

AGENDA

SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, April 1, 2008
4:00 P.M.

Placentia Library History Room

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call

Recorder

@ 4:05 pm
J.T. absent

J.

2. 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

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).

4. Budget Preview 2008-2009

Presentation: Library Director

5. Board Trustee Policy

Presentation: Board President

6. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

5. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 21, 2008 at 6:30P.M.

6. Review of Action Items.

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

*J. T. ...
4:09 PM*

all items must be included in board packet (write up) draft

*next May 12
Apr 14 @ 3:30
[Signature]*

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7. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the Tuesday, April 1, 2008 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, March 28, 2008.

Paid Family Leave1. **Q.** What is Paid Family Leave?

A. Paid Family Leave is unemployment compensation disability insurance paid to workers who suffer a wage loss when they take time off work to care for a seriously ill family member or bond with a new minor child.

2. **Q.** How long may a worker receive Paid Family Leave insurance benefits?

A. Workers may receive up to six (6) weeks of benefits that may be paid over a 12-month period.

3. **Q.** What is the relationship of Paid Family Leave Insurance to State Disability Insurance?

A. Paid Family Leave Insurance is a component of the State Disability Insurance (SDI) program. The Disability Insurance benefit portion compensates workers who suffer a wage loss when they can't work because of their own illness or injury. The Paid Family Leave benefit compensates workers who suffer a wage loss due to the need to provide care for a seriously ill family member or to bond with a new minor child.

4. **Q.** Are payroll deductions mandatory?

A. Yes, beginning January 1, 2004, employers are required to deduct the Paid Family Leave contributions from the wages of employees' who contribute to the SDI program.

5. **Q.** Who pays?

A. The Paid Family Leave insurance program is fully funded by employees' who contribute to the SDI program.

More FAQs on Paid Family Leave for [Employees](#) and [Employers](#).

[Please click here to return to the previous page.](#)

Employment Development Department

Paid Family Leave Insurance

Frequently Asked Questions

PAID FAMILY LEAVE INSURANCE: EMPLOYEES

[Eligibility](#)

[Cost](#)

[Relation of the Paid Family Leave Insurance Program to the Family Medical Leave Act \(FMLA\) and the California Family Rights Act \(CFRA\)](#)

[Benefits](#)

[Voluntary Plans](#)

[Claim Forms](#)

ELIGIBILITY

1. Who does Paid Family Leave cover?

Employees covered by State Disability Insurance (SDI) are also covered by Paid Family Leave insurance. If a Voluntary Plan Insurer provides your company's disability insurance coverage, then it must also provide Paid Family Leave insurance coverage.

2. Are self-employed individuals covered by Paid Family Leave?

Yes, but only if they participate in the [SDI Elective Coverage Program](#).

3. I work for a government entity. Am I covered?

Some government workers, including school employees, may be eligible for Paid Family Leave insurance benefits if they contribute into the SDI program. Also, if you have wages from a private employer during the base period, you might qualify even though your primary employer is a government entity.

4. I work for a small business. Am I covered?

Employees are covered for Paid Family Leave insurance benefits regardless of the size of their employer, provided they contribute to the SDI program.

5. I work for a small business with 15 employees. I've notified my employer that I need to take time off work to provide care for a seriously ill parent and will be claiming Paid Family Leave insurance benefits. Is my employer obligated to grant me time off and to retain me as an employee with the company?

Your employer is not obligated to grant time off nor is your employer obligated to hold your job for you unless your employer is covered by the Family and Medical Leave Act and the California Family Rights Act. Unlike these laws, Paid Family Leave insurance is not a form of job

protection. In other words, it does not give you the right to take leave.

6. May I receive Paid Family Leave insurance benefits if I work part time?

If you work part time and still suffer a wage loss due to your family care leave, you may receive benefits provided you are otherwise eligible. Paid Family Leave insurance is a wage loss protection program, which means that individuals may be eligible for a portion of the Paid Family Leave insurance benefit if they are suffering a loss of wages and meet the other Paid Family Leave eligibility requirements.

7. In what situations may I claim Paid Family Leave insurance benefits?

An employee may submit a claim for Paid Family Leave insurance benefits for the following reasons:

- To care for a seriously ill child, spouse, parent, or registered domestic partner;
- To bond with the employee's new child or the new child of the employee's spouse or registered domestic partner; or
- To bond with a child in connection with the adoption or foster care placement of the child with the employee or the employee's spouse or registered domestic partner.

8. What constitutes a serious health condition for the purposes of Paid Family Leave?

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves inpatient care in a hospital, hospice, or residential medical care facility. This includes any period of incapacity (e.g., inability to work, attend school, or perform other regular daily activities) or any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician or practitioner. Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraine, are examples of conditions that **do not** meet the definition of a serious health condition for purposes of Paid Family Leave.

9. Do I have to work a minimum number of hours or days before becoming eligible for Paid Family Leave insurance benefits?

No. Eligibility for Paid Family Leave insurance benefits is based on the earnings shown in your base period and not a specific number of days or months worked. Wages earned approximately 5 to 17 months before the beginning of your Paid Family Leave insurance claim are included in the base period.

10. Is there a waiting period for Paid Family Leave insurance benefits?

Both SDI and Paid Family Leave require a seven (7) calendar day non-payable waiting period.

11. Does the seven (7) day waiting period for Paid Family Leave need to be seven consecutive days?

No. The required seven-day waiting period does not need to be taken seven days in a row. For example, if care were provided one day per week, the seven-day waiting period would be served over a seven-week period. Benefits are payable once the seven days have been served and all other eligibility criteria are met.

12. How many days must I be off work to receive Paid Family Leave insurance benefits?

At least eight (8) calendar days.

13. Do I need to take all of my Paid Family Leave insurance benefits at one time?

No. The law does not establish a minimum number of hours or days or weeks that an employee must take Paid Family Leave insurance benefits. It only established the maximum leave time of six (6) paid weeks within a 12-month period.

14. If I receive six weeks of Paid Family Leave insurance benefits to bond with my newborn and then one of my parents becomes seriously ill later in the year, will I be able to receive Paid Family Leave benefits again since it is for a different reason?

You are limited to 6 weeks of benefits within a 12-month period regardless of the reason for the leave.

15. Am I required by law to use my vacation leave when collecting Paid Family Leave insurance benefits?

The law gives an employer the discretion (option) to require an employee to take up to two weeks of earned but unused vacation leave. Vacation leave may include paid time off. This option does not relieve employers of any collective-bargaining duties they may have with respect to vacation leave.

16. If I have not accumulated two weeks of vacation leave do I have to use my earned but unused sick leave instead?

No. The Paid Family Leave law does not authorize employers to require the use of sick leave in lieu of vacation.

17. Can I use Paid Family Leave back-to-back with my Disability Insurance claim for pregnancy? Will there be an additional seven-day waiting period for Paid Family Leave?

You may apply for Paid Family Leave insurance benefits as soon as you have recovered from your pregnancy-related disability and you are no longer in receipt of State Disability Insurance (SDI) benefits. There is no additional seven-day waiting period for a Paid Family Leave claim for benefits to bond with a newborn when the Paid Family Leave claim follows the SDI pregnancy-related claim. You will automatically be sent a Claim for Paid Family Leave (PFL) Benefits - New Mother, DE 2501FP, when your pregnancy-related disability claim ends.

18. When must I submit a claim to bond with a new minor child in order to receive six weeks of benefits?

Eligibility for up to six weeks of benefits to bond with a new minor child expires at the *end* of the 12-month period that begins on the minor child's date of birth, adoption, or foster care placement. Therefore, you must complete your bonding prior to the 12-month period ending date and submit your claim timely.

19. Is a claimant eligible for Paid Family Leave insurance benefits if he/she has to provide care for a sick parent that is out-of-state or out-of-the-country?

A claim may be submitted for Paid Family Leave benefits to care for a sick parent who is out of

the state or out of the country. Benefits may be payable provided the medical certificate is properly completed, establishes a need for care, and a claimant is otherwise eligible.

