

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, March 19, 2012
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the February 21, 2012 Library Board of Trustees Work Session Meeting and February 21, 2012 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

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

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

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

12. FY2012-2013 Cash Flow Analysis through February 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for February 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for February 2012. (Receive & File)

15. Acquisitions Report for February 2012. (Receive & File)

16. Entrepreneurial Activities Report for February 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for February 2012. (Receive, File, and Ratify Appointments)

18. Circulation Report for February 2012. (Receive & File)

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

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for February 2012.
21. Library Services Manager's Report for February 2012.
22. Children's Services Report for February 2012.
23. Adult Services Report for February 2012.
24. Placentia Library Web Site & Technology Report for February 2012.

CONTINUING BUSINESS

25. Amendment Recommendation to Placentia Library Policy #2020 – Vacations
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2020 – Vacations as presented inclusive of feedback from the Library Board of Trustees.
26. Amendment Recommendation to Placentia Library District Policy #2030 – Holidays
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2030 – Holidays as presented inclusive of feedback from the Library Board of Trustees.
27. Amendment Recommendation to Placentia Library Policy #2040 – Sick Leave
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2040 – Sick Leave as presented inclusive of feedback from the Library Board of Trustees.
28. Amendment Recommendation to Placentia Library District Policy #2050 – Bereavement Leave
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2050 – Bereavement Leave as presented inclusive of feedback from the Library Board of Trustees.
29. Amendment Recommendation to Placentia Library District Policy #2060 – Jury Duty
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2060 – Jury Duty as presented inclusive of feedback from the Library Board of Trustees.
30. Amendment Recommendation to Placentia Library Policy #2110 – Health and Welfare Benefits
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2110 – Health and Welfare Benefits as presented inclusive of feedback from the Library Board of Trustees.
31. Amendment Recommendation to Placentia Library District Policy #2120 – Educational Assistance
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2120 – Educational Assistance as presented inclusive of feedback from the Library Board of Trustees.

NEW BUSINESS

32. Travel Authorization: Library staff to attend the Annual American Library Association (ALA) Conference from June 21-26, 2012 at the Anaheim Convention Center.
Presentation: Library Director
Recommendation: Authorize Library staff to attend the Annual ALA Conference from June 21-26, 2012 at the Anaheim Convention Center, at a cost not to exceed \$2,000 to be drawn from the General Fund.
33. Presentation of a Recommended Placentia Library District Policy – Operating Hours
Presentation: Library Director
Recommendation: Adopt the Recommended Placentia Library District Policy – Operating Hours as Policy #6005 as a first reading and present policy at the April 16, 2012 Library Board of Trustees Regular Meeting for Final Adoption.
34. Presentation of a Recommended Placentia Library District Policy – District Proclamation Guidelines
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy – District Proclamation Guidelines as Policy #1070 as a first reading and present policy at the April 16, 2012 Library Board of Trustees Regular Meeting for Final Adoption.
35. CSDA Board of Directors Call for Nominations – Seat A
Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would be interested in serving on the CSDA Board of Directors.
36. Oversight Board Appointment as Required by Health & Safety Code Section 34179(a).
Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would be interested in serving on the Oversight Board to represent the Placentia Library District.

LIBRARY BOARD OF TRUSTEES REQUESTS

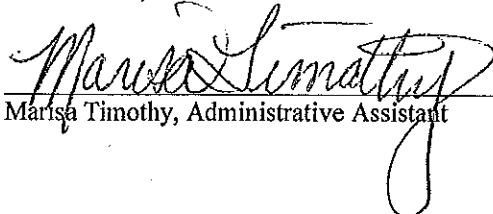
Library Board of Trustees may make requests or ask questions of Staff. If a Trustee would like to have a formal action taken on a requested matter, it will be placed on a future Library Board of Trustees Meeting Agenda.

ADJOURNMENT

The Library Board of Trustees will adjourn to the next regular meeting on April 16, 2012 at 6:30pm unless re-scheduled by the Library Board of Trustees.

CERTIFICATION OF POSTING

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 19, 2012 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 15, 2012.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION OF THE BOARD OF TRUSTEES
February 21, 2012

CALL TO ORDER President DeVecchio called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 21, 2012 at 4:09PM.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Marisa Timothy, and Lori Worden

ADOPTION OF AGENDA It was moved by Trustee Wood and seconded by Trustee Shkoler to adopt the agenda as presented:

AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

ORAL

COMMUNICATION There was no oral communication made at this time. (Item 4)

BUDGET WORK SESSION Library Director Contreras reviewed key figures affecting the upcoming fiscal year 12-13 budget as were first presented at the January Work Session Meeting. Trustee Shkoler asked for confirmation that a new budget could be met if no changes were made. There was discussion regarding possible expense savings that could be acquired through policy changes, specifically employee benefits. Recommended policy changes as presented from staff input were discussed. Targeted changes to be made were identified. It was decided that staff was to present specific recommended policy changes to the Board of Trustees at the next Regular Meeting. (Item 5)

ADJOURNMENT The Work Session of the Board of Trustees of the Placentia Library District on February 21 2012 adjourned at 5:05 P.M.

NEXT MEETING The next meeting will be on March 19, 2012 at 6:30 P.M.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 21, 2012

- CALL TO ORDER** President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 21, 2012 at 6:34 P.M.
- ROLL CALL** Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner, Trustee Gaeten Wood
- Members Absent:** None
- Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Brenda Ramirez, Marisa Timothy, Vanita Todker, Wendy Townsend, Winston Wong, and Lori Worden; Placentia Library Friends Foundation (PLFF) Vice President Ben Boelman; guests Linda Slater and Robert Turner (exited at 7:06pm).
- ADOPTION OF AGENDA** It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the agenda as presented:
- | | |
|----------|--|
| AYES: | DeVecchio, Escobosa, Shkoler, Turner, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** There was no oral communication made at this time. (Item 4)
- TRUSTEE REPORTS** President DeVecchio presented a proclamation from the Board of Trustees to Mr. Robert Turner in appreciation of all his support to the Board in regards to facility projects. Mr. Robert Turner expressed his thanks and enjoyment of working with a cordial staff and board. (Item 5)
- ADJOURNMENT** President DeVecchio adjourned the meeting at 6:40pm for a reception in honor of Mr. Turner.
- RECONVEYNE** The meeting reconvened at 6:54pm.
- TRUSTEE REPORTS** President DeVecchio reported that he attended the PLFF meeting. (Item 5)
- Secretary Escobosa had nothing to report.
- Trustee Shkoler thanked all for their kind words and support at this time.
- Trustee Turner reported that she attended the Play Reading and Book Discussion at the Library. She also expressed thanks for the recent flower delivery.
- Trustee Wood had nothing to report. (Item 6)
- PLFF REPORT** Vice President Ben Boelman reported that the PLFF Board of Directors has two new members: Carole VanDiver and Marianne Kalman. Both are also members of the Placentia Roundtable Women's Club. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-26: (Item 8)

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through January 2011; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for January 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for January 2011 (Item 14)

Acquisitions Report for January 2011 (Item 15)

Entrepreneurial Activities Report for January 2011 (Item 16)

GENERAL CONSENT

Personnel Report for January 2011 (Item 17)

Circulation Report for January 2011 (Item 18)

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

STAFF REPORTS

Library Director's Report for January 2011 (Item 20)

Information Technology Report for January 2011 (Item 21)

Children's Services Report for January 2011 (Item 22)

Adult Services Report for January 2011 (Item 23)

Web Site & Technology Report for January 2011 (Item 24)

PRESENTATION

A proclamation from the Board of Trustees was presented to Mr. Robert Turner during the President's Report. (Item 25)

NEW BUSINESS

CALTAC SPRING WORKSHOP

Library Director Contreras presented information on the upcoming California Association of Library Trustees and Commissioners (CALTAC) Spring workshop. There was discussion regarding availability to attend. It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the Library Director and possibly Trustee Shkoler to attend the

CALTAC Spring Workshop at the cost of \$20 per person plus mileage, with the expenses to be drawn from the General Fund: (Item 26)

