

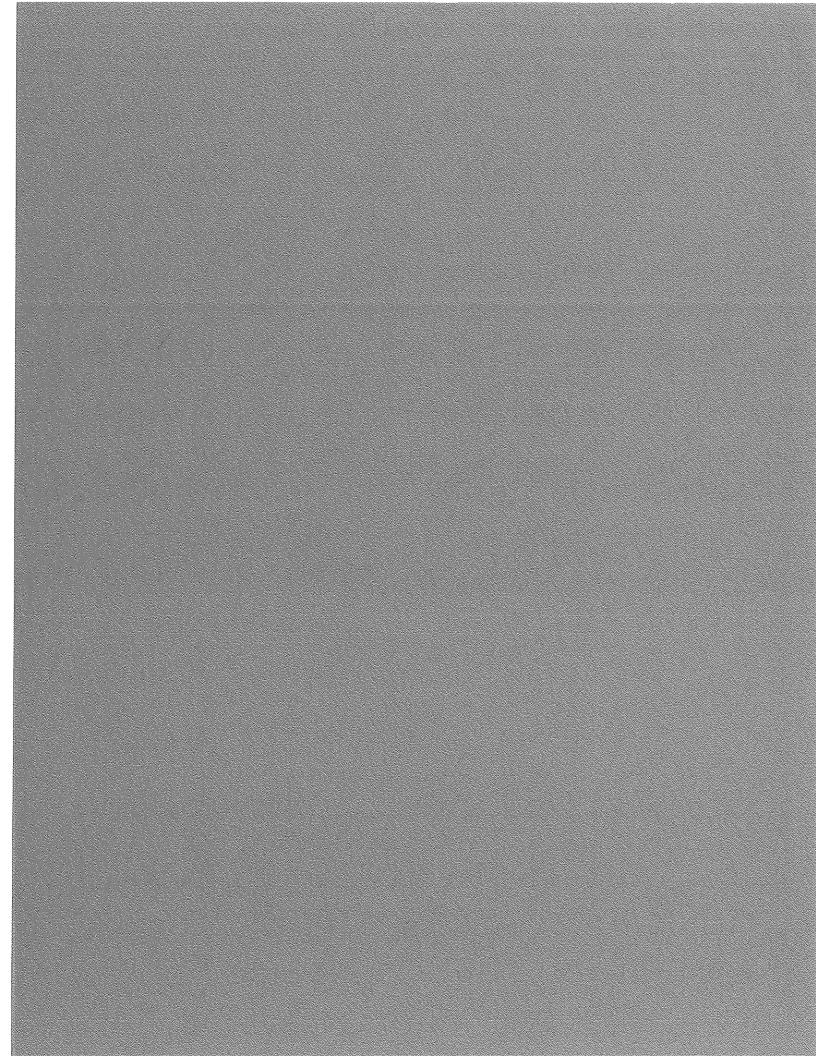
**Board of Trustees** 

**Unusual Meeting** 

February 16, 2010 6:30 P.M.

Placentia Library Meeting Room

Administration



# **AGENDA**



# Passport to Progress

# PLACENTIA LIBRARY DISTRICT **BOARD OF TRUSTEES**

UNUSUAL DATE, TIME & LOCATION Tuesday, February 16, 2010 6:30 P.M. Meeting Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203. AS, PD, JT, GW JC RH 4B JH MT all about - BE others! ND, GB, KM, LU

#### 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

Placentia Library District Board of Trustees, Meeting Agenda, February 16, 2010, Page 2.

C - Oproblem patron excepted out by police - RH, KS, ND

Osick patron - Cord Scut 4. 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 O Coun Aura-Gisuhide Chamber Mixer & 5. Board President Report - oral (2) Chamber General my (2) sad W/9 The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters. [ast Thus Am - fres. of SpRMA - yellow requests resopen en rolliment. w/ Det to Dental, they also thought open enrollment was avail working on exemption 6. Trustee Reports The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

GW nothing to report IT - Chamber Met Osnow Duy Interaction's re Quarterly & W of Mouth
Placentia Library Friends Foundation Board of Director's Report (Frustee Turner) Presentation: Library Director (D) Compar New Year - Great Craft - drawon puppers 
Presentation: Library Director (D) Presentation: Approve by Motion for the Year - Red Env. 441 - fr: (V)

Items 8 - 26 may be considered together as one motion to approve the Consent Calendar. Items may be CONSENT CALENDAR (Items 8 - 26) removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion. (NUTES (Item 8) Minutes of the January 25, 2010 Library Board of Trustees Regular Meeting. (Receive & File and Approve) CLAIMS (Items 9 - 12) Nonstandard Claims in excess of \$300. (Receive & File and Approve) Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve) 10. Current Claims and Payroll. (Receive & File and Approve) JT 13. Special T. Water FY2008-2009 Cash Flow Analysis through January 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds IT Fund 703 Used? IC for Automated Systems - not addressed by 17 yet technology overall be transferred at this time. (Receive & File). TREASURER'S REPORTS (Items 13 - 16) **13.** Financial Reports for January 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File) 14. Balance Sheet for January 2010. (Receive & File) 15. Acquisitions Report for January 2010. (Receive & File) e) fD revenuesup?

UB price up

laws changed - passport req.

now us it mexico 16. Entrepreneurial Activities Report for January 2010. (Receive & File) February 10, 11:00 A.M.

Placentia Library District Board of Trustees, Meeting Agenda, February 16, 2010, Page 3.

## GENERAL CONSENT REPORTS (Items 17 - 19)

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

Circulation Report for January 2010. (Receive & File)

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

#### STAFF REPORTS (Items 20 - 26)

Library Director's Report for January 2010. - DVD Rearlas A5 - All Staff unto Jan 26 th FMT how did it 90.

Library Services Manager's Report for January 2010. A5 - platform' - new server from

22. Children's Services Report for January 2010.

23. Literacy / Volunteer Services Report for January 2010.

24. Reference and Adult Services Report for January 2010.

25. Local History Room Report for January 2010.

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

## PRESENTATION

A5 - Proclamation & \$2001

Employee of the Quarter Presentation

Presentation:

President Al Shkoler

#### CONTINUINING BUSINESS

Employee of the Quarter Program

Presentation:

Library Director

Recommendation: Authorize a change of eligibility from "non-exempt employees" to "non-

management employee" as presented.

29. Memorandum of Agreement (MOA) Between the Placentia Library Friends Foundation (PLFF) and the Placentia Library District.

Presentation:

Library Director

Recommendation: Authorize President Shkoler and Director Contreras to sign the MOA based

on changes approved by the Library Board of Trustees at the January 25, 2010

meeting and accepted by the PLFF.

Placentia Library District Policy 2040 - Sick Leave 30.

Presentation:

Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

#### **NEW BUSINESS**

Performance Evaluation Form for the Library Director

Presentation:

Secretary DeVecchio

Recommendation: Action to be determined by the Library Board of Trustees.

Placentia Library District Board of Trustees, Meeting Agenda, February 16, 2010, Page 4.

32. Upholstery of Library Furniture

Presentation:

Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT** 

March

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

  No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 35. Adjourn 7.50 PM

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

Marisa Timothy, Administrative Assistan

#### MINUTES

#### PLACENTIA LIBRARY DISTRICT

# UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES

January 25, 200910

**CALL TO ORDER** 

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

**ROLL CALL** 

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

Members Absent: None

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

**ORAL** 

COMMUNICATION

There was no oral communication at this time.

ADOPTION OF AGENDA

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

ABSTAIN:

None

ABSENT:

None

TRUSTEE REPORTS

President Shkoler attended the Miss Placentia/Yorba Linda Pageant where the Outstanding Teen, Miss Placentia, and Miss Yorba Linda were named. The event included a performance by the Little Sisters who received dance instruction from Librarian Nadia Dallstream. (Item 5)

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

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

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

Trustee Wood had nothing to report. (Item 6)

PLFF REPORT

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

**CONSENT CALENDAR** 

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

ABSTAIN: ABSENT:

None None

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None None

ABSTAIN: ABSENT:

None

#### **CLAIMS**

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

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

Current Claims and Payroll (Item 11)

FY2009-2010 Cash Flow Analysis through December 2009; the Schedule of Anticipated Property Tax

Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

# TREASURER'S REPORT

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

(Item 14)

Acquisitions Report for December 2009 (Item 15)

Entrepreneurial Activities Report for December 2009 (Item 16)

#### **GENERAL CONSENT**

Personnel Report for December 2009 (Item 17)

Circulation Report for December 2009 (Item 18)

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

#### STAFF REPORTS

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

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

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

Literacy / Volunteer Services Report for December 2009 (Item 23) Reference and Adult Services Report for December 2009 (Item 24) Local History Room Report for December 2009 (Item 25) Placentia Library Web Site & Technology Report for December 2009 (Item 26)

# CONTINUING BUSINESS

POLICIES 2320, 4080, 4085, and 6040

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

ABSTAIN:

None

ABSENT:

None

POLICY 2110

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

**ABSTAIN:** 

None

ABSENT:

None

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

ABSTAIN:

None

ABSENT:

None

## NEW BUSINESS

FY 08-09 FINANCIAL AUDIT Lynne Netty of Macias, Gini & O'Connell, operating as the Engagement Manager of the Fiscal Year 2008-2009 Financial Audit of Financial Transactions for the Placentia Library District, presented the draft reports. She commented that in general, the audit went faster than last year and resulted in an 'unqualified' or 'clean' opinion. She reviewed the Financial Statements, the SAS 114 Letter, the Management Letter, and the GANN letter. She reported two material findings regarding General Ledger discrepancies which related to differences between in-house and County bookkeeping differences. Also, she recommended that the GANN amounts be adopted by June 30<sup>th</sup> and amended to correct last year's number which was overstated by \$22k. Lynne commented that overall, all information was great. She commended Acting Human Resources/Finance Analyst Yesenia Baltierra for doing a great job. (Item 29)

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

**ABSTAIN:** 

None

ABSENT:

None

ADA RESTROOM RENOVATION

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

ABSTAIN:

None

ABSENT:

None

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

AYES:

Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES:

None

ABSTAIN:

None

ABSENT:

None

AGENDA PREPERATION

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

**ADJOURNMENT** 

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

**NEXT MEETING** 

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

Richard DeVecchio

Al Shkoler

Secretary

President

Library Board of Trustees

Library Board of Trustees



# **BOARD OF TRUSTEES MEETING CALENDAR**

January 2010 – December 2010

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

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TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: Summary of Non-standard Claims

**DATE:** February 16, 2010

TYPE DATE CLAIM# AMOUNT

NONE

TOTAL 0

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TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

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

DATE: February 16, 2010

TYPE DATE CLAIM# AMOUNT

**FUND 707** 

**NONE** 

TOTAL 0

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: Current Claims and Payroll

**DATE:** February 16, 2010

## **Current Claims**

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

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Subtotal for Payroll

TOTAL CURRENT CLAIMS & PAYROLL

\$195,422.91

\$120,000.00

DATE:

02/16/10 5259

REPORT NO: 5259
The County Auditor is authorized to draw these checks from:

FUND: 707

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DEPT: V700 BUDGET CONTROL: 707

UNIT: 0900

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

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VC5764	01-28-10		0200			١.			
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	.,		TOT	AL REMITT	ANCE: \$	5	9,289.07		

The claims listed above (totaling \$9,289.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE: REPORT NO: 02/16/10 5260

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

	APPROVED CLAIMS											
Vendor Code Payee Name and Address	DATE INVOICE#	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	Αſ	MOUNT	DOC NUMBER	sc				
VC7955 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	01-07-10 201001-02	1900	0739		<b>\$</b>	5.00						
(needs vendor #) Automatic Storefront Service 4450 Schaefer Avenue Chino, CA 91710	08-27-09 0008688-IN	1400	0717		\$	87.00						
VC5233-2 AT&T Payment Center Sacramento, CA 95887-0001	01-17-10 714 528-1906 753 6	0700	0700		\$	252.46						
VC0059-4 Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6042	01-24-10 8000-9000-0652-5830	1803			<b>\$</b>	201.40						
VC6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	01-25-10 312083-9	2803			\$	638.88						
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	01-01-10 71498	1300			<b>\$</b>	33.00						
			AL REMIT	ANCE		1,217.74						

The claims listed above (totaling \$1,217.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10

REPORT NO: 5261

FUND: 707

DEPT: V700

The County Auditor is authorized to draw these checks from:

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

BUDGET CONTROL: 707

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		4009136580				\$ 20.59		
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	12-00-09	4009136584	2400	0760		\$ 96.13		
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		4009136587				\$ 150.77		
	12-08-09		2400	0760				a line
	12-08-09	4009136588	2400	0750		\$ 51.87		
	12-08-09	4009136590	2400	0760		\$ 9.92		
	12-08-09	4003130330	2400	0760		J.J2	0.0.00	
		4009136591			1	\$ 198.46	555	
	12-08-09		2400	0760		•		
	]	4009136592			1	\$ 17.81		
	12-08-09		2400	0760	-			
	12.09.00	4009136593	2400	0700		\$ 19.56		
	12-08-09	4009136594	2400	0760		\$ 13.34		
	12-08-09	4009130394	2400	0760	1	<b>3</b> 15.54		
		4009136596			1:	\$ 100.06		
	12-09-09		2400	0760			100000	
		4009119175	.		;	\$ 158.32	400.000	
	12-09-09		2400	0760				
	42.05.55	4009119176			[ ;	730.34	0.000	
	12-09-09	4000110177	2400	0760				
	12-09-09	4009119177	2400	0760		60.53		
	12 0J-03	4009119178	2700	0,00	1	248.00		
				TAL REMITT				

The claims listed above (totaling \$2,479.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE: REPORT NO: 02/16/10 5262

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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

	APPROVED CLA	IMS				AC'S USE	ONL
Vendor Code Payee Name and Address	DATE INVOICE#	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	S
/C4218-4 Baker & Taylor Books	12-09-09 4009119179	2400	0760		\$ 383.86		
O Box 277930 Manta GA 30384-7930	12-09-09 4009119180	2400	0760		\$ 99.12	- digestic Autoria	
	12-09-09 4009119181	2400	0760		\$ 174.89		
	12-09-09 4009119183	2400	0760		\$ 19.68		
	12-09-09 4009119225 12-09-09	2400 2400	0760 0760		\$ 245.31		
	4009119226 12-09-09	2400	0760	,	5 58.67		
	4009119227 12-09-09	2400	0760		19.09		
	4009119228 12-09-09	2400	0760	•	129.71		
	4009119229 12-09-09	2400	0760	Ş			
	4009119230 12-09-09	2400	0760	\$			
	4009119231 12-09-09 4009119232	2400	0760	Ş			
	12-12-09 4009124099	2400	0760	, \$			
	12-12-09 4009152837	2400	0760	\$			
	12-14-09 4009145875	2400	0760	\$			
	12-14-09 4009181006	2400	0760	\$	14.30		
	12-15-09 4009141400 12-15-09	2400	0760	\$	202.79		
	4009141401 12-15-09	2400	0760 0760	\$	335.44		
	4009141402	2400	0760	\$	64.09		
	4009141403 12-15-09	2400	0760	\$	70.17		
	4009142824 12-15-09	2400	0760	\$	19.68		
	4009142825 12-15-09	2400	0760	\$	19.12		
	4009142826		TAL REMITT	ANCE: \$	19.60 3,146.84		

The claims listed above (totaling \$3,146.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10 5263

REPORT NO: The County Auditor is authorized to draw these checks from:

FUND: 707

**DEPT: V700** BUDGET CONTROL: 707

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

/endor Code Payee Name and Address /C4218-4 Baker & Taylor Books	1	DATE	OBJT					
Payee Name and Address PC4218-4	1	DATE	D 5144					1
/C4218-4	IN'		REV/	DEPT	REPT		DOC	
그렇게 하는 사람이 가장 하는 것들은 이번 하는 것이 되었다. 그는 그는 그는 그는 그는 그는 그는 그는 그는 그를 그 없는 것 같다.		VOICE#	BS ACCT	OBJT	CATG	AMOUNT	NUMBER	S
그렇게 하는 사람이 가장 하는 것들은 이번 하는 것이 되었다. 그는 그는 그는 그는 그는 그는 그는 그는 그는 그를 그 없는 것 같다.	1						100	
laker & Taylor Books	12-15-09		2400	0760	ĺ			
		4009142827			1	\$ 20.35		
O Box 277930	12-15-09	٠.	2400	0760		,	balana.	
Atlanta GA 30384-7930	1	4009142828		1		\$ 80.76		
	12-15-09		2400	0760	1	00.70		
	12 33 35	4009142829	1.	0,00		\$ 72.21	1446.00	- 1
동물 목표를 보시면 함께 가지 하시다.	12-15-09	4003142823	2400	0760		7 /2,21	100000000000000000000000000000000000000	
	12-13-09	40004 42020		0700		ė men		
	13.45.00	4009142830		0760		\$ 83.62	医学生生物	
	12-15-09		2400	0760				
프랑프 프랑크 마이트 그 사람들은 그리고 있다.	l	4009142831				\$ 54.18		
	12-15-09		2400	0760	i			
基本语言语言语言 化精工 化二十二烷	1.	4009142832				\$ 38.32		
	12-16-09		2400	0760				
불발돌시회가 살으로 한다니다 그 모든		4009141387				\$ 18.70		1
#####################################	12-16-09		2400	0760			101012-02-23	
: : : : : : : : : : : : : : : : : : :	·	4009141390				\$ 36.19		
	12-16-09		2400	0760				30
		4009141391				\$ 53.27		
살림 얼마를 하는 것이 되었다.	12-16-09		2400	0760				
		4009141392				\$ 16.93		
	12-16-09		2400	0760				
		4009141393		0,00		\$ 606.95	dialog and	
물통시간된 문제를 하다는 것으로	12-16-09	10032112333	2400	0760		000.55		
불쾌하다 하나 하는 사람이 나는 사람	12-10-03	4009141394	2400	0700		ć 122.2r		×6-46
	12 10 00	4003141334	2400	0760		\$ 123.35	別が金銭を	
	12-16-09	40004 44 305	2400	0760			galacter test	
얼마 하나 사람들이 얼마나 그 그리다.		4009141395				\$ 415.59		
	12-16-09		2400	0760				
		4009141396				\$ 179.95		
	12-16-09		2400	0760				
		4009141397				\$ 414.79		
	12-17-09		2400	0760	İ		inisanie.	
		0000049718	ļ		. [	\$ 10.88	& Harberton	130
	12-17-09	1	2400	0760	l			
		W30920730				\$ 240.49	ing a special control	
	12-31-09	-	2400	0760		ļ.	program:	
		W33225980			1	\$ 124.65		
	12-31-09	ļ	2400	0760		-		
		W34965480			-	\$ 54.29		
	01-12-10		2400	0760				
		W32973090			ļ	\$ 19.70	adalah I	
	01-18-10		2400	0760		+ 15.70		
		W36907850	2-100	0.00		\$ 14.88		
套套链人员医管套 (C. )。	01.10.10	1130301030	2400	0760		\$ 14.88		
	01-18-10	MOEGOSTA	2400	0760				
	04 40 40	W35827720	3400	0700	1	52.26		
	01-18-10	11/250=2.25	2400	0760				
2014年7月2		W36970420		TAL REMIT		34.59	20 包括40	

The claims listed above (totaling \$2,766.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10 5264

**REPORT NO:** 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													
		OBJT				AC'S USE	J. 12							
Vendor Code	DATE	REV/	DEPT	REPT		DOC								
Payee Name and Address	INVOICE#	BS ACCT	ОВЈТ	CATG	AMOUNT	NUMBER	S							
/C4218-4	12-31-09	2400	0760											
Baker & Taylor Books	W35112840			1	22.77									
O Box 277930	01-12-10	2400	0760											
ilanta GA 30384-7930	W35971070			3	18.69									
	01-12-10	2400	0760											
	W35237600			\$	26.85									
	01-12-10	2400	0760											
	W36718910	2.00		\$	111.43	10.000.000.000								
	01-18-10	2400	0760		20.00									
	W37939940 01-18-10	2400	0760	<b>  \$</b>	26.85									
	W37450940	2400	0760	\$	22.75									
	01-20-10	2400	0760		22.13									
	W37262680	2.00	3,00	\$	26.85									
	01-20-10	2400	0760	Tarana Yang										
	W36954750			\$	26.85									
	12-23-09	2400	0760											
	4009166388			\$	221.24									
	12-23-09	2400	0760											
	4009160420			\$	19.11									
	12-23-09	2400	0760											
	4009160421			\$	27.52									
	12-23-09	2400	0760											
	4009160422			\$	39.41									
	12-23-09	2400	0760			on the contract								
	4009160423			\$	41.10									
	12-23-09	2400	0760			1000000								
	4009160424 12-23-09	2400	0760	\$	34.34									
	4009160426	2400	0760		10.00	i di digirina								
	12-23-09	2400	0760	\$	19.80	100102000								
	4009160427	2,00	0,00	\$	49.39									
	12-23-09	2400	0760		7.35									
	4009160428			\$	16.53									
	12-23-09	2400	0760			Maria di P								
	4009160429			s	19.56									
	12-23-09	2400	0760											
	4009160430			\$	11.70									
	12-23-09	2400	0760											
	4009160432			\$	21.00	1000000								
	12-23-09	2400	0760											
	4009160433			\$	42.73									
	12-23-09	2400	0760											
	4009160434			\$	39.17	ariana la								
	12-23-09	2400	0760											
	4009160435	garangan s		\$	39.20									

The claims listed above (totaling \$924.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10

REPORT NO: The County Auditor is authorized to draw these checks from:

FUND: 707

5265

DEPT: V700 BUDGET CONTROL: 707

UNIT: 0900

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

APPROVED CLAIMS													
	APP	KOVED CLA	U	1	Т	1	AC'S USE	: ONLY					
Mandan Cada		NATC .	OBJT	DEDT	DEDT	1	200						
Vendor Code	1	DATE	REV/	DEPT	REPT	ANAOUNT	DOC	1					
Payee Name and Address	INV	OICE #	BS ACCT	OBJT	CATG	AMOUNT	NUMBER	S					
IC4919 (	12.22.00		2400	0760									
VC4218-4	12-23-09	4000460406	2400	0760			33.45.45.45.45.45.45.45.45.45.45.45.45.45.	i diki					
Baker & Taylor Books	42.22.00	4009160436	2400			\$ 43.23							
O Box 277930	12-23-09		2400	0760									
Atlanta GA 30384-7930	1	4009160437			1	\$ 21.35	31535314115						
	12-23-09		2400	0760	1			12.					
		4009166652				\$ 39.47							
	12-23-09	ļ	2400	0760	1								
		4009166653				\$ 25.71	e de e da e						
	12-23-09		2400	0760			4.400000	i in a					
		4009166654			1	\$ 33.39	5000000						
	12-23-09		2400	0760									
-	1	4009166655				\$ 27.93							
•	12-23-09		2400	0760	]								
		4009166656				\$ 51.99							
	12-23-09		2400	0760									
•		4009166657				\$ 17.85	adam.						
	12-23-09		2400	0760									
	12.2003	4009166658				\$ 428.01	ing states and	154					
	12-23-09	4003100030	. 2400	0760	. :	420.01		16.4					
	12-25-05	4009166659	. 2400	0700		\$ 227.76		die					
•	12 22 00	4009100039	2400	0760		221.70							
	12-23-09	1000155550	2400	0760		d 220.72							
		4009166660	2.00			\$ 239.73							
	12-23-09		2400	0760		4							
•		4009166661				\$ . 19.60							
	12-23-09	1	2400	0760			a de alcient						
	. [	4009166662				\$ 177.94							
	12-23-09		2400	0760									
		4009166663	- 1			\$ 69.01		200					
	12-23-09	1	2400	0760				51.1					
		4009166664			- 1	\$ 37.02							
	12-23-09		2400	0760									
•		4009166665			-	\$ 334.72							
	01-04-10		2400	0760									
		4009170197				\$ 17.81							
	01-04-10		2400	0760			2-4						
	1	4009170198			1	\$ 19.60	Barana a	NS M					
•	01-04-10	10032.0130	2400	0760	- 1	25,00	dada (kaba)						
	1	4009170199	2.00	3.00		\$ 35.59							
	01-04-10	,0031,0133	2400	0760	ļ	23,33							
		4009170200	2-100	0700	.	\$. 17.79							
	1	4003170200	7400	0760	Ì	ع. 17./9 <u>ا</u>							
	01-04-10	1000170001	2400	0760									
	ł	4009170201		0755		\$ 75.26							
	01-04-10		2400	0760	1		ing a see						
•	1	4009170202	l			\$ 44.32							
	01-06-10		2400	0760		<u>,                                    </u>	energie						
	'	4009192037			1	\$ 21.62	<b>有点的表示</b>						

The claims listed above (totaling \$2,026.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

**REPORT NO:** 

02/16/10 5266

Placentia Library District 411 E Chapman Áve Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

FUND: 707 **DEPT: V700** 

BUDGET CONTROL: 707

UNIT: 0900

	APPROVED CLAI	MS				AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	sc	
VC4218-4 Baker & Taylor Books	01-06-10 4009192038	2400	0760		\$ 20.97			
PO Box 277930 Atlanta GA 30384-7930	01-06-10 4009192039	2400	0760		20.97			
	01-06-10 4009192040	2400	0760		\$ 22.00			
	01-06-10 4009192041 01-06-10	2400 2400	0760 0760		25.74			
	4009192043 01-06-10	2400	0760		40.01			
	4009192044 01-06-10	2400	0760		41.29	15 1216		
	4009192045 01-06-10	2400	0760	\$ 				
	4009192046 01-06-10 4009192047	2400	0760	i s				
	01-06-10 4009192048	2400	0760	Š				
	01-06-10 4009192049	2400	0760	s	102.96			
	01-06-10 4009192050 01-06-10	2400	0760 0760	\$	99.61			
	4009192051 01-06-10	2400	0760	ş	35.26			
	4009192052 01-06-10	2400	0760	\$	26.04			
	4009192053 01-06-10	2400	0760	\$	77.26			
	4009192054 01-06-10 4009192055	2400	0760	\$   \$	14.62 47.54			
	01-06-10 4009192056	2400	0760	\$	143.87			
	01-06-10 4009192057	2400	0760	\$	15.89			
	01-06-10 4009192058 01-06-10	2400 2400	0760 0760	\$	37.32			
	4009192059 12-22-09	2400	0760	\$	166.37			
	0000049771 12-21-09	2400	0760	\$	10.88			
	4009198322		TAL REMIT	\$ FANCE: \$	126.86			

The claims listed above (totaling \$1,251.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE: REPORT NO:

02/16/10 5267

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700 BUDGET CONTROL: 707

CONTROL: 707 UNIT: 0900

# Placentia Library District 411 E Chapman Ave

Placentia, CA 92870

	Annouser of a	IAAC					1.010.11	
	APPROVED CLA		1 1 1 1 1 1 1 1	1	т-	<del></del>	AC'S USE	ONL
	성공원일 그런 무속하면요요	OBJT		1.7				
/endor Code	DATE	REV/	DEPT	REPT			DOC	
Payee Name and Address	INVOICE #	BS ACCT	OBJT	CATG	_	AMOUNT	NUMBER	St
			344, 34, 34		1			
/C4218-4	12-23-09	2400	0760					
Baker & Taylor Books	4009148952		1 9 5		\$	69.88	919 49 6 6	100
O Box 277930	12-28-09	2400	0760				75007230	1833
Atlanta GA 30384-7930	4009210044				\$	5.26		
	12-31-09	2400	0760		1			
	4009192171				\$	30.39		
	01-04-10	2400	0760	1				la e
	4009220264				\$	45.61		
	01-11-10	2400	0760					-
	4009233436				\$	431.98		15.3
	01-08-10	2400	0760					
	4009198290				\$	582.40		
	01-08-10	2400	0760		Ι΄.			
	4009198291				\$	49.94		
	01-08-10	2400	0760			45.54		
	4009198292	2100	0,00		\$	84.25	and the first	
	01-08-10	2400	0760		"	04.23	A.C. Galley	
	4009198293	2400	0700	,	ا ا	157 47		1100
	01-08-10	2400	0760		\$ .	152.47		
	4009198295	2400	0760		_ ا	201.05		
		2400	0700		\$	391.85		
	01-08-10	2400	0760	٠.	_	2440		
	4009198296	2400	0750		\$	34.19		
	01-08-10	2400	0760	1.				4
	4009198573				\$	40.02		
	01-08-10	2400	0760				10140-00-00	
불통일본 얼룩들을 모양을 하나요?	4009198574			* -	\$	19.73		
소설을 가장하는 것으로 있다. 사람들은 사람들이 되는 것 같다. 생물 하는 것 같은 것도 하나는 사람들은 것 같다.	01-08-10	2400	0760					
	4009198575		1.0		\$	138.64		
	01-08-10	2400	0760					
	4009198576				\$	45.81		
	01-08-10	2400	0760			•	didicant.	
	4009198577				\$	48.47	2.456.65	
	01-08-10	2400	0760				李等性的:	
	4009198578				\$	455,66	10.00	
	01-08-10	2400	0760	s. r				
	4009198579			. [	\$	327.61		
	01-08-10	2400	0760	4, 4				
	4009198580				\$	279.91		
	01-08-10	2400	0760					
	4009198581		2 A		\$	131.13		kuti.
	01-08-10	2400	0760		,		经基础的	
	4009198582	- 1			\$	74.49		
	01-08-10	2400	0760		*	, , , , , ,		
	4009198583		5,55	· · · · ·	\$ .	107.06		
	01-08-10	2400	0760			107.00		
	4009198584	2700	0,00	]	\$	216 62		
and the second s	400313054	1	7.5 4.5		Ş	216.52		

The claims listed above (totaling \$3,763.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10

REPORT NO: . 5268
The County Auditor is authorized to draw these checks from:

FUND: 707

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

DEPT: V700
BUDGET CONTROL: 707

UNIT: 0900

	APPROVED CLA	IMS				AC'S USE	ONILV
	APPROVEDICIA	OBJT		1		AC 3 USE	CIVEY
Vendor Code	DATE	REV/	DEPT	REPT		DOC	
Payee Name and Address	INVOICE#	BS ACCT	OBJT	CATG	AMOUNT	NUMBER	SC
VC4218-4	01-08-10	2400	0760	1000000000		or const	
Baker & Taylor Books	4009198585	144,741,144,145,144,14			\$ 14.62		
PO Box 277930	01-08-10	2400	0760				
Atlanta GA 30384-7930	4009198587 01-15-10	2400	0760		\$ 21.32		
	4009215886		0/60		\$ 22.37		
	01-15-10	2400	0760				
	4009215887				\$ 18.73		
	01-15-10	2400	0760				
	4009215888	300000000000000000000000000000000000000			\$ 15.23		
	01-15-10	2400	0760			4.9	
	4009215889				\$ 20.97		撤
	01-15-10 4009215890	2400	0760		\$ 76.23		
	01-15-10	2400	0760		\$ 76.23		
	4009215891	2,00			\$ 20.99	1000	
	01-15-10	2400	0760				
	4009215892				\$ 42.59		
	01-15-10	2400	0760			Salata da la	
	4009215893				\$ 120.14		
	01-15-10	2400	0760				
	4009215894 01-15-10	2400	0760		\$ 71.99		
	4009215895	2400	0,00		\$ 15.81		
	01-15-10	2400	0760				
	4009215896				\$ 59.59		
	01-15-10	2400	0760				
	4009215897				\$ 59.59		
	01-15-10	2400	0760				
	4009215898 01-15-10	2400	0760		\$ 8.59	terene e	
	4009215899	2400	0760		\$ 12.54		
	01-15-10	2400	0760			0.000	
	4009215900				\$ 57.84		
	01-15-10	2400	0760				
	4009215901				\$ 253.51		
	01-15-10	2400	0760				
	4009215902	2.00			\$ 23.47		
	01-15-10 4009215903	2400	0760	1.	5 18.13		
	01-15-10	2400	0760		, 10.13		
	4009215904				29.24		
	01-15-10	2400	0760				
	4009215905			3	47.02	aa alaa	
	01-18-10	2400	0760				
	4009248325	ayan da garayan da Abrilla d		5	32.07		

The claims listed above (totaling \$1,06258) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10 5269

REPORT NO: 5269

FUND: 707

The County Auditor is authorized to draw these checks from:

DEPT: V700
BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

NE STELL EN	API	PROVED CLA	IMS		_		·	AC'S USE	ONLY
			OBJT						1
Vendor Code	1	DATE	REV/	DEPT	REPT			DOC	1
Payee Name and Address	IN'	VOICE #	BS ACCT	ОВЈТ	CATG		AMOUNT	NUMBER	sc
VC4218-4	01-20-10		2400	0760	Į.			3.62.6.6.6	
Baker & Taylor Books		4009219447				\$	18.29	10350000000	
PO Box 277930	01-21-10	P	2400	0760				Black to a	10.11
Atlanta GA 30384-7930		4009233413	2,00	3.33		\$	23.57		1
	01-21-10		2400	0760		۲	23.37		114.0
	01 21 10	4009233414	2400	0700		\$	141.89	300000000	
	01-21-10	4009233414	2400	0760		٦	141.05		12.3
	101-21-10	4000222404	2400	0760		,	16.51		
		4009232404				\$	16.51		
실목하는 과학 기업 기계	01-21-10		2400	0760					
	I	4009232405				\$	20.32	10.00	
	01-21-10		2400	0760				a distrib	30
		4009232406				\$	39.41		
	01-21-10		2400	0760					440
		4009232407				\$	19.68		16.3
불론은 당시에 되었다.	01-21-10	1	2400	0760					
	1	4009232408		•		\$	7.75	1911-11-011	
	01-21-10	[	2400	0760					
[발문] [12] 보고 작용되는 10 H - 10 H - 10 H		4009232409				\$	14.60		
등로 잘 보이는 음식하는 사이 보다 하는데 모든	01-21-10	.	2400	0760	.	•			
		4009232410				\$	113.13		3533
	01-21-10	1000 100 100	2400	0760		*			
		4009232411	2.700	0,00	1	\$	33.78	(5)(5)(5)(4)(4)	100
혼자보더라 되면 된 것 같습니다.	01-21-10	1005252 723	2400	0760	į	۲	33.70		
연락들들 보고 그렇게 하는 것이다.	01-21-10	4009232412	2400	0700	]	\$	13.34	1915	
	01 21 10	4009232412	2400	0760		Ą	13.34	19-19-19-19	
	01-21-10	************	2400	0760	1	٨		100000	ness is
		4009232413			-	\$	30.67		
	01-21-10		2400	0760					
		4009232414	·			\$	39.38	3.65.55.66	
	01-21-10		2400	0760				išaja ja išal	. drii
		4009232415				\$	31.02		
	01-21-10	ĺ	2400	0760	.		ľ	电电路电路	: 12.12
		4009232416			1	\$	19.70	10/12/11/05	100
医牙唇性畸形 化基本基本	01-21-10	-	2400	0760					
	,	4009232417			- 1	\$	166.56		
	01-21-10	• 1	2400	0760	į				
		4009232418				\$	99.60	3,500.5	
	01-21-10		2400	0760	- 1				
		4009232419	I			\$	41.92	10.0	
	01-21-10		2400	0760	- 1			resis	rii i
		4009232421			1	\$	37.44	经特殊的	
高速速度 医电影 电电影	01-21-10	. 1	2400	0760					
		4009232422				\$	19.56		
흥림하는 승인 등 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그					_	\$	948.12		
				-		Y	340.12		
				l			B		
		<b>]</b> .			1				
								42.20 (E. E. )	

The claims listed above (totaling \$948.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

DATE:

02/16/10 5270

The County Auditor is authorized to draw these checks from:

REPORT NO:

FUND: 707

**DEPT: V700** 

BUDGET CONTROL: 707

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

UNIT: 0900 APPROVED CLAIMS AC'S USE ONLY OBJT REV/ DEPT REPT DOC Vendor Code DATE NUMBER INVOICE# BS ACCT OBJT CATG **AMOUNT** SC 01-19-10 2400 0760 1088126431 76.13 01-05-10 2400 0760 1088057476 94.61

Payee Name and Address VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919 170.74 VC-2993 12-29-09 2400 0760 Midwest Tape 2076399 1.25 PO Box 820 Holland OH 43528 VC0679-1 12-28-09 2400 0760 Recorded Books, LLC 4726702 80.70 P.O. Box 64900 01-11-10 2400 0760 Baltimore, MD 21264-4900 4744672 107.67 188.37

TOTAL REMITTANCE: 360.36 The claims listed above (totaling \$360.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

**Placentia Library District** 

411 E Chapman Ave

Placentia, CA 92870

DATE: REPORT NO: 02/16/10 5271

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700 BUDGET CONTROL: 707

	APPROVED CI					AC'S USE	ONL
		ОВЈТ					
Vendor Code Payee Name and Address	DATE INVOICE #	REV/	DEPT	REPT	ALAOUAT	DOC NUMBER	_
ayee Name and Address	HAVOICE #	BS ACCT	ОВЛ	CATG	AMOUNT	NUMBER	S
/C0000007198	02-03-10	2801					
City of Placentia	5940	)5			\$ 34,062.96	1000000	
01 East Chapman Ave.	02-03-10	0700	0701				
Placentia, CA 92870	5940 02-03-10		0742		\$ 121.85		
	5940	1400	0712		\$ 9,632.16	0.000	
	02-03-10	1400	0712		5,032.10		
	5940				\$ 684.55		
					\$ 44,501.52		
rospan o							
/C5077-2 /acias, Gini & O'Connell	02-03-10 472670	1900	0742		\$ 1,683.50		
000 S Street, Suite 300		<b>^</b>		2.5	3 1,065.30		
acramento, CA 95816							
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The claims listed above (totaling \$46,185.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by



# **County of Orange**

# On Demand Wire A/P PAYMENT REQUEST AND TRANSMITTAL

Email t	10:	Treasur	rer-Tax	Collector at:	<u>cashmç</u>	gmt@ttc.ocgov.co	<u>om</u> or	Fax to: (714) 834-	2912
Please	Pay \$			40,000.0	<u>00</u> on	-	03/02/2010		
	/T will have a	a settlement of Bank Na ABA #: Account Account Referen	date that is t ame: t Name: it #:		ank		☐ Wire Transfer (WT	T) ess day after the date on the fo	im.
Descrip	ition: F	·lacentia	a Librar	ry District's I	Payroll.				
<u>Departm</u>	<u>nent / A</u>	gency							
Contact:	Name and	714) 528-19		(714) 579- FAX Number	1082	CODE DEPT AUDITOR COPY S  Vendor/Cus		ID  A/C ACTS PAYABLE  A/C CHECK WRITING  Vc-6532	
				DEPAI	RTMENT'S USE	COMPLETE IN DE	<b>ETAIL</b>		
FUND 707	DEPT V700	BUDGET CTRL 707	UNIT 0900	OBJ REV BSA 0100	SUB OBJ SUB REV SUB BSA	DEPT OBJ DEPT REV DEPT BSA	JOBNUMBER	AMOUNT: \$40,000.00	
				And the second s					
БИСПИВ	DANCE	REVERSA		YES	NO	TOT	'AL PAYMENT	\$40,000.00	
I HEREBY C	ERTIFY TI	HAT THIS CL PAYMENT H	LAIM IS TR	RUEAND	EXPENDITURES.	AUTHORIZED AND OVED BY	D APPR	340,000.00 ROYED DAVID E. SUNDSTRO AUDITOR-CONTROLLER	angentification was transferred
CLAIMANT	<u>.                                    </u>			DATE AUTH	HORIZED SIGNER		DATE DEPUT	Y	DATE
			PLI	ASE DO NOT W	RITE BELOW THIS	LINE - FOR INTERN	MAI TISE ONLY		
Claims & D Over Limit	<mark>Olsbursi</mark> ng jt:	r Approva gi \$100,000 ( g Manageme	nls:		0,000 (3)	Transaction Refe	erence		
Check Writ	ling:					Released By / Ref# :			

F003 ODW BL (07/2009)



# **County of Orange**

# On Demand Wire

# A/P PAYMENT REQUEST AND TRANSMITTAL

Email (	lo:	Treasu	rer-Tax	Collect	or at:	cashm	gmt@ttc.o	cgov.co	<u>mc</u>	or	Fax to: (	714) 834	-2912
Please	Pay \$				40,000.0	<u>00</u> on			03/16/2	010	<del>_</del>		
			-	-		itomated Clearing I				ransfer (W			
						on the ODW form. A	n ACH will hav	ve a settle	ment date	of one busine	ess day after the o	date on the fo	orm.
Send T	0;	Bank N	ame:	· <del></del>	argo Ba	nk	T-W				***		
		ABA#:		121042	·						<del></del>		
		Account				y District							
		Accoun		201193							_		
		Referen	ice:	Payroll	#19						_		
Descrip	otion: F	Placentia	a Librar	y Dist	rict's F	Payroll.							
Departn	nent / A	gency							1				
1000000	1	anette Con	treras				CODE	DEPT			ID		_
	Name and			·			AUDITOR	COPY	SUBMITT	ED TO:	A/C ACTS PA	AYABLE	
		714) 528-19	25		14) 579-1	1082				, -,	A/C CHECK		
	Phone Nur	nber		FAX Num	ber								
					•		Vend	or/Cus	stomer	Code:	· ·	/c-6532	
					DEPAR	TMENT'S USE	COMPLETI	E IN DE	TAIL				ing the second
		BUDGET		200	BJ EV	SUB OBJ	DEPT						
FUND	DEPT	CTRL	UNIT		E V SA	SUB REV SUB BSA	DEPT DEPT		ЈОВ 1	NUMBER	AMO	UNT	10.5
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I HEREBY C CORRECT A RECEIVED F	ND THAT	IAT THIS CI PAYMENT H			-	EXPENDITURES APPRO	AUTHORIZ OVED BY	ED AND		APPR	OVED DAVID E AUDITOR-CONT	SUNDSTRO	OM,
CLAIMANT				DATE	AUTH	ORIZED SIGNER			DATE	DEPUT	Y		DATE
		-	PLE	ASE DO	NOT WI	RITE BELOW THIS	LINE FOR	INTERN	IAI IISE	ONLY			
Auditor-C	ontrolle	Approva					Transacti			OHL:			
Claims & D	Charles Control of the Control of th	Ľ			0.0	eng de la fisikana	10.00						
Over Limit	l:	\$100,000	(1) \$54	00,000 (2)	\$1,000,	000 (3)	MDW Transa	iction#:					
Claims & E	Disbursing	Manageme	int:				Treasurer-1	rax Colle	octor Info	rmation:			
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F003 ODW BL	_ (07/2009)			100 march 100 ma	CONTRACTOR PROPERTY	Control of the second state of the second se	CANADA MARKANIA		erester film (1957)				



# **County of Orange**

# On Demand Wire A/P PAYMENT REQUEST AND TRANSMITTAL

Email to	.o:	Treasu	rer-Tax	Collect	or at:	<u>cashm</u> g	imt@ttc.ocgov.co	<u>əm</u>	or	Fax to: (714) 834-	-2912
Please	Pay \$	<u></u>		<u> </u>	40,000.00	<u>00</u> on		03/30/20	110		
AWI	T will have		date that is t	the same a	as the date		医阿勒氏性结合性 经收益 化氯基 经保险 经收益 化二氯甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基		ransfer (Wi	T) ess day after the date on the fo	orm.
Send T	0:	Bank N		-	Fargo Bar	<u>nk</u>					
		ABA#:		121042	1010114101114004						
		Account Accoun		201193	itia Library 39659	/ DISTRICT					
		Referen		Payroll							
Descrip	ition:	Placentia	a Libra	ry Dist	rict's F	Payroll.					
<u>Departm</u>	<u> 1ent / A</u>	<u>igency</u>									
		eanette Cont	itreras				CODE DEPT			lD	
	Name and ( Phone Nur	(714) 528-19	ə25	] (71 FAX Numb	14) 579-1: ber	082	AUDITOR COPY S	SUBMITT	ED TO:	A/C ACTS PAYABLE A/C CHECK WRITING	
							Vendor/Cus	stomer	Code:	vc-6532	
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	ND THAT	PAYMENT H				机电烙电弧 化二氯甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基	AUTHORIZED AND OVED BY			ROYED DAVID E. SUNDSTRO AUDITOR-CONTROLLER	)M,
CLAIMANT				DATE	AUTHO	ORIZED SIGNER		DATE	DEPUT	<b>Y</b>	DATE
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CONTROL OF THE PROPERTY OF THE		er Approva		MOLL	MO1		Transaction Refe		UNLI		
Olaims & D Over Limit	)isbursin	Contraction of the Contract of		500,000 (2)	\$1,000,0		MDW Transaction #:				
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F003 ODW BL (07/2009)

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	그는 사람들은 사람들이 되었다. 그는 사람들은 사람들은 사람들은 사람들은 사람들이 되었다. 그는 사람들은 사람들은 사람들은 사람들이 되었다.
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TO: Jeanette Contreras, Library Director

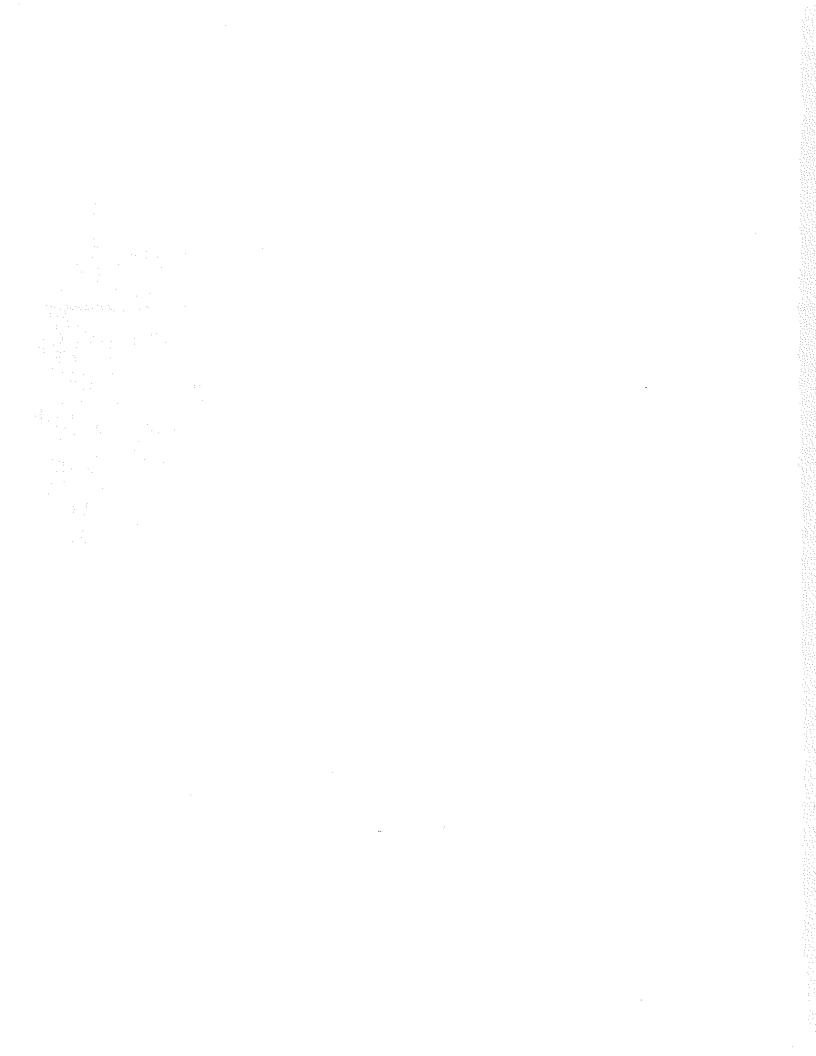
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange

County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

**DATE:** February 16, 2010

			Fiscal Year	r 2009-2010			
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/09	12,694.73	12,090,80	192,839.01	1,009,148.10	11,798.03	1,238,570,67	229,422.57
8/31/2009	12,707.31	12,103.56	193,042.42	979,726.69	11,810,48	1,209,390.46	229,663.77
9/30/2009	12,737.23	12,133.89	193,526.26	801,165.14	11,840.09	1,031,402.61	230,237,47
10/31/2009	12,737.07	12,150.02	193,783.51	616,189.36	11,855,83	846,715.79	230,526.43
11/30/2009	12,760.93	12,157.51	193,902.95	641,121.24	11,863.14	871,805.77	230,684.53
12/31/2009	12,768.82	12,165.02	194,022.78	1,166,971.27	11,870.47	1,397,798.36	230,827.09
1/31/2010	12,780.51	12,176.17	175,338.50	1,108,710.55	11,881,34	1,320,887.07	212,176.52
2/28/2010						0.00	0,00
3/31/2010						0.00	0.00
4/30/2010						0.00	0.00
5/31/2010						0.00	0.00
6/30/2010						0.00	0.00
Petty Cash	0,00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t de commune de la commune						
100 (2) marin (2) (2) (2)	Control of the contro						
			Fiscal Year	2008-2009			
	Fund 702	Fund 703	Fund 706	2008-2009 Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Ly Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
07/31/08			Fund 706	Fund 707			kiliferiaking di paking di kating
8/31/2008	Maj Equip/Struc	Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Sick Ly Payoff	ALLFUNDS	EXCL GEN FUND
8/31/2008 9/30/2008	Maj Equip/Struc 150,895.34 150,529.68 150,882.52	Auto Replac 11,880.92 11,852.13 11,879.91	Fund 706  Bond Redempt  189,491.56  189,032.37  189,475.47	Fund 707 General Fund 937,880.81	Sick Ly Payoff 11,593.23	ALL FUNDS 1,301,741.86	EXCL GEN FUND 363,861.05
8/31/2008	Maj Equip/Strue 150,895.34 150,529.68	Auto Replac 11,880.92 11,852.13	Fund 706  Bond Redempt  189,491.56  189,032.37	Fund 707 General Fund 937,880.81 855,424.76	Sick Lv Payoff 11,593.23 11,565.14	ALL FUNDS 1,301,741.86 1,218,404.08	EXCL GEN FUND 363,861.05 362,979,32
8/31/2008 9/30/2008 10/31/2008 11/30/2008	Maj Equip/Struc 150,895.34 150,529.68 150,882.52	Auto Replac 11,880.92 11,852.13 11,879.91	Fund 706  Bond Redempt  189,491.56  189,032.37  189,475.47	Fund 707 General Fund 937,880.81 855,424.76 690,320.13	Sick Lv Payoff . 11,593.23 11,565.14 11,592.25	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28	EXCL GEN FUND 363,861.05 362,979,32 363,830.15
8/31/2008 9/30/2008 10/31/2008	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87	Auto Replac 11,880.92 11,852.13 11,879.91 11,907.10	Fund 706  Bond Redempt  189,491.56  189,032.37  189,475.47  189,909.15	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82	Sick Lv Payoff . 11,593.23 11,565.14 11,592.25 11,618.78	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28 766,165.72	EXCL GEN FUND 363,861.05 362,979,32 363,830.15 364,662.90
8/31/2008 9/30/2008 10/31/2008 11/30/2008	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31	Auto Replac 11,880,92 11,852,13 11,879,91 11,907,10 11,935,95	Fund 706 Bond Redempt  189,491.56 189,032.37 189,475.47 189,909.15 190,369.32	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42	Sick Lv Payoff  11,593.23  11,565.14  11,592.25  11,618.78  11,646.93	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28 766,165.72 779,133.93	EXCL GEN FUND 363,861.05 362,979,32 363,830.15 364,662.90 365,546.51
8/31/2008 9/30/2008 10/31/2008 11/30/2008 12/31/2008	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31 11,388.76	Auto Replac 11,880.92 11,852.13 11,879.91 11,907.10 11,935.95 11,987.01	Fund 706 Bond Redempt  189,491.56 189,032.37 189,475.47 189,909.15 190,369.32 191,183.81	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42 878,006.13	Sick Lv Payoff 11,593.23 11,565.14 11,592.25 11,618.78 11,646.93 11,696.76	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28 766,165.72 779,133.93 1,104,262.47	EXCL GEN FUND 363,861.05 362,979.32 363,830.15 364,662.90 365,546.51 226,256.34
8/31/2008 9/30/2008 10/31/2008 11/30/2008 12/31/2008 1/31/2009	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31 11,388.76 11,381.88	Auto Replac  11,880.92  11,852.13  11,879.91  11,907.10  11,935.95  11,987.01  11,985.99	Fund 706 Bond Redempt  189,491.56 189,032.37 189,475.47 189,909.15 190,369.32 191,183.81 191,167.54	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42 878,006.13 825,766.86	Sick Lv Payoff 11,593.23 11,565.14 11,592.25 11,618.78 11,646.93 11,696.76 11,695.76	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28 766,165.72 779,133.93 1,104,262.47 1,051,998.03	EXCL GEN FUND 363,861.05 362,979,32 363,830.15 364,662.90 365,546.51 226,256.34 226,231.17
8/31/2008 9/30/2008 10/31/2008 11/30/2008 12/31/2008 1/31/2009 2/28/2009	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31 11,388.76 11,381.88 11,712.72	Auto Replac 11,880.92 11,852.13 11,879.91 11,907.10 11,935.95 11,987.01 11,985.99 12,011.10	Fund 706  Bond Redempt  189,491,56  189,032,37  189,475,47  189,909,15  190,369,32  191,183,81  191,167,54  191,567,97	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42 878,006.13 825,766.86 698,028.97	Sick Lv Payoff 11,593.23 11,565.14 11,592.25 11,618.78 11,646.93 11,696.76 11,695.76 11,720.26	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28 766,165.72 779,133.93 1,104,262.47 1,051,998.03 925,041.02	EXCL GEN FUND 363,861.05 362,979,32 363,830.15 364,662.90 365,546.51 226,256.34 226,231.17 227,012.05
8/31/2008 9/30/2008 10/31/2008 11/30/2008 12/31/2008 1/31/2009 2/28/2009 3/31/2009	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31 11,388.76 11,381.88 11,712.72 11,884.98	Auto Replac  11,880.92  11,852.13  11,879.91  11,907.10  11,935.95  11,987.01  11,985.99  12,011.10  12,049.99	Fund 706  Bond Redempt  189,491.56  189,032.37  189,475.47  189,909.15  190,369.32  191,183.81  191,167.54  191,567.97  192,188.16	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42 878,006.13 825,766.86 698,028.97 696,225.86	Sick Lv Payoff  11,593.23  11,565.14  11,592.25  11,618.78  11,646.93  11,696.76  11,695.76  11,720.26  11,758.21	ALL FUNDS 1,301,741.86 1,218,404.08 1,054,150.28 766,165.72 779,133.93 1,104,262.47 1,051,998.03 925,041.02 924,107.20	EXCL GEN FUND 363,861.05 362,979.32 363,830.15 364,662.90 365,546.51 226,256.34 226,231.17 227,012.05 227,881.34
8/31/2008 9/30/2008 10/31/2008 11/30/2008 12/31/2008 1/31/2009 2/28/2009 3/31/2009 4/30/2009	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31 11,381.88 11,712.72 11,884.98 11,883.97	Auto Replac 11,880.92 11,852.13 11,879.91 11,907.10 11,935.95 11,987.01 11,985.99 12,011.10 12,049.99 12,048.97	Fund 706  Bond Redempt  189,491.56 189,032.37 189,475.47 189,909.15 190,369.32 191,183.81 191,167.54 191,567.97 192,188.16 192,171.81	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42 878,006.13 825,766.86 698,028.97 696,225.86 1,284,113.11	Sick Lv Payoff  11,593.23  11,565.14  11,592.25  11,618.78  11,646.93  11,696.76  11,720.26  11,758.21  11,757.21	ALL FUNDS  1,301,741.86  1,218,404.08  1,054,150.28  766,165.72  779,133.93  1,104,262.47  1,051,998.03  925,041.02  924,107.20  1,511,975.07	EXCL GEN FUND 363,861.05 362,979,32 363,830.15 364,662.90 365,546.51 226,256.34 226,231.17 227,012.05 227,881.34 227,861.96
8/31/2008 9/30/2008 10/31/2008 11/30/2008 12/31/2008 1/31/2009 2/28/2009 3/31/2009 4/30/2009 5/31/2009	Maj Equip/Strue 150,895.34 150,529.68 150,882.52 151,227.87 151,594.31 11,381.88 11,712.72 11,884.98 11,883.97 11,900.48	Auto Replac  11,880.92  11,852.13  11,879.91  11,907.10  11,935.95  11,987.01  11,985.99  12,011.10  12,049.99  12,048.97  12,065.72	Fund 706  Bond Redempt  189,491,56  189,032,37  189,475,47  189,909,15  190,369,32  191,183,81  191,167,54  191,567,97  192,188,16  192,171,81  191,438,85	Fund 707 General Fund 937,880.81 855,424.76 690,320.13 401,502.82 413,587.42 878,006.13 825,766.86 698,028.97 696,225.86 1,284,113.11 1,205,048.19	Sick Lv Payoff  11,593.23  11,565.14  11,592.25  11,618.78  11,646.93  11,695.76  11,720.26  11,758.21  11,757.21  11,773.55	ALL FUNDS  1,301,741.86  1,218,404.08  1,054,150.28  766,165.72  779,133.93  1,104,262.47  1,051,998.03  925,041.02  924,107.20  1,511,975.07  1,432,226.79	EXCL GEN FUND 363,861.05 362,979.32 363,830.15 364,662.90 365,546.51 226,256.34 226,231.17 227,012.05 227,881.34 227,861.96 227,178.60



TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Financial Reports through January 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District

General Ledger

DATE:

February 16, 2010

### Summary of Cash and Investments as of January 31, 2010

Cash with Orange County Treasurer Fund 702	12,780.51
Cash with Orange County Treasurer Fund 703	12,176.17
Cash with Orange County Treasurer Fund 706	175,338.50
Cash with Orange County Treasurer Fund 707	1,108,710.55
Cash with Orange County Treasurer Fund 708	11,881.34
County Exempt Checking – Bank of the West	46,558.33
County Exempt Savings – Bank of the West	82,651.44
General Fund Checking – Bank of the West	83,538.78
General Fund Savings – Bank of the West	134,479.16
Literacy Fund Savings – Bank of the West	14,410.04
Payroll Checking – Wells Fargo Bank	138,503.06
Payroll Emergency CD - California National Bank	23,624.58

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

Jeanette Contreras Library Director

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65.0%

1,241,114

1,908,580

TOTALREVENUES FY 09/10:

PLACENTIA LIBRARY DISTRICT YTD REVENUE REPORT January 31, 2010

Agenda Item 14 Page 1 of 2

## 6200   Property Taxes - Current Secured   1,593,108   1,009,750   583,358   6220   Property Taxes - Current Unsecured   73,640   65,192   8,448   0,000,750   65,192   8,448   0,000,750   65,192   8,448   0,000   6230   Property Taxes - Prior Secured   940   -	GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
arty Taxes - Current Secured 73,640 73,640 73,640 73,640 74,48 74,88 75,90 75,520	TAXES					
arty Taxes - Current Unsecured 73,640 65,192 8,448 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,520 7,620 9,433 7,722 1,104 6,155 7,520 1,646 7,646 7,646 7,646 1,646 1,646 1,646 1,646 1,648 1,748 1,748 1,781 1,7	6210	Property Taxes - Current Secured	1,593,108	1,009,750	583,358	63.4%
arty Taxes - Prior Secured 0 0 - 0 940 - 940 - 940 - 940 - 7,520 - 7,646 - 1,781 - 1,7	6220	Property Taxes - Current Unsecured	73,640	65,192	8,448	88.5%
## Janeous Revenue   940	6230	Property Taxes - Prior Secured	0		0	100.0%
### 17520 #### 17520 #### 17520 #### 17520 #### 17520 #### 17520 #### 17520 ####################################	6240	Property laxes - Prior Unsecured	940		940	%0.0
### 14 sacks - Curr Supplemental 36,760 9,433 27,327   #### 1,104 6,155 -5,051 6   ##################################	0520	laxes - Spec Dist Augmentation	7,520		7,520	%0.0
ity taxes - Frior Supplemental 1,104 6,155 -5,051 files & Costs on Deling Taxes 0 1,646 -1,646 -1,646 files & Costs on Deling Taxes 0 1,646 -1,646 -1,646 files & PROPTY	0200	Property Taxes - Curr Supplemental	36,760	9,433	27,327	25.7%
IEY & PROPTY         1,646         -1,646           IEY & PROPTY         21,800         5,918         15,882           INUES         14,320         7,726         6,594           - Homeowners Property Tax Relief         14,320         7,726         6,594           - Other         20,000         -         20,000           sorts         45,985         53,403           sorts         0         47,528         -47,528           Expired (Outlawed) Checks         0         -         0         -	0000 0200	Populities of Contract Cupplemental	1,104	6,155	-5,051	557.5%
st       21,800       5,918       15,882         NUES       14,320       7,726       6,594         - Homeowners Property Tax Relief       14,320       7,726       6,594         - Other       20,000       -       20,000         Ilaneous Revenue (Local Revenue)       99,388       45,985       53,403         sorts       0       41,781       -1,781         Expired (Outlawed) Checks       0       -       0       -	£	relaines & costs on beling laxes	0	1,646	-1,646	100.0%
## 15,918 15,882  **NUES**  - Homeowners Property Tax Relief 14,320 7,726 6,594  - Other 20,000 - 20,000    Ilaneous Revenue (Local Revenue) 99,388 45,985 53,403    Sorts	REVENUE FROM US	E OF MONEY & PROP'Y				
- Homeowners Property Tax Relief 14,320 7,726 6,594 20,000 - 20,000 - 20,000 - 20,000 - 20,000 - 20,000 - 20,000 - 20,000 - 20,000 + 1,781 - 1	6610	Interest	21,800	5,918	15,882	27.1%
- Homeowners Property Tax Relief 14,320 7,726 6,594 - Other 20,000 - 20,000 Illaneous Revenue (Local Revenue) 99,388 45,985 53,403 orts 40,000 41,781 -1,781 Efees 0 47,528 -47,528 Expired (Outlawed) Checks 0 - 0	INTERGOVERNMENT	AL REVENUES				
llaneous Revenue (Local Revenue) 99,388 45,985 53,403 sorts t Fees 0 47,528 -47,528 Expired (Outlawed) Checks 0	0690	State - Homeowners Property Tax Relief State - Other	14,320	7,726	6,594 20,000	53.9%
Miscellaneous Revenue (Local Revenue)       99,388       45,985       53,403         Passports       -1,781       -1,781         Impact Fees       0       47,528       -47,528         6-MO Expired (Outlawed) Checks       0       -       0	MISCELLANEOUS RE	VENUES				
Fassports 40,000 41,781 -1,781 Impact Fees 0 47,528 -47,528 6-MO Expired (Outlawed) Checks 0 0 - 0	. 7670	Miscellaneous Revenue (Local Revenue)	99,388	45,985	53,403	46.3%
Impact rees 6-MO Expired (Outlawed) Checks 0 47,528 0		rasspors Transfer	40,000	41,781	-1,781	104.5%
o-vio Expired (Outrawed) Checks 0 - 0	7680	Impact rees	0	47,528	47,528	100.0%
	200	o-wio Expired (Outlawed) Checks	0	ŧ	0	100.0%