20. Are mothers-in-law and fathers-in-law included as care recipients under Paid Family Leave?

Mothers-in-law and fathers-in-law are not included as care recipients under Paid Family Leave.

21. Can an employee opt out of the Paid Family Leave insurance program?

Paid Family Leave is a component of State Disability Insurance and contributions are mandatory under the California Unemployment Insurance Code.

22. May both parents collect benefits at the same time to bond with the same new child?

Yes. An employee may receive up to six weeks of benefits provided all other eligibility criteria are met.

COST

1. How much does it cost?

The cost of Paid Family Leave insurance is incorporated into the SDI contribution rate. The SDI contribution rate is .6 percent. The taxable wage limit in 2007 is \$83,389. This means that wages above this amount are not taxed for SDI.

RELATION OF THE PAID FAMILY LEAVE INSURANCE PROGRAM TO THE FAMILY AND MEDICAL LEAVE ACT (FMLA) AND THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

1. What is the difference between Paid Family Leave insurance and employee leave laws?

The FMLA and CFRA are federal and state leave laws, respectively, that allow workers to take up to 12 workweeks of unpaid leave from their jobs in a 12-month period to care for themselves or family members who are ill, or children who are unable to take care of themselves. Paid Family Leave insurance does not change either law in any way and is completely separate from them. It merely provides up to six (6) weeks of paid benefits to workers who suffer a wage loss when they take time off work to care for others.

For more information about FMLA, visit the Department of Labor's Web site at www.dol.gov. For more information about CFRA contact the California Department of Fair Employment and Housing at 1-800-884-1684 or visit them on the Web at www.dfeh.ca.gov.

2. Are employees required to take leave under the federal FMLA and the CFRA at the same time they are receiving Paid Family Leave insurance benefits?

Yes, if your company is subject to the provisions of FMLA and CFRA. For additional information about the CFRA, visit the State Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov.

3. Is a Paid Family Leave claimant's job protected?

The Paid Family Leave program does not protect anyone's job. It simply provides partial wage replacement when an employee cannot work due to the need to care for a child, parent, spouse, or registered domestic partner, or to bond with a new minor child. Some employees may have their job protected under other laws, such as the FMLA or the CFRA.

BENEFITS

1. How soon will I receive my first check from Paid Family Leave after I mail my claim form?

Most claimants are sent Paid Family Leave checks within two weeks after a properly completed claim is received. By filling in your claim completely and verifying that all information is correct, you play a valid role in maintaining fast benefit check delivery.

2. How will you determine my weekly benefit amount for Paid Family Leave insurance?

We calculate your weekly benefit amount based on the calendar quarter with the highest earnings in your base period. The base period covers 12 months and is divided into four consecutive quarters of three months each. The wages you were paid approximately 5 to 17 months before your claim begins are included in the base period (they must be subject to the SDI tax). Your base period does not include wages paid at the time your claim begins.

NOTE-If you received SDI pregnancy disability benefits and then file a Paid Family Leave insurance claim to bond with your new child, your weekly benefit amount is the same as your SDI weekly benefit amount. There is no new calculation of your weekly benefit amount when your bonding claim follows your SDI pregnancy claim. This is true even if your bonding claim does not immediately follow your SDI pregnancy claim.

For all claims, with the exception noted above, if your claim begins on or after January 1, 2007, in the months noted below:

- **January, February, or March**, your base period is the 12 months ending last September 30. (Example: A claim beginning February 14, 2007, uses a base period of October 1, 2005, through September 30, 2006.)
- **April, May, or June**, your base period is the 12 months ending last December 31. (Example: A claim beginning June 20, 2007, uses a base period of January 1, 2006, through December 31, 2006.)
- **July, August, or September**, your base period is the 12 months ending last March 31. (Example: A claim beginning September 27, 2007, uses a base period of April 1, 2006, through March 31, 2007.)
- **October, November, or December**, your base period is the 12 months ending last June 30. (Example: A claim beginning November 2, 2007, uses a base period of July 1, 2006, through June 30, 2007.)

3. How much will I receive?

For Paid Family Leave claims beginning on or after January 1, 2007 weekly benefits range from \$50 to a maximum of \$882. To qualify for the maximum weekly benefit amount (882) an individual must earn at least \$20823.64 in a calendar quarter during the base period.

4. Will my Paid Family Leave insurance benefits equal my full pay?

Your weekly benefit amount will be approximately 55 percent of your earnings up to the

maximum weekly benefit amount.

5. How long can I receive Paid Family Leave insurance benefits?

You may receive up to six (6) weeks of Paid Family Leave insurance benefits during a 12-month period.

6. May an employee receive other benefits while also collecting Paid Family Leave insurance?

An employee may not receive Paid Family Leave insurance benefits if he or she is receiving or will receive State Disability Insurance, Unemployment Compensation Insurance, or Workers' Compensation benefits for the same period. Other benefits, such as employer paid benefits for baby bonding, may also affect payment of Paid Family Leave benefits.

How is the Paid Family Leave insurance benefit affected when an employee receives sick leave benefits and Paid Family Leave at the same time?

Consistent with the SDI program, sick leave benefits are treated as wages. Paid Family Leave (PFL) insurance benefits will be reduced by the amount of sick leave benefits received, and may render the employee ineligible for PFL benefits depending on the amount of sick leave benefits received and the employee's weekly PFL benefit amount.

If an employer integrates (coordinates) the sick leave (pays sick leave wages in an amount which is the difference between the Paid Family Leave insurance benefit and the full wage), the sick leave benefits received by the employee **will not** affect the PFL benefit.

7. How are Paid Family Leave insurance benefit payments treated for tax purposes?

The federal Internal Revenue Service (IRS) has informed the Department that Paid Family Leave (also known as Family Temporary Disability Insurance) payments are in the nature of unemployment compensation under Section 85 of the Internal Revenue Code. The Department must report the Paid Family Leave payments to the IRS on a Form 1099G and, for federal tax purposes, Paid Family Leave payments must be included in a claimant's gross income.

For some, the fact that the Paid Family Leave program is employee-funded may reduce the amount of Paid Family Leave payments that must be included in the gross income of the claimant (IRS regulation 26 Code of Federal Regulations § 1.85-1(b)(1)(iii)). Claimants should contact the IRS or their tax advisor to obtain additional information.

For state tax purposes, Paid Family Leave payments are not taxable. The Department has received a decision from the state Franchise Tax Board (FTB) that Paid Family Leave payments are not taxable by California pursuant to Revenue and Taxation Code section 17083.

VOLUNTARY PLANS

1. If I am covered by a voluntary plan for disability coverage, am I covered for Paid Family Leave insurance?

As of July 1, 2004, all voluntary plans were required to add a provision to include benefits to care for a seriously ill family member or bond with a new minor child.

2. If I am covered by a voluntary plan, how do I claim benefits?

You must contact your employer for claim filing information and then your employer or its agent will pay benefits directly to you if you are eligible.

3. If I file a claim to care for a family member or bond with a new child, how much will I be paid by my voluntary plan?

The specific benefit level is contained in the statement of coverage that your employer must provide to you. In no case can they pay you less than the state would pay you, if you were covered by the state plan.

CLAIM FORMS**1. How do I submit a claim for Paid Family Leave insurance benefits?**

Claims to provide care or to bond must be submitted on the Claim for Paid Family Benefits form, DE 2501F. When benefits are requested due to a need to provide care for a seriously ill family member, a medical certificate that supports the claim of a serious health condition warranting care is required. The DE 2501F contains a medical certificate that must be completed in the instance noted above. Benefits to bond with a new minor child are limited to the first year after birth, adoption, or foster care placement of a child and a medical certificate is not required. However, evidence of your relationship to the new child must be submitted with your claim.

If you are a woman currently receiving SDI pregnancy-related benefits, it is not necessary to request a Claim for Paid Family Leave Benefits. You will automatically be sent a Claim for Paid Family Leave (PFL) Benefits - New Mother, DE 2501FP, when your pregnancy-related disability claim ends.