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

PLD POLICY#4080 –
MEMBERSHIP IN
ASSOCIATIONS

Library Director Contreras presented current PLD Policy #4080.4 that states that the Board of Trustees will maintain membership and pay dues for the Library President and each full-time professional librarian for the American Library Association (ALA). She explained the costs and benefits of ALA membership. She recommended that the policy be amended to provide ALA membership to the Board President and the Library director and cease to provide ALA membership for “each full-time professional librarian.” It was moved by Trustee Turner and seconded by Trustee Wood to authorize an amendment to the PLD Policy #4080 – Membership in Associations as presented: (Item 27)

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

REQUEST TO
TRANSFER FUNDS

Business Manager Baltierra explained the need to transfer funds in the quantity of \$7,000 from Account 1900 – Specialized Services to Account 1800 – Office Supplies and \$5,000 from Account 1900 – Specialized Services to Account 1000 – Household Expenses. She further explained that the funds transfers would not change the currently approved budget amount. There was discussion regarding the specific accounts. Trustee Shkoler stated that the transfer would not reflect true cost accounting at the end of the year and suggested that a professional opinion be obtained. It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize a transfer of \$7,000 from Account 1900 – Specialized Services to Account 1800 – Office Supplies and \$5,000 from Account 1900 – Specialized Services to Account 1000 – Household Expenses as presented: (Item 28)

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

DATE SELECTION FOR
MAY 2012 BOARD
MEETING

Library Director Contreras offered alternate possible dates for the May 2012 Regular Board Meeting as one member will not be able to attend on the scheduled date of May 21, 2012. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to change the May 2012 Regular Meeting date to Thursday, May 24th: (Item 31)

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

AGENDA
PREPARATION

Agenda Preparation for the March Board of Trustees Meeting which will be held on Monday, March 21, 2012 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District on February 21, 2012 adjourned at 7:15 P.M.

NEXT MEETING The next meeting will be on march 19, 2012 at 6:30 P.M.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for February 2012
DATE: March 19, 2012

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: March 19, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	03/12/12	5466	\$ 13,804.40
FUND 707	03/12/12	5467	\$ 1,436.31
FUND 707	03/13/12	5468	\$ 16,940.25
		TOTAL	\$ 32,180.96

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: March 19, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	3/19/12	5469	\$ 38,318.67
707	3/19/12	5470	\$ 1,374.91
707	3/19/12	5471	\$ 4,063.53
707	3/19/12	5472	\$ 2,431.22
707	3/19/12	5473	\$ 1,186.53
707	3/19/12	5474	\$ 1,765.12
707	3/19/12	5475	\$ 613.83
707	3/19/12	5476	\$ 2,021.37
707	3/19/12	5477	\$ 3,449.53
707	3/19/12	5478	\$ 3,486.55
707	3/19/12	5479	\$ 1,561.62
707	3/19/12	5480	\$ 6,539.32
707	3/19/12	5481	\$ 3,291.90
707	3/19/12	5482	\$ 3,777.56
707	3/19/12	5483	\$ 2,593.55

Subtotal for Claims \$76,475.21

Payroll
On Demand Wire 3/23/12 48 \$40,000.00
4/04/12 49 \$40,000.00

Subtotal for Payroll \$80,000

**TOTAL
CURRENT CLAIMS
& PAYROLL \$156,475.21**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5469

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-7184 City of Anaheim P.O. Box 3222 Anaheim, CA 92805	03-07-12 L1000127	1900	0737		\$31,553.43		
VC-2775 OverDrive, Inc. 8555 Sweet Valley Drive, Suite N Cleveland, OH 44125	03-04-12 CD-0002006	2400	0760		\$5,500.00		
VC-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	02-13-12 0091292	2400	0760		\$3.30		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-22-11 1083024457	2400	0760		\$115.25		
	01-01-12 1083073113	2400	0760		\$37.06		
	01-16-12 1083120557	2400	0760		\$41.11		
	01-20-12 1083225269	2400	0760		\$37.07		
	01-27-12 1083284233	2400	0760		\$37.07		
	02-10-12 1083394481	2400	0760		\$28.98		
	02-10-12 1083403812	2400	0760		\$37.07		
					\$333.61		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-21-11 4010034433	2400	0760		\$95.74		
	12-22-12 4010035891	2400	0760		\$99.90		
	12-22-11 4010035996	2400	0760		\$44.73		
	12-27-11 4010032322	2400	0760		\$43.48		
	12-30-11 4010043117	2400	0760		\$621.92		
	12-30-12 W76570750	2400	0760		\$22.56		
					\$928.33		
TOTAL REMITTANCE:					\$38,318.67		

The claims listed above (totaling \$38,318.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5470

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-30-11	2400	0760				
	W76679650				\$48.23		
	01-09-12	2400	0760				
	W76978200				\$16.90		
	01-11-12	2400	0760				
	4010031284				\$40.98		
	01-11-12	2400	0760				
	4010031285				\$41.72		
	01-11-12	2400	0760				
	4010031286				\$18.95		
	01-11-12	2400	0760				
	4010031287				\$31.85		
	01-11-12	2400	0760				
	4010031288				\$36.67		
	01-11-12	2400	0760				
	4010031289				\$23.92		
	01-11-12	2400	0760				
	4010031291				\$17.89		
	01-11-12	2400	0760				
	4010031292				\$191.52		
01-11-12	2400	0760					
4010031293				\$95.38			
01-11-12	2400	0760					
4010031294				\$27.05			
01-11-12	2400	0760					
4010031295				\$33.63			
01-11-12	2400	0760					
4010031296				\$13.06			
01-11-12	2400	0760					
4010031297				\$144.19			
01-11-12	2400	0760					
4010031298				\$24.47			
01-11-12	2400	0760					
4010031299				\$122.88			
01-11-12	2400	0760					
4010039551				\$39.06			
01-11-12	2400	0760					
4010039552				\$118.41			
01-11-12	2400	0760					
4010039553				\$19.52			
01-11-12	2400	0760					
4010039554				\$87.78			
01-11-12	2400	0760					
4010039555				\$180.85			
					\$1,374.91		
TOTAL REMITTANCE:					\$1,374.91		

The claims listed above (totaling \$1,374.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5471

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-11-12	2400	0760				
	4010039556				\$33.62		
	01-11-12	2400	0760				
	4010039557				\$84.98		
	01-11-12	2400	0760				
	4010043107				\$802.34		
	01-12-12	2400	0760				
	4010034505				\$136.54		
	01-12-12	2400	0760				
	4010034506				\$899.87		
	01-13-12	2400	0760				
	4010034507				\$20.14		
	01-13-12	2400	0760				
	4010034508				\$17.89		
	01-13-12	2400	0760				
	4010034509				\$20.29		
	01-13-12	2400	0760				
	4010034510				\$20.17		
	01-13-12	2400	0760				
	4010034511				\$15.07		
01-13-12	2400	0760					
4010034512				\$289.60			
01-13-12	2400	0760					
4010034513				\$119.09			
01-13-12	2400	0760					
4010034515				\$99.65			
01-13-12	2400	0760					
4010034516				\$37.22			
01-13-12	2400	0760					
4010034517				\$31.88			
01-13-12	2400	0760					
4010034518				\$232.62			
01-13-12	2400	0760					
4010034519				\$64.91			
01-13-12	2400	0760					
4010034520				\$610.58			
01-13-12	2400	0760					
4010036034				\$20.16			
01-13-12	2400	0760					
4010036035				\$44.62			
01-13-12	2400	0760					
4010036036				\$61.10			
01-13-12	2400	0760					
4010036037				\$401.19			
				\$4,063.53			
TOTAL REMITTANCE:					\$4,063.53		
<p>The claims listed above (totaling \$4,063.53) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5472

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-13-12	2400	0760		\$228.30		
	4010036038						
	01-13-12	2400	0760		\$196.61		
	4010036039						
	01-17-12	2400	0760		\$174.49		
	4010043108						
	01-17-12	2400	0760		\$898.78		
	4010043109						
	01-17-12	2400	0760		\$15.11		
	4010043113						
	01-17-12	2400	0760		\$49.80		
	4010043114						
	01-19-12	2400	0760		\$20.81		
	4010043093						
	01-19-12	2400	0760		\$21.16		
	4010043094						
	01-19-12	2400	0760		\$38.36		
	4010043095						
	01-19-12	2400	0760		\$183.97		
	4010043096						
01-19-12	2400	0760		\$145.54			
4010043097							
01-19-12	2400	0760		\$53.44			
4010043098							
01-19-12	2400	0760		\$153.54			
4010043099							
01-19-12	2400	0760		\$18.56			
4010043100							
01-19-12	2400	0760		\$40.81			
4010043101							
01-19-12	2400	0760		\$15.11			
4010043102							
01-19-12	2400	0760		\$12.43			
4010043103							
01-19-12	2400	0760		\$17.65			
4010043104							
01-19-12	2400	0760		\$42.84			
4010043105							
01-20-12	2400	0760		\$61.09			
4010051924							
01-20-12	2400	0760		\$22.68			
4010051925							
01-20-12	2400	0760		\$20.14			
4010051926							
TOTAL REMITTANCE:					\$2,431.22		

