

# **PLACENTIA LIBRARY DISTRICT**



**Board of Trustees**

**Regular Meeting**

**September 22, 2003**

**Library Conference Room**

**Administration**





**AGENDA**





**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

Monday, September 22, 2003  
6:30 P.M.  
Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
  
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
  
-  Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
  
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

***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 Administrative Assistant
  
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. Minutes of the August 25, 2003 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. 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).*

5. Board President Report

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

6. Trustee Reports

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

7. Library Director's Report

*The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.*

8. Friends of Placentia Library Board of Directors Report

**CLAIMS (Items 9 - 12)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 – 12 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

9. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

10. Claims forwarded by the Library Director. (Approve)

Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of \$16,068.87.

11. Current Claims and Payroll (Approve)

Claims 4497 and 4498 for a subtotal for Claims of \$21069.72; and Payrolls 4499 for \$30,603.80 and 4500 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,277.32.

12. FY2003-2004 Cash Flow Analysis through September 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

#### **FINANCIAL REPORTS (Items 13 - 17)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 – 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

13. Financial Reports for August 2003 (Receive & File)  
14. Office General Ledger & Check Registers for August 2003 (Receive & File)  
15. Acquisitions Report for August 2003 (Receive & File)  
16. Collection Agency Report for August 2003 (Receive & File)  
17. Gifts Report for August 2003 (Receive & File)

#### **GENERAL CONSENT CALENDAR (Items 18 – 34)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 – 34 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

18. Building Maintenance Report for August 2003 (Receive & File)

19. Personnel Report for August 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for August 2003 (Receive & File)
21. Circulation Report for August 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from the California Special Districts Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Status Report on Active Grant Applications. (Receive & File)
27. Request for reimbursement of Elizabeth D. Minter for \$63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure. (Receive & File and Authorize Reimbursement)
28. Report on Staff Appreciation Dinner. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003. (Receive & File)
31. Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003. (Receive & File)
32. Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003. (Receive & File)
33. Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application. (Receive & File)
34. Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004. (Receive & File)

#### **CONTINUING BUSINESS**

35. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director

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

36. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).

Presentation: Library Director

Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel);  
and

Refer Section 2000 (Personnel) to staff for review and comments to be  
presented at the October 20, 2003 Library Board Meeting; and

Select sections for review at the October 20, 2003 Library Board Meeting.

**NEW BUSINESS**

37. Retrofit existing high ceiling recessed light fixtures in the lobby from compact fluorescent to high intensity discharge Metal Halide lamps to increase light levels at an estimated cost of \$2,663.62. The work to be performed by the District's lighting contractor.

Presentation: Library Director

Recommendation: Authorize Action Electric to retrofit existing high ceiling recessed light  
fixtures as described in its proposal 421SU dated July 29, 2003.

38. Appoint a Library Trustee to the Placentia Library Foundation Board of Directors to fill the unexpired term of Geoff Braun.

Presentation: Library Board President

Recommendation: Appoint a Library Trustee to the Foundation Board of Directors

39. Request from the Bridge Club for dispensation from the increase in Meeting Room rental from \$30 to \$35

Presentation: Library Director

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

40. Travel/training authorizations for California Special Districts Association (CSDA) Governance Academy Workshops, CSDA Board Secretary Training, and the Special District Risk Management Authority (SDRMA) Annual Meeting

Presentation: Library Director Minter

Recommendation: Determine who will attend each event and authorize registration and travel  
expenses.

41. Approval of Human Resources Contract with Gail Koff & Associates

Presentation: Library Board President

Recommendation: Approve contract with Gail Koff & Associates

42. The Library Director will present her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting.

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

#### **STAFF REPORTS (Items 43 – 48)**

*Items 43 – 48 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

43. Program Committee Report for August 2003 (Roberts)
44. Children's Services Report for August 2003 (Rakos)
45. Placentia Library Literacy Services Report for August 2003 (Roberts)
46. Placentia Library Web Site Report for August 2003 (Roberts)
47. Publicity Materials Produced in August 2003. (Humple)
48. Safety Committee Minutes for August 2003 (Matas)

#### **CLOSED SESSION**

49. 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.*

#### **ADJOURNMENT**

50. Agenda Preparation for the September Regular Meeting, which will be held on Monday, October 20, 2003 at 6:30 P.M.
51. Review of Action Items.  
  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
52. Adjourn

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

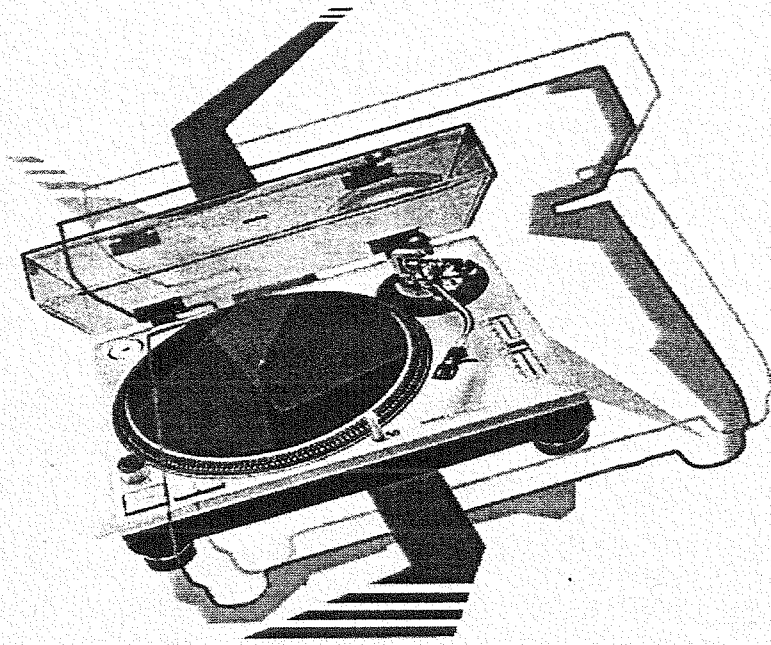
I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the September 22, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 18, 2003.

Donna Siloti





**FAMILIES FOR LITERACY**



Welcomes

**The Unidentified Flying Styles: a DJ Battle Crew**

To Placentia Library District

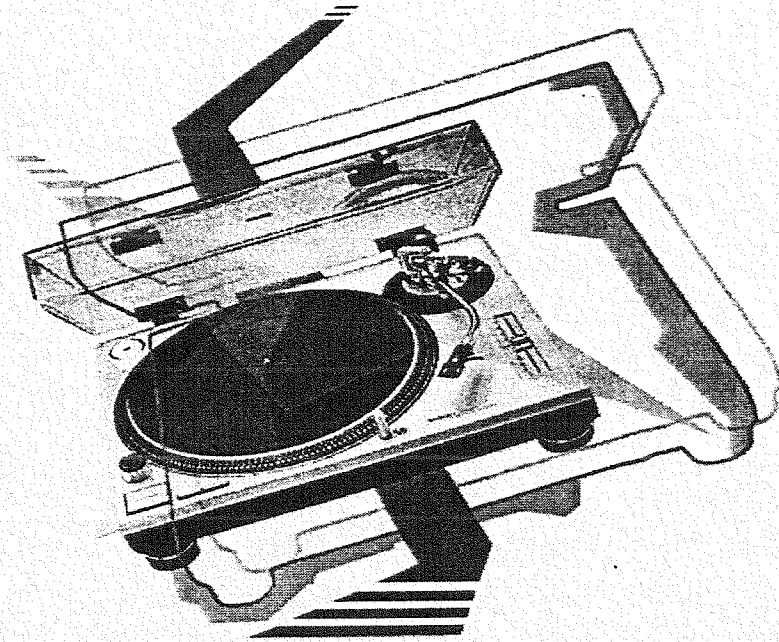
**WHEN:** Sunday, September 21, 2003

**TIME:** 2:30PM-4:00PM

**WHERE:** The Meeting Room of Placentia Library District

This FFL event features Kenneth Mitchell and friends, a former tutor of Placentia Library Literacy Services. During this hour, the "battle crew" will introduce us to the bee-boppin' sounds of electronic music. Come and enjoy the ultimate musical experience with FFL staff and tutors, free food, free books, and free CD's!

For more information, please contact: Tyese Wortham, Families for Literacy Coordinator at (714) 524-8408, Ext. 215 or [tyesewortham@lycos.com](mailto:tyesewortham@lycos.com).



Da la bienvenida a

## **The Unidentified Flying Styles: a DJ Battle Crew**

A la Biblioteca de Placentia

**¿CUÁNDO?:** el domingo, 21 de septiembre, 2003

**LA HORA:** 2:30PM-4:00PM

**¿DÓNDE?:** La Sala de Reunión de la Biblioteca de Placentia

Este evento presenta Kenneth Mitchell y amigos, un tutor antiguo de los Servicios Alfabéticos de la Biblioteca de Placentia. Durante esta hora, el "battle crew" nos familiarizará a los sonidos de "bee-bop" de la música electrónica. Venga y disfrute la gran experiencia musical con los empleados y tutores de FFL, comida gratuita, libros gratuitos, y discos compactos gratuitos!

Para más información, comunicarse con: Tyese Wortham, la Coordinadora de Alfabetización Familiar, al numero (714) 524-8408, Ext. 215 o por correo electrónico [tyesewortham@lycos.com](mailto:tyesewortham@lycos.com).

# Placentia Library Board Calendar

September 2003 - August 2004

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## September

- 1 Library Closed for Labor Day
- 8 7:00 PM Friends Board Meeting, Dinsmore
- 16 2:21 PM CSDA Annual Conference, Lake Tahoe, Resort at Squak Creek, through September 18
- 21 2:30 PM Families for Literacy music program, Meeting Room
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 1 8:30 AM CSDA Governance Workshop on Finance Fiscal Responsibility, Ontario, Ayres Suites
- 2 9:00 AM SDRMA Annual Meeting, Ayres Hotel, 1945 Holt Blvd., Ontario
- 6 7:00 PM Friends Board Meeting, Shkoler
- 10 8:30 AM CSDA Board Secretary Workshop, Santa Ana
- 11 9:00 AM Heritage Parade
- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 8:30 AM CSDA Governance Workshop in Human Resources, Santa Ana, DoubleTree Hotel
- 25 8:30 AM -1:30 PM Library Forum on Public Library Renaissance -- 21st Century Navigators, Cerritos Public Library, lunch included
- 27 5:00 PM Families for Literacy Library Visit, Meeting Room
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 11 Library Closed for Veterans Day
- 14 12:32 PM California Library Association, Ontario, through Nov 17  
California Library Association Annual Conference, Ontario, through Nov 17.

- 24 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

## December

- 1 7:00 PM Friends Board Meeting, DeVecchio

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# Placentia Library Board Calendar

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## December

- 5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 22 6:30 PM Library Board Meeting

## January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 17 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

## April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 18 5:01 PM National Library Week through Apr 25
- 19 7:00 PM Friends Annual Meeting
- 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## May

- 3 7:00 PM Friends Board Meeting, DeVecchio
- 23 Library Closed for Monday Holiday
- 24 6:30 PM Library Board Meeting
- Library Closed for Memorial Day
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Mar 2004						
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## June

- 7 7:00 PM Friends Board Meeting, Wood
- 21 6:30 PM Library Board Meeting
- 24 American Library Association Annual Conference, Orlando, through June 30
- 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## August

- 23 6:30 PM Library Board Meeting

Mar 2004

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Aug 2004

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# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, September 22, 2003

6:30 P.M.

Library Conference Room

Starting Time: 6:34

Dinsmore - absent

1. Roll Call Administrative Assistant  
G. Koff, Himes, JR, DLS
2. Adoption of Agenda

Mtn: W  
Sec: E All

Δ order 41, 42, 49 after 8  
Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the August 25, 2003 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

Mtn: E  
Sec: De All

4. Oral Communications

5. Board President Report

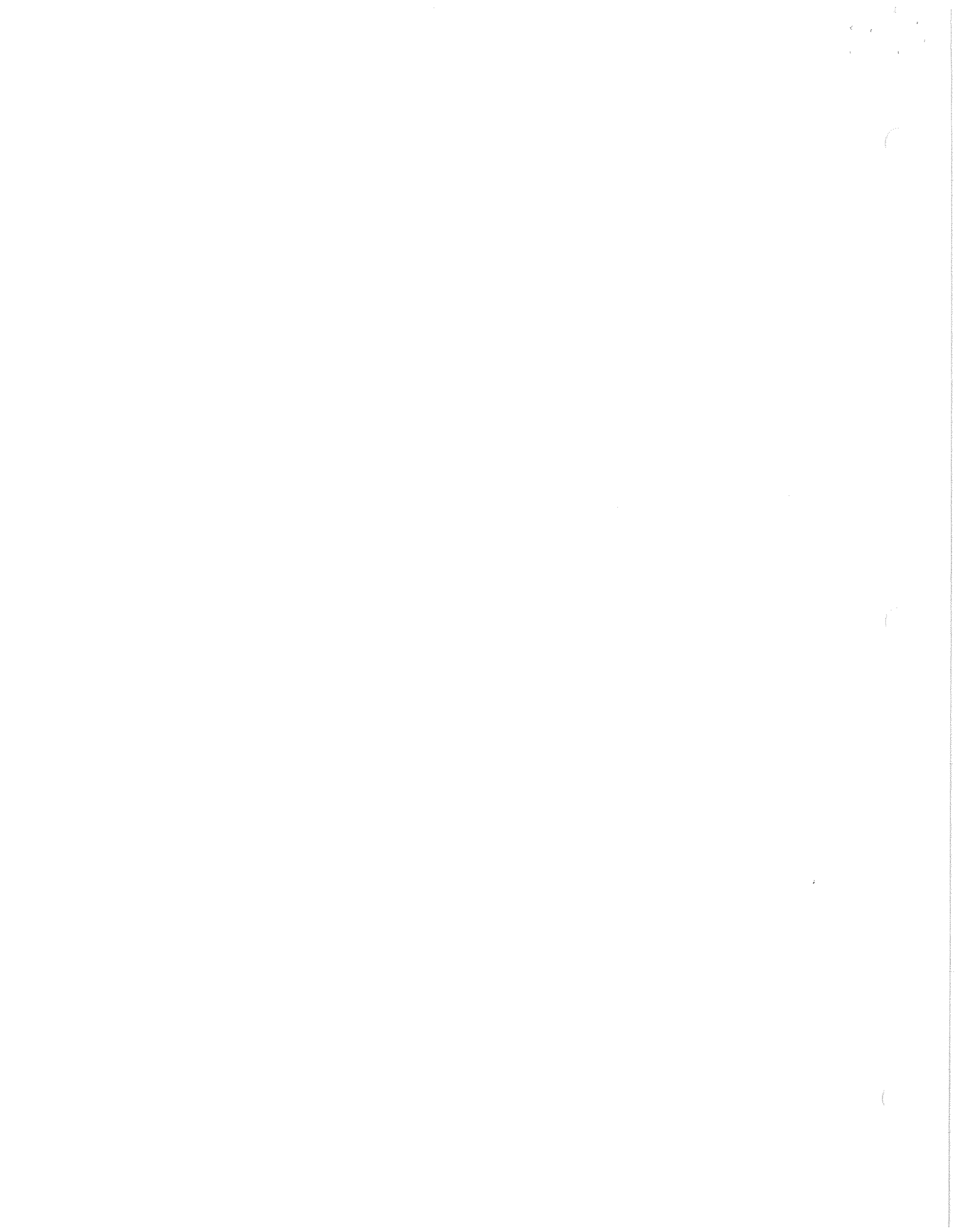
Presentation @ Staff App. Dinner - 5 yr Serv pin to Wood.  
FFL Program on Sunday = Tyese, DJ's, ~~the~~ <sup>recorded</sup> CD.  
State of City - this Thurs.