### PLACENTIA LIBRARY DISTRICT

# EXPENDITURES REPORT January 31, 2010

SALARIES & EMPLOYEE BENEFITS	LOCOTET		A Dana o provincia de la companione de l			
Olio   Salaries & Wages	···		APPROPRIATIONS	EXPENDED	CURRENT	REMAINDE
0200   Refirement	· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·		
O301   Unemployment Insurance						\$528,0
0.036						\$41,8
0308   Dental Insurance   13,000   6,888   0.53   S   0309   Lifo Insurance   11,000   2,733   0.25   S   0310   AD & D Insurance   7,000   1,886   0.27   S   0319   Vision Insurance   4,000   1,171   0.29   S   0350   Workers' Compensation Insurance   10,000   4,325   0.43   S   TOTAL   \$12,90,276   \$658,678   0.51   \$63   ERVICES & SUPPLIES				· · · · · · · · · · · · · · · · · · ·		-\$1
0.319					· · · · · · · · · · · · · · · · · · ·	\$33,8
O310   AD & D Insurance						\$6,1
0319   Vision Insurance		** *				\$8,2
Morkers' Compensation Insurance						\$5,1
TOTAL	•				~~~	\$2,8
Description   Communications   10,000   6,755   0.68   \$   0.900   Food   1,300   488   0.33   1,000	0330			4,325	0.43	\$5,6
O700   Communications   10,000   6,755   0.68   S.			\$1,290,276	\$658,678	0.51	\$631,5
1,300						
1000   Household Expenses   9,000   3,871   0.43   S.						\$3,24
1100		***				. \$8
1300   Maintenance, Equipment   30,000   11,058   0.37   511     1400   Maintenance, Buildings & Improvements   17,197   50,493   2.94   5.33     1600   Memberships   1,500   4,518   3.01   5.35     1800   Office Expenses   40,000   21,411   0.54   518     1803   Postage   5,000   3,168   0.63   \$18     1900   Prof/Specialized Services   134,000   66,884   0.50   \$66     1912   Investment Administrative Fees   2,000   463   0.23   \$18     2000   Publication and Legal Notices   1,000   0   0.00   31     2100   Rents and Leases - Equipment   1,500   282   0.19   \$1     2200   Rents & Leases - Buildings & Improvements   73,500   21,134   0.29   \$52     2400   Books/Lbrary Materials   160,307   83,209   0.52   \$77     2600   Transportation & Travel   2,000   1,360   0.68   \$1     2700   Meetings   5,000   2,813   0.56   \$2     2800   Utilities   80,000   11,978   0.15   \$68     TOTAL   \$586,304   \$303,224   0.52   \$283    THER CHARGES   3700   \$0   0.00   \$7      OPERATING EXPENSES   \$1,876,580   \$961,901   0.51   \$914    IXED ASSETS & CONTINGENCY FUNDS   \$1     4000   Equipment   \$25,000   \$0   0.00   \$25, \$20     Contingency Funds   \$30   0.00   \$25, \$20    OTAL BUDGET (Fund 707)   \$1,908,580   \$961,901   \$946, \$20    OTAL BUDGET (Fund 707)   \$1,908,580   \$961,901   \$946, \$20    TOTAL   \$13,072   \$0   0.00   \$10, \$270    Total   \$13,072   \$0   0.00   \$11, \$703    Automated Replacement Fund   \$13,072   \$0   0.00   \$13, \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200   \$200   \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200    Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178, \$200    Interest & Sinking Bond Redem						\$5,12
1400   Maintenance, Buildings & Improvements   17,197   50,493   2.94   5.33     1600   Memberships   1,500   4,518   3.01   5.33     1800   Office Expenses   40,000   21,411   0.54   518     1803   Postage   5,000   3,168   0.63   51900     1900   Prof/Specialized Services   134,000   66,884   0.50   \$67     1912   Investment Administrative Fees   2,000   463   0.23   \$11     1912   Investment Administrative Fees   2,000   463   0.23   \$11     2000   Publication and Legal Notices   1,000   0   0.00   0.00     2100   Rents and Leases - Equipment   1,500   282   0.19   \$11     2200   Rents & Leases - Buildings & Improvements   73,500   21,134   0.29   \$52     2400   Books/Library Materials   160,307   83,209   0.52   \$77     2600   Transportation & Travel   2,000   1,360   0.68   70     2700   Meetings   5,000   2,813   0.56   \$32     2800   Utilities   80,000   11,978   0.15   \$68    TOTAL   \$586,304   \$303,224   0.52   \$283    THER CHARGES   3700   Taxes and Assessments   \$7,000   \$0   0.00   \$77      OPERATING EXPENSES   \$1,876,580   \$961,901   0.51   \$914    IXED ASSETS & CONTINGENCY FUNDS   \$0   0.00   \$25		14 of \$14 of \$14 of \$1 o				-\$3:
1600   Memberships						\$18,94
1800   Office Expenses   40,000   21,411   0.54   511     1803   Postage   5,000   3,168   0.63   5, 1900     1910   Prof./Specialized Services   134,000   66,884   0.50   \$66, 1912   Investment Administrative Fees   2,000   463   0.23   \$13     2000   Publication and Legal Notices   1,000   0   0.00   \$13     2100   Rents and Leases - Equipment   1,500   282   0.19   \$13     2200   Rents & Leases - Buildings & Improvements   73,500   21,134   0.29   \$52     2400   Books/I.brary Materials   160,307   83,209   0.52   \$77     2600   Transportation & Travel   2,000   1,360   0.68   7.000     2700   Meetings   5,000   2,813   0.56   \$22     2800   Utilities   80,000   11,978   0.15   \$68    TOTAL   \$586,304   \$303,224   0.52   \$283    THER CHARGES   Taxes and Assessments   \$7,000   \$0   0.00   \$77      OPERATING EXPENSES   \$1,876,580   \$961,901   0.51   \$914    IXED ASSETS & CONTINGENCY FUNDS   4000   Equipment   \$25,000   \$0   0.00   \$25, 5200   Contingency Funds   \$0   \$0   0.00   \$0   \$0, 520, 5200   Contingency Funds   \$0   \$0   \$0   \$0   \$0   \$0, 520, 5200   Contingency Funds   \$0   \$0   \$0   \$0   \$0   \$0   \$0   \$						-\$33,29
1803   Postage			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		-\$3,01
1900   Prof./Specialized Services   134,000   66,884   0.50   \$66,     1912   Investment Administrative Fees   2,000   463   0.23   \$1,     2000   Publication and Legal Notices   1,000   0   0.00   \$1,     2100   Rents and Leases - Equipment   1,500   282   0.19   \$1,     2200   Rents & Leases - Buildings & Improvements   73,500   21,134   0.29   \$52,     2400   Books/Library Materials   160,307   83,209   0.52   \$77,     2600   Transportation & Travel   2,000   1,360   0.68   5.     2700   Meetings   5,000   2,813   0.56   \$2,     2800   Utilities   80,000   11,978   0.15   \$68     TOTAL   \$536,304   \$303,224   0.52   \$283     THER CHARGES			<del>-                                      </del>			\$18,58
1912   Investment Administrative Fees   2,000   463   0.23   51						\$1,83
Publication and Legal Notices						\$67,11
2100   Rents and Leases - Equipment   1,500   282   0.19   51						\$1,53
2200   Rents & Leases - Buildings & Improvements   73,500   21,134   0.29   \$52					į.	\$1,00
2400   Books/Library Materials   160,307   83,209   0.52   \$77					,	\$1,21
2600   Transportation & Travel   2,000   1,360   0.68   2700   Meetings   5,000   2,813   0.56   \$2   2800   Utilities   80,000   11,978   0.15   \$68   TOTAL   \$5586,304   \$303,224   0.52   \$283   \$300   TOTAL   \$5586,304   \$303,224   0.52   \$283   \$300   TOTAL   \$5586,304   \$303,224   0.52   \$283   \$300   Total   Taxes and Assessments   \$7,000   \$0   0.00   \$7   \$7   \$7,000   \$0   0.00   \$7   \$7   \$7,000   \$0   0.00   \$7   \$7   \$7   \$7   \$7   \$7   \$7					i i	\$52,36
2700   Meetings					1	\$77,09
2800   Utilities						\$64
TOTAL   \$586,304   \$303,224   0.52   \$283					:	\$2,18
THER CHARGES   S7,000   \$0   0.00   \$7	2000		80,000	11,9/8	0.15	\$68,02
Taxes and Assessments   \$7,000   \$0   0.00   \$7		TOTAL	\$586,304	\$303,224	0.52	\$283,08
OPERATING EXPENSES   \$1,876,580   \$961,901   0.51   \$914	THER CHA	RGES		ļ		*
IXED ASSETS & CONTINGENCY FUNDS	3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,00
IXED ASSETS & CONTINGENCY FUNDS		OPERATING EXPENSES	\$1,876,580	\$961,901	0.51	\$914,679
TOTAL   \$25,000   \$0   0.00   \$25,	IXED ASS	ETS & CONTINGENCY FUNDS				
TOTAL   \$25,000   \$0   0.00   \$25,	4000	Equipment	\$25,000	\$0	0.00	\$25,000
TOTAL         \$25,000         \$0         0.00         \$25,           OTAL BUDGET (Fund 707)         \$1,908,580         \$961,901         \$946,           707-         General Reserves         \$10,000         \$0         0.00         \$10,           702-         Equipment & Structural Repair Fund         \$13,072         \$0         0.00         \$13,           703-         Automated Replacement Fund         \$12,369         \$0         0.00         \$12,           706-         Interest & Sinking Bond Redemption         \$197,268         \$18,960         0.10         \$178,						\$(
OTAL BUDGET (Fund 707)         \$1,908,580         \$961,901         \$946,           707-         General Reserves         \$10,000         \$0         0.00         \$10,           702-         Equipment & Structural Repair Fund         \$13,072         \$0         0.00         \$13,           703-         Automated Replacement Fund         \$12,369         \$0         0.00         \$12,           706-         Interest & Sinking Bond Redemption         \$197,268         \$18,960         0.10         \$178,		TOTAL	\$25,000	\$0		\$25,000
707-   General Reserves   \$10,000   \$0   0.00   \$10,     702-   Equipment & Structural Repair Fund   \$13,072   \$0   0.00   \$13,     703-   Automated Replacement Fund   \$12,369   \$0   0.00   \$12,     706-   Interest & Sinking Bond Redemption   \$197,268   \$18,960   0.10   \$178,     707-   The statement of the s						
702-         Equipment & Structural Repair Fund         \$13,072         \$0         0.00         \$13,           703-         Automated Replacement Fund         \$12,369         \$0         0.00         \$12,           706-         Interest & Sinking Bond Redemption         \$197,268         \$18,960         0.10         \$178,	OTAL BU	DGET (Fund 707)	\$1,908,580	\$961,901		\$946,679
702-         Equipment & Structural Repair Fund         \$13,072         \$0         0.00         \$13,           703-         Automated Replacement Fund         \$12,369         \$0         0.00         \$12,           706-         Interest & Sinking Bond Redemption         \$197,268         \$18,960         0.10         \$178,	707-	General Reserves	\$10,000	\$0	0.00	\$10,000
703-         Automated Replacement Fund         \$12,369         \$0         0,00         \$12,           706-         Interest & Sinking Bond Redemption         \$197,268         \$18,960         0.10         \$178,	····		1	····		\$13,072
706- Interest & Sinking Bond Redemption \$197,268 \$18,960 0.10 \$178,						\$12,369
		The state of the s				\$178,308
the state of the s		** · · · · · · · · · · · · · · · · · ·	A CONTRACTOR OF THE PROPERTY O			\$12,075

TO:

Jeanette Contreras, Library Director

FROM:

Katie Matas, Librarian, Technical Services

SUBJECT:

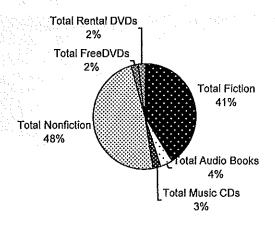
Acquisitions Report for Fiscal Year 2009 - 2010 Through the Month of January 2010

DATE:

February 16, 2010

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

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



The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2009-2010 THROUGH THE MONTH OF JANUARY 2010 Propared by Katie Matas, Acquistions Librarian

Agenda Item 15 Page 2 of 2

so s	1.213		, C	1,167	2395	3608	: !	<u>ද</u> ්	2 G	의 왕 왕	3,906	Ę	526	342	8	ន្ទ ង	0 0	2.633	ģ	20	8 81	2706	!	3,216 3025	162 4	8 28	6612
TOTAL ITEMS	1,001		4 5	126	1334	2335	,	<u>.</u>	2 63	왕왕	2,633	4 0 5 5	S S S	332	6,5	စို က	544	2,177		0	3 92 53	2248		2,564 1988	95 8	8 28	4881
OT 1	\$17,155	783 96±	\$911	\$6,026	S36,821	\$53,975	[ }	\$2,572	\$1,602	\$9,289	\$63,264	615 794	\$2,283 \$2,283	\$6,915	\$1,690	\$622	\$399	\$34,426	8343	8	\$620	\$36,060		\$39,438 \$48,963	\$2,916	\$2,222	\$99,324
and of	27	3	en en	00	<sup>가</sup> 유	21	č	4 0	0	삐었	88		~ W ~	16	00	00	Olõ	83	o	0	o o) c	, 52		¥ &	42 °	, O Ø	112
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Ö 9	\$741	\$665	\$265		29 S	\$1,672	900	2 G	9	8 8 8 8	\$2,162	810	888	2303	<b>8</b> 6	8	왕 왕 왕	\$394	9	<b>S</b>	8 8 8	\$391		\$1,233	290	8 88 88 88	\$2,553
URCHASED Titles Volumes	1186	1184	41	1167	2365	3551	0	69	S	\$185 8485	3,817	1476	520 1996	326		22	614	2,610	13	0 6	3137	2683	200	2979	138 49	78	029
ũ.	974	1163	4	126	1304	2278	4	4 0	20	266 848	2,544	1054	508 508 508 508	316	2 <u>8</u>	ξ.	598	2,156	17	0 8	3 28 2	2227	2532	1902	55 64	원체	4777
TOTAL	\$16,413	\$25,919	\$646	83,028 \$3,300	\$35,890	\$52,303	\$2 212	\$3,659	\$1,602	\$1,326 \$8,799	\$61,102	\$15,771	\$5.424 \$22,196	\$6,612	\$7,690 \$2,516	\$622	\$11,839	\$34,035	\$343	\$ G	\$570 \$1,634	\$35,669	£38 600	\$47,730	\$2,556	\$222	886.771
Lumes	0	0	0 (	0	0	0	o	0	0	010	o	o	010	0	2 83 2 83	00	186	158	0	0 0	00	158	C	158	00	0 01	8
ADOPT-A-BOOK	0	0	0 0	o 01	0	. •	0	0	0	010	٥	0	이ㅇ	0 (	සි	00	전 전 전	158	0	00	900	35	o	158	0	a 어린	8
ADOP.	Ş	9	& £	3 2	<b>않</b> .	8	S	8	င္အ	영유	80	Q.	잃않	ខ្លួន	\$2,060	8 6	\$2,060	\$2,060	8	g ç		\$2,060	S	\$2,060	<b>₽</b>	ଜୁନ୍ଦ ର	מלי מפרי
Valumes	1,186	1,184	1167	0	2365	3551	119	49	20	766 266	3817	1,476	520 1,996	326	8 8	8 0	. 954	2,452	9.	> %	73 28	2525	3,182	2,821	} <b>&amp;</b> !	8 <u>21</u> 8	7
	974	1,163	4 50	-	1304	2278	119	64.0	2	7 7 7 8 8	2544	1,054	1,558	316	2 8	<b>ā</b> ⊷	440	1,998	4	98	71	2069	2,532	447,1 48,1	6 1	74 74 8 74 74 9	•
GEN	\$16,413	\$25,919	\$6,026	\$3,300		\$52,303	\$2,212	\$3,659	91,002	\$8,799	\$61,102	\$15,771	\$5,424 \$22,196	\$6,612	\$456	\$622 \$399	\$9,779	\$31,975	\$343	\$620	\$670 \$1,634	\$33,609	\$38,609	\$45,669	\$3,659	\$1,996 \$1,996 \$94,711	
	אחתו שומסט	Adult Oirculating Non-Fiction	Adult magazines	seseq	otal Adult Non-Fiction	TOTAL ADULT PRINT MATERIALS	Adult Music CDs	Adult Audio Books Adult Free DVDs	Adult Rental DVDs	TOTAL ADULT NON-PRINT MATERIALS	TOTAL ADULT MATERIALS	Juvenile Fiction	Total Juvenile Fiction	Juvenile Circulating Non-Fiction Young Adult Circulating Non-Fiction	Juvenile Reference		Total Juvenile Non-Fiction	TOTAL JUVENILE PRINT MATERIALS	Juvenije Music CDs Juvenije Audio Books	Juvenila Free DVDs	<u>JUVQNIG Rental DVDS</u> TOTAL JUVENILE NON-PRINT MATERIALS	TOTAL JUVENILE MATERIALS	Total Fiction	Total Non-Fiction Total Music CDs	Total Audio Books Total Free DVDs	Total Rental DVDs TOTAL MATERIALS	

Outstanding Orders as of January 2010 Adobt-a-book \$178

TOTAL \$13,750

TO:

Jeanette Contreras, Library Director

FROM:

Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT:

Entrepreneurial Activities Report for January 2010

DATE:

February 16, 2010

### January 2010 Net Revenue Summary

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

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TO:

Jeanette Contreras, Library Director

FROM:

Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT:

Personnel Report for January 2010

DATE:

February 16, 2010

**RESIGNATIONS:** 

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

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**TO:** 

Jeanette Contreras, Library Director

FROM:

David Ferrari, Circulation Supervisor

**SUBJECT:** 

Circulation Activity Report

DATE:

February 16, 2010

### **MONTHLY STATISTICS**

### January 2010

<u>CIRCULATION</u>		•		Y-T-D	Y-T-D	Y-T-D
	Jan 10.	Jan 09.	7	2009-10	2008-09	% change
NEW PATRON REGISTRATIONS	400	506		2,671	2,280	14.6%
TOTAL CIRCULATION	17,312	19,367		125,527	101,494	4.1%
ATTENDANCE	24,243	23,477		173,764	117,176	32.6%

#### **PATRON COUNT**

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

Grand Total 24,243

#### **PASSPORT SERVICES**

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

Grand Total 242

### STAFF ACTIVITY

Jan 02, 2010-Meeting with Beatrice Quintanar to discuss Library Policy.

Jan 04, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

Jan 06, 2010-Meeting with Jesus Diaz to discuss evaluation.

Jan 06, 2010-Meeting with Laura Cabaruvias to discuss Library Policy.

Jan 07, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.

Jan 11, 2010-Meeting with Larry Cummings to discuss evaluation.

Jan 11, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

Jan 14, 2010-Meeting with Estella Wnek to discuss Circulation Agendas.

Jan 14, 2010-Meeting with Laura Mitchell to discuss evaluation.

Jan 20, 2010-Meeting with Shawn Robison to discuss Library Policy.

Jan 21, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

Jan 25, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

Jan 28, 2010-Meeting with Yesenia Baltierra to discuss Circulation Agendas.

#### ONGOING PROJECTS

Jan 18-Submitted Direct Loans to Yesenia Baltierra.

Jan 11-Examined all the fire extinguishers in the library to be sure they were up to date.