The claims listed above (totaling \$2,431.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5473

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-20-12	2400	0760				
	4010051927				\$27.67		
	01-20-12	2400	0760				
	4010051928				\$20.16		
	01-23-12	2400	0760				
	4010049659				\$23.33		
	01-23-12	2400	0760				
	4010049660				\$13.74		
	01-23-12	2400	0760				
	4010049661				\$42.83		
	01-23-12	2400	0760				
	4010049662				\$40.14		
	01-23-12	2400	0760				
	4010049663				\$19.39		
	01-23-12	2400	0760				
	4010049664				\$222.84		
	01-23-12	2400	0760				
	4010049665				\$28.25		
	01-23-12	2400	0760				
	4010049666				\$18.91		
	01-23-12	2400	0760				
	4010049667				\$160.41		
	01-23-12	2400	0760				
4010049668				\$18.56			
01-23-12	2400	0760					
4010049669				\$32.69			
01-23-12	2400	0760					
4010049670				\$19.52			
01-23-12	2400	0760					
4010049671				\$14.48			
01-23-12	2400	0760					
4010049672				\$45.05			
01-23-12	2400	0760					
4010055043				\$138.98			
01-23-12	2400	0760					
4010055044				\$106.17			
02-06-12	2400	0760					
4010071940				\$101.94			
02-16-12	2400	0760					
W78453560				\$26.60			
02-16-12	2400	0760					
W78453840				\$30.64			
02-22-12	2400	0760					
4010073169				\$34.23			
					\$1,186.53		
TOTAL REMITTANCE:					\$1,186.53		
The claims listed above (totaling \$1,186.53) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5474

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-22-12	2400	0760		\$15.35		
	02-22-12	4010073171	2400	0760	\$45.32		
	02-22-12	4010073172	2400	0760	\$145.42		
	02-22-12	4010073174	2400	0760	\$18.87		
	02-22-12	4010073175	2400	0760	\$432.34		
	02-22-12	4010073176	2400	0760	\$120.02		
	02-22-12	4010073178	2400	0760	\$81.00		
	02-22-12	4010073179	2400	0760	\$36.03		
	02-23-12	4010085148	2400	0760	\$24.14		
	02-23-12	4010083872	2400	0760	\$21.16		
	02-23-12	4010083873	2400	0760	\$27.13		
	02-24-12	4010085901	2400	0760	\$15.09		
	02-24-12	4010082149	2400	0760	\$18.56		
	02-24-12	4010082150	2400	0760	\$262.60		
	02-24-12	4010082151	2400	0760	\$42.83		
	02-24-12	4010082152	2400	0760	\$53.69		
	02-24-12	4010082153	2400	0760	\$27.73		
	02-24-12	4010082154	2400	0760	\$78.71		
	02-24-12	4010082155	2400	0760	\$53.69		
	02-24-12	4010082156	2400	0760	\$28.56		
02-24-12	4010082158	2400	0760	\$31.16			
02-24-12	4010082159	2400	0760	\$185.72			
	02-24-12	4010082160	2400	0760	\$1,765.12		
TOTAL REMITTANCE:					\$1,765.12		
<p>The claims listed above (totaling \$1,765.12) 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.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5475

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-24-12	2400	0760				
		4010082161			\$34.74		
	02-24-12	2400	0760		\$15.09		
		4010083844			\$49.83		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	01-01-12	2400	0760		\$128.82		
		986153			\$128.82		
	02-01-12	2400	0760		\$128.82		
		992754			\$128.82		
	03-01-12	2400	0760		\$386.46		
		999232					
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	03-04-12	2400	0760		\$21.18		
		03750093					
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	02-17-12	2400	0760		\$78.18		
		7083455838			\$78.18		
	03-02-12	2400	0760		\$78.18		
		1083510382			\$156.36		
TOTAL REMITTANCE:					\$613.83		
<p>The claims listed above (totaling \$613.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5476

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-19-11	2400	0760		18.48		
	w7448580						
	02-02-12	2400	0760		26.60		
	w77933540						
	02-02-12	2400	0760		26.59		
	w77940680						
	02-02-12	2400	0760		26.57		
	w77977340						
	02-02-12	2400	0760		71.05		
	w78072460						
	02-02-12	2400	0760		26.60		
	w78074630						
	02-02-12	2400	0760		18.52		
	w78112460						
	02-03-12	2400	0760		34.68		
	w78111400						
	01-03-12	2400	0760		85.77		
	4010034452						
	01-05-12	2400	0760		21.77		
	4010048908						
01-12-12	2400	0760		18.15			
4010046339							
01-12-12	2400	0760		235.53			
4010055076							
01-13-12	2400	0760		59.70			
4010056159							
01-17-12	2400	0760		367.27			
4010043111							
01-17-12	2400	0760		559.73			
4010043112							
01-19-12	2400	0760		14.47			
w77483310							
01-19-12	2400	0760		41.16			
4010061914							
01-23-12	2400	0760		111.13			
w77700080							
01-23-12	2400	0760		26.59			
w77720110							
01-23-12	2400	0760		36.27			
4010055045							
01-23-12	2400	0760		78.35			
4010055046							
01-26-12	2400	0760		116.39			
4010068121							
					\$ 2,021.37		
TOTAL REMITTANCE:					\$ 2,021.37		

The claims listed above (totaling \$2,021.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____
Page Total: _____
(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5477

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-01-12	2400	0760				
	4010055047				15.07		
	02-01-12	2400	0760				
	4010055048				15.69		
	02-01-12	2400	0760				
	4010055049				86.34		
	02-01-12	2400	0760				
	4010055050				35.79		
	02-01-12	2400	0760				
	4010055051				41.15		
	02-01-12	2400	0760				
	4010055052				218.60		
	02-01-12	2400	0760				
	4010055053				42.86		
	02-01-12	2400	0760				
	4010055054				28.40		
	02-01-12	2400	0760				
	4010055055				16.98		
	02-01-12	2400	0760				
	4010055056				277.27		
02-01-12	2400	0760					
4010055058				78.54			
02-01-12	2400	0760					
4010055057				27.72			
02-01-12	2400	0760					
4010055059				20.17			
02-01-12	2400	0760					
4010055060				230.60			
02-01-12	2400	0760					
4010055061				639.85			
02-01-12	2400	0760					
4010055062				394.66			
02-01-12	2400	0760					
4010055063				1111.84			
02-01-12	2400	0760					
4010055064				57.02			
02-01-12	2400	0760					
4010056193				20.17			
02-01-12	2400	0760					
4010056194				21.42			
02-01-12	2400	0760					
4010056195				50.86			
02-01-12	2400	0760					
4010056196				18.53			
					\$3,449.53		
TOTAL REMITTANCE:					\$3,449.53		
<p>The claims listed above (totaling \$3,449.53) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5478

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-01-12	4010056197	2400	0760	44.53		
	02-01-12	4010056198	2400	0760	23.33		
	02-01-12	4010056199	2400	0760	20.14		
	02-01-12	4010056200	2400	0760	78.56		
	02-01-12	4010056201	2400	0760	154.93		
	02-01-12	4010056202	2400	0760	149.13		
	02-01-12	4010056203	2400	0760	1,119.33		
	02-01-12	4010056204	2400	0760	47.54		
	02-01-12	4010056205	2400	0760	34.00		
	02-01-12	4010056206	2400	0760	373.51		
	02-01-12	4010056207	2400	0760	97.87		
	02-01-12	4010056208	2400	0760	158.82		
	02-01-12	4010073035	2400	0760	482.99		
	02-07-12	4010079040	2400	0760	33.30		
	02-09-12	4010064514	2400	0760	20.14		
	02-09-12	4010064515	2400	0760	27.44		
	02-09-12	4010064516	2400	0760	308.35		
	02-09-12	4010064517	2400	0760	27.27		
	02-09-12	4010064518	2400	0760	58.81		
	02-09-12	4010064519	2400	0760	57.93		
	02-09-12	4010064520	2400	0760	18.56		
	02-09-12	4010064521	2400	0760	150.07		
	TOTAL REMITTANCE:					\$3,486.55	

