payday designated by the employer in accordance with the requirements of this code.

(D) The name of the employer, including any "doing business as" names used by the employer.

(E) The physical address of the employer's main office or principal place of business, and a mailing address, if different.

(F) The telephone number of the employer.

(G) The name, address, and telephone number of the employer's workers' compensation insurance carrier.

(H) That an employee: may accrue and use sick leave; has a right to request and use accrued paid sick leave; may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and has the right to file a complaint against an employer who retaliates.

(I) Any other information the Labor Commissioner deems material and necessary.

(2) The Labor Commissioner shall prepare a template that complies with the requirements of paragraph (1). The template shall be made available to employers in such manner as determined by the Labor Commissioner.

(3) If the employer is a temporary services employer, as defined in Section 201.3, the notice described in paragraph (1) must also include the name, the physical address of the main office, the mailing address if different from the physical address of the main office, and the telephone number of the legal entity for whom the employee will perform work, and any other information the Labor Commissioner deems material and necessary. The requirements of this paragraph do not apply to a security services company that is licensed by the Department of Consumer Affairs and that solely provides security services.

(b) An employer shall notify his or her employees in writing of any changes to the information set forth in the notice within seven calendar days after the time of the changes, unless one of the following applies:

(1) All changes are reflected on a timely wage statement furnished in accordance with Section 226.

(2) Notice of all changes is provided in another writing required by law within seven days of the changes.

(c) For purposes of this section, "employee" does not include any of the following:

(1) An employee directly employed by the state or any political subdivision thereof, including any city, county, city and county, or special district.

(2) An employee who is exempt from the payment of overtime wages by statute or the wage orders of the Industrial Welfare Commission.

(3) An employee who is covered by a valid collective bargaining agreement if the agreement expressly provides for the wages, hours of work, and working conditions of the employee, and if the agreement provides premium wage rates for all overtime hours worked and a regular hourly rate of pay for those employees of not less than 30 percent more than the state minimum wage.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Presentation from Dr. Timothy McLarney of True North Research on the Results of the Community Survey.
DATE: March 23, 2015

BACKGROUND

At the October 20, 2014 Library Board of Trustees meeting, True North Research was retained to design and conduct a survey of voters to assess the feasibility of a local bond measure.

The telephone survey was conducted the later part of February. Four hundred (400) registered voters received calls to answer 14 questions, using various methodologies to accurately measure voter opinions. The calls occurred between 5:00 p.m. and 9:00 p.m. during weekdays that is open for data collection.

Dr. McLarney will present his findings and recommendation.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: March 23, 2015

BACKGROUND

The Elections and Bylaws Committee of the California Special District Association (CSDA) is looking for members who are interested in serving on the Board of Directors for the 2016-2018 term. The responsibilities for CSDA Board of Directors are:

- Attend all board meetings held every other month and in Sacramento; typically on the second Friday of the month.
- Participate on at least one committee, meeting 3-4 times a year in Sacramento.
- Attend the Special Districts Legislative Day in spring.
- Attend the Annual Conference in fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years.

The nomination is due May 22, 2015.

Attachment A is the nomination call from CSDA.

RECOMMENDATIONS

- 1) Submit nomination for a Library Board of Trustees to serve a 3-year term, 2016-2018, as a CSDA Board of Directors member; or
- 2) Forego nomination for the 2016-2018 term and consider nomination in the future.



**California Special
Districts Association**
Districts Stronger Together

DATE: February 20, 2015

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

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

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

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

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

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

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

CSDA will mail ballots on June 5th. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Northern Network	Seat A John Woolley, Manila Community Services District
Sierra Network	Seat A Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A <i>Currently vacant</i>
Central Network	Seat A Joel Bauer, West Side Cemetery District*
Coastal Network	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
Southern Network	Seat A Jo MacKenzie, Vista Irrigation District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csgda.net.