6. Trustee Reports

Betty - Staff App Dinner greet. ? = do we send out ltr to outstanding employees.  
Parade?  
Friends of Lib - mtg in Nov - Dinsmore Oct - Escobosa  
Gae - apologies for not attending Staff App Dinner  
Rich - none

7. Library Director's Report

Peggy - recuperating slowly  
Jim - Parade 2 convertibles for Board. (Betty + 3 yr old,  
Al, Peggy & Jim,  
Gloria. Also walking unit  
EDM - Ann Margaret Webb Lit Coord. position Oxnard Lib.  
will advertise Volunteer Pos.



8. Friends of Placentia Library Board of Directors Report *C. Himes*  
~~Start~~ Author - *Filley* "How to Get rid of Your Stuff". *J. Botha* doing  
*program*  
silent auction. *Oct* doing *haunting* silent auction.

40  
41  
CLAIMS (Items 9 - 12)

Presentation: Library Director  
Recommendation: Approve by Motion

Mtn: E  
Sec: De All

9. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

10. Claims forwarded by the Library Director. (Approve)

Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of \$16,068.87.

11. Current Claims and Payroll (Approve)

Claims 4497 and 4498 for a subtotal for Claims of \$21069.72; and Payrolls 4499 for \$30,603.80 and 4500 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,277.32.

12. FY2003-2004 Cash Flow Analysis through September 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director  
Recommendation: Approve by Motion

Mtn: De  
Sec: E All

13. Financial Reports for August 2003 (Receive & File)  
14. Office General Ledger & Check Registers for August 2003 (Receive & File)  
15. Acquisitions Report for August 2003 (Receive & File)  
16. Collection Agency Report for August 2003 (Receive & File)  
17. Gifts Report for August 2003 (Receive & File)



**GENERAL CONSENT CALENDAR** (Items 18 – 34)

Presentation: Library Director  
Recommendation: Approve by Motion

*Pull 27, 2009 21*  
18. Building Maintenance Report for August 2003 (Receive & File)

*Mtn: ~~E~~ W  
Sec: De  
All*

19. Personnel Report for August 2003 (Receive, File, and Ratify Appointments)

20. Volunteer Report for August 2003 (Receive & File)

21. Circulation Report for August 2003 (Receive & File) *Correct Total Checkouts FY 02-03*  
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File) *Mtn: E (as amended)  
Sec De All*

23. Legislative Alerts from the California Special Districts Association. (Receive & File)

24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)

25. Status Report on Partnerships with Community Organizations. (Receive & File)

26. Status Report on Active Grant Applications. (Receive & File)

27. Request for reimbursement of Elizabeth D. Minter for \$63.70 for two books ordered and received by Librarian Annah Darwish prior to her departure. (Receive & File and Authorize Reimbursement) *Ordered thru staff e/c. BWI/Ingram  
Collection Policy re - Project #37, circ #40*  
*Mtn to - EDM W  
Reim. EDM E  
Sec - E  
All*

*ok* ~~28.~~ Report on Staff Appreciation Dinner. (Receive & File)

29. Poet Laureate Report. (Receive & File) *Process of Inauguration - Betty 1:00 Sunday*  
*Mtn: E  
Sec: W All*

30. Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003. (Receive & File)

31. Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003. (Receive & File)

32. Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003. (Receive & File)



33. Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application. (Receive & File)
34. Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004. (Receive & File)

**CONTINUING BUSINESS**

35. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director  
Recommendation: Action to be determined by the

Library Board of Trustees

*EDM -  
No new info.  
Jim applied to State Lib for  
Literacy program.  
Leg may reconvene*

36. Review Items from Placentia Library District Policy Manual Section 2000 (Personnel).

Presentation: Library Director  
Recommendation: Review and adopt as first reading the policies in Section 2000 (Personnel); and

*Shelley put on Agenda for next month.*

*Mtn:  
Seci*

Refer Section 2000 (Personnel)  
to staff for review and comments  
to be presented at the October 20,  
2003 Library Board Meeting; and

Select sections for review at the  
October 20, 2003 Library Board  
Meeting.





NEW BUSINESS

- 37. Retrofit existing high ceiling recessed light fixtures in the lobby from compact fluorescent to high intensity discharge Metal Halide lamps to increase light levels at an estimated cost of \$2,663.62. The work to be performed by the District's lighting contractor.

Mtn: De All  
Sec: E

Presentation: Library Director  
Recommendation: Authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421SU dated July 29, 2003.

EDM - own electrician to fix switch.

- 38. Appoint a Library Trustee to the Placentia Library Foundation Board of Directors to fill the unexpired term of Geoff Braun.

Mtn:  
Sec:

Presentation: Library Board President  
Recommendation: Appoint a Library Trustee to the Foundation Board of Directors

Shkster  
Appt R. DeVecchio - term expires 12/03

- 39. Request from the Bridge Club for dispensation from the increase in Meeting Room rental from \$30 to \$35

Mtn: De All  
Sec: W

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

Mtn: Temporary Dispensation Exempt from new fee schedule.

- 40. Travel/training authorizations for California Special Districts Association (CSDA) Governance Academy Workshops, CSDA Board Secretary Training, and the Special District Risk Management Authority (SDRMA) Annual Meeting

CSDA Workshops:  
Oct 1 None  
Oct 24 De, S, W, Minter

Presentation: Library Director Minter  
Recommendation: Determine who will attend each event and authorize registration and travel expenses.

CSDA Bd Sec Training:  
E, DLS  
SDRMA Annual Mtg:  
no trustees.  
Safety Committee  
Donna, EDM,

- 41. Approval of Human Resources Contract with Gail Koff & Associates

Presentation: Library Board President  
Recommendation: Approve contract with Gail Koff & Associates

Mtn: W All  
Sec: De

"B"



- 42. The Library Director will present her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting.

Mtn:  
Sec:

Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees <sup>EDM</sup> Read response.

to #49

**STAFF REPORTS (Items 43 - 48)**

- 43. Program Committee Report for August 2003 (Roberts)
- 44. Children's Services Report for August 2003 (Rakos)
- 45. Placentia Library Literacy Services Report for August 2003 (Roberts)
- 46. Placentia Library Web Site Report for August 2003 (Roberts)
- 47. Publicity Materials Produced in August 2003. (Humble)
- 48. Safety Committee Minutes for August 2003 (Matas)

Mtn: W  
Sec: De  
All

**CLOSED SESSION**

- 49. 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.*

to #9

**ADJOURNMENT**

- 50. Agenda Preparation for the September Regular Meeting, which will be held on Monday, October 20, 2003 at 6:30 P.M. - Retaining General Purpose Attorney
- 51. Review of Action Items.

- 52. Adjourn  
Regular Meeting: start @ 8:00 Finish 8:45  
Closed Meeting: Start 6:55  
stop 7:50

Closed session - before meeting.  
(Salary survey, mgmt perf objectives review of director's lib. job desc.)



**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 25, 2003**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 25, 2003 at 6:34 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** None

**Others Present:** Trustee Nominee Richard DeVecchio, Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, President of Friends of Placentia Library Eleanore Rankin and Administrative Assistant Donna Siloti.

**ADOPTION OF AGENDA** It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

AYES: Shkoler, Escobosa, Dinsmore, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**OATH OF OFFICE** Library Director Elizabeth Minter administered the Oath of Office for Richard C. DeVecchio as Trustee for Placentia Library District.

**MINUTES** It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve the Minutes of the July 21, 2003 Regular Meeting.

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

**ORAL COMMUNICATIONS** President of the Friends of Placentia Library Eleanore Rankin reported that a get-acquainted picnic was held for the bookstore volunteers. She also reported that the Sunday Book Sales were going very well and that the next meeting of the Friends will be on September 8.

**PRESIDENT'S REPORT** President Shkoler reported that Secretary Escobosa and he attended the CSDA Build a Binder Workshop on August 19. He said they had received information concerning human resources issues that could be incorporated in the Library's Policy Manual

**TRUSTEE REPORTS** Secretary Escobosa did not address the Board.

Trustee Dinsmore recommended the article "Mini Tips for Trustees and Commissioners" found in the latest issue of the newsletter published by the California Association of Trustees and Commissioners (CALTAC). Trustee Dinsmore also suggested the Board nominate Assembly Woman Lynn Daucher for the award sponsored by CALTAC. Library Director Minter said she would call Daucher's office and inquire into what actions she has taken to support the state's libraries.

Trustee Wood reported that she did not attend the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on July 31, 2003. Trustee Wood also reported that she would not be able to attend the Orange County Council of Governments (OCCOG) Annual General Assembly on August 28 and she would be unable to continue as the Library's delegate to OCCOG. Trustee DeVecchio said he would see if he could attend the meeting.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter did not address the Board.

**CLAIMS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims in excess of \$300.

Claims 4479, 4480, 4481, 4482, 4483 and 4484 forwarded by Library Director for a total of \$27,458.22.

Claims 4485, 4486 and 4487 for a subtotal for Claims of \$57,174.93; and Payrolls 4488 for \$30,603.80 and 4489 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$118,382.53.

FY2003-2004 Cash Flow Analysis through August 25, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 13 through 17.

Financial Reports for July 2003

Official General Ledger & Check Registers for July 2003

Acquisitions Report for July 2003

Collection Agency Report for July 2003

Gifts Report for July 2003

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 18 through 22, 24, 26 through 28, 30 through 32, and 34 through 36.

Building Maintenance Report for July 2003.

Personnel Report for July 2003

Volunteer Report for July 2003

Circulation Report for July 2003

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Active Grant Applications.

Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003.

Report on Staff Appreciation Dinner.

Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003.

Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003.

3<sup>rd</sup> Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003.

California Library Outlets Survey 2002-2003 for Placentia Library District as transmitted to the California State Library on August 21, 2003.

State Library description of Literacy programs and funding for Fiscal Year 2003-2004.

Local Area Formation Commission Agenda for August 21, 2003.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 23.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 25.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Item 29.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive, file and ratify the application for Agenda Item 33.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive, file and approve Agenda Item 37.

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



It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Item 38.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there will be no changes in the District's property tax allocation. Transaction Based Reimbursements are included in the State Budget but the rate of reimbursement has not been determined. Library Director Minter estimates we will receive approximately \$10,000.

The Public Library Foundation Fund (PLF) is funded at \$15 million, and our share is \$23,225. The California State Controller has stated that if the State's finances don't improve, these funds will not be distributed.

Several years ago, Placentia Library District contracted with Steve Shields Consultants to prepare the District's claims for State Mandated reimbursements. Mr. Shields has reported that the claims will not be paid this year but will continue to accrue interest until they are paid. The District's refund exceeds \$20,000. Library Director Minter is working with Mr. Shields to file the Fiscal Year 2002-2003 claim.

Library Director Minter reported that she listened to a workshop concerning the funding for the State Library literacy programs. There will be one application for all the programs. A flat grant will be awarded for each program plus a per capita stipend for each student and tutor in the program as well as a local funding match.

**PUBLIC HEARING  
FOR FINES & FEES  
POLICY**

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to read Resolution 03-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2003-2004 of Placentia Library District of Orange County .

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to adopt Resolution 03-08 by roll call vote.

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

**PUBLIC HEARING  
FOR FISCAL YEAR  
2003-2004 BUDGET**

President Shkoler opened the public hearing for the Budget. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to read Resolution 03-09 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2003-2004 Budgets for the Placentia Library District of Orange County .

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt Resolution 03-09 by roll call vote.

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

**STAFF SURVEY**

President Shkoler distributed a summary of the Staff Surveys. Library Director Minter requested in a memo to President Shkoler that this issue be discussed in a subsequent public session as she was not given 24 hour notice of the contents of the summary required by the Brown Act. Library Director Minter also recommended that the Board hire a Human Resources consultant to manage the processing and investigation of the charges and complaints found in the Summary. A special board meeting was scheduled for September 15, 2003, at 6:30PM.