The claims listed above (totaling \$3,486.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5479

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-09-12		2400	0760			
	4010064522		2400	0760	40.62		
	02-09-12	4010064523	2400	0760	332.73		
	02-09-12	4010064524	2400	0760	129.64		
	02-09-12	4010064525	2400	0760	14.48		
	02-09-12	4010064526	2400	0760	29.61		
	02-09-12	4010064527	2400	0760	25.62		
	02-09-12	4010064528	2400	0760	30.15		
	02-09-12	4010064529	2400	0760	141.54		
	02-09-12	4010064530	2400	0760	13.85		
	02-10-12	w78311030	2400	0760	170.81		
	02-10-12	4010071122	2400	0760	42.84		
	02-10-12	4010071123	2400	0760	17.89		
	02-10-12	4010071124	2400	0760	20.17		
	02-10-12	4010071125	2400	0760	120.90		
	02-10-12	4010071126	2400	0760	28.72		
	02-10-12	4010071127	2400	0760	12.43		
	02-10-12	4010071128	2400	0760	116.00		
	02-10-12	4010071129	2400	0760	27.47		
	02-10-12	4010071130	2400	0760	34.90		
	02-10-12	4010071131	2400	0760	15.66		
	02-10-12	4010071132	2400	0760	31.13		
	02-10-12	4010071133	2400	0760	164.46		
					\$1,561.62		
TOTAL REMITTANCE:					\$1,561.62		
<p>The claims listed above (totaling \$1,561.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5480

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC NUMBER	SC
Payee Name and Address	INVOICE #	REV/BS ACCT	OBJT	CATG			
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-10-12	2400	0760		647.82		
	4010071134	2400	0760		124.92		
	4010071135	2400	0760		12.43		
	4010071136	2400	0760		83.79		
	4010071137	2400	0760		187.10		
	4010071970	2400	0760		42.85		
	4010071971	2400	0760		127.55		
	4010071973	2400	0760		89.56		
	4010071974	2400	0760		42.16		
	4010071975	2400	0760		8.98		
	4010071976	2400	0760		15.66		
	4010071977	2400	0760		754.97		
	4010071978	2400	0760		1,559.71		
	4010071979	2400	0760		915.69		
	4010083912	2400	0760		58.90		
	w78371320	2400	0760		36.08		
	4010073037	2400	0760		26.60		
	w78392430	2400	0760		26.60		
	w78455440	2400	0760		14.47		
	w78458490	2400	0760		38.37		
	4010090762	2400	0760		42.42		
	4010073170	2400	0760		1,682.69		
	4010073173	2400	0760		\$6,539.32		
TOTAL REMITTANCE:					\$6,539.32		

The claims listed above (totalling \$6,539.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5481

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-22-12	2400	0760		670.13		
	4010073177						
	02-22-12	2400	0760		184.35		
	4010093124						
	02-23-12	2400	0760		239.17		
	w78629730						
	02-23-12	2400	0760		257.39		
	4010083874						
	02-24-12	2400	0760		30.61		
	w78557510						
	02-24-12	2400	0760		173.70		
	w78628680						
	02-24-12	2400	0760		14.47		
	w78629740						
	02-24-12	2400	0760		28.96		
	w78740480						
	02-24-12	2400	0760		368.42		
	4010082162						
	02-24-12	2400	0760		23.18		
	4010082163						
02-24-12	2400	0760		37.97			
4010082164							
02-24-12	2400	0760		91.16			
4010082165							
02-24-12	2400	0760		33.90			
4010082166							
02-24-12	2400	0760		25.45			
4010082167							
02-24-12	2400	0760		64.79			
4010082168							
02-24-12	2400	0760		407.65			
4010082169							
02-24-12	2400	0760		80.68			
4010082171							
02-24-12	2400	0760		66.76			
4010082172							
02-24-12	2400	0760		10.07			
4010082173							
02-24-12	2400	0760		112.84			
4010082174							
02-24-12	2400	0760		355.88			
4010082175							
02-24-12	2400	0760		14.37			
4010082176							
TOTAL REMITTANCE:					\$3,291.90		
The claims listed above (totaling \$3,291.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5482

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-24-12	4010082178	2400	0760	37.70		
	02-24-12	4010082179	2400	0760	125.25		
	02-24-12	4010082180	2400	0760	17.65		
	02-29-12	4010083831	2400	0760	151.87		
	02-29-12	4010083832	2400	0760	36.40		
	02-29-12	4010083833	2400	0760	666.50		
	02-29-12	4010083834	2400	0760	623.57		
	02-29-12	4010083835	2400	0760	448.84		
	02-29-12	4010083836	2400	0760	587.40		
	02-29-12	4010099301	2400	0760	206.78		
	02-29-12	4010099357	2400	0760	140.45		
	03-02-12	w78768870	2400	0760	22.56		
	03-02-12	w78771800	2400	0760	46.77		
	03-02-12	w78895980	2400	0760	24.11		
	03-02-12	w78947730	2400	0760	37.02		
	03-02-12	4010083877	2400	0760	59.42		
	03-02-12	4010083878	2400	0760	40.75		
	03-02-12	4010083879	2400	0760	17.68		
	03-02-12	4010083880	2400	0760	14.39		
	03-02-12	4010083881	2400	0760	19.55		
	03-02-12	4010083882	2400	0760	411.29		
	03-02-12	4010083883	2400	0760	41.61		
	TOTAL REMITTANCE:					\$3,777.56	

The claims listed above (totaling \$3,777.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 5483

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-02-12	4010083884	2400	0760	34.62			
	03-02-12	4010083885	2400	0760	42.60			
	03-02-12	4010083886	2400	0760	85.53			
	03-02-12	4010083887	2400	0760	1027.39			
	03-02-12	4010083888	2400	0760	87.35			
	03-02-12	4010083889	2400	0760	348.34			
	03-02-12	4010083890	2400	0760	327.96			
	03-02-12	4010083891	2400	0760	527.42			
	03-05-12	4010098722	2400	0760	51.19			
	03-06-12	w78895990	2400	0760	24.11			
	03-12-12	w79004620	2400	0760	22.57			
	03-12-12	w79007800	2400	0760	14.47			
						\$2,593.55		
	TOTAL REMITTANCE:					\$2,593.55		
	The claims listed above (totaling \$2,593.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 48

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-23-12 Payroll #20 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/19/12
REPORT NO: 49

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-04-12 Payroll #21 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: March 19, 2012

Fiscal Year 2011-2012							
	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
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012						0.00	0.00
04/30/12						0.00	0.00
5/31/2012						0.00	0.00
6/30/2012						0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00

Fiscal Year 2010-2011							
	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
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	388,173.78	0.00	388,173.78	0.00
Impact Fees	0.00	0.00	0.00	66,684.20	0.00	66,684.20	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

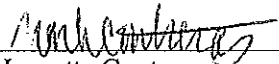
SUBJECT: Financial Reports through February 2012 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger

DATE: March 19, 2012

Summary of Cash and Investments as of February 29, 2012

Cash with Orange County Treasurer Fund 707	1,471,455.26
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees with Orange County Treasurer (Restricted)	125,627.48
General Fund Checking – Bank of the West	18,235.49
General Fund Savings – Bank of the West	505,584.72
Payroll Checking – Wells Fargo Bank	218,071.33
Total Cash and Investments	2,753,763.38