### **NEW PROJECTS AND ACTIVITIES**

None

TO:

Jeanette Contreras, Library Director

FROM:

Marisa Timothy, Administrative Assistant

SUBJECT:

City of Placentia Invoices

DATE:

February 16, 2010

CITY OF PLACENTIA INVOICES

PERIOD								
COVERED	DATE	S. CA			MAINT/	CIV CTR	IRRIGATION	
FY2009-2010	INVOICE	EDISON	TURF	GROUNDS	REPAIRS	SEISMIC	CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25			70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30			12,79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53			12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*			12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05			12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132,42			*	5,064.95
Jan-10	*	*	*	*			*	3,004.93
Feb-10								
Mar-10								
Apr-10								
May-10								
Jun-10								
TOTAL		34,062.96	9,632.16	684.55			121.85	44,501.52
AVG		5,677.16	1,605.36	136.91			24.37	7,416.92
* City Billing Not	Received							
PERIOD								
COVERED	DATE	S. CA			MAINT/	CIV CTR	IRRIGATION	
FY2008-2009	INVOICE	EDISON	TURF	GROUNDS	REPAIRS	SEISMIC	CONTROL	TOTAL
Jul-08	07/29/08	*	*	*	*	*		
Aug-08	08/27/08	6,700.24	1,150.57	259.55	*	*		8,110.36
Sep-08	09/26/08	14,218.85	1,150.57	126.90	*	*		15,496.32
Oct-08	10/29/08	5,128.31	1,150.57	120.50	*	*		6,278.88
Nov-08	*	7,465.13	1,150.57	150.27	*	*		8,765.97
Dec-08	8/20/09	*	1,150.57	*	*	*		1,150.57
Jan-09	8/20/09	3,613.69	1,150.57	134.24	*	*	7.67	4,906.17
Feb-09	8/20/09	*	1,150.57	145.42	*	*	7.70	1,303.69
Mar-09	8/20/09	3,236.95	1,150.57	136.67	*	*	7.70	4,531.89
Apr-09	8/20/09	4,187.79	1,150.57	137.17	*	*	7.70 7.78	5,483.31
May-09	08/20/09	4,700.35	1,150.57	137.17	*	*	7.75	5,995.84
Jun-09	08/20/09	7,534.05	1,150.57	137.17	*	*	1.13	8,821.87
· · · · · · · · · · · · · · · · · · ·	-0.20.07	.,00	-,100101	107.20				0,02.1.07
TOTAL		56,785.36	12,656.27	1,504.47			38.60	\$70,844.87
AVG		6,309.49	1,150.57	150.45			7.72	\$6,440.45

i

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Library Director's Report

DATE:

February 16, 2010

ADDS:

DDVD Rentals - monies used to 1,769
3,830

profit \$2,000 50 far for this FY (\$50/mo.)

ful care upon free DD's

Dealities Maint. Tech 31,500/yr.

no benefits
savings about 68%

re: \$6K - cost
y Edgar

### **Accomplishments**

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

#### Community / Outreach

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

### Training/Workshop/Conferences

• Library Services Technology Act (LSTA) Webinar – January 27<sup>th</sup>.

#### Meetings

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

#### **Projects in Progress**

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

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

그 사용한 발표 사용되는 이 회사 가는 그 사람들은 사람들이 되었다. 그 가는 그 사람들은 사람들이 되었다.	
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그 강화학원 학생님 [18일 : 19 전 : 10 ] [12] [12] [12] [13] [14] [15] [16] [16] [17] [18] [18] [18] [18] [18] [18] [18]	
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- 《臺灣관업자 하지만 하다는 문장을 토막하다면 하는 것이다는 내용	
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- 《靈麗화물환자 프리트리스트리스 전환 토른 프로그램 교회의 기본 사는 기사 하는 사람들이 되었다.	
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· '', ''	
- 사육통통통법 하고 있는데 하다 하다 있는데 한 사람들은 전 방향 등 하는데	
- 『編輯書書編纂 원린하다 임유의 하시임, 시인 등 사용활항 김 씨는 모양하다 나는 그 때문에 다른 사람이 되었다.	
· · · · · · · · · · · · · · · · · · ·	•
· 사람들은 발표로 한 글 사람이 되었는데 하는데 나는 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그	
- 「翻譯的機能的以及是自己的基本」とは「特別的」である。ませいという。 コード・コード	
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TO: Jeanette Contreras, Library Director

FROM: Roger Hiles, Library Services Manager

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

DATE: FEBRUARY 16, 2010

#### **Activities Report:**

#### Achievements

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

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

Completed 2008-2009 comparative circulation report.

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

#### **Projects in Progress**

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

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

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

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

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

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

Computer Lab — Due to requirement that lab computers run legacy software, am again revising the computer plan for the lab.

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

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

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

### Meetings

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

I attended the Trustees meeting on January 25

I attended the Library staff meeting on January 26

I chaired the Adult Services Staff meeting on January 27.

I attended the regular Managers' Meetings

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian

SUBJECT: Children's Services Monthly Activity Report for January 2010

**DATE:** February 16, 2010

### **MONTHLY STATISTICS**

Phone reference 37
In person reference/research 591

Total 628

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

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

### Achievements:

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

### In Progress:

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

TO: Jeanette Contreras, Library Director

FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers

SUBJECT: Literacy / Volunteer Report for January, 2010

DATE: February 16, 2010

### MONTHLY STATISTICS

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

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

#### Achievements

- -Two new volunteers for HIS House were located and will start on Feb. 1.
- -The Tech Volunteer program continues to attract both volunteers and patrons on Wednesday evenings.
- -Led the January adult book discussion about "Olive Kitteridge".
- -Coordinated a Spanish language program about living well with diabetes.
- -Adult Literacy Services tutor/student pairs continue to meet according to schedule.
- -The on-site homework club has been averaging 10 to 15 students everyday.
- -Proctored 6 exams for distance learning students.
- -Provided adult volunteers for the Jan. 30 snow day event.
- -Agreed to mentor an intern from CSUF.

#### Projects in Progress

Collection development for the 300s in the circulating and reference adult collections. Collection development in Spanish language non-fiction.

Participation in webinars that focus on community outreach.

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TO: Jeanette Contreras, Library Director

FROM: Roger Hiles, Library Services Manager

SUBJECT: Adult Services Monthly Activity Report for January 2010

**DATE:** FEBRUARY 16, 2010

#### MONTHLY STATISTICS

Reference Desk Activity

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

#### **ACHIEVEMENTS**

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

#### **IN PROGRESS**

- Gary Bell is working on a grant application for an LSTA digitization program.
- Gary Bell is preparing for the March Play Reading Program (Season's Greetings by Alan Ayckbourn)
- Nadia Dallstream continues to be cross-trained for tasks in Acquisitions and Technical Services.
- Nadia Dallstream is preparing for February 18th "Explore Africa" program.
- Katie Matas is preparing for a special "Author's Luncheon" Book Discussion on February 23, 2010, of The Teacher Who Couldn't Read by John Corcoran.
- *Kathy Staymates* is preparing for the March 9th Book Discussion of The Zookeeper's Wife.
- Kathy Staymates and Nadia Dallstream are working on the Adult Summer Reading Program.
- Kathy Staymates, Nadia Dallstream, and Roger Hiles are working on the March 20 "Human Library" program.

TO: Jeanette Contreras, Library Director

FROM: Gary Bell, History Room Librarian

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

DATE: February 16, 2010

#### MONTHLY STATISTICS

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#### Accomplishments:

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

#### Activity:

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

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**TO:** Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

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

**DATE:** February 16, 2010

### MONTHLY STATISTICS

Online database usage:

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

#### Website traffic for January 2010:

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

#### STAFF ACTIVITY

Katie continued cross training Nadia in Acquisitions and Technical Services.

### **ONGOING PROJECTS**

- Jesus and Roger continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.
- Roger continues to work on the new Library website design.

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TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

**Employee of the Quarter Presentation** 

DATE:

February 16, 2010

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

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

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

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

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

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

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

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

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

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

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

**Employee of the Quarter Program** 

all

DATE:

February 16, 2010

#### BACKGROUND

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

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

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

Attachment A is the Employee of the Quarter Nomination Form.

#### RECOMMENDATION

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

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# Employee of the Quarter Nomination Form

Jamploces of the Placentia Library District are collectinged to nominate staff members in	Quarter Nominating	Dates Covered	Due Date
coveries. The program recognizes	1st Quarter	July — September	October 15
compleyees for outstanding accomplishments and/or contributions to the Library's mission. All non-	2nd Quarter	October — December	January 15
management (formerly non-exempt) onployees of the Placentia Library District are	3rd Quarter	January — March	April 15
digible for nomination. An employee can win the award only once in a year. Self-nominations will	4th Quarter	April — June	July 15
The final selection of the Employee of the Quarter will	be made by the	Library Director and tl	ne Library
Management Team.			
Name & Title of Nominee:  Nominee's Supervisor Name & Email:  Reasons for Nomination. Some criteria include: super service, teamwork, and savings to the Library and/or specific and limit to two pages.			
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This nomination is accurate to the best of my knowledge.

Nominator's Name:

Signature: \_\_

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TO:

Library Board of Trustees

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FROM:

Jeanette Contreras, Library Director

SUBJECT:

Memorandum of Agreement (MOA) between the Placentia Library Friends Foundation

(PLFF) and the Placentia Library District

DATE:

February 16, 2010

#### **BACKGROUND**

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

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

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

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

Attachment A is the approved MOA.

#### RECOMMENDATION

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

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

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

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

2. **Mission/Purpose.** The vision of the Placentia Library District is to inspire exploration, open minds and bring people together. The purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community. To accomplish this goal, the Library will: Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use; provide outreach services to the community; provide a special collection to document and preserve Placentia's history and authors; and present programs and provide technology access to everyone in order to promote reading and lifelong learning.

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

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

- 4. **Fundraising.** The Friends develops and implements fundraising programs in concert with and subject to the approval of the Library Board of Trustees. To accomplish this, the Friends solicits and manages gifts for operations, endowments and special projects. With funds from membership dues as well as contributions from donors, the Friends provides substantial annual support for the Library.
- 5. **Friends' Responsibilities.** The Board of Directors is responsible for disbursing funds to the Library for the purchase of materials and support of programs. Written documentation will be maintained for each disbursement including, but not limited to, the date, the amount and the purpose of the disbursement and to whom paid. This documentation will be made available for review upon the request of the Library. In addition, an annual report will be provided to the Library that includes an itemization of funds received, disbursements made and a statement of assets on hand. The Library may examine the books and records of the Friends with respect to receipts and disbursements made on its behalf, upon reasonable notice during normal business hours. The Library Board of Trustees may request a formal audit of the Friends' accounts.
- 6. **Library's Responsibilities.** The Library staff and Trustees may develop and supervise projects funded by the Friends to ensure compliance with the Library's mission and purpose. Funds received from the Friends may be expended only for the purposes for which they are allocated to the Library. The Library will furnish the Friends with an annual report for all grants made to the Library by the Friends. The Friends may examine the books and records of the Library with respect to any funds transferred to the Library by the Friends upon reasonable notice during normal business hours. The Library also grants to the Friends the use of the Library's name and facilities for activities.
- 7. **Friends Board of Directors/Library Representations.** A member of the Placentia Library Trustees and the Director of the Library or designee, shall serve as voting, ex-officio members of the Friends Board of Directors.
- 8. Relationship between the Library Director and the Friends. The Friends will support efforts by the Library Director to fulfill the Library's mission. The Library Director will support and participate in Friends' activities and projects including special events, volunteer activities and fund raising. The Friends, Trustees and staff will work together in harmony to accomplish mutually established goals and objectives that benefit the Library.
- 9. **General.** The Friends and its Board of Directors have no right or authority to obligate the Library without its expressed consent. The Library Board of Trustees and its Library Director have no right or authority to bind or obligate the Friends without its expressed consent.

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

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

PLACENTIA LIBRARY DISTRICT		PLACENTIA LIBRARY FRIENDS FOUNDATION				
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Its: President, Board	l of Trustees					

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TO:	Library Board of Trustees	MI-PD	-to Agenda
FROM:	Jeanette Contreras, Library Director	m2-GW	-to Agenda 4e3-RDGWJT
SUBJECT:	Placentia Library District 2040 – Sick Leave		yes Rijows
DATE:	February 16, 2010		A3-10
<u>BACKGROU</u>	<u>ND</u>		
change to Police states:	ber 16, 2009 Library Board of Trustees meeting, a project 2040.11 to include eligibility for all employees, incl	usive of exempt em	ployees. The current policy
	District provides an incentive for non-exempt employed to the program.	ees for the accumu	lation of sick leave hours.
The Board did	not approve the recommendation and had asked staff to	research sick policie	es from other agencies.
The findings w	ill be presented at the meeting.	RD.	-recommendations?
RECOMMEN Action to be de	<u>DATION</u> termined by the Library Board of Trustees.	76-	Ocarlinue in Carline program
of 10 -	-2 to FT only - BP & FulleAc	) <sub>4</sub> /1	(a) include non-exempt
	of to FT & PT - incli@Spe	ecial Districte	B) add calastrophic
1162	County of Orange - high		Guart session
	불통하다 불통 보다 문학을 보면 되는 일도 하는 모임을 하는 것 같은 그는 그는 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그		
5A - T	8 helyr 12/yr 132/hvs per Year; 88/yr		€) 100
Sick Clavi	e Benefit Payoff/Bryback	(g) yes	2)110
incentive	Program PLD only one		
Conversion		1 andone	P
Catastrophic	benefit — can transfer to anot	ner employe	<b>.</b> .

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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#### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

MI ST - table to Aprilmtg.
M2: 23
Corfirmed

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Performance Evaluation Form for the Library Director

DATE:

February 16, 2010

#### **BACKGROUND**

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

Attachment A is the proposed Performance Evaluation Form.

#### RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PD - attempt to get info from others i.e. PLFT, staff, community IT- lives the format - shows a lot of work long? A3 - others news - input? GW - for staff more involved, too speafic? condense down, make more general, iH - many tems not able for PLFF to comment on. JC - how do you weigh comments from other groups? / used form used form of the groups. In past by consulting firms. GW - different roles from other graps GW-toolong PD - separate form from Trustee

Agenda Item 31 Attachment A Page 1 of 6

#### PLACENTIA LIBRARY DISTRICT

### Performance Evaluation Library Director

Return to Ma	risa Timothy, Admi	nistrative Assistant	by:		
		·			
Source:	$\square$ PLFF	□Staff	☐ Community	Representative	
performance Input from v	from those with wl	nom she interacts, in assist us in the eval	cluding community m	out our Library Direct nembers and library st nelp identify strengths	aff
indicate an o	pinion with a chec	-	hand column. If you	n. Each item asks you do not feel you have	
performance and can be e creating prof	improvement. You extremely valuable essional developme	r written comments in interpreting over ent and performance	provide richness an all ratings. They also e goals. Results will	of particular strength d clarity to your ration o serve as a resource be summarized prior to the maximum exte	ngs in to
Return the co	ompleted form, sea	lled in the attached	envelope to Marisa	Timothy, Administrat	ive
Thank you in	advance for your as	sistance.			
Al Shkoler, Pr	esident			·	
Library Board			` Date		

Agenda Item 31 Attachment A Page 2 of 6

#### STAFF AND COMMUNITY RELATIONS

Please respond to each item below by placing a mark ( $\sqrt{\text{ or x}}$ ) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
Initiates and responds to community     expectations associated with programming and library development.						
<ul> <li>Seeks input and is open to views emanating from staff, PLFF, and community representatives.</li> </ul>						
Supports staff by providing and making available development and training beyond that required for daily work performance.						
Communicates in a manner that is professional and appropriate for the intended audience.		-	·		1	
<ul> <li>Effectively listens and responds to staff, PLFF, and community personnel.</li> </ul>						
<ul> <li>Is an excellent representative of the library to the community at large and to PLFF.</li> </ul>						

Supporting comments regarding Staff and Community Relations:							

Agenda Item 31 Attachment A Page 3 of 6

QUALITY	OF	WORK	PERF	ORM	ANCE
---------	----	------	------	-----	------

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

upporting comments regarding Quality of Work Performance:								
	• • • • • • • • • • • • • • • • • • • •		_					
		· · · · · · · · · · · · · · · · · · ·	_					
90 444 1		<del></del>						

Agenda Item 31 Attachment A Page 4 of 6

#### PRODUCTIVITY AND RESOURCE MANAGEMENT

Please respond to each item below by placing a mark ( $\sqrt{\text{or x}}$ ) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
<ul> <li>Establishes priorities and manages time and resources effectively.</li> </ul>			•			
<ul> <li>Plans, organizes, follows through and ensures that work is completed and objectives are met in a timely manner.</li> </ul>						
<ul> <li>Delegates tasks as appropriate.</li> </ul>						
Demonstrates leadership in carrying out actions required by the library's long-range plan.	777,000				·	
<ul> <li>Ensures compliance with budgetary guidelines.</li> </ul>						
<ul> <li>Recommends and implements actions to adjust staffing and materials to meet fiscal responsibilities.</li> </ul>					,	
<ul> <li>Demonstrates flexibility in adapting to changes in workload, schedule, library programs and procedures.</li> </ul>				3		

Supporting comments regarding Productivity and Resource Management:						
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	_					
•						

Agenda Item 31 Attachment A Page 5 of 6

#### SERVICE EXCELLENCE

JERVICE EXCELLENCE			т		1	
Please respond to each item below by placing a mark ( $\sqrt{\text{or x}}$ ) in the column that best fits your perception. Your comments are extremely valuable.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
<ul> <li>Creates and supports a cooperative environment in which all personnel are helpful and courteous.</li> </ul>						
<ul> <li>Responsive to internal and external customers. Demonstrates courteous and cooperative behavior toward customers.</li> </ul>						
<ul> <li>Respects individual dignity in the process of conflict resolution.</li> </ul>						
<ul> <li>Promotes teamwork. Considers the impact of policy and procedure changes on overall operations of library.</li> </ul>		-				
<ul> <li>Sets high, yet attainable, expectations for self and others. Is goal-oriented.</li> </ul>						
<ul> <li>Creates a work environment that is positive and rewarding. Recognizes individual and team accomplishments.</li> </ul>						
<ul> <li>Communicates in a timely, thorough and direct manner.</li> </ul>						
<ul> <li>Demonstrates ability to identify problems and determine information needed to develop solutions. Confronts difficult issues and situations positively and effectively.</li> </ul>						
Provides recognition to staff for positive work performance. Promotes a sense of value and feeling of appreciation.						
Follows through on commitments. Accepts responsibility for own actions and behaviors.						