**PATRIOT ACT**

Library Director Minter reported that she had spoken to two other library directors in Orange County and they had agreed that the Patriot Act should be discussed at the next Santiago Library System council meeting in November. She recommended that the Board pass the Placentia Library District Privacy Policy which states that the Library will comply with all state and federal laws, but also do everything possible to protect the privacy of the Library's patrons.

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Placentia Library District Privacy Policy.

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

**TRAVEL  
AUTHORIZATION**

It was determined that none of the trustees will be attending the California Special Districts Association (CSDA) Annual Conference and Governance Academy.

It was determined that President Shkoler, Secretary Escobosa, Trustee Wood, Trustee Dinsmore and her husband, Library Director Minter, and Public Services Manager/Literacy Coordinator Jim Roberts will attend the State of the City Breakfast. The Library will reserve a table for 8.

**BALLOT FOR CSDA  
BOARD OF  
DIRECTORS FOR  
REGION 6**

It was moved by Trustee Wood and seconded by Secretary Escobosa to vote for Gary Croucher for the CSDA Board of Directors for Region 6 and to authorize Library Director Minter to sign and submit the ballot to CSDA.

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

**PAGE HOURLY  
RATE AND STEP  
SCALE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to revise the Pages salary scale to include a fourth step at 18 months for \$7.81.

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

**STAFF REPORTS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 47-52.

Program Committee Report for July 2003.

Children's Services Report for July 2003.

Placentia Library Literacy Services Report for July 2003.

Placentia Library Web Site Report for July 2003.

Publicity Materials produced for July 2003.

Safety Committee Minutes for July 2003.

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

**SEPTEMBER  
MEETING**

The September Regular Library Board Meeting will be held on Monday, September 22, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA  
PREPARATION**

Library Director Minter reported that the Agenda for the regular September meeting will include review of the Personnel section of the Policy Manual. She requested that the trustees bring in their manuals so the updated pages could be inserted.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 25, 2003 adjourned at 7:55 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:45 P.M. to discuss a personnel matter.

The Closed Session ended at 8:45 P.M.

President Shkoler reported that there was no report from the Closed Session.

---

Betty Escobosa  
Secretary  
Library Board of Trustees



MINUTES SEPTEMBER 8, 2003

FRIENDS OF PLACENTIA LIBRARY ANNUAL MEETING

President , Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Ginny Sanatar, Camille Himes, Jill Botha, Renee Scott, Frances Stoller, Ted Farkas, Pat Irot and Barbara Hemmerling. Al Shkoler represented the Trustees and Elizabeth Minter and Jim Roberts represented the staff.

The **minutes** of the June meeting were approved as read. **Treasurer**, Camille Himes reported a balance of \$10,334.70. The following bills were presented for payment: \$109.91 to Omnigraphics advertising and \$68.26 to Kelly Paper for office supplies. Pat Irot moved these bills be paid. Barbara Hemmerling seconded it. The motion was carried. Pat Irot asked for \$344.22 for a scanner. This will be taken from the \$3500 the History Room was given at the Disneyland Award Luncheon. During the summer, a computer was purchased from these same funds at the cost of \$1385.30. **Financial Secretary**, Ginny Sanatar, reported deposits for August: bookstore sales-\$975.65, Sunday book sales-\$138.85.

**Chair Reports:** Bookstore-Nancy Lone is on vacation. There are still some time slots that need filling, however the bookstore is doing very well financially. Publicity- Pat Irot reported that she is continuing to submit timely articles to the appropriate media. Silent Auction-Jill Botha reported proceeds of \$59.00 on the most recent sale. Sunday Book Sales- Ginny Sanatar sent around a sign up sheet for the coming year. She has, also, prepared signs to be placed on the boxes designated for the Salvation Army. They will be in the Friends mailbox.

**President's Report:** 1) Staff Appreciation dinner to be September 11. 2) The Volunteers' Summer Fun Day at Nancy's house, August 1, 2003, was a friendly way to become better acquainted. 3) Betty Filley's presentation was well received. We sold 13 of her books through the Foundation. We made \$5.00 on each book, but the 7 ¼ % state sales tax must be taken out of that amount. 4)Trustee's meeting, August 25, was attended by Ellie Rankin. She met Richard Delvecchio, the newly appointed Trustee. The September 22 meeting will be attended by Camille Himes. 5) President Rankin is organizing all past minutes so they can be bound for easy access. 6) The membership list is in need of updating. 7) Author's luncheon—Our speaker, Kelly Lang will be speaking on September 23 @ 8PM at the Huntington Beach library. Cost is \$10. If you wish to come at 6:30 and have dinner, the cost is \$18. 8) Saturday, October 25, Patt Morrison will be a presenter at the Cerritos Library Tours/Forum/Lunch, cost \$20. 9) Library needs—The Friends are in need of a second revolving rack from which to sell paperback books. The Children's department has such

a rack that is not appropriate for their use. They have offered us their rack if we will purchase one that meets their needs. Pat Irot moved that we accept this offer of a revolving rack and purchase a new one for the Children's department. Camille seconded this motion. The motion carried. There is a need to update or expand the PA system in the community room. Eleanor and Elizabeth will ask Lee Castner for his input on this problem and report back at a future meeting. 10) Eleanor introduced Shirley Baker as a prospective member of our board. Shirley spoke briefly of her qualifications and interest in serving this organization. Shirley was excused for the evening. Camille Himes moved that we appoint Shirley Baker to the existing vacancy on the Friends Board. Frances Stoller seconded this motion. The motion carried unanimously.

**Library Reports:** Elizabeth Minter reported: 1) Congratulations on the success of the bookstore. 2) Staff Appreciation dinner—the program will be first this year. 3) The window coverings in the Community Room are not satisfactory. There will be a search for a proper replacement. 4) Our share of the state tax is still uncertain. 5) From a budget of \$100,000 for Literacy, it appears there will be less than \$20,000. 6) Yese<sup>r</sup>ia Gomez is the new Circulation Supervisor. 7) Phyllis Humple is the acting Volunteer Coordinator. 8) Elizabeth asked the Friends for a grant of \$1500 for technical services for processing new audio-visual materials. Pat Irot made a motion to grant this request, Renee Scott seconded it. The motion was carried.

Jim Roberts 1) Yese<sup>r</sup>ia is a former student intern here at the library. 2) We will know the first of October what monies we will get from the state. 3) Wells Fargo has given a grant of \$1000 to literacy. They have not responded to the request of \$1000 for Books 2003.

Al Shkoler reported how pleased the Board of Trustees is with their new member, Richard Delvecchio.

Announcements: Town Hall Meeting, Thursday, September 18-7PM Valencia Aud  
State of the City Breakfast \$25, 7:15 AM Sept. 25.  
Next Board meeting October 6, 2003.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
September 22, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
September 22, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	August 28, 2003	4490	1,646.04
	August 28, 2003	4491	5,223.77
	August 28, 2003	4492	180.00
	September 3, 2003	4493	3,155.44
	September 3, 2003	4494	375.84
	September 10, 2003	4495	3,564.46
	September 10, 2003	4496	1,923.32
TOTAL BY LIBRARY DIRECTOR			<u>\$ 16,068.87</u>

Prepared by Donna Siloti

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

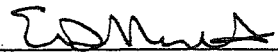
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

9/4/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	7/21/03-8/18/03		2800	00		55.98		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	September 2003		0300	00		197.31		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-08-1042		1400	00		228.00		
N04780D Orange County Register P.O. Box 30217 Los Angeles, CA 90030-0217	8/16/03		2400	04		384.37		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	8/16/03 714-528-8236		0700	01		279.39		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	212906		1400	00		105.75		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	247441		1800	00		131.44		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	9/1/03-10/1/03		0300	00		263.80		

The claims listed above (totaling \$1,646.04) 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 oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

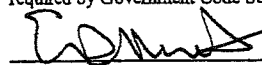
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

914103

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	8/21/03		1800	00		495.87		
			1800	09		309.20		
						805.07		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	9/1/03-10/1/03		0300	00		113.75		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-8024 03-8028		1800	00		269.38		
			4000	00		1,375.00		
						1,644.38		
N26230 National Retirement Services, Inc. File 56732 Los Angeles, CA 90074-6732	85393		1900	00		1,625.00		
N28351 Delta Systems Co., Inc. 1400 Miller Parkway McHenry, IL 60050-7030	443420 444322		2400	09		220.34		
			2400	09		23.35		
						243.69		
(new vendor) Balkatha 13042 Essex Lane Cerritos, CA 90703	237 238 239		2400	09		78.87 40.59 61.38		
(new vendor) Centro Cultural de Mexico 1522 S. Main St. Santa Ana, CA 92707	8/24/03		1900	09		500.00		
(new vendor) Children's Book Press 2211 Mission Street San Francisco, CA 94110	39473		2400	09		111.04		

The claims listed above (totaling \$5,223.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
 411 E. Chapman Ave.  
 Placentia, CA 92670

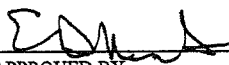
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
 HIS CHECK FROM FUND 707

914/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
(new vendor) John D. Williams Lady Bug Families 2430 Edgewater Terrace Los Angeles, CA 90039 SSN 563-46-1820	8/24/03		1900	09		180.00		

The claims listed above (totaling \$180.00) 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 oath or affirmation required by Government Code Section 3102.

  
 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

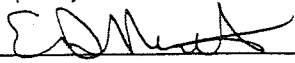
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	20935		1900	00		575.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	076177		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3323		1900	00		42.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	8/21/03		2800	00		371.55		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	431488		2100	00		154.09		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	September 2003		1900	00		35.00		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Summer 2003 Tuition		1700	00		1,935.00		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	August 2003		2700	01		15.30		

The claims listed above (totaling \$3,155.44) 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 oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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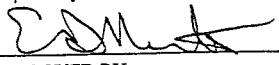
ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
 411 E. Chapman Ave.  
 Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
 HIS CHECK FROM FUND 707

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198  (new vendor) Barbara J. Phillips 749 San Juan Lane Placentia, CA 92870 SSN 563-56-2880	August 2003		2700	01		15.84		
	August 2003		1900	00		360.00		

The claims listed above (totaling \$375.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

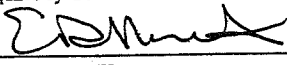
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	909		1800	00		22.52		
N01903A Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	518809		2400	09		655.85		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	307833		1800	00		82.35		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1633526		0700	01		998.40		
	714-223-1698							
	T1637499		0700	08		22.70		
	714-524-8408							
	T1649354		0700	01		266.88		
	335-253-2062					1,287.98		
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	08/31/03		2000	00		192.24		
N06622 Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-203001		2400	09		223.52		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062781		1400	00		1,100.00	2	

The claims listed above (totaling \$3,564.46) 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 oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030828		1900	00		139.60		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035860		1800	00		203.55		
N15204A Data2, Inc. P.O. Box 952534 St. Louis, MO 63195-2534	05FMW4		1800	00		965.91		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200309-55		1900	00		15.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320822		1800	00		347.74		
			1900	00		6.95		
						354.69		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N15283 N15284		2700	01		75.00		
			2700	01		75.00		
						150.00		
N27400 Intuit P.O. Box 513340 Los Angeles, CA 90051-3340	Z42754330001		1800	00		32.04		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	6547		1800	00		62.53		

The claims listed above (totaling \$1,923.32) 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 oath or affirmation required by Government Code Section 3102.

  
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PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
September 22, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4497	12,557.47
	4498	8,512.25
TOTAL CURRENT CLAIMS		<u>\$21,069.72</u>
PAYROLL	4499	30,603.80
	4500	30,603.80
		<u>\$61,207.60</u>
	<b>TOTAL</b>	<b><u><u>\$82,277.32</u></u></b>

Prepared by: Donna Siloti

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55788		0700	00		7.19		
			1400	00		2,189.99		
			2800	00		5,103.96		
						7,301.14		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	30019691		2400	01		2,816.90		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1678172 714-528-1906		0700	00		61.95		
			T1678187	01		13.37		
			714-528-8236			75.32		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36498		0700	05		215.50		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	473025		1800	00		42.26		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	9/1/03 714-524-8408		0700	08		26.51		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1399823		1800	00		140.34		
N06914 Inside Prospects, Inc. 4475 Mission Blvd., Ste. 213 San Diego, CA 92109	OC03-2045		2400	01		1,939.50		

The claims listed above (totaling \$12,557.47) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	035869		1800	00		396.52		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	137677		1900	00		169.17		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200309086386		0300	00		4,134.30		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	6592		1800	00		62.53		
N28497 Children's Book Press 2211 Mission Street San Francisco, CA 94110	39650		2400	09		22.13		
(new vendor) Alldata 9412 Big Horn Blvd. Elk Grove, CA 95758-1101	14404692		2400	03		1,500.00		
(new vendor) LexisNexis Bus. & Academic Pub. P.O. Box 7247-0340 Philadelphia, PA 19170-0340	365454		2400	01		1,727.60		
(new vendor) EBSCO Publishing P.O. Box 562 Ipswich, MA 01938	99149274		2400	03		500.00		

The claims listed above (totaling \$8,512.25) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

8,512.25

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/22/03  
REPORT NO 4499

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	10/16/03 Pay period # 8 October 3, 2003 October 16, 2003			0100 00		28,428.98		
Account # 2011939659 Route #121000248	FICA			0200 00		2,174.82		
<b>PLEASE WIRE ON THURSDAY, October 16, 2003</b>								

The claims listed above (totaling \$30,603.80) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/22/03  
REPORT NO 4500

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	10/30/03 Pay period # 9 October 17, 2003 October 30, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
<b>PLEASE WIRE ON THURSDAY, October 30, 2003</b>								

The claims listed above (totaling \$30,603.80) 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 oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

30,603.80



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Cash Flow Analysis  
**DATE:** September 22, 2003

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2003-2004 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2003-2004 is Attachment B.