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
February 29, 2012

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,730,412	981,894	748,518	56.7%
6220	Property Taxes - Current Unsecured	69,801	59,390	10,411	85.1%
6230	Property Taxes - Prior Secured	0	-	-	0.0%
6240	Property Taxes - Prior Unsecured	0	-	-	0.0%
6250	Taxes - Spec Dist Augmentation	0	3,979	(3,979)	0.0%
6280	Property Taxes - Curr Supplemental	22,366	8,149	14,217	36.4%
6300	Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540	Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
	Sub Total		<u>1,056,057</u>		
REVENUE FROM USE OF MONEY & PROP'Y					
6610	Interest	0	5,007	(5,007)	0.0%
	Sub Total		<u>5,007</u>		
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	15,368	7,573	7,795	49.3%
6970	State - Other	0	4,377	(4,377)	0.0%
	Sub Total		<u>11,951</u>		
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)				
	Fines & Fees	60,000	22,687	37,313	37.8%
	Passport	60,000	52,443	7,557	87.4%
	Meeting Room Fees	7,000	5,175	1,825	73.9%
	DVD Rentals	5,500	4,162	1,339	75.7%
	Test Proctor	2,000	2,950	(950)	147.5%
	Sub Total		<u>87,416</u>		
7680	6-MO Expired (Outlawed) Checks	0	-	-	0%
	YTD Actual		<u>1,160,431</u>		
	FY 10/11 Funds Available	110,000	110,000		
		TOTAL REVENUES FY 11/12:	2,082,447	812,016	61.0%
MISCELLANEOUS REVENUES (Restricted)					
	Impact Fees	0	58,931	(58,931)	0%
	City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

February 29, 2012

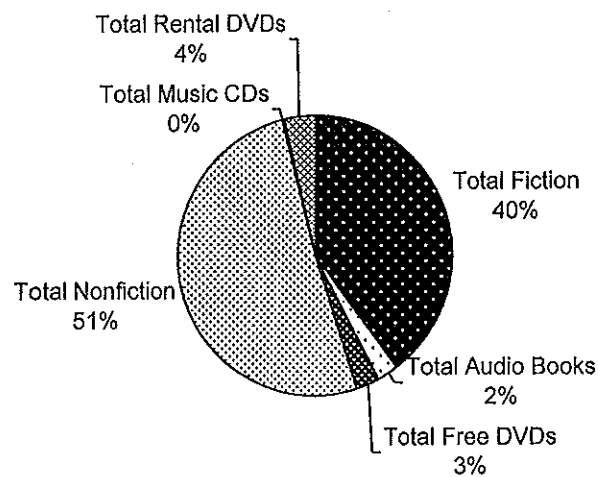
67% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	619,832	0.62	\$386,825
0200	Retirement	77,589	35,538	0.46	\$42,051
0301	Unemployment Insurance	15,000	8,704	0.58	\$6,296
0306	Health Insurance	146,979	82,194	0.56	\$64,785
0306-0770	Employee Assistance Program	822	402	0.49	\$420
0308	Dental Insurance	16,028	10,686	0.67	\$5,342
0309	Life Insurance	7,928	4,264	0.54	\$3,664
0310	AD & D Insurance	4,308	2,425	0.56	\$1,883
0319	Vision Insurance	2,734	1,601	0.59	\$1,133
0350	Workers' Compensation Insurance	10,500	1,791	0.17	\$8,709
	TOTAL	\$1,288,545	\$767,438	0.60	\$521,107
SERVICES & SUPPLIES					
0700	Communications	13,000	5,282	0.41	\$7,718
0900	Food	1,000	1,183	1.18	-\$183
1000	Household Expenses	13,000	8,925	0.69	\$4,075
1100	Library Insurance	15,000	11,929	0.80	\$3,071
1300	Maintenance, Equipment	20,000	13,487	0.67	\$6,513
1400	Maintenance, Buildings & Improvements	131,400	16,955	0.13	\$114,445
1600	Memberships	12,000	12,524	1.04	-\$524
1800	Office Expenses	28,486	21,419	0.75	\$7,067
1803	Postage	4,000	2,954	0.74	\$1,046
1900	Prof./Specialized Services	107,500	36,333	0.34	\$71,167
1912	Investment Administrative Fees	1,500	608	0.41	\$892
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	282	0.56	\$218
2200	Rents & Leases - Buildings & Improvements	35,000	21,134	0.60	\$13,866
2400	Books/Library Materials	236,736	70,858	0.30	\$165,878
2600	Transportation & Travel	2,000	911	0.46	\$1,089
2700	Meetings	11,000	9,081	0.83	\$1,919
2800	Utilities	85,000	43,273	0.51	\$41,727
	TOTAL	\$718,122	\$277,138	0.39	\$440,984
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$8,139	1.16	-\$1,139
	OPERATING EXPENSES	\$2,013,667	\$1,052,715	0.52	\$960,952
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$3,692	0.15	\$21,308
4200	Structures/Improvements	20,000	\$1,950	0.10	\$18,050
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$5,642	0.08	\$63,138
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$1,058,356	0.51	\$1,024,091
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF FEB. 2012

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$32,225	1,904	2,227
Total Non-Fiction	\$41,611	807	1,779
Total Music CDs	\$144	7	7
Total Audio Books	\$2,010	59	59
Total Free DVDs	\$2,266	98	120
<u>Total Rental DVDs</u>	<u>\$3,030</u>	<u>87</u>	<u>103</u>
TOTAL MATERIALS	\$81,285	2962	4295



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 2011-2012 THROUGH THE MONTH OF FEBRUARY 2012

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$9,812	499	\$479	17	\$10,291	516	\$511	18	\$10,802	534
Adult Non-Fiction	\$7,559	338	\$300	8	\$7,859	346	\$118	5	\$7,957	351
Adult Reference	\$538	10	\$0	0	\$538	10	\$225	3	\$763	13
Adult magazines	\$4,454	89	\$0	0	\$4,454	89	\$0	0	\$4,454	89
Adult on-line databases	\$19,469	4	\$0	0	\$19,469	4	\$0	0	\$19,469	4
Total Adult Non-Fiction	\$32,000	441	\$300	8	\$32,300	449	\$343	8	\$32,643	457
TOTAL ADULT PRINT MATERIALS	\$41,812	940	\$779	25	\$42,591	965	\$854	26	\$43,445	991
Adult Music CDs	\$26	1	\$0	0	\$26	1	\$1,206	68	\$1,232	69
Adult Audio Books	\$1,766	52	\$118	5	\$1,904	57	\$0	0	\$1,904	57
Adult Free DVDs	\$786	29	\$0	0	\$786	29	\$75	4	\$861	33
Adult Rental DVDs	\$1,906	64	\$0	0	\$1,906	64	\$65	4	\$1,991	68
TOTAL ADULT NON-PRINT MATERIALS	\$4,503	146	\$118	5	\$4,622	151	\$1,366	76	\$5,987	227
TOTAL ADULT MATERIALS	\$46,316	1086	\$897	30	\$47,213	1,116	\$2,220	102	\$49,432	1,218
Juvenile Fiction	\$16,021	941	\$0	0	\$16,021	941	\$87	14	\$16,108	955
Young Adult Fiction	\$6,392	464	\$0	0	\$6,392	464	\$0	2	\$6,392	466
Total Juvenile Fiction	\$22,413	1,405	\$0	0	\$22,413	1,405	\$87	16	\$22,500	1,421
Juvenile Non-Fiction	\$6,207	285	\$321	14	\$6,528	299	\$20	1	\$6,548	300
Young Adult Non-Fiction	\$1,430	64	\$0	0	\$1,430	64	\$0	0	\$1,430	64
Juvenile Reference	\$990	2	\$184	3	\$1,174	5	\$41	4	\$1,215	9
Juvenile Magazines	\$585	14	\$585	14	\$585	14	\$0	0	\$585	14
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Juvenile Non-Fiction	\$9,610	366	\$505	17	\$10,115	383	\$81	5	\$10,176	388
TOTAL JUVENILE PRINT MATERIALS	\$32,023	1,771	\$505	17	\$32,528	1,788	\$148	21	\$32,676	1,809
Juvenile Music CDs	\$118	6	\$0	0	\$118	6	\$0	0	\$118	6
Juvenile Audio Books	\$224	7	\$0	0	\$224	7	\$0	0	\$224	7
Juvenile Free DVDs	\$1,480	69	\$0	0	\$1,480	69	\$0	0	\$1,480	69
Juvenile Rental DVDs	\$1,124	23	\$0	0	\$1,124	23	\$0	0	\$1,124	23
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,946	105	\$0	0	\$2,946	105	\$0	0	\$2,946	105
TOTAL JUVENILE MATERIALS	\$34,969	1876	\$505	17	\$35,474	1893	\$148	21	\$35,622	1914
Total Fiction	\$32,225	1,904	\$479	17	\$32,704	1,921	\$598	34	\$33,302	1,955
Total Non-Fiction	\$41,611	907	\$805	25	\$42,416	932	\$404	13	\$42,819	945
Total Music CDs	\$144	7	\$0	0	\$144	7	\$1,206	68	\$1,350	75
Total Audio Books	\$2,010	59	\$118	5	\$2,128	64	\$0	0	\$2,128	64
Total Free DVDs	\$2,266	98	\$0	0	\$2,266	98	\$75	4	\$2,341	102
Total Rental DVDs	\$3,030	87	\$0	0	\$3,030	87	\$65	4	\$3,115	91
TOTAL MATERIALS	\$81,285	2962	\$1,402	47	\$82,687	3009	\$2,368	123	\$85,055	3132