Supporting comments regarding Service Excellence:	
	·

			Library Director	Performance Evaluation
				Agenda Item 31 Attachment A Page 6 of 6
<b>Additional Comme</b> Please list additional	<b>nts</b> l comments as well as	suggestions for imp	provement and fu	uture development.
Comments:				
			**************************************	
			V	
				**************************************
		· · · · · · · · · · · · · · · · · · ·		

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

Signature (optional)

Date

#### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

ow - Action to pursue

FROM:

Jeanette Contreras, Library Director

IT re-uphoistery not to exceed

SUBJECT:

Upholstery of Library Furniture

all

DATE:

February 16, 2010

A3- Subjust to PUFF JC- march mlg

#### **BACKGROUND**

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

Please see Attachment A for images of the furniture.

Please see Attachment B for quotes for reupholstering the furniture.

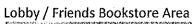
#### **RECOMMENDATION**

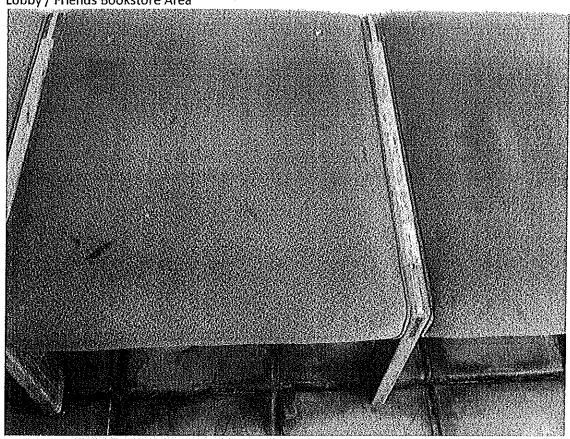
Action to be determined by the Library Board of Trustees.

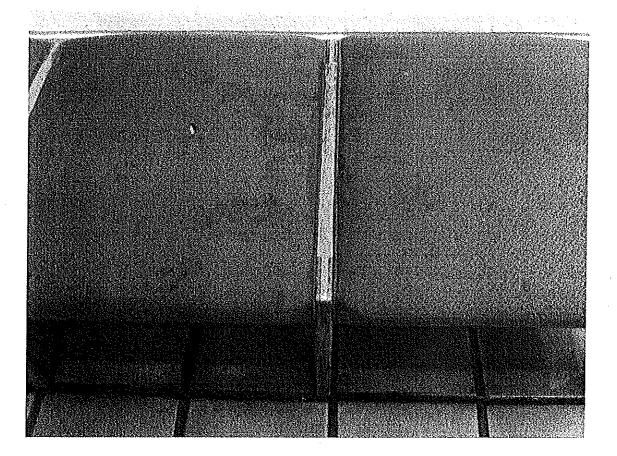
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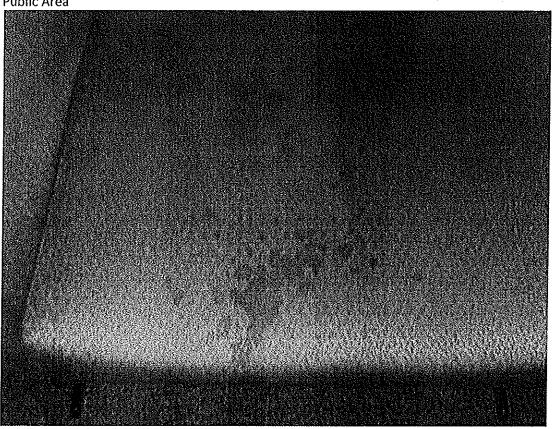
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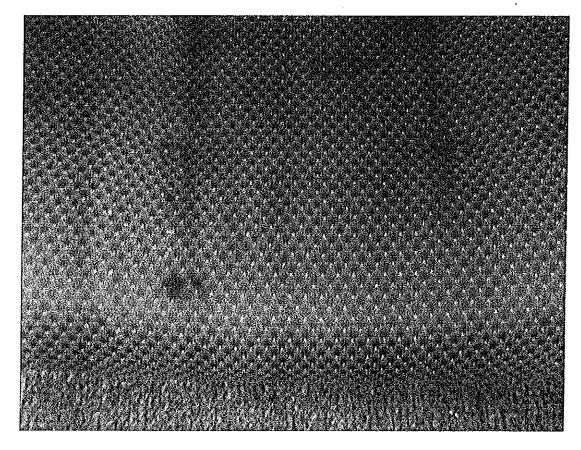












STATEMENT	
From 96 UPHOLSTERS	y Fullerton CA 92931
737 S STATE COLLEG	JE 8 STE 96 5/28
Thu, Feb	N/2010 8
TO PLACENTIA LIBRA	RY DISTRICT
Address 411 E. Chapman City PLACENTIA CA	AVE. Edgav
City PLACENTIA CA	4. 92870 pilieda
Terms	
THE following	2000000
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Cilio C. D	Rod
7,4-5264610	
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TOTAL OF	1 7 405

THE PRESTIGE COMPANIES

7601 Primrose Drive, Buena Park, CA 90620

www.prestigemobileupholstery.com

Bus. 714-322-8870 Fax. 714-521-6044

- Exic Terraro - NO. PCS. WT.

ORDER NO. INVOICE DATE

Agenda Item 32

DATE SHIPPED SHIPPED VIA Attachment B

Page 2 of

NO. PCS. WT. FOB TERMS

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Placergia CA 9287	75		
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JOB INVOICE Agenda Item 32
Attachment B
714, 972 - Spage 3 of 5 Agênda Item 32 MISCELLANEOUS CHARGES TOTA MISCRIPATEDIAS

TOTA MISCRIPATEDIAS

SOCIOTAL CUSTOMER APPROVAL. SIGNATURE. GRAND TOTAL AUTHORIZED SIGNATURE 34 JOB INVOICE EAdams NC3817-50 MADE IN USA

PAGE 01

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INVOICE

	N. C.	
Customer: TACEVITIA LIBRARY	Date: $\frac{2}{\ln \ln c}$	5
Phone No. ( <u>DY) 528-1925</u>	Invoice #:	
Address: 411 E. Chapman Avenue	Service Advisor Zag	<u>}@ \\</u>
Maceroia CA 92870	Job (R.O.) #:	

	T
DESCRIPTION	AMOUNT
X Dorarient & A Quirarient Quirarient	XXX
Front Wery Bench Sections Madware Style south unit has (4) Sous per Borch.	
Ro-uphotogray AM secring Oty-Busins@2700 MARRICHER (3) units 4 secres each = 12yds@2700 Tax 19825	87000 32400 2235
	····································

Please make checks payable to "THE PRESTIGE COMPANIES" INVOICE TOTAL 1222.35

### ONE SERVICE CALL - ONE COMPANY - ONE SOLUTION

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

JOB INVOICE	Special in a second control of the special co		<i>ن</i> .	; 2			<b>S</b>		^	aonda I	tam 22
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714-992- TO PLACENTIA L ADDRESS/JES/AL	FULLER 6589 1BRARY 9PMAN 2A 9	Dis	trict	7	PHONE JOB LOC JOB PHO	RDERED NO. 5- NO. 5- NO	2	cys szar	ER TAK IMER SING I	EN BY ORDER ORDER	
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					County of		Huntington	Orange		
	Placentia	naheim	Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
Payoff /	10 yrs 25%		10 None	None	40 hrs./FY	Death or	25% 480-720	Death - 100%	100% for	10+ vrs 1/3 of
Buyback	15 yrs 37.5%	yrs 25%		-	LT 3 yrs 160			to deceased	unused vacation total sick leave,	total sick leave,
(rtb 2040)	20 yrs 50%			•	hrs.		50% - 720+ hrs.	employee's	only.	NTE 53.33 eight
	max. 800 nrs.				3-10 yrs 240	aid	max. 640 hrs.	beneficiary		hr. working
	-	-			hrs.	Separation		Retirement -		days (427 hrs.)
					10+ yrs 1,600	after 10 yrs. –		25% (481-720		
					hrs. (320 hrs.	50% of unused		hrs.) & 50%		
•					100%; balance	SL will be paid		(721+ hrs.)		
					2% for each	in excess of				
		-			year of service,	960 hrs.	•			
					max. 50%)					
					,					
Incentive	Non-exempt	None	None	None	None	None	None	None	None	None
Program										)
(PLD 2040.11)	vacation every		***************************************							-
	quarter for no									
	use of sick leave		· · · ·							
	PTE - Pro-rata			1.						
Conversion	800+ hrs	Max 175	175 Max 2.000	Max. 48 hrs. /vr.   Inlimited	Unlimited	ETE hired on or 11 to 40 100		Т		
(PLD 2040.12)	exchange 2 sick hrs./vr				5	h i trillied oil of	חסו מח מח	동		N/A
	days for one		5			belore June 29,	FY — twice a	usage/yr	0 - 32 hrs.	
•	varation day						year	conversion to	1 - 16 - 16hrs.	
-	PTE - pro rata		•			Up to 50% to	· · · · ·	30 hrs.	17-32 - 8 hrs.	
	Pognorts					vacation credit		27.25 - 36 hrs.	32+ - 0 hrs.	
	nequests					or up to 50%		sick usage/yr PTE	PTE	
	Submission —					to cash to be		conversion of	0 - 16 hrs.	
	June 151 &					paid at the		20 hrs.	.5 - 8 - 8 hrs.	
	December 1St.					employee's		Must have	8.5 - 16 - 4 hrs.	
						base salary		minimum	16+-0	
						rate.		balance of 180		
			,					sick hrs. after		
							-	conversion		
				7						

					County of		Huntington	Orange		
	Placentia	_	Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
Pregnancy D (PLD 2040-13)	Disability leave	Pregnancy Disability leave Disability leave Disability (PLD 2040.13) California EMI A California	Disability leave N/A		N/A	N/A	Disability leave	eave	Disability leave Disability leave	Disability leave
			FMLA				California FMLA CALIfornia FMLA		California FMLA   California FMLA	California FMLA
FMLA (PLD 2040.14)	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes
Other	None .	None	None	Kin Care	Absence for	Only use 48	None	Personal Leave FTE - 48 hrs. to		FTE - 48 hrs. to
			1		personal ·	hrs./yr. to care				care for
			<del></del>	use up to one-	ŝ	for family			employee's	employee's
				half of their	NTE 30 hrs.	members			immediate	immediate
~ ^ • • • •				yearly sick leave	yearly sick leave during the fiscal (spouse,	(spouse,			ıse,	family (spouse,
					year.	parents,				domestic
				attend of a		children,			partner,	partner,
			~	child, parent,		stepchildren,			children,	children,
	٠		<u>~1</u>	spouse,		brother, sister,			parent,	parent,
				registered		mother-in-law,			grandparent,	grandparent,
2 Va .			<u> </u>	domestic		father-in-law)			حـہ	grandchildren,
				parnter, or		Catastrophic			legal dependent legal dependent	legal dependent
				registered		Leave			domestic	domestic
				domestic			-		ister,	partner, sister
- <u>Lab</u>				partner's child						and brother).
. 100			<del>-</del>	who is ill.					PTE - up to 24	<b>PTE</b> - up to 36
	•					,			hrs.	hrs.

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# SICK LEAVE POLICY COMPARISONS

SICH LEAV	SICK LEAVE POLICY COMPAKISONS	MINAKISONS							•	Agenda Item 30
					·					
*****					County of		Huntington	Orange		
	Placentia	Anaheim	Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
Eligibility	FTE			FTE		FTE	FTE	FTE		FTE
(PLD 2040.1)	30 Hr. PTE	<u></u>	PTE working		LTE (Limited		PTE	PTE	PTE	30 Hr PTF
***************************************	20 Hr. PTE	Service, does	40+hrs. / pay		Term					;
		not include	period		Employees)					
		library				\$.	-			
		positions,								
Accumulation	FTE - 8 hrs./mo.	3 hrs./ biweekly	3.693 hrs./	8 hrs /mo	1) 5 hrc and 51	2 60 hre /now	1-13			
(PLD 2040.3)	PTE - pro-rata		pay period	د/،،		5.09 III S./ pdy	Vacation, Sick,		hrs./mo.	FTE - 8 hrs./mo.
	max 800 hrs	cirk leave taken	persy 2 000 har			ported	rersonal		96/yr.	PTE - 6 hrs/mo.;
	11187 000 1113.	sick leave taken-max 2,000 nrs.	max 2,000 nrs.		pay period		1-4 yrs FTE -	hrs./yr.; Min.	PTE - 4 hrs./mo;   72 hrs./yr.	72 hrs./vr.
		1/2 hr.			(approx. 152	•		¥	48 hrs./yr.	Max. 200 hrs.
		Max 175			hrs./ yr.)			leave taken -		
		hrs./yr.			2) After 6,240			1/4 hr.		
		*****			hrs. paid		5-9 yrs FTE -	Max. 960 hrs.		
					(approx. 3 yrs.),		200 hrs.; 30hr	PTE - Pro-rata		
					employees shall		150 hrs.; 20hr			
					earn 8 hrs. and		100 hrs.			
-					19 minutes of		10-14 yrs FTE -			
					annual leave /		224 hrs; 30hr			
					80 hrs. pay		168 hrs.; 20hr			**************************************
					period (approx.		112 hrs.			
					216 hrs./ yr.)		15+yrs FTE -			
					3) 10+ yrs. 9 hrs.		256 hrs.; 30hr			
					and 51 minutes		192 hrs.; 20hr			
					(approx. 256	-	128 hrs.			
					hrs./yr.)					
					LTE - Pro-rata			•	.:	
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										**************************************

Placentia	Anaheim	Arcadia	Richa Dark	County of	1 1	Huntington	Orange		
⊫ור	٦	Alcaula	Duella raik	<b>च</b> ा	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
=	for all	required for	Required for all asences of five	Required when under care of	Required for all N/A absences of	N/A	N/A	For leave to	Required for all
ore		any absence.	or more work	physician.	three or more			Ş	three or more
work days.	three or more		days.		work days.			due to serious	work days.
	work days.							illness or	
								injuries.	
								Recertification	
								will apply if	
								District has	
		-				•		doubt of	
								original	
						-		certification.	
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Physician			,				· · · · · · · · · · · · · · · · · · ·	( ) <u>.</u>	
Statement	-								
Required									
2) Notification									
Administration								*	
within four									
calendar days of									
beginning of									
illness or prior									
to the end of									
the vacation									
			-						

2	/3 of ave, eight rs.)			;
Santa Ana	10+ yrs 1/3 of total sick leave, NTE 53.33 eight hr. working days (427 hrs.)	None	N/A	
Palos Verdes	100% for 10+ yrs 1/3 ol unused vacation total sick leave, only. NTE 53.33 eight hr. working days (427 hrs.)	None	FTE 0-32 hrs. 1-16-16hrs. 17-32-8 hrs. 32+-0 hrs. PTE 0-16 hrs5-8-8 hrs. 8.5-16-4 hrs.	
Orange (Citv)	Death - 100% to deceased employee's beneficiary Retirement - 25% (481-720 hrs.) & 50% (721+ hrs.)	None	0-27 hrs. sick FTE usage/yr 0 - 3 Conversion to 1 - 1 T-2 Ohrs. 27.25 - 36 hrs. 32+ sick usage/yr PTE conversion of 0 - 1 Conversion of 0 - 1 Conversion of 0 Conversion	conversion
Huntington Beach	25% – 480-720 hrs. 50% - 720+ hrs. max. 640 hrs.	None	before June 29, hrs./FY — twice a usage/yr 1996. Up to 50% to or up to 50% to cash to be paid at the employee's base salary rate.	
Fullerton	Death or Retirement — 55% of unused SL will be paid Separation after 10 yrs. — 50% of unused SL will be paid in excess of 960 hrs.	None	FTE hired on or Up to 120 before June 29, hrs./FY — 1996. Up to 50% to vacation credit or up to 50% to cash to be paid at the employee's base salary rate.	
County of Orange	40 hrs./FY LT 3 yrs 160 hrs. 3-10 yrs 240 hrs. 10+ yrs 1,600 hrs. (320 hrs. 100%; balance 2% for each year of service, max. 50%)	None	Unlimited	,
Buena Park	None	None	Max. 48 hrs./yr. Unlimited	
Arcadia	10 None	None	175 Max 2,000 hrs.	
Anaheim	yrs 25%	None		
Placentia	10 yrs 25% 15 yrs 37.5% 20 yrs 50% max. 800 hrs.	Non-exempt FTE - 4 hrs. of vacation every quarter for no use of sick leave PTE - Pro-rata	800+ hrs Max exchange 2 sick hrs./yr. days for one vacation day; PTE - pro-rata Requests submission June 1st & December 1st.	
	Payoff / Buyback (PLD 2040)	Incentive Program (PLD 2040.11)	(PLD 2040.12)	