I am recommending that no funds be transferred at this time.

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through September 22, 2003.





Placentia Library District  
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	434,905.80
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	404,302.00
07/03/03	4470	General by Library Director		2,350.74	401,951.26
07/03/03	4471	General by Library Director		2,594.89	399,356.37
07/03/03	4472	General by Library Director		3,139.44	396,216.93
07/10/03	4473	General by Library Director		973.96	395,242.97
07/17/03		Secured 2003-2003 #9	16,611.57	41.53	411,813.01
07/17/03		Supplemental 1985+ #1	4,111.95		415,924.96
07/17/03		Delinquent Supplemental	1,567.37		417,492.33
07/17/03		Supplemental 1984	1.73		417,494.06
07/21/03		Teeter Plan Delinquent Secured	14,296.23		431,790.29
07/21/03	4474	General		1,997.58	429,792.71
07/21/03	4475	General		2,706.79	427,085.92
07/21/03	4476	General		5,989.29	421,096.63
07/21/03	4477	Payroll to wire Aug 21, 2003		30,603.80	390,492.83
07/21/03	4478	Payroll to wire Sep 4, 2003		30,603.80	359,889.03
07/24/03	4479	General by Library Director		15,136.23	344,752.80
07/30/03		Library Passport Revenue, Jul	13,829.94		358,582.74
07/30/03		Library Revenue, Jul	1,495.70		360,078.44
07/30/03		Interest	4.48		360,082.92
07/31/03	4480	General by Library Director		3,859.76	356,223.16
07/31/03	4481	General by Library Director		1,229.51	354,993.65
08/07/03	4482	General by Library Director		2,600.86	352,392.79
08/13/03		Supplemental 1985+ #1	6,370.64		358,763.43
08/14/03	4483	General by Library Director		1,041.56	357,721.87
08/14/03	4484	General by Library Director		3,590.30	354,131.57
08/25/03	4485	General		17,771.94	336,359.63
08/25/03	4486	General		2,124.88	334,234.75
08/25/03	4487	General		37,278.11	296,956.64
08/25/03	4488	Payroll to wire Sep 18, 2003		30,603.80	266,352.84
08/25/03	4489	Payroll to wire Oct 2, 2003		30,603.80	235,749.04
08/27/03		Library passport Revenue, Aug	11,900.81		247,649.85
08/27/03		Library revenue, Aug	1,595.67		249,245.52
08/27/03		Non-Govt Grant	1,000.00		250,245.52
08/27/03		Interest	3.90		250,249.42
08/28/03		Interest, Jun accrual	(87.83)		250,161.59
08/28/03	4490	General by Library Director		1,646.04	248,515.55
08/28/03	4491	General by Library Director		5,223.77	243,291.78
08/28/03	4492	General by Library Director		180.00	243,111.78
08/29/03		Interest, Jul	563.41	54.08	243,621.11
09/03/03	4493	General by Library Director		3,155.44	240,465.67
09/03/03	4494	General by Library Director		375.84	240,089.83
09/10/03	4495	General by Library Director		3,564.46	236,525.37
09/10/03	4496	General by Library Director		1,923.32	234,602.05
09/22/03	4497	General		12,557.47	222,044.58

Placentia Library District  
FY2003-2004 General Fund Cash Flow

<u>DATE</u>	<u>CLAIM #</u>	<u>DESCRIPTION</u>	<u>CREDIT</u>	<u>DEBIT</u>	<u>BALANCE</u>
09/22/03	4498	General		8,512.25	213,532.33
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	182,928.53
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	152,324.73

Placentia Library District  
 Property Tax Apportionments  
 Fiscal Year 2003-2004

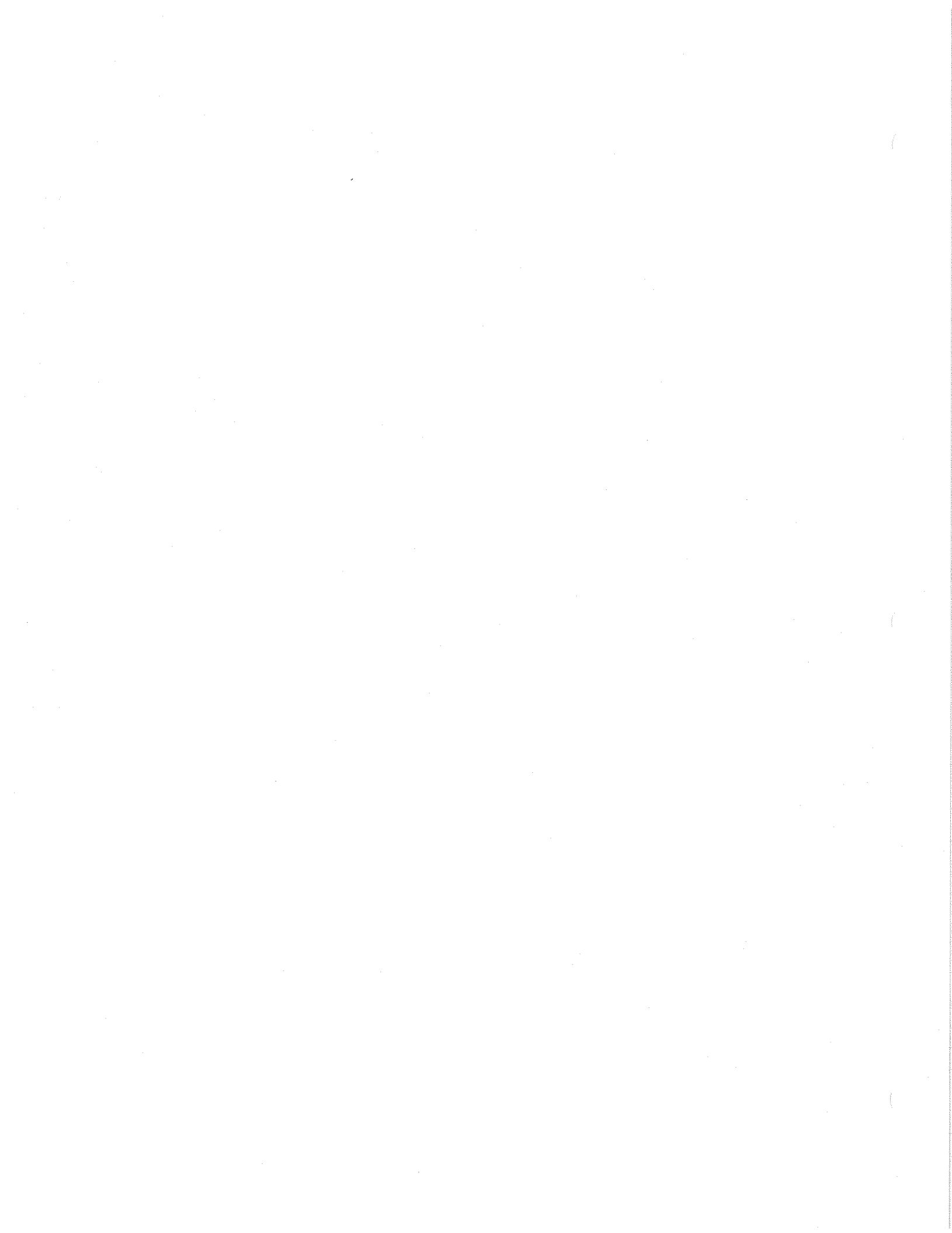
Date	Category	Amount
08/14/03	Prior Year Secured Taxes & Penalties #1 Jul	
08/14/03	Supplemental #1 Jul	
09/11/03	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/03	Supplemental #2 Aug	
09/19/03	Unsecured collections at 8/31/02, #1	80% - 85%
<b>10/16/03</b>	<b>Prior Year Secured Taxes &amp; Penalties #3 Sep</b>	
<b>10/16/03</b>	<b>Supplemental #3 Sep</b>	
11/13/03	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/03	Supplemental #4 Oct	
11/26/03	Current secured #1	7% - 10%
12/11/03	Current secured #2	20% - 25%
12/11/03	Homeowners Property Tax Relief	15%
12/11/03	Prior Year Secured Taxes & Penalties #5 Nov	
12/19/03	Current secured #3	10% - 15%
12/19/03	Supplemental #5 Nov	
01/09/04	Homeowners Property Tax Relief	35%
01/15/04	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/04	Supplemental #6 Dec	
01/21/04	Unsecured collections at 12/31/03, #2	5% - 10%
02/06/04	State-Assessed Public Utility, #1	49% - 50%
02/10/04	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/04	Current secured #4	4% - 7%
02/20/04	Supplemental #7 Jan	
03/11/04	Prior Year Secured Taxes & Penalties #8 Feb	
03/19/04	Current secured #5	5% - 7%
03/19/04	Supplemental #8 Feb	
04/09/04	Unsecured collections at 03/31/04, #3	1% - 3%
04/15/04	Prior Year Secured Taxes & Penalties #9 Mar	
04/15/04	Supplemental #9 Mar	
04/20/04	Current secured #6	15% - 20%
05/11/04	Homeowners Property Tax Relief	35%
05/13/04	Prior Year Secured Taxes & Penalties #10 Apr	
05/21/04	Current secured #7	15% - 20%
05/21/04	Supplemental #10 Apr	
05/27/04	State-Assessed Public Utility, #2	49% - 50%
06/11/04	Homeowners Property Tax Relief	15%
06/17/04	Prior Year Secured Taxes & Penalties #11 May	
06/17/04	Prior Year Unsecured	
06/17/04	Supplemental #11 May	
06/17/04	Unsecured collections at 05/31/04, Final	3% - 6%
07/16/04	Current secured final for FY04	1% - 3%
07/16/04	Delinquent Supplemental, FY04	
07/16/04	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/16/04	Supplemental, FY04 #12 Jun	
07/20/04	Secured Teeter Actual Final Delinquencies, FY03	2% - 4%



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 September 22, 2003

	Fiscal Year 2003-2004						
	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
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	1,063.26	160,509.55	400,642.44	9,819.55	691,002.39	290,359.95
30-Sep-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Oct-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Nov-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

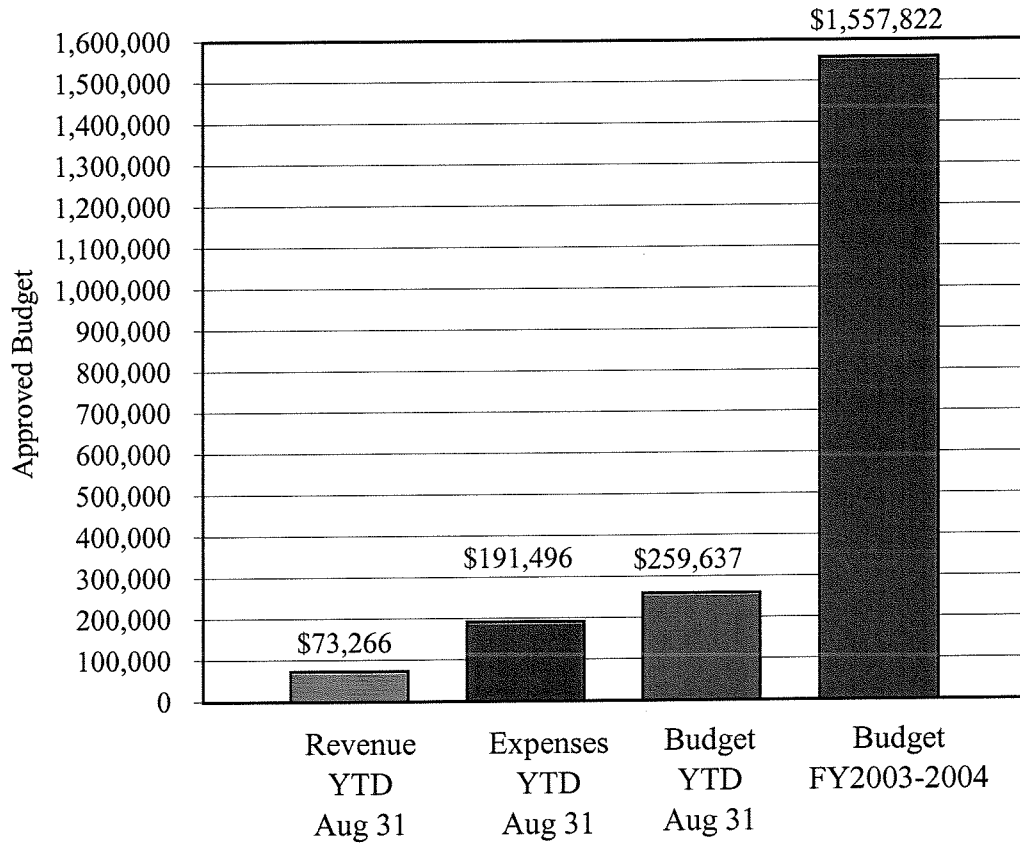
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91
31-Mar-03	118,435.92	10,018.28	110,020.65	477,099.56	9,775.67	725,350.08	248,250.52
30-Apr-03	118,579.99	10,030.47	110,154.49	550,760.45	9,787.56	799,312.96	248,552.51
31-May-03	118,720.13	10,042.33	160,284.68	629,234.54	9,799.12	928,080.80	298,846.26
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2003 - 2004

### General Fund Cash Flow



1. 1000  
2. 1000  
3. 1000  
4. 1000  
5. 1000  
6. 1000  
7. 1000  
8. 1000  
9. 1000  
10. 1000



PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 707  
 (Prepared from the Orange County Auditor's Report)  
 September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	(60.93)	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	0.00	(60.93)	0.00	(60.93)	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	0.00	1.97	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	6,370.64	2,534.10	6,370.64	165.65	15.93%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	40,000	10,484.32	2,534.10	6,370.64	165.65	26.21%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	42,959.49	32,829.91	6,370.64	104.72	3.29%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	483.96	777.08	479.48	766.91	5.69%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	483.96	777.08	479.48	766.91	5.69%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	#DIV/0!
6970-02	State - CA Literacy Campaign	22,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	54,000.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	0.00	54,000.00	0.00	0.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	3,091.37	4,446.70	1,595.67	2,502.27	10.30%
7670-01	Local Revenue -- Passport	146,000	25,730.75	14,553.03	11,900.81	6,581.38	17.62%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	1,000.00	0.00	
	TOTAL LOCAL REVENUE	176,000	29,822.12	18,999.73	14,496.48	9,083.65	16.94%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	73,265.57	106,606.72	21,346.60	9,955.28	4.70%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	112,334.97	101,652.00	56,255.81	51,528.00	16.17%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	8,639.70	7,740.00	4,349.64	3,942.00	8.80%
	Health & Life Insurance/Blue Shield CA	51,886.00	5,936.26	7,383.23	3,114.14	3,528.62	11.44%
	Long Term Disability/CNA	3,300.00	510.85	522.30	0.00	0.00	15.48%
	Life Insurance/Fortis & Protective Life	1,405.00	323.20	86.35	78.20	0.00	23.00%
	Vision Service Plan/VSP	2,682.00	394.62	233.36	186.30	0.00	14.71%
	Dental/Ameritas	7,597.00	1,301.40	1,064.90	0.00	599.20	17.13%
0300	Total Employee Insurance	66,870.00	8,466.33	9,290.14	3,378.64	4,127.82	12.66%
0310	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	2,182.00	2,733.00	0.00	0.00	21.82%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	131,623.00	121,415.14	63,984.09	59,597.82	15.14%
0700-00	Communications - Telephone	1,750.00	85.91	218.34	0.00	91.77	4.91%
0700-01	Communications - Modem/Fax	7,600.00	1,297.47	1,491.10	851.50	841.59	17.07%
0700-02	Communications - Internet/Database	800.00	0.00	39.90	0.00	19.95	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	215.50	431.00	0.00	215.50	7.98%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	591.30	42.92	122.01	38.75	39.42%
	Total Communications	14,350.00	2,190.18	2,223.26	973.51	1,207.56	15.26%
0900-00	Food - General Fund	350.00	0.00	42.95	0.00	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	0.00	28.69	0.00	0.00	
	Total Food	500.00	0.00	71.64	0.00	0.00	0.00%
1000-00	Household Expense	4,250.00	0.00	1,482.41	0.00	0.00	0.00%
1100-00	Insurance - Liability	11,000.00	9,985.98	7,505.58	0.00	0.00	90.78%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	100.01	66.92	100.01	0.00	3.33%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	12,500.00	5,000.00	0.00	0.00	62.50%
1300-07	Maintenance of Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	66.93	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	12,600.01	5,133.85	100.01	0.00	53.62%
	HVAC	7,500.00	372.50	3,294.00	0.00	108.00	4.97%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	0.00	2,212.47	0.00	0.00	0.00%
	Plumbing	3,000.00	7.08	333.86	0.00	0.00	0.24%
	Electrical	1,500.00	253.58	0.00	0.00	0.00	16.91%
	Cleaning Service	13,700.00	2,200.00	2,200.00	1,100.00	1,100.00	16.06%
	Locksmith	1,000.00	0.00	481.84	0.00	481.84	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	0.00	0.00	0.00	0.00	0.00%
1400-00	Total Maintenance of Building & Grounds	62,950.00	3,355.88	8,953.15	1,100.00	1,689.84	5.33%
1600-00	Memberships - General Fund	2,200.00	115.00	0.00	0.00	0.00	5.23%
1600-07	Memberships - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550.00	0.00	480.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	115.00	480.00	0.00	0.00	4.18%
1700-00	Miscellaneous Expense - General Fund	0.00	2,580.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	2,580.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
1800-00	Library Supplies	12,000.00	602.96	477.02	95.92	0.00	5.02%
	Printing	11,500.00	2,827.70	602.32	2,686.49	0.00	24.59%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	120.00	0.00	0.00	0.00	10.91%
	Paper	700.00	41.01	153.09	41.01	88.42	5.86%
	Drinking Water Service	350.00	55.00	55.00	27.50	27.50	15.71%
	Other Office Supplies	10,000.00	1,259.81	1,689.52	568.28	126.74	12.60%
	Total Office Supply Expense - General Fund	35,650.00	4,906.48	2,976.95	3,419.20	242.66	13.76%
1800-07	ELLI Grant Supply Expense	0.00	255.71	0.00	0.00	0.00	
1800-08	Printing	1,500.00	570.75	0.00	570.75	0.00	
	Publications	2,500.00	0.00	0.00	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	32.84	0.00	0.00	
	Total Adult Literacy Office Supply Expense	5,500.00	570.75	32.84	570.75	0.00	10.38%
1800-09	Supply Expense Families for Literacy	2,500.00	779.10	0.00	779.10	0.00	
	Total Office Expense	43,650.00	6,512.04	3,009.79	4,769.05	242.66	14.92%
1803-00	Postage Expense - General Fund	4,500.00	(10.36)	934.05	(10.36)	0.00	-0.23%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750.00	(10.36)	934.05	(10.36)	0.00	-0.22%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	70.00	70.00	35.00	35.00	16.67%
	Pension Contribution & Operating Expenses	7,000.00	1,207.48	1,120.35	0.00	0.00	17.25%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	0.00	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	84.00	79.71	42.00	42.00	16.67%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	1,095.61	1,035.42	54.08	0.00	12.89%
	Advertising (Including WEB Site)	4,000.00	30.00	460.80	15.00	15.00	0.75%
	Medical Exams	1,200.00	110.50	262.50	0.00	105.00	9.21%
	Collection Services - Accounts Receivable	2,250.00	552.48	206.16	174.92	0.00	24.55%
	Audit & Accounting Services	5,250.00	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,600.00	385.15	322.40	0.00	78.80	10.70%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	1,551.40	310.00	531.95	0.00	11.08%
1900-00	Total Specialized Services - General Fund	84,224.00	5,733.12	3,867.34	852.95	275.80	6.81%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	500.00	290.00	0.00	0.00	10.00%
1900-09	Specialized Services - Families for Literacy	500.00	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	0.00	44.15	0.00	44.15	0.00%
	Total Specialized Services	102,224.00	6,233.12	4,201.49	852.95	319.95	6.10%
2000-00	Legal Notices - General Fund	650.00	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	400.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	7,471.65	7,418.32	0.00	0.00	7.12%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	2,343.12	1,672.48	0.00	0.00	1.78%
2400-02	Special Department Expense - Video	0.00	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0.00	2,467.55	16,201.50	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0.00	105.60	96.00	0.00	0.00	
2400-05	Special Department Expense - Audio	0.00	453.42	278.75	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000.00	0.00	989.36	0.00	0.00	0.00%
2400-09	Special Department Expense - Families for Literacy	0.00	230.59	0.00	230.59	0.00	
	Total Special Department Expense	133,840.00	6,416.01	19,238.09	230.59	0.00	4.79%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	0.00	280.10	0.00	0.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	21.56	1,325.74	0.00	142.89	0.48%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	0.00	126.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	320.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	34.56	7.52	34.56	7.52	
	Total Transportation/Travel - Meetings	10,250.00	78.44	2,059.36	34.56	150.41	0.77%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 22, 2003

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 AUG 2003	FY2002-2003 AUG 2002	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	0.00	3,338.44	0.00	0.00	0.00%
	Gas	3,500.00	331.43	19.62	110.61	0.00	9.47%
	Water	3,750.00	628.12	742.63	349.99	376.72	16.75%
	Total Utilities	67,250.00	959.55	4,100.69	460.60	376.72	1.43%
	TOTAL SUPPLIES & SERVICES	587,314.00	58,487.50	66,811.68	8,510.91	3,987.14	9.96%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000.00	1,385.30	0.00	0.00	0.00	6.93%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	1,385.30	2,726.01	0.00	0.00	6.93%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	1,385.30	2,726.01	0.00	0.00	6.93%
5200	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	191,495.80	190,952.83	72,495.00	63,584.96	12.29%
	ELLI Grant Summary Object Code 07	0	1,094	0	0	0	0.60
	CLC Summary Object Code 08	16,300	1,662	4,948	693	39	
	FFL Grant Summary Object Code 09	3,150	1,044	36	1,044	8	
	TOTAL LITERACY (Excluding Personnel)	19,450	3,800	4,984	1,737	46	



**Placentia Library District**  
**Balance Sheet**  
 As of August 31, 2003

09/10/03

	<u>Aug 31, 03</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	2,561.60
County Exempt - Savings	3,210.34
General Fund - Checking	10,153.44
General Fund - Savings	4,000.88
Literacy Fund - Savings	6,000.27
Payroll Checking - Wells Fargo	18,307.74
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
<b>Total Payroll Checking (CDs)</b>	<u>42,805.38</u>
<b>Total Checking/Savings</b>	<u>87,039.65</u>
<b>Total Current Assets</b>	<u>87,039.65</u>
<b>TOTAL ASSETS</b>	<u><u>87,039.65</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	-18,358.09
<b>Total Equity</b>	<u>87,039.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>87,039.65</u></u>

**Placentia Library District**  
**Profit & Loss by Class**  
 August 2003

09/10/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	0.81	0.00	0.00	0.00	0.81
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	210.00	0.00	0.00	0.00	210.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	3,905.95	0.00	0.00	0.00	3,905.95
COE Test Proctoring Income	90.00	0.00	0.00	0.00	90.00
GF Bankcard Deposit	0.00	3,408.36	0.00	0.00	3,408.36
GF Cash Register - Copy/Debit	0.00	168.30	0.00	0.00	168.30
GF Cash Register - Fines	0.00	1,180.78	0.00	0.00	1,180.78
GF Cash Register - Lost Items	0.00	43.94	0.00	0.00	43.94
GF Cash Register - Misc.	0.00	30.33	0.00	0.00	30.33
GF Cash Register - Reserves	0.00	103.00	0.00	0.00	103.00
GF Fed Work Study Reimbursement	0.00	602.15	0.00	0.00	602.15
GF Interest	0.00	3.37	0.00	0.00	3.37
GF Non Government Grant	0.00	1,000.00	0.00	0.00	1,000.00
GF Passport Revenue	0.00	11,493.46	0.00	0.00	11,493.46
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Transfer from Foundation AAB	0.00	119.12	0.00	0.00	119.12
LIT Book Sales	0.00	0.00	116.37	0.00	116.37
LIT Interest Inc - Savings	0.00	0.00	1.51	0.00	1.51
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
<b>Total Income</b>	<b>5,632.04</b>	<b>18,163.17</b>	<b>117.88</b>	<b>61,207.60</b>	<b>85,120.69</b>
<b>Expense</b>					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Childn's Summer Rding Prgm	175.00	0.00	0.00	0.00	175.00
COE Friend's Director's Fund	51.06	0.00	0.00	0.00	51.06
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Passport Expenses	3,382.30	0.00	0.00	0.00	3,382.30
COE Staff Appreciation	-20.00	0.00	0.00	0.00	-20.00
GF Bankcard Service Charge	0.00	147.41	0.00	0.00	147.41
GF Literacy	0.00	111.35	0.00	0.00	111.35
GF Memberships	0.00	30.00	0.00	0.00	30.00
GF Transfer to COE	0.00	2,573.65	0.00	0.00	2,573.65
GF Transfer to GF Savings	0.00	1,647.01	0.00	0.00	1,647.01
GF Transfers to County	0.00	15,112.89	0.00	0.00	15,112.89
GF Travel Staff	0.00	95.00	0.00	0.00	95.00
GF Travel Trustees	0.00	175.00	0.00	0.00	175.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,713.64	1,713.64
PA Employee 125 Co-Pay	0.00	0.00	0.00	476.16	476.16
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88

**Placentia Library District  
Profit & Loss by Class  
August 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	15,620.25	15,620.25
PA Salaries	0.00	0.00	0.00	39,773.18	39,773.18
<b>Total Expense</b>	<b>3,754.88</b>	<b>19,892.31</b>	<b>0.00</b>	<b>57,643.11</b>	<b>81,290.30</b>
<b>Net Income</b>	<b>1,877.16</b>	<b>-1,729.14</b>	<b>117.88</b>	<b>3,564.49</b>	<b>3,830.39</b>