Outstanding Orders as of February 2012

Adopt-a-book
\$216

General Fund
\$72,041

TOTAL
\$72,257

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for February 2012
DATE: March 19, 2012

Net Revenue Summary February 2012

			YTD	YTD
	Feb-12	Feb-11	2011-2012	2010-2011
Passport	9,250.00	9,075.00	42,975.00	46,911.00
Passport Photos	1,956.00	2,052.00	9,468.00	9,884.00
Test Proctor	150.00	300.00	2,950.00	1,550.00
Meeting Room	445.00	1,745.00	5,175.00	6,029.00
DVD Rentals	531.50	462.51	4,161.50	5,069.01
Total	12,332.50	13,634.51	64,729.50	69,443.01

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for February 2012
DATE: March 19, 2012

			YTD	YTD
	Feb-12	Feb-11	2011-2012	2010-2011
Separation	0	0	0	2
Retirement	0	0	1	0
Appointments	0	0	5	2
Open Positions	1	0	2	1
Workers' Compensation Leave	0	0	0	0
Total	1	0	8	5

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (10 hours)

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: March 19, 2012

MONTHLY STATISTICS

February 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Feb-12	Feb-11		2011-12	2010-11	% change
New Patron Registrations	322	284		2,691	2,624	2.6%
Total Circulation	15,482	16,225		133,374	144,603	-8.4%
Total Active Borrowers	9,330	9,327		76,174	75,598	0.8%
Attendance*	24,984	12,728		188,018	137,782	36.5%
Registered Card Holders**	29,203	32,666		231,911	253,053	-8.4%
Adult Fiction	2,578	2,815		23,102	25,779	-10.4%
Adult Nonfiction	1,833	2,312		15,457	19,496	-20.7%
Adult Magazines	257	259		2,141	2,598	-17.6%
Adult Music CDs	222	363		1,801	2,878	-37.4%
Adult Audio Books	536	591		4,595	5,424	-15.3%
Adult Free DVDs	325	372		2,440	2,704	-9.8%
Adult Rental DVDs	503	449		3,627	4,309	-15.8%
Overdrive E-Books***	130	3		766	119	543.7%
Overdrive Audio Books***	66	7		577	158	265.2%
JV Fiction	5,510	5,310		51,248	51,068	0.4%
YA Fiction	717	534		6,671	5,751	16.0%
JV Nonfiction	1,547	1,608		9,560	10,176	-6.1%
YA Nonfiction	62	42		460	296	55.4%
JV Magazines	0	2		28	28	0.0%
JV Music CDs	55	31		246	277	-11.2%
JV Audio Books	36	32		301	207	45.4%
JV Free DVDs	667	672		5,886	6,890	-14.6%
JV Rental DVDs	172	160		1,663	1,461	13.8%

* Begun patron count mid-February 11 due to flooring project. ** Inactive accounts removed August 2011.

*** First ever recorded Overdrive subscription was in February 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		733	364	646	666	426	2,835
10:00		407	644	469	424	1,179	3,123
11:00		385	773	565	537	838	3,098
12:00		387	604	734	304	817	2,846
1:00	1,138	313	554	641	513	1,286	4,445
2:00	1,180	440	561	892	596	1,280	4,949
3:00	1,223	551	683	1,098	678	835	5,068
4:00	812	687	952	1,245	1,026	1,012	5,734
5:00		866	1,266	1,367	1,087		4,586
6:00		939	1,031	1,435	959		4,364
7:00		755	1,626	1,027	2,843		6,251
8:00		370	647	990	662		2,669
Total/Day	4,353	6,833	9,705	11,109	10,295	7,673	49,968
* Grand Total							24,984

*Since our patron count machine counts each patron every time they walk in & out of the library, the total reflected is larger than the grand total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1	0	1	3	8	13
10:00		1	1	3	2	27	34
11:00		2	2	1	2	23	30
12:00		0	1	3	0	18	22
1:00	15	1	1	1	0	21	39
2:00	25	0	0	6	1	22	54
3:00	17	4	3	7	4	13	48
4:00	6	4	2	4	11	5	32
5:00		6	10	6	6		28
6:00		4	10	3	23		40
7:00		13	2	1	5		21
8:00		3	4	1	1		9
Total/Day	63	39	36	37	58	137	370
Grand Total							370

STAFF ACTIVITY

February 07, 2012- Staff organized chairs in the meeting room for Pre-School story time.
February 09, 2012- Staff organized the meeting room for Lap-Sit story time.
February 09, 2012- Staff organized for P-Tac program.
February 15, 2012- Fernando attended Liebert, Cassidy, and Whitmore training in Buena Park.
February 15, 2012- Staff organized equipment for Cops story time.
February 16, 2012- Fernando met with Katie to train on book processing.
February 16, 2012- Fernando met with Lori to discuss the surge/shelving of new Children's books.
February 16, 2012- Fernando met with Yesenia to discuss personnel issues.
February 17, 2012- Fernando trained Jesus with book processing.
February 20, 2012- Fernando met with Estella to discuss the 3 Phases of new book receiving.
February 21, 2012- Fernando participated in supervisors meeting.
February 21, 2012- Fernando attended the board meeting.
February 22, 2012- Esther Guzman returned from medical leave.
February 22, 2012- Jesus, Estella, Esther, and Vanita attended the department meeting.
February 22, 2012- Jesus, Estella, Esther, and Vanita attended all staff meeting.
February 22, 2012- Fernando reported department events at the all staff meeting.
February 25, 2012- Staff organized the meeting room for Super Star story time.
February 28, 2012- Fernando participated in supervisors meeting.
February 29, 2012- Fernando trained Beatrice with invoices.
February 29, 2012- Fernando met with Shawn to discuss schedule changes.
February 29, 2012- Fernando met with Laura Mitchell to discuss schedule changes.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Staff continues to shelve read the History Room.
Staff is receiving, invoicing and processing acquisitions.

NEW PROJECTS AND ACTIVITIES

Fernando and Jesus will work on a Passport marketing campaign.
Fernando will train Ed with the disk cleaning machine.
Staff will relocate the young adult graphic novels.
Fernando will train two new volunteers to sort and shelve library items.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: City of Placentia Invoices

DATE: March 19, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	4,655.21
12-Feb						
12-Mar						
12-Apr						
12-May						
12-Jun						
	TOTAL	\$31,832.53	\$10,167.49	\$997.50	\$53.52	\$43,051.04
	AVG	4,547.50	1,452.49	142.50	8.92	6,150.14

* City Billing Not Received

FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
10-Jul	8/31/2010	6,892.73	1,452.50	142.50	14.42	\$8,502.15
10-Aug	10/12/2010	6,848.56	1,425.50	142.50	*	\$8,443.56
10-Sep	10/28/2010	6,571.73	1,452.50	142.50	*	\$8,166.73
10-Oct	11/23/2010	4,688.88	1,452.50	142.50	*	\$6,283.88
10-Nov	12/8/2010	3,832.05	1,452.50	142.50	*	\$5,427.05
10-Dec	2/1/2011	3,337.15	1,452.50	142.50	*	\$4,932.15
11-Jan	2/15/2011	3,412.40	1,452.50	142.50	7.68	\$5,015.08
11-Feb	3/17/2011	3,401.08	1,452.50	142.50	7.64	\$5,003.72
11-Mar	5/11/2011	3,477.15	1,452.50	142.50	7.64	\$5,079.79
11-Apr	5/11/2011	3,620.66	1,452.50	142.50	7.61	\$5,223.27
11-May	7/5/2011	3,800.48	1,452.49	142.50	7.61	\$5,403.08
11-Jun	*	*	*	*	*	*
	TOTAL	49,882.87	15,977.49	1,567.50	52.6	\$67,480.46
	AVG	4,534.80	1,452.49	142.5	4.78	\$6,134.58

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for February 2012
DATE: March 19, 2012

Accomplishments

- Continued to meet with supervisors to discuss the Fiscal Year 2012-2013 budget.
- Secured \$7,000 from the Placentia Library Friends Foundation (PLFF) for the Summer Reading Program.
- Finalized publicity for the Easter Eggcitement event.
- Submitted the CDBG grant.
- Worked with the Business Manager and Circulation Supervisor on personnel matters.