2. Are employers required to provide Paid Family Leave insurance claim forms to their employees?

No.

3. How can I obtain the claim form for Paid Family Leave?

To order a claim form, call 1-877-BE-THERE. For orders over 25, use the [Internet Order Form](#).

4. Can the claim form for Paid Family Leave be downloaded?

The Claim for Paid Family Benefits form, DE 2501F, has been designed to facilitate the use of advanced "data capture" technology and thus cannot be duplicated or reproduced. Each claimant must complete an original DE 2501F form to submit a claim for benefits.

5. Are there specific timeframes for submitting a claim to provide care for a child, parent, spouse, or registered domestic partner or bond with a new minor child?

You must complete and mail a claim form no later than 42 days from the first day for which you may be paid due to the need to provide care or bond. If your claim is late you may lose benefits.

6. My registered domestic partner and I have a new minor child under the age of 1 year who

is my partner's biological child. I would like to receive Paid Family Leave benefits to bond with our new child. What paperwork do I need to submit to apply for PFL benefits?

In order to qualify for bonding benefits, you must complete a Claim for Paid Family Leave (PFL) Benefits, DE 2501F, and attach appropriate documentation that proves your relationship to the new minor child. In your case, you would mark "other" on questions A17 and B3 of the claim form which ask your relationship to the child and indicate in question B10 one of the documents you will be providing that proves your partner is the child's biological parent. In addition, to prove your relationship to the biological parent you will need to include a copy of your Certificate of Registered Domestic Partnership and mark the "other" box in question B10. Attach copies of both documents to your claim form and mail in the envelope provided with the claim form.

[Employer FAQs](#)

[General FAQs](#)

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The Employment Development Department is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.




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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Budget Preview for Fiscal Year 2008-2009.
DATE: March 18, 2008

Revenue

Property Tax

-  The property tax consultants for the City of Placentia have estimated 4%
-  The Orange County Assessor has projected 3-6%, depending on local housing conditions. The 4% estimate for Placentia seems reasonable.
-  Lucy Dunn, in her presentation to the North Orange County Legislative Alliance, projected that Orange County is not going to have as serious an issue with the housing market because of the lack of housing availability in Orange County. Overall she projected the downturn in the region to last about 18 months.

Passport Revenues

-  Fewer passports are being requested. In February the number of applications processed was 29% lower than February 2007. This trend may change dramatically when the government begins to absolutely require a Passport for driving into Mexico and Canada. This could happen very soon and will probably be with minimal warning. The most recent changes in processing forms were implemented with less than two weeks notice. In the past they have given months of transition for major changes in forms.
-  The recent processing changes reduced the processing agency revenue from \$30 to \$25. This is a 17% reduction over and above the lower number of applications being processed. Even with these changes Passports is still estimated to produce approximately \$200,000 per year, especially with the photos, check fees and notary services being included.
-  Some agencies are selling Passport accessories, such as Passport wallets and other carriers.

Personnel

COLA Information will be available for the April Library Board Meeting. The March report is scheduled to be released by the U.S. Department of Commerce at 8:30 A.M. on the day of the Library Board Meeting.

Administrative Organization

- 📖 The managers have been meeting to discuss the administrative reorganization since November. Valerie Poole has assisted with facilitating the discussions.
- 📖 The recommended changes reflect a desire to implement the changes without adding additional staff. There are several changes in personnel allocations but the balance within each service area remains fairly constant. The result is that there will be a minimal fiscal impact.

Salary & Classification Study

- 📖 This is a very time consuming process at every level of the organization. Once the Classification Study has been done (this is the expensive part) it should stand for a number of years (5-10). The salary study needs to be updated biennially at a minimum.
- 📖 The benefit of the study is that it will give us an accurate comparison with other public libraries, and give us recommendations for what is needed to bring the salaries and other employee benefits into a parallel relationship with those with whom we compete for staff.
- 📖 The cost of doing a combined classification and salary study is estimated to be around \$20,000. The real cost, however, is in planning for implementing the recommendations in future budget years.

Benefit Adjustments

Pension Plan

- 📖 Determining whether to switch carriers from the current manager, National Retirement Services to PARS. If we do switch to PARS, which type of plan does the Board wish to purchase? Staff has recommended a government profit sharing plan. From an accounting point of view it would be advantageous to make the switch effective July 1.
- 📖 Designing the new plan – we need to discuss the process and timeline.
- 📖 Do we want to use a multi-year phase in -- adding 1% per year (.5% for part time), for four years until the new plan is fully implemented. This would add approximately \$42,000 per year rather than the full amount all at once.

Dental Plan

- 📖 Raising the co-pay on major dental from 60% to 80%

The cost differential is \$9.18 per month, per full time employee covered. This is approximately one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial when a co-pay for a single crown is over \$270 – the 80% benefit would reduce this co-pay to \$135, which is still a reach for staff members at the lower salary ranges. This is especially true since major dental work is rarely limited to one tooth and even with a 20% co-pay the individual amount can be well over \$500.

Vision Plan

- 📖 Raising the benefit coverage to maximum available in the plan.

The cost differential is \$8.90 per month, per full time employee covered. This is slightly less than one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial, especially when we work in an institution that is so dependent upon viewing computer screens and reading book spines. Having the proper eye ware is critical to staff success.

Technology Projects


- 📖 Replacing the alarm system for the Library. This will bring the Library in to compliance with ADA requirements for the alarm system. The cost is approximately \$46,000.

We are talking with the City Public Works Department about doing the project jointly with the City. This may bring a project savings of up to 15%.

- 📖 Social networking implementation for Reference Services

The Public Services Department had as one of its operational goals for the current fiscal year the implementation of instant messaging services for Adult Reference. At this point it has not yet been accomplished.

Given the widely acknowledged trends in reference services toward this type of communication the Managers have been studying the use of social networking in other public libraries. Based on this knowledge we are recommending that social networking be implemented in the next fiscal year through the use of a combination of high school pages and librarians stationed in the Work Room or Literacy Office. The recommended goal for the first year is to have a few hours of access per day: 3:00 – 6:00 P.M., Monday through Thursday, 10:00 A.M. to 2:00 P.M. on Saturday and 1:30 to 4:30 P.M. on Sunday. The new Technology Coordinator will be actively involved in initiating this service.