# Placentia Library District Profit & Loss by Class July through August 2003

09/10/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	1.61	0.00	0.00	0.00	1.61
COE Life Insur Suplmt(EDM)	99.70	0.00	0.00	0.00	99.70
COE Meeting Room Income	940.00	0.00	0.00	0.00	940.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	7,838.25	0.00	0.00	0.00	7,838.25
COE Test Proctoring Income	180.00	0.00	0.00	0.00	180.00
GF Bankcard Deposit	0.00	7,821.52	0.00	0.00	7,821.52
GF Cash Register - Childrens	0.00	9.00	0.00	0.00	9.00
GF Cash Register - Copy/Debit	0.00	356.90	0.00	0.00	356.90
GF Cash Register - Fines	0.00	2,591.74	0.00	0.00	2,591.74
GF Cash Register - Lost Items	0.00	112.43	0.00	0.00	112.43
GF Cash Register - Misc.	0.00	30.33	0.00	0.00	30.33
GF Cash Register - Reserves	0.00	226.00	0.00	0.00	226.00
GF Fed Work Study Reimbursement	0.00	602.15	0.00	0.00	602.15
GF Interest	0.00	7.27	0.00	0.00	7.27
GF Non Government Grant	0.00	1,000.00	0.00	0.00	1,000.00
GF Passport Revenue	0.00	24,843.10	0.00	0.00	24,843.10
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Transfer from Foundation AAB	0.00	774.51	0.00	0.00	774.51
GF Transfers from County	0.00	959.11	0.00	0.00	959.11
LIT Book Sales	0.00	0.00	116.37	0.00	116.37
LIT Interest Inc - Savings	0.00	0.00	3.36	0.00	3.36
PA Wire Transfer from County	0.00	0.00	0.00	121,576.82	121,576.82
<b>Total Income</b>	<b>10,444.96</b>	<b>39,399.42</b>	<b>119.73</b>	<b>121,576.82</b>	<b>171,540.93</b>
<b>Expense</b>					
COE Bank fees	22.00	0.00	0.00	0.00	22.00
COE Childn's Summer Rdnng Prgm	1,332.19	0.00	0.00	0.00	1,332.19
COE Friend's Director's Fund	51.06	0.00	0.00	0.00	51.06
COE Meeting Room Maintenance	466.56	0.00	0.00	0.00	466.56
COE Passport Expenses	7,673.25	0.00	0.00	0.00	7,673.25
COE Staff Appreciation	-20.00	0.00	0.00	0.00	-20.00
GF Advertising Expense	0.00	80.00	0.00	0.00	80.00
GF Bankcard Service Charge	0.00	415.31	0.00	0.00	415.31
GF Food	0.00	152.25	0.00	0.00	152.25
GF Literacy	0.00	111.35	0.00	0.00	111.35
GF Memberships	0.00	30.00	0.00	0.00	30.00
GF Office Expense	0.00	247.88	0.00	0.00	247.88
GF Transfer to COE	0.00	4,515.95	0.00	0.00	4,515.95
GF Transfer to GF Savings	0.00	1,973.65	0.00	0.00	1,973.65
GF Transfers to County	0.00	30,443.01	0.00	0.00	30,443.01
GF Travel Staff	0.00	117.00	0.00	0.00	117.00
GF Travel Trustees	0.00	240.00	0.00	0.00	240.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00

Placentia Library District  
 Profit & Loss by Class  
 July through August 2003

09/10/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Bank fees	0.00	0.00	0.00	40.00	40.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	4,284.10	4,284.10
PA Employee 125 Co-Pay	0.00	0.00	0.00	976.59	976.59
PA Employee Life Insurance	0.00	0.00	0.00	99.70	99.70
PA Payroll Taxes	0.00	0.00	0.00	38,293.13	38,293.13
PA Salaries	0.00	0.00	0.00	96,199.04	96,199.04
<b>Total Expense</b>	<b>9,525.06</b>	<b>38,326.40</b>	<b>2,155.00</b>	<b>139,892.56</b>	<b>189,899.02</b>
<b>Net Income</b>	<b>919.90</b>	<b>1,073.02</b>	<b>-2,035.27</b>	<b>-18,315.74</b>	<b>-18,358.09</b>

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 08/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,544.74
Cleared Transactions						
Checks and Payments - 50 items						
Check	6/24/2003	4476	Inland Library System	X	-546.48	-546.48
Check	7/28/2003	4541	Passport Services	X	-60.00	-606.48
Check	7/28/2003	4543	Passport Services	X	-115.00	-721.48
Check	7/28/2003	4542	Passport Services	X	-110.00	-831.48
Check	7/28/2003	4544	Passport Services	X	-115.00	-946.48
Check	7/29/2003	4546	Passport Services	X	-230.00	-1,176.48
Check	7/29/2003	4545	Passport Services	X	-55.00	-1,231.48
Check	7/30/2003	4547	LA Puppet Professi...	X	-250.00	-1,481.48
Check	7/31/2003	4549	Passport Services	X	-113.65	-1,595.13
Check	7/31/2003	4548	Passport Services	X	-110.00	-1,705.13
Check	8/2/2003	4550	Passport Services	X	-230.00	-1,935.13
Check	8/4/2003	4551	Passport Services	X	-55.00	-1,990.13
Check	8/4/2003	4552	Passport Services	X	-55.00	-2,045.13
Check	8/4/2003	4553	Passport Services	X	-55.00	-2,100.13
Check	8/5/2003	4555	Passport Services	X	-55.00	-2,155.13
Check	8/5/2003	4556	Passport Services	X	-55.00	-2,210.13
Check	8/5/2003	4554	Passport Services	X	-55.00	-2,265.13
Check	8/6/2003	4557	Bubble Mania and ...	X	-175.00	-2,440.13
Check	8/7/2003	4558	Passport Services	X	-40.00	-2,480.13
Check	8/9/2003	4561	Passport Services	X	-68.65	-2,548.78
Check	8/9/2003	4560	Passport Services	X	-55.00	-2,603.78
Check	8/9/2003	4559	Passport Services	X	-55.00	-2,658.78
Check	8/11/2003	4569	Passport Services	X	-55.00	-2,713.78
Check	8/11/2003	4568	Passport Services	X	-115.00	-2,828.78
Check	8/11/2003	4567	Passport Services	X	-115.00	-2,943.78
Check	8/11/2003	4565	Passport Services	X	-40.00	-2,983.78
Check	8/11/2003	4564	Passport Services	X	-40.00	-3,023.78
Check	8/11/2003	4563	Passport Services	X	-55.00	-3,078.78
Check	8/11/2003	4562	Passport Services	X	-55.00	-3,133.78
Check	8/11/2003	4566	Passport Services	X	-55.00	-3,188.78
Check	8/13/2003	4575	Passport Services	X	-115.00	-3,303.78
Check	8/13/2003	4574	Passport Services	X	-128.65	-3,432.43
Check	8/13/2003	4573	Passport Services	X	-55.00	-3,487.43
Check	8/13/2003	4571	Passport Services	X	-55.00	-3,542.43
Check	8/13/2003	4570	Trader Joe's	X	-51.06	-3,593.49
Check	8/13/2003	4572	Passport Services	X	-40.00	-3,633.49
Check	8/14/2003	4577	Passport Services	X	-55.00	-3,688.49
Check	8/14/2003	4576	Passport Services	X	-55.00	-3,743.49
Check	8/18/2003	4579	Passport Services	X	-115.00	-3,858.49
Check	8/18/2003	4578	Passport Services	X	-190.00	-4,048.49
Check	8/19/2003	4581	Passport Services	X	-55.00	-4,103.49
Check	8/19/2003	4583	Passport Services	X	-115.00	-4,218.49
Check	8/19/2003	4582	Passport Services	X	-115.00	-4,333.49
Check	8/19/2003	4580	Passport Services	X	-55.00	-4,388.49
Check	8/20/2003	4586	Passport Services	X	-55.00	-4,443.49
Check	8/20/2003	4585	Passport Services	X	-40.00	-4,483.49
Check	8/20/2003	4584	Passport Services	X	-55.00	-4,538.49
Check	8/20/2003	4587	Passport Services	X	-115.00	-4,653.49
Check	8/25/2003	4588	Passport Services	X	-115.00	-4,768.49
Check	8/31/2003			X	-11.00	-4,779.49
Total Checks and Payments					-4,779.49	-4,779.49

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## Placentia Library District Reconciliation Detail

Agenda Item 14  
County Exempt Checking  
Page 7 of 14

County Exempt - Checking, Period Ending 08/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 17 items</b>						
Deposit	8/4/2003			X	230.00	230.00
Deposit	8/5/2003			X	55.00	285.00
Deposit	8/5/2003			X	900.00	1,185.00
Deposit	8/6/2003			X	110.00	1,295.00
Deposit	8/7/2003			X	30.00	1,325.00
Deposit	8/11/2003			X	113.65	1,438.65
Deposit	8/11/2003			X	155.00	1,593.65
Deposit	8/11/2003			X	123.75	1,717.40
Deposit	8/11/2003			X	40.00	1,757.40
Deposit	8/12/2003			X	55.00	1,812.40
Deposit	8/13/2003			X	1,385.30	3,197.70
Deposit	8/14/2003			X	225.00	3,422.70
Deposit	8/19/2003			X	115.00	3,537.70
Deposit	8/20/2003			X	55.00	3,592.70
Deposit	8/26/2003			X	1,673.65	5,266.35
Deposit	8/26/2003			X	55.00	5,321.35
Deposit	8/28/2003			X	20.00	5,341.35
Total Deposits and Credits					5,341.35	5,341.35
Total Cleared Transactions					561.86	561.86
Cleared Balance					561.86	3,106.60
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	8/25/2003	4589	Passport Services		-55.00	-55.00
Check	8/27/2003	4590	Passport Services		-55.00	-110.00
Check	8/28/2003	4591	Passport Services		-230.00	-340.00
Check	8/30/2003	4595	Passport Services		-55.00	-395.00
Check	8/30/2003	4594	Passport Services		-55.00	-450.00
Check	8/30/2003	4592	Passport Services		-40.00	-490.00
Check	8/30/2003	4593	Passport Services		-55.00	-545.00
Total Checks and Payments					-545.00	-545.00
Total Uncleared Transactions					-545.00	-545.00
Register Balance as of 08/31/2003					16.86	2,561.60
<b>New Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	9/3/2003	4598	Passport Services		-80.00	-80.00
Check	9/3/2003	4596	Placentia Chamber ...		-50.00	-130.00
Check	9/3/2003	4597	Passport Services		-55.00	-185.00
Check	9/4/2003	4601	Passport Services		-40.00	-225.00
Check	9/4/2003	4599	Passport Services		-55.00	-280.00
Check	9/4/2003	4600	Passport Services		-115.00	-395.00
Check	9/6/2003	4604	Passport Services		-115.00	-510.00
Check	9/6/2003	4602	Passport Services		-55.00	-565.00
Check	9/7/2003	4605	Passport Services		-55.00	-620.00
Total Checks and Payments					-620.00	-620.00
<b>Deposits and Credits - 4 items</b>						
Deposit	9/2/2003				95.00	95.00
Deposit	9/4/2003				115.00	210.00
Deposit	9/8/2003				395.00	605.00
Deposit	9/8/2003				55.00	660.00
Total Deposits and Credits					660.00	660.00
Total New Transactions					40.00	40.00
<b>Ending Balance</b>					<b>56.86</b>	<b>2,601.60</b>

*summit*  
*9/9/03*

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**Placentia Library District  
 Reconciliation Detail  
 County Exempt - Savings, Period Ending 08/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,210.69
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	7/29/2003	1509	Greg's Carpet & Up...	X	-155.52	-155.52
<b>Total Checks and Payments</b>					-155.52	-155.52
<b>Deposits and Credits - 11 items</b>						
Deposit	8/5/2003			X	30.00	30.00
Deposit	8/13/2003			X	19.94	49.94
Deposit	8/14/2003			X	60.00	109.94
Deposit	8/18/2003			X	30.00	139.94
Deposit	8/18/2003			X	30.00	169.94
Deposit	8/21/2003			X	30.00	199.94
Deposit	8/25/2003			X	30.00	229.94
Deposit	8/26/2003			X	30.00	259.94
Deposit	8/28/2003			X	19.94	279.88
Deposit	8/28/2003			X	30.00	309.88
Deposit	8/31/2003			X	0.81	310.69
<b>Total Deposits and Credits</b>					310.69	310.69
<b>Total Cleared Transactions</b>					155.17	155.17
<b>Cleared Balance</b>					155.17	3,365.86
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	8/28/2003	1510	Greg's Carpet & Up...		-155.52	-155.52
<b>Total Checks and Payments</b>					-155.52	-155.52
<b>Total Uncleared Transactions</b>					-155.52	-155.52
<b>Register Balance as of 08/31/2003</b>					-0.35	3,210.34
<b>New Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
Deposit	9/3/2003				30.00	30.00
Deposit	9/4/2003				30.00	60.00
Deposit	9/9/2003				70.00	130.00
<b>Total Deposits and Credits</b>					130.00	130.00
<b>Total New Transactions</b>					130.00	130.00
<b>Ending Balance</b>					<b>129.65</b>	<b>3,340.34</b>

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## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 08/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						11,417.38
<b>Cleared Transactions</b>						
<b>Checks and Payments - 9 Items</b>						
Check	7/22/2003	4735	ISDOC	X	-12.00	-12.00
Check	8/1/2003		Bank of the West	X	-145.28	-157.28
Check	8/3/2003	4739	Placentia Library Di...	X	-900.00	-1,057.28
Check	8/4/2003		Bank of the West	X	-2.13	-1,059.41
Check	8/12/2003	4740	Orange County Divi...	X	-50.00	-1,109.41
Check	8/13/2003	4741	The Children's Liter...	X	-75.00	-1,184.41
Check	8/18/2003	4742	Placentia Library G...	X	-1,647.01	-2,831.42
Check	8/21/2003	4743	Sam's Club	X	-111.35	-2,942.77
Check	8/25/2003	4745	Placentia Library Di...	X	-1,673.65	-4,616.42
<b>Total Checks and Payments</b>					-4,616.42	-4,616.42
<b>Deposits and Credits - 26 Items</b>						
Deposit	8/1/2003			X	60.00	60.00
Deposit	8/4/2003			X	86.00	146.00
Deposit	8/5/2003			X	172.00	318.00
Deposit	8/6/2003			X	3.60	321.60
Deposit	8/7/2003			X	30.00	351.60
Deposit	8/8/2003			X	12.20	363.80
Deposit	8/11/2003			X	86.00	449.80
Deposit	8/11/2003			X	157.00	606.80
Deposit	8/12/2003			X	232.00	838.80
Deposit	8/13/2003			X	94.00	932.80
Deposit	8/14/2003			X	316.65	1,249.45
Deposit	8/15/2003			X	86.00	1,335.45
Deposit	8/18/2003			X	90.00	1,425.45
Deposit	8/18/2003			X	341.00	1,766.45
Deposit	8/19/2003			X	119.12	1,885.57
Deposit	8/19/2003			X	318.00	2,203.57
Deposit	8/20/2003			X	150.00	2,353.57
Deposit	8/21/2003			X	393.00	2,746.57
Deposit	8/22/2003			X	12.93	2,759.50
Deposit	8/25/2003			X	30.00	2,789.50
Deposit	8/26/2003			X	40.20	2,829.70
Deposit	8/27/2003			X	29.14	2,858.84
Deposit	8/27/2003			X	30.00	2,888.84
Deposit	8/28/2003			X	175.80	3,064.64
Deposit	8/28/2003			X	141.84	3,206.48
Deposit	8/29/2003			X	321.00	3,527.48
<b>Total Deposits and Credits</b>					3,527.48	3,527.48
<b>Total Cleared Transactions</b>					-1,088.94	-1,088.94
<b>Cleared Balance</b>					-1,088.94	10,328.44
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	8/26/2003	4746	Placentia Chamber ...		-175.00	-175.00
<b>Total Checks and Payments</b>					-175.00	-175.00
<b>Total Uncleared Transactions</b>					-175.00	-175.00
<b>Register Balance as of 08/31/2003</b>					-1,263.94	10,153.44