California Special
Districts Association
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

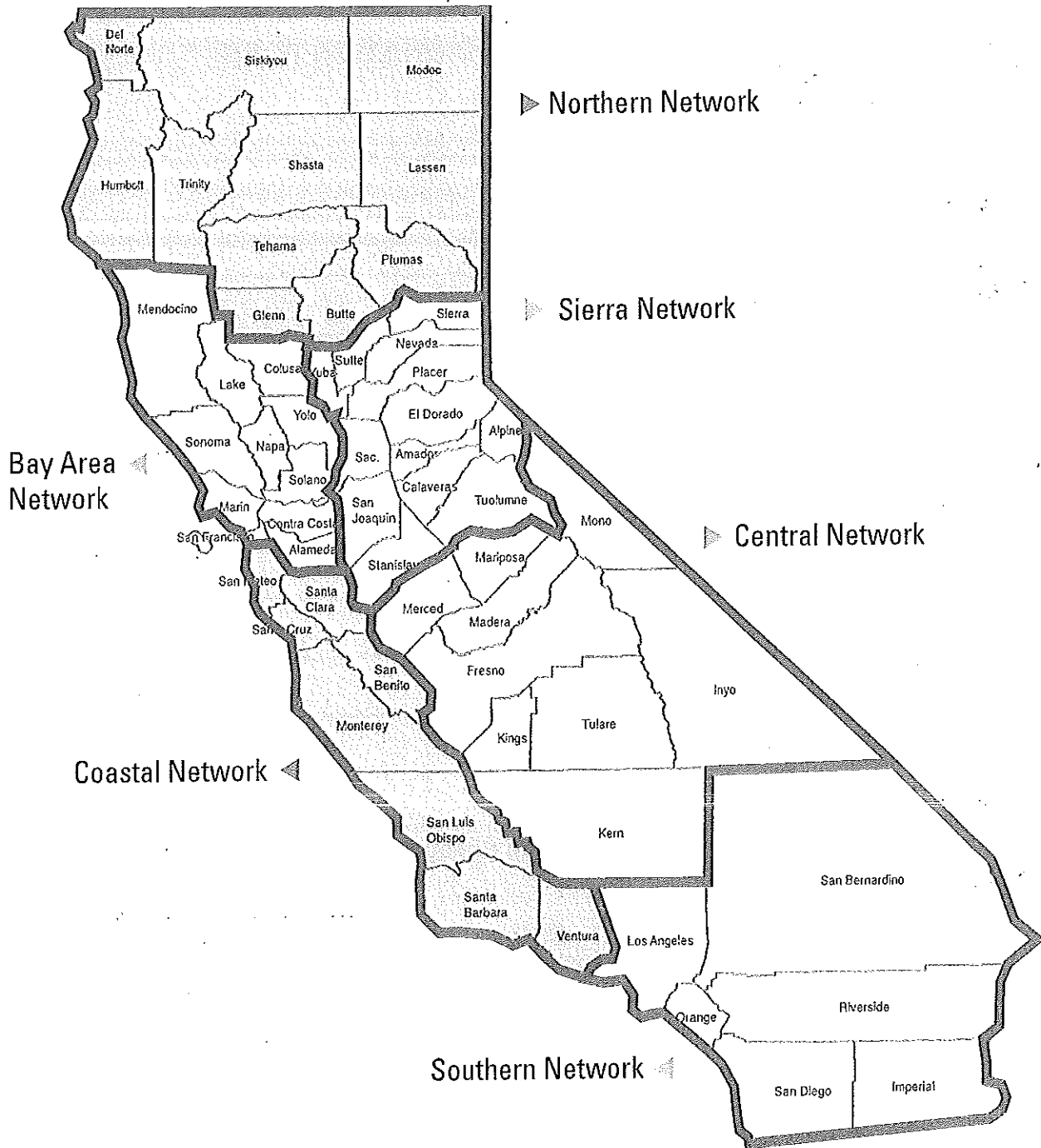
Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015



California Special Districts Association
DISTRICT NETWORKS





CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: American Library Association (ALA) Annual Conference, June 25-30, 2015, San Francisco, California**

DATE: March 23, 2015

BACKGROUND

At the January 26, 2015 Library Board of Trustees meeting, authorization was given to Trustee Carline and Business Manager to attend the annual ALA conference. Library Director request authorization to attend.

The ALA Conference will be held June 25-30, 2015 in San Francisco, California. Estimated cost includes registration, accommodation, transportation and per diem.

Fiscal Impact: Estimated \$2,300

RECOMMENDATIONS

1. Authorize Library Director to attend the ALA Annual Conference, June 25-30, 2015; and
2. Conduct a Roll Call Vote.



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