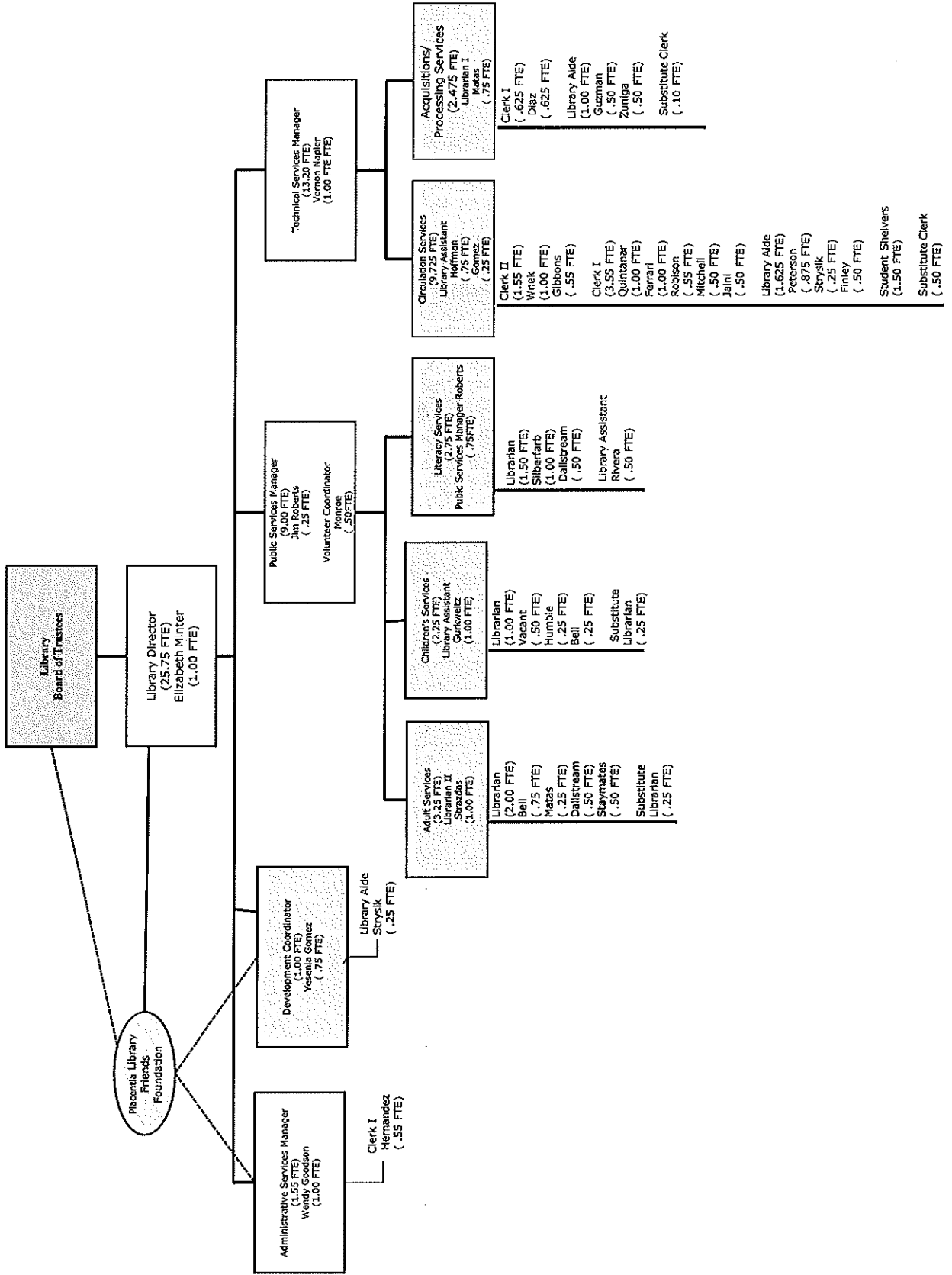
 RFID equipment and conversion

This project will prepare our collection for whatever remodeling or expansion is done for Placentia Library. It will also give us the opportunity to introduce self-service check-out to our patrons. The cost of this project is approximately \$200,000. This project can be funded with a loan through the Special District Finance Authority as soon as the City loan has been repaid in full in September 2008.

 Placentia History Room digitization projects

Staff is ready to approach local donors to raise the money for the \$80,000 newspaper digitization project for the Placentia History Room. While this does not have a direct impact on the operating budget it will have an impact on the use of the Placentia History Room staff allocation for the next fiscal year as there is a lot of local work that needs to be done with this project. As this project is completed we hope to transition directly in to digitizing the high school annuals. The Placentia History Room Committee is working on processing photographs in to the digital database. All of this material will be available through the Library's web site and also through the OCLC services on the internet and Google called WorldCat.