**Placentia Library District  
 Reconciliation Detail  
 General Fund - Checking, Period Ending 08/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	9/2/2003	4747	Allstar Awards		-7.63	-7.63
Check	9/3/2003	4748	CALTAC		-15.00	-22.63
Check	9/4/2003	4752	Placentia Library G...		-1,468.32	-1,490.95
Check	9/4/2003	4749	Aaron Brothers		-140.97	-1,631.92
Check	9/4/2003	4750	Placentia Glass & S...		-10.00	-1,641.92
Check	9/4/2003	4751	Placentia Library Di...		-395.00	-2,036.92
Total Checks and Payments					-2,036.92	-2,036.92
<b>Deposits and Credits - 1 item</b>						
Deposit	9/8/2003				94.84	94.84
Total Deposits and Credits					94.84	94.84
Total New Transactions					-1,942.08	-1,942.08
<b>Ending Balance</b>					<b>-3,206.02</b>	<b>8,211.36</b>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 08/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						19,808.20
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	7/28/2003	1217	Orange County Aud...	X	-15,330.12	-15,330.12
Check	8/25/2003	1218	Orange County Aud...	X	-15,112.89	-30,443.01
Total Checks and Payments					-30,443.01	-30,443.01
<b>Deposits and Credits - 29 items</b>						
Deposit	8/4/2003			X	645.25	645.25
Deposit	8/4/2003			X	390.18	1,035.43
Deposit	8/4/2003			X	571.00	1,606.43
Deposit	8/5/2003			X	750.75	2,357.18
Deposit	8/6/2003			X	618.72	2,975.90
Deposit	8/7/2003			X	593.45	3,569.35
Deposit	8/11/2003			X	423.05	3,992.40
Deposit	8/11/2003			X	302.00	4,294.40
Deposit	8/11/2003			X	521.65	4,816.05
Deposit	8/11/2003			X	1,000.00	5,816.05
Deposit	8/12/2003			X	555.25	6,371.30
Deposit	8/13/2003			X	335.37	6,706.67
Deposit	8/13/2003			X	10.36	6,717.03
Deposit	8/14/2003			X	623.00	7,340.03
Deposit	8/18/2003			X	128.59	7,468.62
Deposit	8/18/2003			X	270.00	7,738.62
Deposit	8/18/2003			X	326.51	8,065.13
Deposit	8/19/2003			X	424.49	8,489.62
Deposit	8/19/2003			X	1,902.27	10,391.89
Deposit	8/20/2003			X	754.24	11,146.13
Deposit	8/21/2003			X	579.85	11,725.98
Deposit	8/25/2003			X	418.19	12,144.17
Deposit	8/25/2003			X	480.00	12,624.17
Deposit	8/25/2003			X	163.75	12,787.92
Deposit	8/25/2003			X	346.89	13,134.81
Deposit	8/26/2003			X	727.65	13,862.46
Deposit	8/27/2003			X	275.76	14,138.22
Deposit	8/28/2003			X	494.10	14,632.32
Deposit	8/31/2003			X	3.37	14,635.69
Total Deposits and Credits					14,635.69	14,635.69
Total Cleared Transactions					-15,807.32	-15,807.32
Cleared Balance					-15,807.32	4,000.88
Register Balance as of 08/31/2003					-15,807.32	4,000.88
<b>New Transactions</b>						
<b>Deposits and Credits - 10 items</b>						
Deposit	9/2/2003				473.12	473.12
Deposit	9/2/2003				4,161.78	4,634.90
Deposit	9/2/2003				512.00	5,146.90
Deposit	9/3/2003				218.59	5,365.49
Deposit	9/4/2003				511.55	5,877.04
Deposit	9/8/2003				398.85	6,275.89
Deposit	9/8/2003				510.00	6,785.89
Deposit	9/8/2003				674.25	7,460.14
Deposit	9/9/2003				532.90	7,993.04
Deposit	9/9/2003				248.71	8,241.75
Total Deposits and Credits					8,241.75	8,241.75
Total New Transactions					8,241.75	8,241.75
<b>Ending Balance</b>					<b>-7,565.57</b>	<b>12,242.63</b>

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9/9/03*

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**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 08/31/2003**

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Literacy Fund Savings  
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Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						5,882.39
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 8 items</b>						
Deposit	8/13/2003			X	25.86	25.86
Deposit	8/14/2003			X	12.93	38.79
Deposit	8/18/2003			X	12.93	51.72
Deposit	8/18/2003			X	12.93	64.65
Deposit	8/25/2003			X	12.93	77.58
Deposit	8/27/2003			X	12.93	90.51
Deposit	8/28/2003			X	25.86	116.37
Deposit	8/31/2003			X	1.51	117.88
<b>Total Deposits and Credits</b>					<u>117.88</u>	<u>117.88</u>
<b>Total Cleared Transactions</b>					<u>117.88</u>	<u>117.88</u>
<b>Cleared Balance</b>					<u>117.88</u>	<u>6,000.27</u>
<b>Register Balance as of 08/31/2003</b>					117.88	6,000.27
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	9/2/2003				12.93	12.93
Deposit	9/8/2003				12.93	25.86
<b>Total Deposits and Credits</b>					<u>25.86</u>	<u>25.86</u>
<b>Total New Transactions</b>					<u>25.86</u>	<u>25.86</u>
<b>Ending Balance</b>					<u><u>143.74</u></u>	<u><u>6,026.13</u></u>

*Erin K  
9/9/03*

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 08/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						42,004.27
<b>Cleared Transactions</b>						
<b>Checks and Payments - 33 items</b>						
Check	7/29/2003		Paychex	X	-16,931.93	-16,931.93
Check	7/30/2003	3432	Seema Akhter	X	-216.86	-17,148.79
Check	7/30/2003	3433	Dorothy J. Cummings	X	-54.59	-17,203.38
Check	7/30/2003	3434	Trang Goebel	X	-162.13	-17,365.51
Check	7/30/2003	3436	Esther P. Guzman	X	-295.20	-17,660.71
Check	7/30/2003	3445	Beatrice V. Quintanar	X	-321.67	-17,982.38
Check	7/30/2003	3447	Joshua Robbins	X	-120.09	-18,102.47
Check	7/30/2003	3449	Shawn Robison	X	-165.20	-18,267.67
Check	7/30/2003	3456	Hilda Rivera	X	-234.33	-18,502.00
Check	7/30/2003	3458	Nationwide Retirem...	X	-856.82	-19,358.82
Check	7/30/2003	2014	Placentia Library Di...	X	-19.94	-19,378.76
Check	7/30/2003		Paychex	X	-7,506.03	-26,884.79
Check	7/30/2003	3437	Joyce G. Hampton	X	-331.10	-27,215.89
Check	8/7/2003		Wells Fargo Bank	X	-10.00	-27,225.89
Check	8/12/2003		Paychex	X	-18,453.45	-45,679.34
Check	8/13/2003		Paychex	X	-8,051.14	-53,730.48
Check	8/13/2003	3460	Seema Akhter	X	-55.96	-53,786.44
Check	8/13/2003	3463	Joy Di Loreto	X	-455.84	-54,242.28
Check	8/13/2003	3465	Trang Goebel	X	-46.32	-54,288.60
Check	8/13/2003	3467	Esther P. Guzman	X	-272.82	-54,561.42
Check	8/13/2003	3468	Joyce G. Hampton	X	-331.10	-54,892.52
Check	8/13/2003	3470	Matthew G. Mallard	X	-44.11	-54,936.63
Check	8/13/2003	3478	Barbara Phillips	X	-86.91	-55,023.54
Check	8/13/2003	3479	Beatrice V. Quintanar	X	-321.67	-55,345.21
Check	8/13/2003	3494	Nationwide Retirem...	X	-856.82	-56,202.03
Check	8/13/2003	3483	Shawn Robison	X	-230.65	-56,432.68
Check	8/13/2003	3490	Hilda Rivera	X	-314.12	-56,746.80
Check	8/13/2003	3492	Orange County Aud...	X	-238.08	-56,984.88
Check	8/13/2003	3493	Placentia Library Di...	X	-19.94	-57,004.82
Check	8/21/2003		Wells Fargo Bank	X	-10.00	-57,014.82
Check	8/26/2003		Paychex	X	-17,291.81	-74,306.63
Check	8/27/2003	3521	Orange County Aud...	X	-238.08	-74,544.71
Check	8/27/2003		Paychex	X	-7,569.11	-82,113.82
<b>Total Checks and Payments</b>					<b>-82,113.82</b>	<b>-82,113.82</b>
<b>Deposits and Credits - 2 items</b>						
Deposit	8/7/2003			X	30,603.80	30,603.80
Deposit	8/21/2003			X	30,603.80	61,207.60
<b>Total Deposits and Credits</b>					<b>61,207.60</b>	<b>61,207.60</b>
<b>Total Cleared Transactions</b>					<b>-20,906.22</b>	<b>-20,906.22</b>
<b>Cleared Balance</b>					<b>-20,906.22</b>	<b>21,098.05</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	7/2/2003	3375	Matthew G. Mallard		-45.13	-45.13
Check	8/13/2003	3481	Joshua Robbins		-191.45	-236.58
Check	8/27/2003	3497	Trang Goebel		-30.89	-267.47
Check	8/27/2003	3499	Esther P. Guzman		-272.82	-540.29
Check	8/27/2003	3500	Joyce G. Hampton		-331.10	-871.39
Check	8/27/2003	3508	Beatrice V. Quintanar		-321.67	-1,193.06
Check	8/27/2003	3510	Joshua Robbins		-191.45	-1,384.51
Check	8/27/2003	3512	Shawn Robison		-232.44	-1,616.95
Check	8/27/2003	3519	Hilda Rivera		-228.35	-1,845.30
Check	8/27/2003	3522	Placentia Library Di...		-19.94	-1,865.24

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## Placentia Library District Reconciliation Detail

Agenda Item 14  
Payroll Fund Checking-WF  
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### Payroll Checking - Wells Fargo, Period Ending 08/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Check	8/27/2003	3523	Nationwide Retirem...		-856.82	-2,722.06
Check	8/27/2003	3495	Dorothy J. Cummings		-68.25	-2,790.31
Total Checks and Payments					-2,790.31	-2,790.31
Total Uncleared Transactions					-2,790.31	-2,790.31
Register Balance as of 08/31/2003					-23,696.53	18,307.74
<b>New Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	9/4/2003		Wells Fargo Bank		-10.00	-10.00
Check	9/9/2003		Paychex		-17,129.57	-17,139.57
Check	9/10/2003		Paychex		-7,632.27	-24,771.84
Check	9/10/2003	3524	Seema Akhter		-27.98	-24,799.82
Check	9/10/2003	3525	Dorothy J. Cummings		-412.04	-25,211.86
Check	9/10/2003	3527	Esther P. Guzman		-272.82	-25,484.68
Check	9/10/2003	3528	Joyce G. Hampton		-331.10	-25,815.78
Check	9/10/2003	3536	Beatrice V. Quintanar		-321.67	-26,137.45
Check	9/10/2003	3538	Joshua Robbins		-208.43	-26,345.88
Check	9/10/2003	3540	Shawn Robison		-137.50	-26,483.38
Check	9/10/2003	3547	Hilda Rivera		-252.27	-26,735.65
Check	9/10/2003	3549	Orange County Aud...		-238.08	-26,973.73
Check	9/10/2003	3550	Placentia Library Di...		-19.94	-26,993.67
Check	9/10/2003	3551	Nationwide Retirem...		-856.82	-27,850.49
Total Checks and Payments					-27,850.49	-27,850.49
<b>Deposits and Credits - 1 item</b>						
Deposit	9/4/2003				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					2,753.31	2,753.31
<b>Ending Balance</b>					<b>-20,943.22</b>	<b>21,061.05</b>