Meetings

- Library Board of Trustees meeting – February 21st
- Manager's meeting – February 28th
- Staff Meeting – February 22nd
- PLFF Meeting – February 13th
- Easter Eggcitement Meetings – February 9th, 14th & 27th
- Rotary Meetings – February 1st, 8th, 15th, 22nd, 23rd & 29th
- Interact Meetings – February 6th, 13th, 22nd
- Placentia Roundtable Women's Club – February 1st
- Orange County Library Director's Meeting – February 9th

Community Events / Functions

- City Council meeting for Proclamation presentation by Mayor Yamaguchi to Interact Club – February 7th
- State of the City – February 23rd

Projects in Progress

- Easter Eggcitement
- Summer Reading Celebration
- Budget 2012-2013
- Strategic Plan
- Technology plan

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for February 2012
DATE: March 19, 2012

Report is not available due to position vacancy.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for February 2012

DATE: March 19, 2012

MONTHLY STATISTICS

Childrens Desk Activity

	February 2012	February 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	47	57	327	425	-23.06%
In person reference/research:	749	751	5299	5511	-3.85%
Total Reference	796	808	5626	5936	-5.22%
Total Number of Programs	42	24	286	191	49.74%
Total Programs Attendance	1272	738	11057	7171	54.19%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	31
Preschool Story Times I & II: 3-6 years	8	197
Pocket Tales: Stories, music, and movement.	5	163
C.O.P.S.	1	26
Lap Sit 24 months & younger	4	220
P-TAC	2	68
Family Game Day	1	29
Super S.T.A.R.	1	34
Homework Club	15	241
2/4 Lunar New Year Celebration	1	125

2/11 Valentine's Day Stories & Crafts	1	96
2/15 Eastside Christian Preschool	1	12
Total February 2012	42	1,272
Total February 2011	24	738
Current FY to date	286	11,057
Previous FY to date	191	7,171

Achievements:

- Children's department staff displayed pictures and information about the PLFF Author's Luncheon for the library display case for February.
- Lori Worden attended an LCW training class on "Prevention and Control of Absenteeism and Abuse of Leave" on Feb. 15.
- Lori Worden attended Easter Eggcitement planning meetings and is working with the committee on plans for this program.
- Coleen Wakai attended Mindfulness training classes. (Attendance at this workshop was sponsored by Dixie Shaw.)
- Lori Worden attended a Baker & Taylor Children's and Teen Services Spring book preview workshop at Fullerton Public Library on Feb. 23.
- Lori Worden attended the library Board of Trustees meeting on Feb. 21.
- Children's staff attended the All-staff meeting on Feb. 22.
- Lori Worden attended a program at St. Joseph elementary school to thank community workers on Feb. 1.
- Brenda Ramirez attended a REFORMA meeting on Feb. 2.

In progress:

- Children's staff continue ordering materials for the Children's and Young Adult collections and managing their respective collections.
- Lori Worden and Brenda Ramirez are assisting with plans for the Easter Eggcitement program.
- Children's staff members are making plans for the Summer Reading Program for children and teens.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Technical Services Librarian
SUBJECT: Adult Services Monthly Activity Report for February 2012
DATE: MARCH 19, 2012

MONTHLY STATISTICS

Adult Services Programs

**February
2012**

February 1, 2012	Play Reading: For Her CHE-ild's Sake	0
February 14, 2012	Book Discussion: Silenced by Syrah	7
February 7, 2012	Computer Workshop: Part 1	9
February 11, 2012	Volunteer Orientation	27
February 14, 2012	Computer Workshop: Part 2	7
February 21, 2012	Computer Workshop: Part 3	6
February 15, 2012	League of Women Voters : Privatization	30
February 29, 2012	League of Women Voters : Privatization	22
		108

Reference Desk Activity

	February 2012	February 2011	Y-T-D 2011-2012	Y-T-D* 2010-11	Y-T-D % change
Reference -- in person	815	894	6581	8292	-20.63%
Reference -- telephone	270	286	2244	2633	-14.77%
Reference -- email/chat	3	0	25	1	2400.00%
Technology assistance	247	480	2976	5252	-43.34%
Guest passes	125	142	1368	1276	7.21%
Adult and Children's computer use (desktops)	2700	2940	22172	23285	-4.78%
Adult computer usage (desktop)*	2193	0	18806	0	0.00%
Public computer use (express laptops)**	610	312	6625	7374	-10.16%
In library use -- cleanup	3494	2736	25440	27493	-7.47%
Adult Program Attendance	108	66	778	707	10.04%

**No data available for FY 10-11*

***Only 1 laptop in use due to flooring project*

Volunteer Hours

	February 2012	February 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	6	40	259.5	304	-14.64%
PLFF	455.75	511	3604.8	3481	3.56%
General Library	432.75	106	4860	2857.5	70.08%
Technology	67.5	64	436.75	255.25	71.11%
Homework Club	121.5	88	871.25	547	59.28%
Adult Literacy Tutors	110.5	92	383.75	409	-6.17%
PTAC	215	179.25	966	526	83.65%
Total Volunteer Hours	1409	1080.25	7742.5	6107.3	26.78%

History Room Activity

	February 2012	February 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	6	12	63	69	-8.70%
History Room Volunteers	1	3	10	24	-58.33%

Adult Literacy Services

February
2012

<u>Number of Tutors</u>	10
<u>Number of Students</u>	20
<u>Total Number of Participants</u>	30

***No data for FY 2010-2011**

Computer Literacy Services

February
2012

<u>Number of Tutors</u>	1
<u>Number of Students</u>	1
<u>Total Number of Participants</u>	2

***No data for FY 2010-2011**

ACHIEVEMENTS

- *Katie Matas* proctored 3 exams.
- *Katie Matas and Noreth Men* created a PowerPoint presentation for the Artists PowerPoint on Charles Russell.
- *Katie Matas* coordinated the February 1st Play Reading of *For Her Child's Sake*.
- *Jeannie Killianey* led the February 14th book discussion of *Silenced By Syrah* by Michele Scott.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* instructed 2 computer workshops.
- *Jeannie Killianey* is coordinating the Computer Literacy tutoring program.
- *Katie Matas* interviewed and tested 2 new Adult Literacy Students.
- *Wendy Townsend* completed the Infopeople workshop "Developing Online Tutorials for Patron and Staff Instruction".
- *Wendy Townsend* wrote a book review featured in the *OC Register* article "Books with Great Love Stories".
- *Wendy Townsend* secured a donation of refreshments for "The Stories of Cesar Chavez" program.
- *Wendy Townsend* instructed 1 computer workshop.
- *Jeannie Killianey and Wendy Townsend* created 2 new books displays featuring Valentine's Day and award winning DVDs and television.
- *Wendy Townsend* updated the Placentia Library's Volunteer Match webpage and added 2 new volunteer postings.
- *Wendy Townsend* led the volunteer orientation on February 11, 2012.
- *Wendy Townsend* placed 20 new volunteers in volunteer positions throughout the library.
- *Wendy Townsend* created the invitation and invitation list for the premier of the DVD "Placentia: A Pleasant Place".

MEETINGS

- *Wendy Townsend* attended 1 staff meeting.
- *Wendy Townsend* attended the reception for Mr. Turner.
- *Katie Matas* attended 1 manager/supervisor meeting.
- *Wendy Townsend* met with 3 new literacy tutors.
- *Wendy Townsend* met with *Yesenia Baltierra* and *Jeanette Contreras* to discuss updating the volunteer application.
- *Wendy Townsend* assisted 6 patrons with specific History Room reference requests.
- *Wendy Townsend* met with Pat Irot and Pat Jertberg to learn the process of entering new items into the History Room database.
- *Wendy Townsend* attended the Placentia Historical Committee meeting.