**Placentia Library District
Fiscal Year 2007-08**

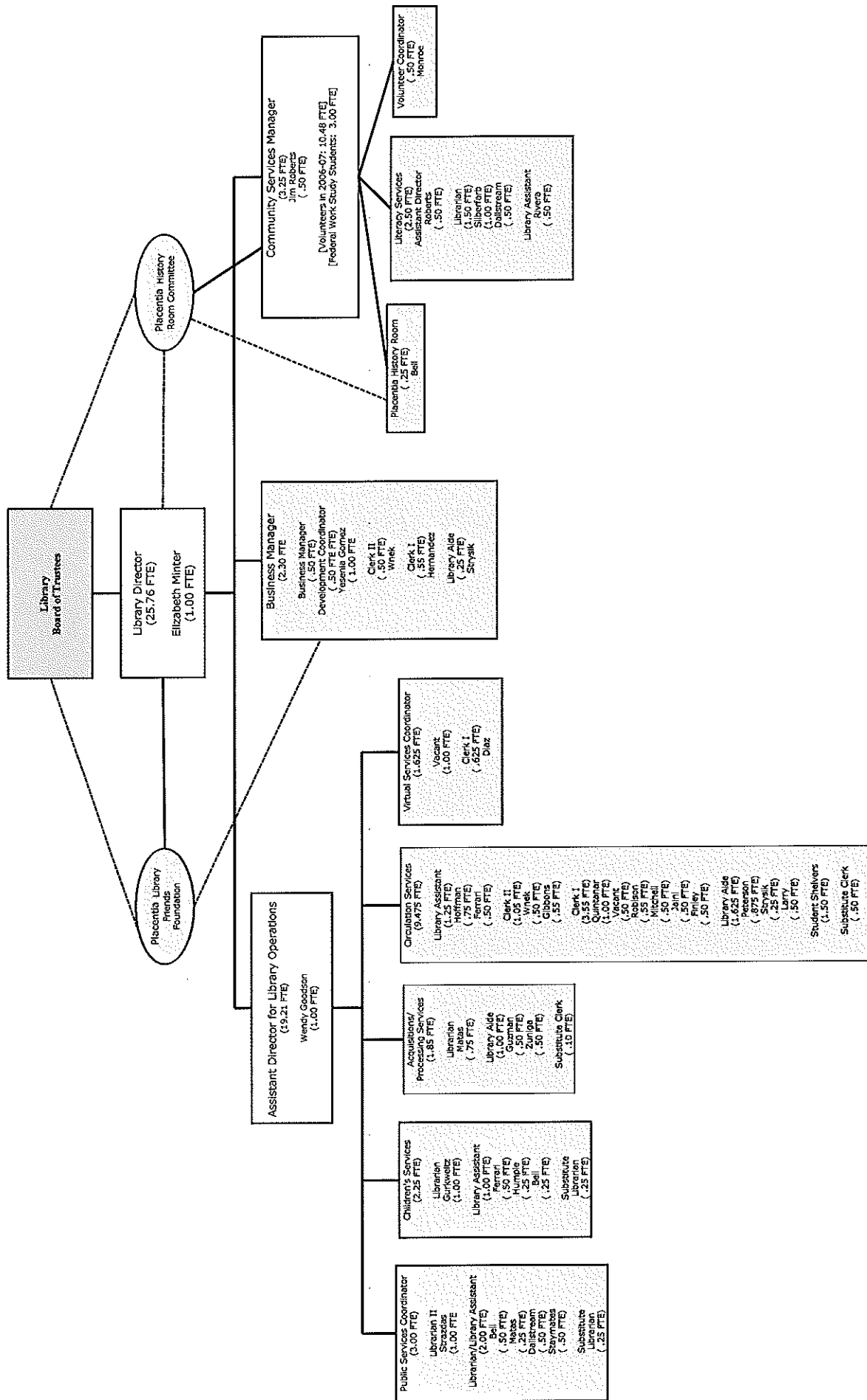


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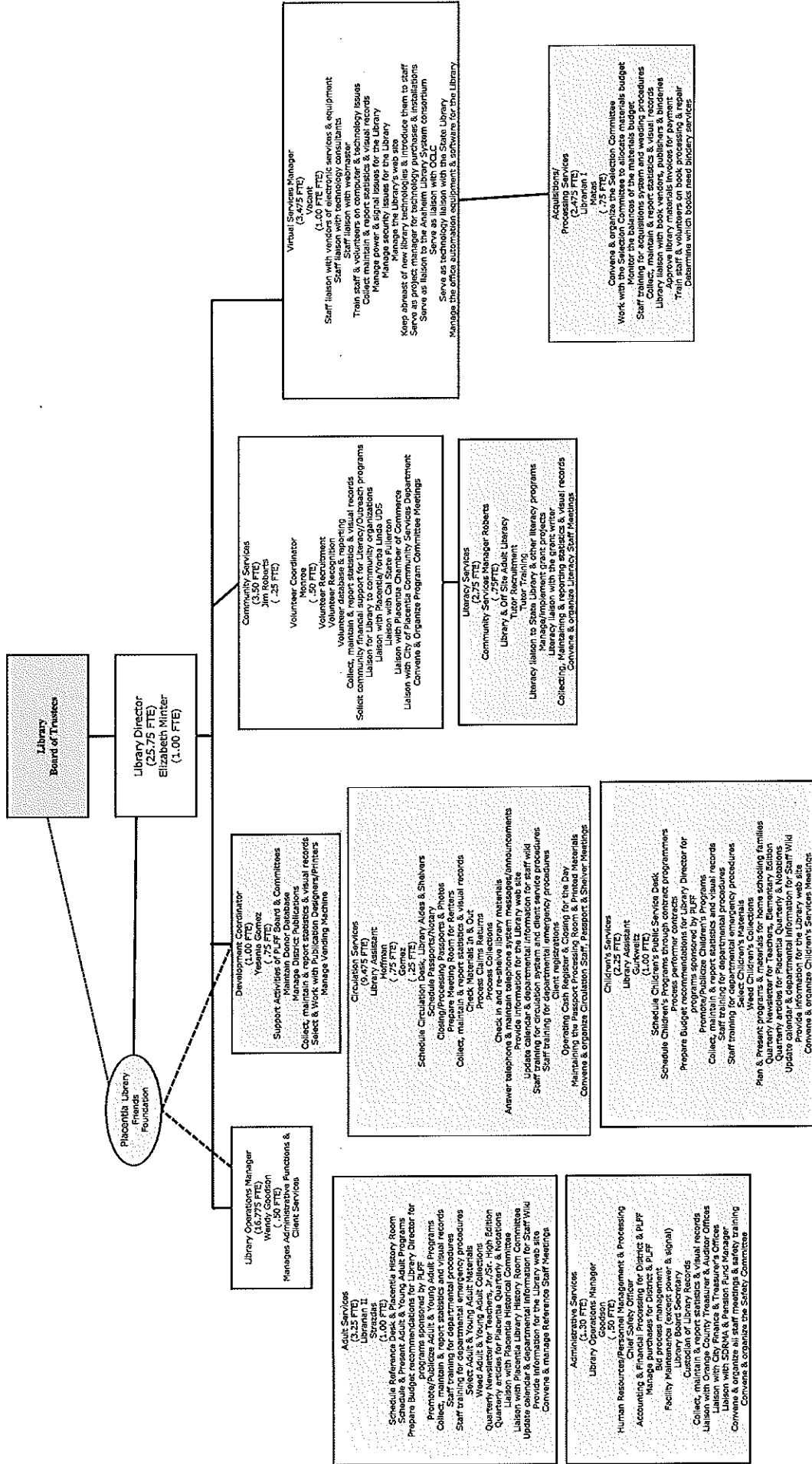
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Placentia Library District Fiscal Year 2008-09 Discussion Draft





Placentia Library District Fiscal Year 2008-09 Discussion Draft



Business Manager

(2.30 FTE)

Human resources/personnel management & processing
Accounting & financial processing for District & PLFF
Manage purchases for District & PLFF
Risk management administration (filing reports/statistics)
Bid process management
Library Board Secretary
Custodian of Library records
Meeting room booking schedule
Staff vacation schedule
Collect, maintain & report statistics & visual records
Liaison with Orange County Treasurer & Auditor Offices
Liaison with City Finance & Treasurer's Offices
Liaison with SDRMA & pension fund manager
Support activities of PLFF Board & committees
Maintain donor database
Prepare & publish Notations
Collect, maintain & report statistics & visual records
Manage vending machine

Community Services Manager

(3.25 FTE)

Jim Roberts

(.50 FTE)

[Volunteers in 2006-07: 10.48 FTE]
[Federal Work Study Students ; 3.7 FTE]
[Cal State Fullerton Interns: 3.0 FTE]

Chief Safety Officer

Facility Maintenance (except power & signal)

Manage the test proctoring program

Convene and organize the safety committee & submit monthly minutes to SDRMA

Convene & organize all staff meetings & safety training

Convene & organize Program Committee Meetings

Prepare and submit grant applications for Library activities

Manage/implement grant projects

Prepare & manage district publications except Notations

Select & work with publication designers/printers

Update calendar & Library information for staff intranet & Community

Calendar

Build & maintain Library liaison with schools and collaborative organizations

Provide information for the Library web site

Placentia History Room

Work in the Placentia History Room during public service hours

Present Placentia History Room Programs for classes & community groups

Coordinate the Placentia Newspaper Digitization Project

Coordinate photograph digitization projects

Quarterly articles for Newsletter for Teachers, Elementary & Jr./Sr. High Editions

Quarterly articles for Placentia Quarterly & Notations

Liaison with Placentia Historical Committee

Liaison with Placentia Library History Room Committee

Update calendar & departmental information for staff intranet

Provide information for the Library web site

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Volunteer Coordinator
(.50 FTE)

Volunteer Recruitment

Volunteer recognition & recognition event planning
Volunteer database & reporting
Collect, maintain & report statistics & visual records
Solicit community financial support for Literacy/Outreach programs
Liaison for Library to community organizations
Liaison with Placentia/Yorba Linda UDS
Liaison with Cal State Fullerton
Liaison with Placentia Chamber of Commerce
Liaison with City of Placentia Community Services Department

Literacy Services
(2.50 FTE)

Library & off site adult literacy
Tutor recruitment
Tutor training
Literacy liaison to State Library & other
literacy programs
Prepare and submit grant applications for
Literacy activities
Manage/implement grant projects
Literacy liaison with the grant writer
Collect, maintain & report statistics &
visual records
Convene & organize Literacy Staff
Meetings



Assistant Director for Library Operations
(19.21 FTE)

Wendy Goodson
(1.00 FTE)

Public Services Coordinator
(3.00 FTE)

Schedule Reference Desk & Placentia History Room
Schedule & present adult & young adult programs
Prepare budget recommendations for Library
Director for programs sponsored by PLFF
Promote/publicize adult & young adult programs
Collect, maintain & report statistics and visual
records
Staff training for departmental procedures
Staff training for departmental emergency
procedures
Select adult & young adult materials
Weed adult & young adult collections
Quarterly newsletter for teachers, jr./sr. high
edition
Quarterly articles for Placentia Quarterly &
Notations
Update calendar & departmental information for
staff intranet
Provide information for the Library web site
Convene & manage reference staff meetings



Virtual Services Coordinator
(1.625 FTE)

Staff liaison with vendors of electronic services & equipment
Staff liaison with technology consultants
Staff liaison with webmaster
Train staff & volunteers on computer & technology issues
Collect maintain & report statistics & visual records
Manage power & signal issues for the Library
Manage security issues for the Library
Manage the Library's web site
Keep abreast of new library technologies & introduce them to staff
Serve as project manager for technology purchases & installations
Serve as liaison to the Anaheim Library System consortium
Serve as liaison with OCLC
Serve as technology liaison with the State Library
Manage the office automation equipment & software for the
Library

Acquisitions/
Processing Services
(1.85 FTE)

Convene & organize the Selection
Committee

Work with the Selection
Committee to allocate materials
budget

Monitor the balances of the
materials budget

Staff training for acquisitions
system and weeding procedures

Collect, maintain & report
statistics & visual records

Library liaison with book vendors,
publishers & binderies

Approve library materials invoices
for payment

Train staff & volunteers on book
processing & repair

Determine which books need
bindery services



Children's Services
(2.25 FTE)

Schedule children's public service desk
Schedule children's programs through
contract programmers
Process performer contracts
Prepare budget recommendations for
Library Director for
programs sponsored by PLFF
Promote/publicize children's programs
Collect, maintain & report statistics and
visual records
Staff training for departmental procedures
Staff training for departmental emergency
procedures
Select children's materials
Weed children's collections
Plan & present programs & materials for
home schooling families
Quarterly newsletter for teachers,
elementary edition
Quarterly articles for Placentia Quarterly &
Notations
Update calendar & departmental
information for staff intranet
Provide information for the Library web
site
Convene & organize Children's Services
Meetings



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Budget Preview for Fiscal Year 2008-2009.