	:				County of	3	Huntington	Orange		
	Placentia	<b>=</b> 1	Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
Pregnancy	Disability leave	Disability leave	Disability leave N/A		N/A	N/A		Disability leave	Disability leave Disability leave	Disability leave
(FLD 2040.LS)	California FIVILA	[FLD 2040.1.5] California FIVILA   California FIVILA   California FIVILA   FIVILA	California FMLA		;		California FMLA	California EN/II A	California FMLA California FMLA	California FMLA
								\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
FMLA (PLD 2040.14)	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes
					<u> </u>					
Other	None	None	None	Kin Care	Absence for	Only use 48	None	Personal Leave FTE - 48 hrs. to	1	FTE - 48 hrs to
*****			<del></del>	Employees can	personal ·	hrs./yr. to care				care for
			1	-b	S.	for family			employee's	emplovee's
***				half of their	NTE 30 hrs.	members			immediate	immediate
***				yearly sick leave	yearly sick leave during the fiscal (spouse,	(spouse,			use,	family (spouse
ne e n			••		year.	parents,				domestic
				attend of a		children,			partner,	partner.
			<u> </u>	child, parent,	<u> </u>	stepchildren,			children,	children,
			<u>~1</u>	spouse,		brother, sister,				parent,
المناوعة			_	registered		mother-in-law,		•	rent,	grandparent,
			<u> </u>	domestic		father-in-law)			دے	grandchildren,
			<u></u>	parnter, or		Catastrophic			<u>+-</u>	legal dependent
			_	registered	- <del></del>	Leave			domestic	domestic
<u> </u>			<del>.</del>	domestic					ster,	partner, sister,
			<b></b>	partner's child					and brother).	and brother).
				who is ill.	-				PTE - up to 24	PTE - up to 36
10.00			-						hrs.	hrs.
										***

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# SICK LEAVE POLICY COMPARISONS

										Agenda Item 30
					- 1111	<del>.</del>				
		1			County of		Huntington	Orange		ı
	Placentia	naheim	Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
Eligibility (pro 2040 1)	FTE 30 Hr DTE	FTE PTE		FTE		FTE				FTE
	20 Hr. PTE		40+hrs. / nav	· ·	LIE (Limited Term		PIE	E L	PTE	30 Hr. PTE
			period		Fmplovees)					e u Parento.
					(22)					
		positions,					-		-	
Accumulation	0		3.693 hrs./	1-	1) 5 hrs. and 51	3.69 hrs./pay	Vacation, Sick,	FTE - 8	FTE - 8 brs./mo	FTF - 8 hrs /mo
(PLD 2040.3)	PTE - pro-rata	Min. amount of		Max. 48 hrs/yr.	minutes/80 hr.			96:0		PTE - 6 hrs/mo.:
	max 800 hrs.	sick leave taken- max 2,000 hrs.	max 2,000 hrs.		pay period		1-4 yrs FTE -		hrs./mo:	72 hrs./vr.
		1/2 hr.			(approx. 152	<del>-:-</del>	ı	بد	48 hrs./yr.	Max. 200 hrs.
		Max 175			hrs./ yr.)			leave taken -		
		hrs./yr.			2) After 6,240			1/4 hr.		·
-		-			hrs. paid		FTE-	Max. 960 hrs.		
					(approx. 3 yrs.),			PTE - Pro-rata		
		<del></del>			employees shall		150 hrs.; 20hr			
		•			earn 8 hrs. and		100 hrs.			
					19 minutes of		10-14 yrs FTE -			(Cemano)
					annual leave /		224 hrs; 30hr			
					80 hrs. pay		168 hrs.; 20hr			
					period (approx.		112 hrs.		•	· gra waan
					216 hrs./ yr.)	<u> </u>	15+yrs FTE -			
					3) 10+ yrs. 9 hrs.	<u> </u>	256 hrs.; 30hr			
					and 51 minutes		192 hrs.; 20hr			
					(approx. 256		128 hrs.			
					hrs./yr.)					
					LTE - Pro-rata					
					<del>- ' ' ' - '</del>					
1										
						,				

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

9	3 of ave, ight s.)		
Santa Ana	10+ yrs 1/3 of total sick leave, NTE 53.33 eight hr. working days (427 hrs.)	None	N/A
Palos Verdes	100% for 10+ yrs 1/3 ol unused vacation total sick leave, only. NTE 53.33 eight hr. working days (427 hrs.)	None	FTE 0 - 32 hrs. 1 - 16 - 16hrs. 17-32 - 8 hrs. 32+ - 0 hrs. PTE 0 - 16 hrs5 - 8 - 8 hrs. 8.5 - 16 - 4 hrs.
Orange (Citv)	Death - 100% to deceased employee's beneficiary Retirement - 25% (481-720 hrs.) & 50% (721+ hrs.)	None	0-27 hrs. sick FTE usage/yr 0 - 3 Conversion to 1 - 1 30 hrs. 27.25 - 36 hrs. 32+ sick usage/yr PTE conversion of 0 - 1 20 hrs. Must have 8.5 - minimum 16+ balance of 180 sick hrs. after conversion
Huntington Beach	25% 480-720 hrs. 50% - 720+ hrs. max. 640 hrs.	None	FTE hired on or Up to 120  before June 29, hrs./FY — twice a usage/yr. – 1996.  1996. Up to 50% to 30 hrs. vacation credit 27.25 - 36 ly or up to 50%  baid at the 20 hrs.  minimum balance of sick have base salary  conversion  conversion  conversion  conversion
Fullerton	Death or Retirement — 55% of unused SL will be paid Separation after 10 yrs. — 50% of unused SL will be paid in excess of 960 hrs.	None	FTE hired on or Up to 120 before June 29, hrs./FY—1 1996. Up to 50% to vacation credit or up to 50% to cash to be paid at the employee's base salary rate.
County of Orange	40 hrs./FY LT 3 yrs 160 hrs. 3-10 yrs 240 hrs. 10+ yrs 1,600 hrs. (320 hrs. 100%; balance 2% for each year of service, max. 50%)	None	Unlimited
Buena Park	None	None	Max. 48 hrs./yr.
Arcadia	10 None	None	175 Max 2,000 hrs.
Anaheim	РТЕ 10 yrs 25%	None	
Placentia	10 yrs 25% 15 yrs 37.5% 20 yrs 50% max. 800 hrs.	Non-exempt FTE - 4 hrs. of vacation every quarter for no use of sick leave PTE - Pro-rata	800+ hrs Max exchange 2 sick hrs./yr. days for one vacation day; PTE - pro-rata Requests submission June 1st & December 1st.
	Payoff / Buyback (PLD 2040)	Incentive Program (PLD 2040.11)	(PLD 2040.12)

	-									
	Placentia	Anaheim	Arcadia	Ruone Dark	County of		Huntington	Orange	-	
Pregnancy (PLD 2040.13)	Disability leave California FMLA		Disability leave N/A California FMLA				Disability leave   California FMLA (	Disability leave California FMLA	Oisability leave Disability leave Disability leave California California FMLA California FMLA FMLA	Santa Ana Disability leave California FMLA
FMLA (PLD 2040.14)	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes
Other	None	None	None	Kin Care	Absence for	Only use 48	None	Personal Leave FTE - 48 hrs. to		FTE - 48 hrs. to
			<u></u>	Employees can	personal -	hrs./yr. to care				care for
			<del></del>	ф	Š	for family			employee's	employee's
/.				half of their	NTE 30 hrs.	members			immediate	immediate
o Wasa				rearly sick leave	yearly sick leave during the fiscal (spouse,	(spouse,			family (spouse,	family (spouse,
					year.	parents,			domestic	domestic
				attend of a		children,			partner,	partner,
			<u>.                                    </u>	child, parent,		stepchildren,			children,	children,
			<u> </u>	spouse,		brother, sister,			parent,	parent,
<i>y</i>	,		-	registered		mother-in-law,			grandparent,	grandparent,
			<u></u>	domestic	•	father-in-law)			grandchildren,	grandchildren,
			<u></u>	parnter, or		Catastrophic			legal dependent legal dependent	legal dependent
				registered		Leave			domestic	domestic
			<u>.</u>	domestic					partner, sister,	partner, sister,
			<u></u>	partner's child						and brother).
				who is ill.					PTE - up to 24	PTE - up to 36
				•						hrs.
		j				•		-		

Placentrial Anaheim   Arradia   Autherim						County of		Huntington	Orange		
Required for all May be absences of the label of the end of the e		Placentia	heim	Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana
three or more absences of any absence. Or more work physician.  1) Yes work days.  1) Ves Wild any absence of any absence or more work days.  1) Ves Wild any absence or more work absences or more work days.  1) Ves Wild any absence or more work absence or more work days.  1) Ves Wild any absence or more work absence or more work days.  1) Ves Wild any absence or more work absence or more work days.  1) Ves Wild any absence or more work absence or more work days.  1) Ves Wild any absence or more work absence or more work absence or more work days.  1) Ves Wild any absence or more work absence or more work absence or more any absence or more work absence or more any absence or mo	Medical Certification	Required for all	- 4	May be		<u>c</u>	Required for all	The same of the sa	N/A	1	Required for all
work days. three or more work days. work days.  1) Yes work days.  1) Yes Work days.  1) Yes Work days.  2) Notification to Administration within four calendar days of illness or prior to the vecation leave.	(PI D 2040 8)	three or more	<del>.</del>	edalled for			absences of			care for self or	absences of
Mork days.   Work days.   Illness or Injuries.   Illness or Injuries.		work days			re work		three or more			family members	three or more
1) Yes N/A		work days.	unee or more		days.		work days.			ions	work days.
1) Yes N/A			work days.			. •				iliness or	
1) Yes N/A										injuries.	
1) Yes N/A								* . **		Recertification	W s market
1) Yess N/A	a va									will apply if	á ag maio seá
1) Yes N/A	-									District has	
1) Yes N/A	-									doubt of	
1) Yes         N/A         N/A<										original	
1) Yes         N/A         N/A<	;									certification.	ii Paterate et e
Physician Statement Required 2) Notification to Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.	Illness while	1) Yes		-	N/A		N/A	N/A	N/A	N/A	
	on Vacation	Physician									14 an
Sequired 2) Notification to Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.	(PLD 2040.9)	Statement									÷~ ***
2) Notification to Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.		Required									
Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.		2) Notification								-	4. m
Administration within four calendar days of beginning of illness or prior to the end of the vacation leave.	5 Value	to			-						
within four calendar days of beginning of illness or prior to the end of the vacation leave.		Administration									
calendar days of beginning of illness or prior to the end of the vacation leave.	**************************************	within four						100	1.		
beginning of illness or prior to the end of the vacation leave.	ne sakreje	calendar days of				-					
illness or prior to the end of the vacation leave.		beginning of			,						÷2000 € 4
to the end of the vacation leave.	***************************************	illness or prior	• .		,						
the vacation leave.	Wiles.	to the end of								-	Y (10) (10)
leave.		the vacation									and philipped and the
		leave.									**************************************

SICK LEAVE POLICY COMPARISONS

Agenda Item 30

Placentia   Anaheim   Arcadia   Buena Park   Orange   Fullerton   FTE										
Placentia   Anaheim   Arcadia   Buena Park   Orange   Fullerton			•		County of		Huntington	Orange		
FTE		Arcadia	Buena Park	Orange	Fullerton	Beach	(City)	Palos Verdes	Santa Ana	
30 Hr. PTE         PTE (Customer PTE working)         LTE (Limited Lemmary Lemmary Lambdace)         LTE (Limited Lemmary Lemmary Lemmary Lambdace)         LTE (Limited Lemmary Le		FTE	FTE	FTE	FTE		FTE	FTE	FTE	FTE
20 Hr. PTE Service, does 40-hrs. / pay Term not include period Employees)  library positions.  FTE - 8 hrs./mo. 3 hrs./ biweekly 3.693 hrs./ pPTE - pro-rata Min. amount of pay period Max. 48 hrs./m. 1) 5 hrs. and 51 3.69 hrs./pay PTE - pro-rata Min. amount of pay period Max. 48 hrs./r. minutes/ 80 hr. period (approx. 152 hrs./yr. hrs./yr. hrs./yr. hrs./yr. hrs./yr. and 19 minutes of annual leave / 80 hrs. pay period (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 256 hrs./yr.)  Syl 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.)  LTE - Pro-rata	_	PTE (Customer	PTE working		LTE (Limited		PTE			30 Hr. PTE
Ibhrary   positions,   price - pro-rate   pay period	20 Hr. PTE	Service, does	40+hrs. / pay		Term				•	
library   libr		not include	period		Employees)					
positions,  INDAIN loauch  FTE - 8 hrs./mo. 3 hrs./ biweekly 3.693 hrs./ mo.  PTE - pro-rata Min. amount of pay period  Max. 48 hrs./yr. minutes/ 80 hrs. pay  Max. 175  Max. 175  hrs. yr.)  hrs. yr.  hrs. yr.  hrs. yr.  hrs. yr.  employees shall  earn 8 hrs. and 51  sick leave taken-max 2,000 hrs.  hrs. yr.  hrs. yr.  employees shall  earn 8 hrs. and  19 minutes of  annual leave /  80 hrs. pay  period (approx. 256  hrs. /yr.)  3) 10+ yrs. 9 hrs.  and 51 minutes  (approx. 256  hrs. /yr.)  LTE - Pro-rata	-	library								
FTE - 8 hrs./mo. 3 hrs./hoveekky 3.693 hrs./ pay period max 800 hrs. 3 ick leave taken- max 2,000 hrs. 48 hrs/yr. hrs. paid (approx. 152 hrs./yr.) hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata		positions,								
PTE - pro-rata Min. amount of pay period Max, 48 hrs/yr. minutes/80 hr. period approx. 152 hrs./yr. hrs./yr. hrs./yr. hrs./yr. hrs./yr. hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata	1	_		8 hre /mo	_	Т	Т			
max 800 hrs. sick leave taken- max 2,000 hrs. pay period (approx. 152 hrs. /yr.)  hrs. /yr.					minutes/80 hr	)./ pdy	Vacation, sick,	FIE-8	FIE-8 hrs./mo. FIE-8 hrs./mo.	FTE - 8 hrs./mo.
(approx. 152 hrs./ yr.) 2) After 6,240 hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./ yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata			max 2,000 hrs.		pav period				90/yr.	PIE - 6 hrs/mo.; 72 brc //c
hrs./ yr.) 2) After 6,240 hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./ yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata		1/2 hr.			(approx. 152		1	۷_	48 hrs /vr	72 III S./ YI.
2) After 6,240 hrs. paid (approx. 3 yrs.), employees shall earn 8 hrs. and 19 minutes of annual leave / 80 hrs. pay period (approx. 216 hrs./ yr.) 3) 10+ yrs. 9 hrs. and 51 minutes (approx. 256 hrs./yr.) LTE - Pro-rata		Max 175			hrs./ yr.)			leave taken -	:	way. 400 iii 3.
	. '	hrs./yr.			2) After 6,240			1/4 hr.		- ONE
					hrs. paid		- FTE -	Max. 960 hrs.		
		<del></del> .			(approx. 3 yrs.),		1	PTE - Pro-rata		
	-				employees shall					
	% - *				earn 8 hrs. and		100 hrs.			
					19 minutes of		10-14 yrs FTE -			
	-	3		:	annual leave /	The second secon	224 hrs; 30hr			
				·	80 hrs. pay		168 hrs.; 20hr			
	-	***************			period (approx.		112 hrs.			
					216 hrs./ yr.)		15+yrs FTE -			
		<del></del>			3) 10+ yrs. 9 hrs.		256 hrs.; 30hr			
					and 51 minutes	. "	192 hrs.; 20hr			
					(approx. 256		128 hrs.			
LTE - Pro-rata					hrs./yr.)					***************************************
					LTE - Pro-rata					
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8 prints + 18 special Districts