IN PROGRESS

- *Katie Matas* is preparing for the March Play Reading Program.
- *Katie Matas* is preparing for the March Book Discussion of *Hotel on the Corner of Bitter and Sweet* by Jamie Ford.
- *Jeannie Killianey* is coordinating 2 computer workshops for March.

- *Jeannie Killianey* is preparing to instruct 1 computer workshop for March.
- *Wendy Townsend* is preparing for the premier of the Placentia Historical Places DVD.
- *Wendy Townsend* started the Infopeople workshop “Developing Online Tutorials for Patron and Staff Instruction”.
- *Katie Matas and Wendy Townsend* are working to continue the Adult Literacy program and tutor training.
- *Katie Matas, Jennie Killianey and Wendy Townsend* have begun planning the Adult Summer Reading Program events.
- *Katie Matas and Wendy Townsend* are working on the library program “The Stories of Cesar Chavez.”
- *Wendy Townsend* is updating the volunteer application, orientation materials and presentation.
- *Wendy Townsend* is working to fill library volunteer openings for March and April.
- *Marisa Timothy and Wendy Townsend* are working on the DVD premiere of “Placentia: A Pleasant Place”.
- *Katie Matas and Wendy Townsend* are making sure all History Room books have security strips.
- *Fernando Maldonado* and the *Circulation Staff* are shelf reading the History Room books.
- *Wendy Townsend* is identifying, cataloguing, scanning and storing new photographs and materials for the History Room collection.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for February 2012
DATE: March 19, 2012

MONTHLY STATISTICS

On-line database usage

	February 2012	February 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	78	668	374	2,734	-86%
Heritage Quest	497	329	3,807	3,801	0%
Novelist	53	34	275	192	43%
Tumblebooks	404	513	2,339	2,094	12%
Reference USA	416	63	793	565	40%
TOTAL DATABASE USAGE			7,588	9,386	-19%

**Website
Traffic**

	February 2011	February 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	18,951	19,149	164,986	142,142	16%
Page Hits	37,881	34,453	315,429	286,228	10%

ACHIEVEMENTS

- *Katie Matas* met with a library technology student to discuss purchasing materials from vendors.
- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amendment Recommendation to Placentia Library District Policy #2020 -- Vacations

DATE: March 19, 2012

BACKGROUND

At the Library Board of Trustees Work Session Meetings on January 25, 2012 and February 21, 2012, Placentia Library District Policy was discussed as part of the Fiscal Year 2012-2013 Budget Preparation.

The recommended amendments to Policy #2020 – Vacations were the results from feedback from library staff with recommendations from the Library Director at the December 16, 2011 Staff Development Day. The amendments include:

- 2020.2 a Change Annual Accruals for employee with four years of service from 80 hours to 72 hours.
- 2020.2 b Change Annual Accruals for employees with five to nine years of service from 120 hours to 104 hours.
- 2020.2 c Change Annual Accruals for employees with more than nine years of service from 160 hours to 144 hours.
- 2020.5 Change Vacation Total Accumulation from 240 hours to 160 hours.

Attachment A is the recommended amendments to Placentia Library District Policy #2020 – Vacations.

RECOMMENDATION

Adopt amended Placentia Library District Policy #2020 – Vacations as presented inclusive of feedback from the Library Board of Trustees.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

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

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

- (a) During the first four years of continuous work, seventy-two~~eighty~~ (72~~80~~) hours.
- (b) Five through nine years of service, one hundred four~~ty~~ (104~~20~~) hours.
- (c) After nine years of service, one hundred forty-four~~sixty~~ (144~~60~~) hours.
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

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

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

2020.5 Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 160~~240~~ hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

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

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

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

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

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

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

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

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amendment Recommendation to Placentia Library District Policy
#2030 -- Holidays

DATE: March 19, 2012

BACKGROUND

At the Library Board of Trustees Work Session Meetings on January 25, 2012 and February 21, 2012, Placentia Library District Policy was discussed as part of the Fiscal Year 2012-2013 Budget Preparation.

The recommended amendments to Policy #2030 – Holidays were the results from feedback from library staff with recommendations from the Library Director at the December 16, 2011 Staff Development Day. The amendment includes:

2030.1 Change Holidays Eligibility from all regular full-time and part-time employees to only regular full-time employees.

Attachment A is the recommended amendments to Placentia Library District Policy #2030 – Holidays.

RECOMMENDATION

Adopt amended Placentia Library District Policy #2030 – Holidays as presented inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and ~~part-time~~ employees, ~~who work twenty hours or more per week.~~

2030.2 The following days will be recognized and observed as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. ~~Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.~~

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 When a holiday occurs on a Monday, the full-time and ~~regular part-time~~ staff will be subject to different work schedules for that work week so that each full-time and ~~regular part-time~~ staff member will work at least one holiday weekend per year and receive at least two four-day weekends per year. The scheduling supervisors will strive to give each full-time and ~~regular part-time~~ staff member who works on a holiday weekend, two days off in succession during the week with the Monday holiday.

2030.7 Any employee who works on any of the holidays listed above will be paid for all hours worked at the rate of time and one-half (1½) the regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amendment Recommendation to Placentia Library District Policy #2040 -- Sick

DATE: March 19, 2012

BACKGROUND

At the Library Board of Trustees Work Session Meetings on January 25, 2012 and February 21, 2012, Placentia Library District Policy was discussed as part of the Fiscal Year 2012-2013 Budget Preparation.

The recommended amendments to Policy #2040 – Sick were the results from feedback from library staff with recommendations from the Library Director at the December 16, 2011 Staff Development Day. The amendments include:

- 2040.10.1 Change Sick Leave Payoff Plan for employees with 10+ years of service from 25% to 20%.
- 2040.10.2 Change Sick Leave Payoff Plan for employees with 15+ years of service from 37.5% to 30%.
- 2040.10.3 Change Sick Leave Payoff Plan for employees with 20+ years of service from 50% to 45%.
- 2040.10.4 Change Maximum Accumulation from 800 hours to 500 hours.

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

RECOMMENDATION

Adopt amended Placentia Library District Policy #2040 – Sick as presented inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

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

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

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

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

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

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

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

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

2040.9 Illness while on paid vacation will be charged to vacation leave.

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

2040.10.1 After ten (10) years of employment, twenty-five (2025) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, ~~thirty-seven and one half (3037.5)~~ percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, ~~forty-five~~ forty-five ~~50~~ (4550) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is five ~~eight~~ hundred (500~~800~~) hours before calculations.

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

2040.11 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.11.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.11.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.11.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.11.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

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

2040.12.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.12.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

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

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

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

2040.13.1.1 Receiving Employee must:

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

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

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

2040.13.1.3 Donating Employee must:

- * be an employee of the Placentia Library District;
- * be in a position that accrues leave;
- * have passed the waiting period to use leave;
- * have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
- * submit a Catastrophic Leave Donation Form.

2040.13.2 Nature of Donations. Donations must be:

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

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

- 2040.13.3.1** Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.
- 2040.13.3.2** Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.
- 2040.13.3.3** Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.
- 2040.13.3.4** Administration will notify the donor and recipient in writing that the debit or credit has taken place.

2040.13.4 Termination of Catastrophic Leave. Catastrophic Leave terminates when:

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Amendment Recommendation to Placentia Library District Policy #2050 -- Bereavement**

DATE: March 19, 2012

BACKGROUND

At the Library Board of Trustees Work Session Meetings on January 25, 2012 and February 21, 2012, Placentia Library District Policy was discussed as part of the Fiscal Year 2012-2013 Budget Preparation.

The recommended amendments to Policy #2050 – Bereavement were the results from feedback from library staff with recommendations from the Library Director at the December 16, 2011 Staff Development Day. The amendment includes:

2050.4 Include “legal domestic partner” under the definition of “immediate family.”

Attachment A is the recommended amendments to Placentia Library District Policy #2050 – Bereavement.

RECOMMENDATION

Adopt amended Placentia Library District Policy #2050 – Bereavement as presented inclusive of feedback from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

2050.1 This policy will apply to regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. The Library Director may require certification.

2050.3 Bereavement leave is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, legal domestic partner or any other person who is a legal dependent of the employee.