DATE: March 18, 2008

Revenue

Property Tax

- 📖 The property tax consultants for the City of Placentia have estimated 4%
- 📖 The Orange County Assessor has projected 3-6%, depending on local housing conditions. The 4% estimate for Placentia seems reasonable.
- 📖 Lucy Dunn, in her presentation to the North Orange County Legislative Alliance, projected that Orange County is not going to have as serious an issue with the housing market because of the lack of housing availability in Orange County. Overall she projected the downturn in the region to last about 18 months.

Passport Revenues

- 📖 Fewer passports are being requested. In February the number of applications processed was 29% lower than February 2007. This trend may change dramatically when the government begins to absolutely require a Passport for driving into Mexico and Canada. This could happen very soon and will probably be with minimal warning. The most recent changes in processing forms were implemented with less than two weeks notice. In the past they have given months of transition for major changes in forms.
- 📖 The recent processing changes reduced the processing agency revenue from \$30 to \$25. This is a 17% reduction over and above the lower number of applications being processed. Even with these changes Passports is still estimated to produce approximately \$200,000 per year, especially with the photos, check fees and notary services being included.
- 📖 Some agencies are selling Passport accessories, such as Passport wallets and other carriers.

Personnel

COLA Information will be available for the April Library Board Meeting. The March report is scheduled to be released by the U.S. Department of Commerce at 8:30 A.M. on the day of the Library Board Meeting.

Administrative Organization

- 📖 The managers have been meeting to discuss the administrative reorganization since November. Valerie Poole has assisted with facilitating the discussions.
- 📖 The recommended changes reflect a desire to implement the changes without adding additional staff. There are several changes in personnel allocations but the balance within each service area remains fairly constant. The result is that there will be a minimal fiscal impact.

Salary & Classification Study

- 📖 This is a very time consuming process at every level of the organization. Once the Classification Study has been done (this is the expensive part) it should stand for a number of years (5-10). The salary study needs to be updated biennially at a minimum.
- 📖 The benefit of the study is that it will give us an accurate comparison with other public libraries, and give us recommendations for what is needed to bring the salaries and other employee benefits into a parallel relationship with those with whom we compete for staff.
- 📖 The cost of doing a combined classification and salary study is estimated to be around \$20,000. The real cost, however, is in planning for implementing the recommendations in future budget years.

Benefit Adjustments

Pension Plan

- 📖 Determining whether to switch carriers from the current manager, National Retirement Services to PARS. If we do switch to PARS, which type of plan does the Board wish to purchase? Staff has recommended a government profit sharing plan. From an accounting point of view it would be advantageous to make the switch effective July 1.
- 📖 Designing the new plan – we need to discuss the process and timeline.
- 📖 Do we want to use a multi-year phase in -- adding 1% per year (.5% for part time), for four years until the new plan is fully implemented. This would add approximately \$42,000 per year rather than the full amount all at once.

Dental Plan

- 📖 Raising the co-pay on major dental from 60% to 80%

The cost differential is \$9.18 per month, per full time employee covered. This is approximately one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial when a co-pay for a single crown is over \$270 – the 80% benefit would reduce this co-pay to \$135, which is still a reach for staff members at the lower salary ranges. This is especially true since major dental work is rarely limited to one tooth and even with a 20% co-pay the individual amount can be well over \$500.

Vision Plan

- 📖 Raising the benefit coverage to maximum available in the plan.

The cost differential is \$8.90 per month, per full time employee covered. This is slightly less than one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial, especially when we work in an institution that is so dependent upon viewing computer screens and reading book spines. Having the proper eye ware is critical to staff success.

Technology Projects


- 📖 Replacing the alarm system for the Library. This will bring the Library in to compliance with ADA requirements for the alarm system. The cost is approximately \$46,000.

We are talking with the City Public Works Department about doing the project jointly with the City. This may bring a project savings of up to 15%.

- 📖 Social networking implementation for Reference Services

The Public Services Department had as one of its operational goals for the current fiscal year the implementation of instant messaging services for Adult Reference. At this point it has not yet been accomplished.

Given the widely acknowledged trends in reference services toward this type of communication the Managers have been studying the use of social networking in other public libraries. Based on this knowledge we are recommending that social networking be implemented in the next fiscal year through the use of a combination of high school pages and librarians stationed in the Work Room or Literacy Office. The recommended goal for the first year is to have a few hours of access per day: 3:00 – 6:00 P.M., Monday through Thursday, 10:00 A.M. to 2:00 P.M. on Saturday and 1:30 to 4:30 P.M. on Sunday. The new Technology Coordinator will be actively involved in initiating this service.

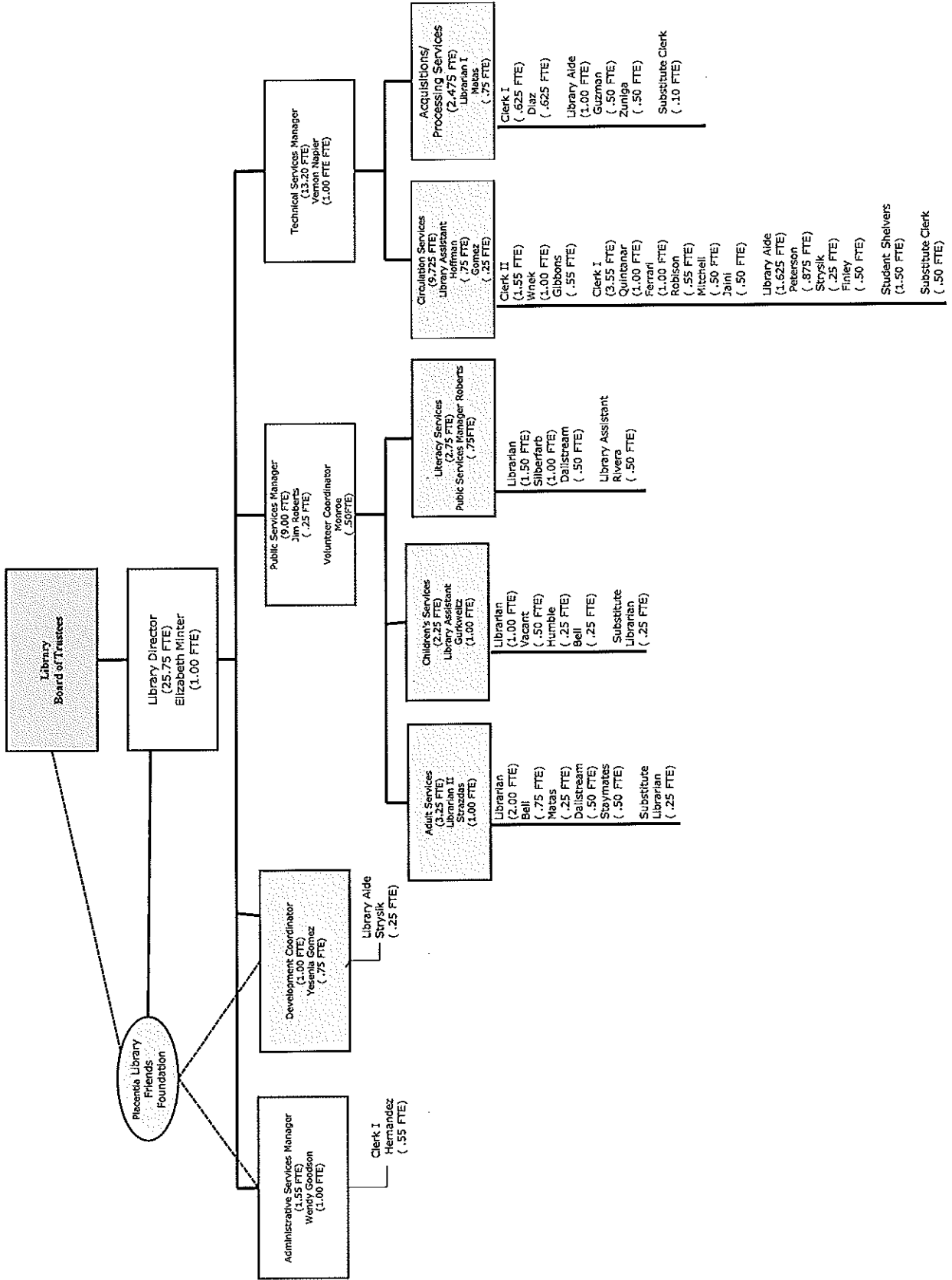
 RFID equipment and conversion

This project will prepare our collection for whatever remodeling or expansion is done for Placentia Library. It will also give us the opportunity to introduce self-service check-out to our patrons. The cost of this project is approximately \$200,000. This project can be funded with a loan through the Special District Finance Authority as soon as the City loan has been repaid in full in September 2008.

 Placentia History Room digitization projects

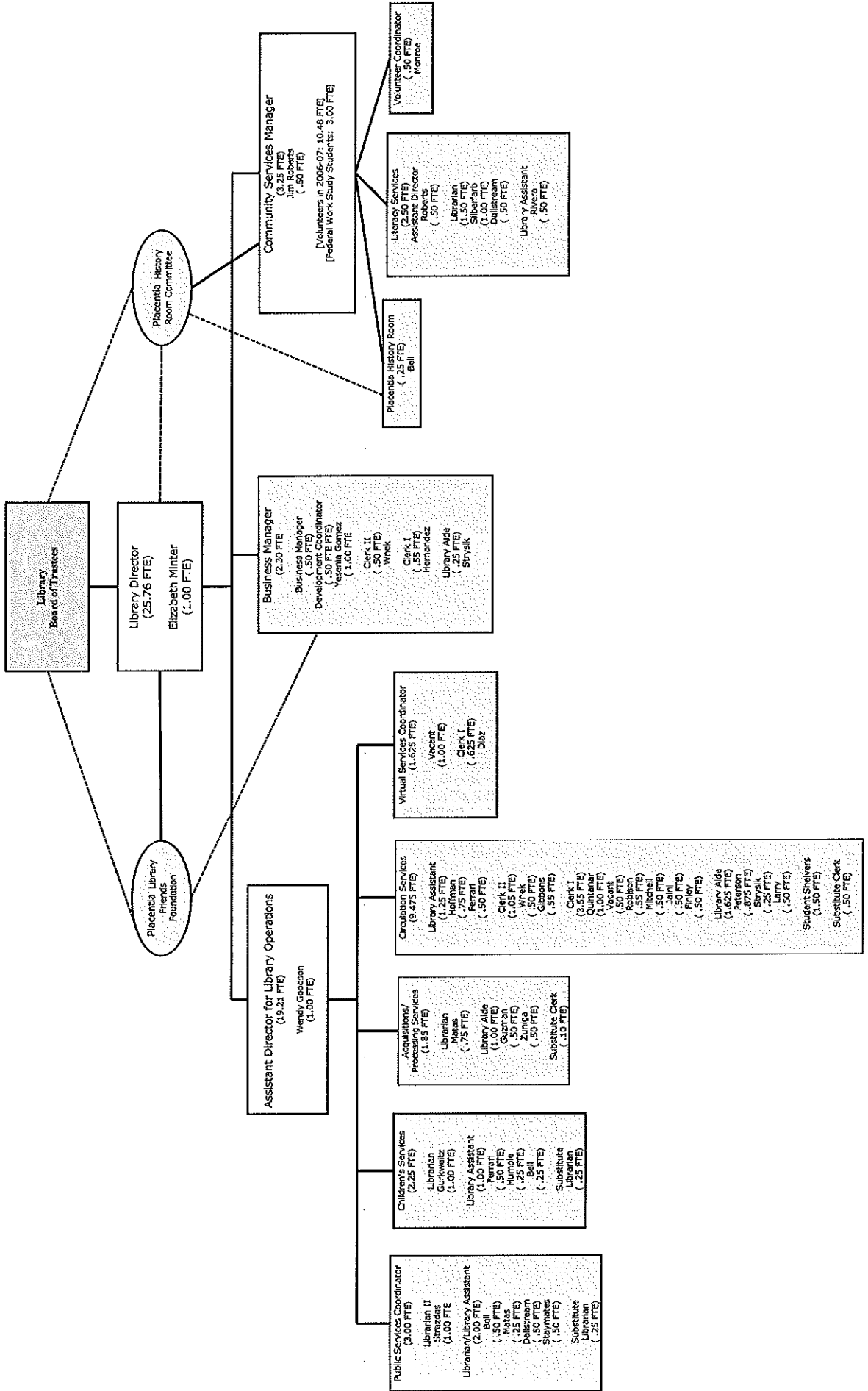
Staff is ready to approach local donors to raise the money for the \$80,000 newspaper digitization project for the Placentia History Room. While this does not have a direct impact on the operating budget it will have an impact on the use of the Placentia History Room staff allocation for the next fiscal year as there is a lot of local work that needs to be done with this project. As this project is completed we hope to transition directly in to digitizing the high school annuals. The Placentia History Room Committee is working on processing photographs in to the digital database. All of this material will be available through the Library's web site and also through the OCLC services on the internet and Google called WorldCat.

Placentia Library District Fiscal Year 2007-08



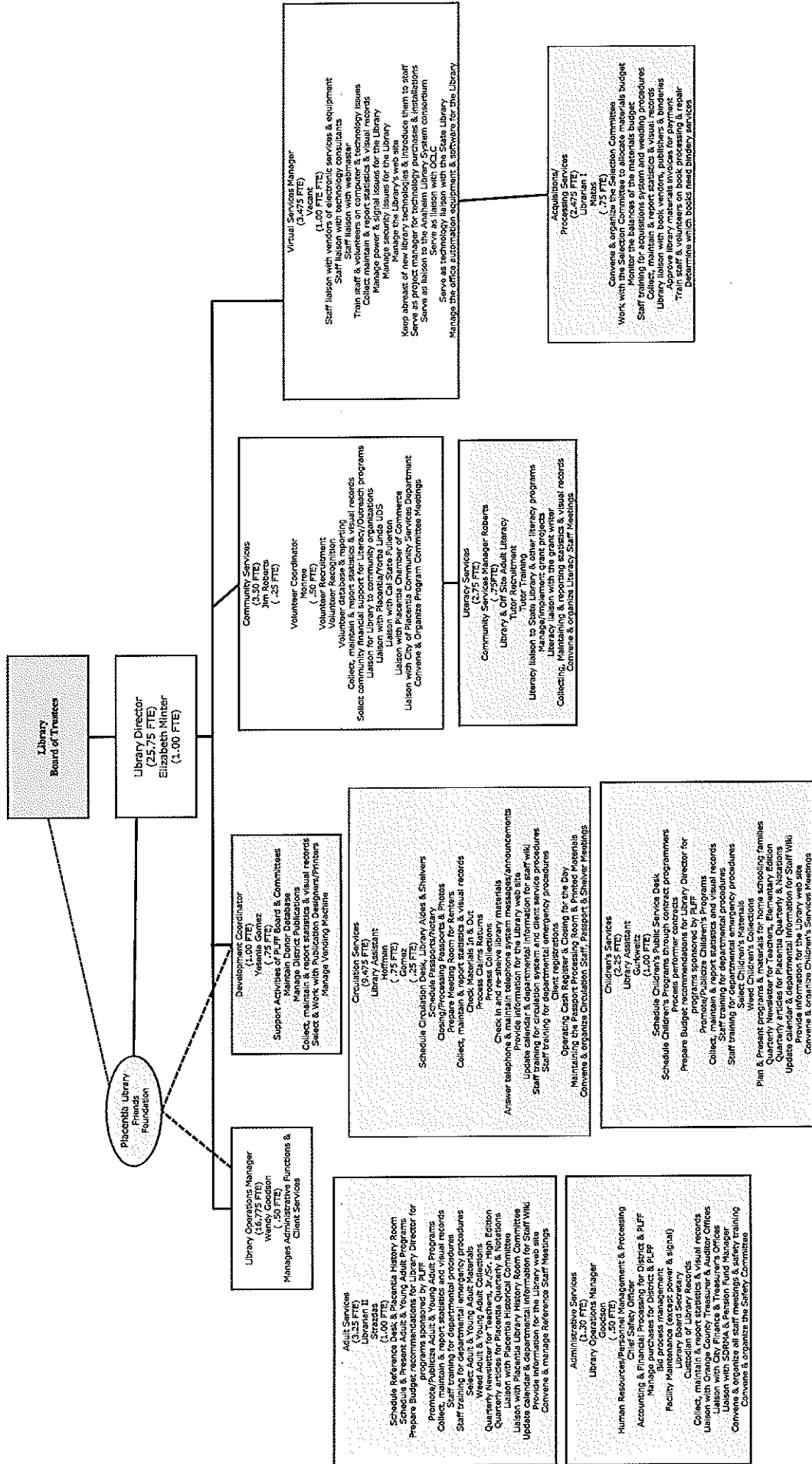


Placentia Library District Fiscal Year 2008-09 Discussion Draft





Placentia Library District Fiscal Year 2008-09 Discussion Draft



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Business Manager

(2.30 FTE)

Human resources/personnel management & processing
Accounting & financial processing for District & PLFF
Manage purchases for District & PLFF
Risk management administration (filing reports/statistics)
Bid process management
Library Board Secretary
Custodian of Library records
Meeting room booking schedule
Staff vacation schedule
Collect, maintain & report statistics & visual records
Liaison with Orange County Treasurer & Auditor Offices
Liaison with City Finance & Treasurer's Offices
Liaison with SDRMA & pension fund manager
Support activities of PLFF Board & committees
Maintain donor database
Prepare & publish Notations
Collect, maintain & report statistics & visual records
Manage vending machine



Community Services Manager

(3.25 FTE)

Jim Roberts

(.50 FTE)

[Volunteers in 2006-07: 10.48 FTE]

[Federal Work Study Students ; 3.7 FTE]

[Cal State Fullerton Interns: 3.0 FTE]

Chief Safety Officer

Facility Maintenance (except power & signal)

Manage the test proctoring program

Convene and organize the safety committee & submit monthly minutes to SDRMA

Convene & organize all staff meetings & safety training

Convene & organize Program Committee Meetings

Prepare and submit grant applications for Library activities

Manage/implement grant projects

Prepare & manage district publications except Notations

Select & work with publication designers/printers

Update calendar & Library information for staff intranet & Community

Calendar

Build & maintain Library liaison with schools and collaborative organizations

Provide information for the Library web site

Placentia History Room

Work in the Placentia History Room during public service hours

Present Placentia History Room Programs for classes & community groups

Coordinate the Placentia Newspaper Digitization Project

Coordinate photograph digitization projects

Quarterly articles for Newsletter for Teachers, Elementary & Jr./Sr. High Editions

Quarterly articles for Placentia Quarterly & Notations

Liaison with Placentia Historical Committee

Liaison with Placentia Library History Room Committee

Update calendar & departmental information for staff intranet

Provide information for the Library web site

Volunteer Coordinator
(.50 FTE)

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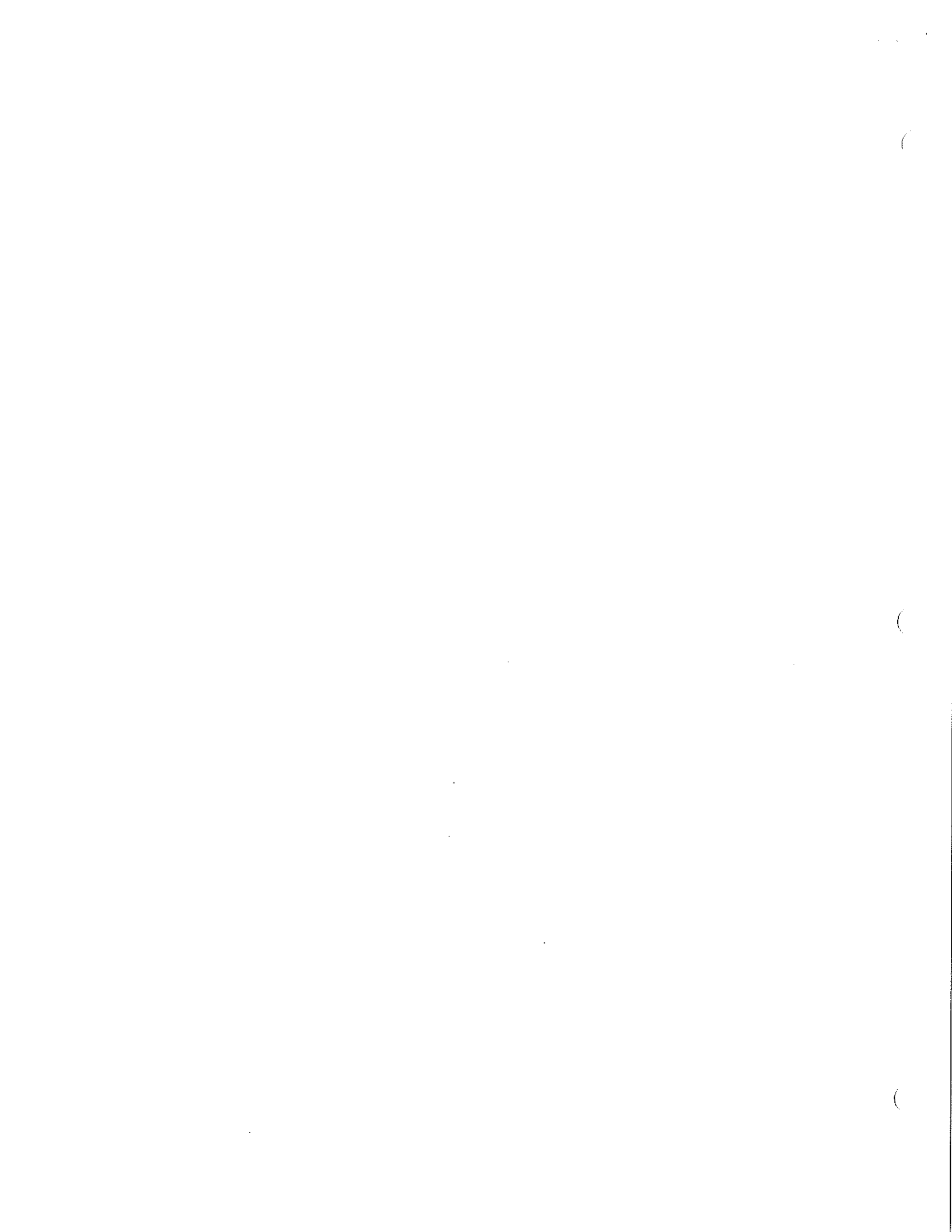
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Serve as liaison with OCLC
Serve as technology liaison with the State Library
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Library



Acquisitions/
Processing Services
(1.85 FTE)

Convene & organize the Selection
Committee

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Committee to allocate materials
budget

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Request to Approve Supplemental Payroll Transfer on March 19, 2008
DATE: March 18, 2008

BACKGROUND

The Placentia Library District is responsible for maintaining an adequate balance in the District Payroll account to fund the payroll of the California State University Fullerton Federal Work Study (FWS) Program Students. Replenishment of account is required periodically to meet the payroll requirement accumulated by the FWS students over and above the district payroll which varies from pay period to pay period. The actual amount paid out to FWS Students is then reimbursed back to the District.

RECOMMENDATION

Approve Supplemental Payroll Transfer of \$7,500.00 on March 19, 2008.

Prepared by: Wendy Goodson