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9/9/03*

ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF AUGUST 2003  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	977.74	70	57	1,929.81	126	105	2,907.55	196	162	332.68	16	16	3,240.23	212	178
Adult Circulating Non-Fiction	1,094.19	59	58	3,537.00	163	156	4,631.19	222	214	1,241.06	49	48	5,872.25	271	262
Adult Reference	1,421.61	7	5	1,735.43	28	24	3,157.04	35	29	340.85	7	6	3,497.89	42	35
Adult Print Continuations	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuations	3,967.55	2	2	0.00	0	0	3,967.55	2	2	0.00	0	0	3,967.55	2	2
Total Adult Non-Fiction	6,791.94	78	75	5,272.43	191	180	12,064.37	269	255	1,581.91	56	54	13,646.28	325	309
TOTAL ADULT PRINT MATERIALS	7,769.68	148	148	7,202.24	317	285	14,971.92	465	417	1,914.59	72	70	16,886.51	537	487
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
Total Adult Audio	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,792.06	25	25	787.62	16	12	2,579.68	41	37	24.95	1	1	2,604.63	42	38
TOTAL ADULT MATERIALS	9,561.74	173	173	7,989.86	333	297	17,551.60	506	454	1,939.54	73	71	19,491.14	579	525
Juvenile Fiction	98.24	8	7	236.80	15	15	335.04	23	22	305.58	36	35	640.62	59	57
Juvenile Circulating Non-Fiction	0.00	0	0	228.92	15	15	228.92	15	15	54.92	4	4	283.84	19	19
Juvenile Reference	0.00	0	0	71.40	2	2	71.40	2	2	0.00	0	0	71.40	2	2
Juvenile Print Continuations	278.05	2	1	139.26	1	1	417.31	3	2	0.00	0	0	417.31	3	2
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	278.05	2	1	439.58	18	18	717.63	20	19	54.92	4	4	772.55	24	23
TOTAL JUVENILE PRINT MATERIALS	376.29	10	8	676.38	33	33	1,052.67	43	41	360.50	40	39	1,413.17	83	80
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	132.37	2	2	427.99	10	7	560.36	12	9	0.00	0	0	560.36	12	9
Total Juvenile Audio	132.37	2	2	442.99	11	8	575.36	13	10	0.00	0	0	575.36	13	10
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	132.37	2	2	442.99	11	8	575.36	13	10	0.00	0	0	575.36	13	10
TOTAL JUVENILE MATERIALS	508.66	12	10	1,119.37	44	41	1,628.03	56	51	360.50	40	39	1,988.53	96	90
Total Fiction	1,075.98	78	64	2,166.61	141	120	3,242.59	219	184	638.26	52	51	3,880.85	271	235
Total Non-Fiction	7,069.99	80	76	5,712.01	209	198	12,782.00	289	274	1,636.83	60	58	14,418.83	349	332
Total Audio	1,924.43	27	27	1,230.61	27	20	3,155.04	54	47	24.95	1	1	3,179.99	55	48
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	10,070.40	185	167	9,109.23	377	338	19,179.63	562	505	2,300.04	113	110	21,479.67	675	615

ACQUISITIONS REPORT FOR THE MONTH OF AUGUST 2003  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	13.40	1	1	1,929.81	126	105	1,943.21	127	106	144.90	6	6	2,090.11	133	112
Adult Circulating Non-Fiction	0.00	0	0	3,537.00	163	156	3,537.00	163	156	615.43	25	24	4,152.43	188	180
Adult Reference	1,178.23	3	1	1,735.43	28	24	2,915.66	31	25	175.85	5	4	3,089.51	56	29
Adult Print Continuities	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuities	1,500.00	1	1	0.00	0	0	1,500.00	1	1	0.00	0	0	1,500.00	1	1
Total Adult Non-Fiction	2,986.82	14	12	5,272.43	191	180	8,259.25	205	192	791.28	30	28	9,050.53	235	220
TOTAL ADULT PRINT MATERIALS	3,002.22	15	13	7,202.24	317	283	10,204.46	332	298	936.18	36	34	11,140.64	332	332
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,338.64	18	18	412.48	11	7	1,751.12	29	25	0.00	0	0	1,751.12	29	25
Total Adult Audio	1,338.64	18	18	412.48	11	7	1,751.12	29	25	0.00	0	0	1,751.12	29	25
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,338.64	18	18	412.48	11	7	1,751.12	29	25	0.00	0	0	1,751.12	29	25
TOTAL ADULT MATERIALS	4,340.86	33	31	7,614.72	328	292	11,955.58	361	323	936.18	36	34	12,891.76	361	357
Juvenile Fiction	0.00	0	0	121.62	7	7	121.62	7	7	68.80	6	6	190.42	13	13
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	25.94	2	2	25.94	2	2
Juvenile Reference	0.00	0	0	71.40	2	2	71.40	2	2	0.00	0	0	71.40	2	2
Juvenile Print Continuities	278.05	2	1	139.26	1	1	417.31	3	2	0.00	0	0	417.31	3	2
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	278.05	2	1	210.66	3	3	488.71	5	4	25.94	2	2	514.65	7	6
TOTAL JUVENILE PRINT MATERIALS	278.05	2	1	332.28	10	10	610.33	12	11	94.74	8	8	705.07	20	19
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	132.37	2	2	149.99	6	6	282.36	8	8	0.00	0	0	282.36	8	8
Total Juvenile Audio	132.37	2	2	164.99	7	7	297.36	9	9	0.00	0	0	297.36	9	9
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	132.37	2	2	164.99	7	7	297.36	9	9	0.00	0	0	297.36	9	9
TOTAL JUVENILE MATERIALS	410.42	4	3	497.27	17	17	907.69	21	20	94.74	8	8	1,002.43	29	28
Total Fiction	15.40	1	1	2,051.43	133	112	2,066.83	134	113	213.70	12	12	2,280.53	146	125
Total Non-Fiction	3,264.87	16	13	5,483.09	194	183	8,747.96	210	196	817.22	32	30	9,565.18	242	226
Total Audio	1,471.01	20	20	577.47	18	14	2,048.48	38	34	0.00	0	0	2,048.48	38	34
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	4,751.28	37	34	8,111.99	345	309	12,865.27	382	343	1,030.92	44	42	13,894.19	426	385

OUTSTANDING ORDERS AS OF AUGUST 31, 2003

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$6,471.33	\$7,165.15	\$13,636.48



Summary of Current Status of Unique Management Accounts  
August 31, 2003

Agenda Item 16

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>26</b>	<b>0</b>	<b>10</b>	<b>1488.81</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 08/31/2003 10:13 AM TC

SUMMARY STATUS REPORT

PAGE: 128

MS JULIE SHOOK  
PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN AVENUE  
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 08/31/2003

Accounts Submitted	:	837	Dollars Submitted	:	76,107.37	Dollars Received	:	24,796.87
Bankruptcies	:	3	Dollars in Bankruptcy	:	356.65	Material Returned	:	12,326.50
Incorrect Addresses	:	106	Dollars in Skips	:	6,387.75	Dollars Waived	:	2,514.53
Partial Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	50,643.22
Accounts in Process	:	727	Dollars in Process	:	67,280.17	% of Dollars Activated	:	75.27%
# of Accounts Activated	:	531						
% of Accounts Activated	:	73.04%						



TO: Board of Trustees  
FROM: Elizabeth Minter, Library Director *edm*  
DATE: September 22, 2003  
SUBJECT: GIFT REPORT

The following gifts were received from August 1, 2003 through August 31, 2003.

**ADOPT A BOOK DONATIONS**

Robert & Erika Riley                      Jo Ann Nelson  
Union Bank of California                  Joyce Hampton

**TOTAL ADOPT A BOOK DONATIONS:** \$225.00

**BOOK ENDOWMENT FUND**

**TOTAL BOOK ENDOWMENT FUND** \$0.00

**GENERAL FUND DONATIONS**

**TOTAL GENERAL FUND DONATIONS:** \$0.00

**TOTAL ALL DONATIONS** **\$225.00**

Prepared By: Donna Siloti



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EME*  
**SUBJECT:** Building Maintenance Report for August 2003  
**DATE:** September 22, 2003

**HVAC:** 8/13/03 – Routine Maintenance  
**Plumbing:** 8/14/03 – Cleaned floor drain in Men’s Public Restroom.  
**Electrical:** No service calls in August.  
**Exterminator:** No service calls in August.  
**General Contractor:** No service calls in August.

Prepared by: Donna Siloti



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for August 2003  
**DATE:** September 22, 2003

**RESIGNATIONS:**

None in August

**APPOINTMENTS:**

None in August

**OPEN POSITIONS:**

Volunteer Coordinator - indefinite

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Donna Siloti





TO: Elizabeth Minter, Library Director

FROM: Phyllis Humple, Volunteer Coordinator *ph*

SUBJECT: Volunteer Report for Month of August 2003

**CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)**

REGULAR	FY03/04 August	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	8.50	14.50	Sep-95	772.00
Backes, Theresa	8.00	17.00	Jun-98	356.75
Bart, Lillian	8.00	22.00	May-01	290.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	5.00	16.00	Mar-03	37.50
Boelman, Marge	1.25	3.25	Apr-01	149.00
Botha, Jill	1.50	5.50	Nov-01	49.50
Clugston, Patricia	7.75	14.75	Jun-98	447.50
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	10.00	22.00	Jul-03	22.00
Dell, Lyla	15.25	61.00	Aug-98	903.00
Fioroni, Pete	8.00	16.00	Mar-97	286.25
Fitzgerald, Joan	6.75	15.75	Oct-93	2,141.75
Frazee, Kathy	0.00	0.00	Jul-02	5.00
Godwin, Nita	8.00	15.00	Feb-96	310.00
Haagen, John	7.50	12.00	Jan-00	79.00
Hemmerling, Barbara	7.00	13.50	Sep-95	619.50
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	4.00	8.00	Oct-95	274.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	57.00	121.00	Feb-96	2,959.00
Jertberg, Pat	16.00	27.50	Apr-98	933.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	23.50	56.50	Jan. 03	127.00
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	8.00	20.50	Oct-95	1,234.75
Olson, Bob	4.00	6.00	Sep-95	468.00
Pence, Thomas	4.00	6.00	Jan-99	279.00
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	25.00	46.00	May-02	349.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	4.00	14.00	Feb-00	210.00
Salem, Rose	4.00	14.00	Oct-00	241.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	8.00	18.00	Aug-02	98.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	15.00	27.00	Apr-98	480.25
Scott, Linda	6.00	9.25	Jul-03	9.25
Segovia, Inez	9.50	13.50	Jun-03	15.50
Shaw, Dixie	1.50	1.50	May-94	214.00
Silverman, Pat	8.00	22.00	Jul-03	22.00
Stoller, Frances	2.00	4.00	May-96	142.00
Tollefson, Jerry	8.00	14.00	Jul-03	14.00
Walker, Virginia	0.00	0.00	Mar-99	133.25
Wymer, Betty	12.75	28.50	Jan-96	948.75
<b>TOTAL</b>	<b>322.75</b>	<b>723.00</b>		<b>17,892.00</b>

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03/04	
	August	YTD		August	YTD
Acosta, Anthony	0.00	0.00	Mamtora, Niyati	0.00	0.00
Alvarado, Nattaly	0.00	0.00	Maru, Vik	2.00	6.00
Arzu, Robert	4.00	12.00	Maru, Sid	0.00	0.00
Bajit, Ricky	0.00	0.00	Massaro, Lauren	0.00	0.00
Becerril, Esther	0.00	0.00	Mathin, Jenna	0.00	0.00
Benites, Brenda	8.00	14.50	Miladi, Omid	7.00	20.00
Bishtawi, Stephen	4.00	12.00	Moua, Andy	0.00	0.00
Boris, Tara	4.00	11.25	Moua, Judy	0.00	0.00
Born, Ashley	8.00	14.00	Mrotz, Michael	0.00	0.00
Cha, Helen	4.25	9.50	Noh, Lydia	0.00	0.00
Chau, David	4.00	24.25	Park, Jung	8.00	16.50
Chun, Andrea	2.50	4.50	Pond, Cassie	8.50	19.50
Chun, Sophia	6.50	13.75	Rodriguez, Daniel	13.50	22.50
Eng, Jonathan	9.00	22.00	Rodriguez, Rene	0.75	9.75
Eng, Lawrence	15.25	41.25	Shah, Mihir	0.00	0.00
Fukunaga, Alysa	6.00	12.50	Shah, Soham	4.00	22.75
Garcia, Nick	0.00	0.00	Sy, Victoria	0.00	0.00
Ghanavatian, Sinbad	0.00	0.00	Tan, Hannah	2.00	7.00
Ho, Evelyn	0.00	0.00	Thomas, Tiffany	8.00	17.00
Javier, Vonn	0.00	6.25	Tjoarman, Arlene	14.00	25.50
Jiye, Angela	2.25	10.50	Tran, Michael	45.00	110.50
Laehnemann, David	0.00	0.00	Valencia, Adrianna	6.00	10.50
Lamberson, Annie	3.25	12.25	Wardlaw, Sarah	0.00	0.00
Lee, Jaclyn	0.00	0.00	Waterson, Elizabeth	4.00	10.50
Lee, Edward	3.00	7.00			
Liu, Denise	22.00	38.50			

TOTAL 106.00 266.00

TOTAL 122.75 298.00

TOTAL Library Volunteer Hours 551.50

TOTAL Literacy Volunteer Hours 829.00

TOTAL VOLUNTEERS HOURS 1380.50

REGULAR VOLUNTEERS are committed to an on-going program each week

LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp. Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00		581.00	605.00	518.00	
October	385.00	1029.80	442.50		614.00	550.00	516.00	
November	369.25	1457.30	388.25		685.50	550.00	510.00	
December	205.25	203.50	260.00		564.00	586.00	504.00	
January	387.25	356.50	425.00		797.00	586.00	504.00	
February	376.75	359.75	492.00		617.00	600.00	534.00	
March	377.25	399.00	340.00		622.50	600.00	767.00	
April	457.25	299.75	533.25		656.00	600.00	502.00	
May	393.00	371.50	355.50		1,204.50	588.00	500.00	
June	580.75	454.00	554.75		1,050.50	639.00	3368.00	
	4905.00	7191.10	5256.75		8,712.00	7777.50	9380.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 August	FY03/04 YTD	Cumulative		FY03/04 August	FY03/04 YTD	Cumulative
Ablir, Victoria	9.00	18.00	27.00	Inta, Lisa	6.00	12.00	18.00
Acevedo, Marta	6.00	42.00	78.00	Kelly, Jerry	6.00	12.00	93.00
Bayne, Linda	6.00	12.00	142.00	Khamphanh, Molly	6.00	12.00	30.00
Bazell, Laura	6.00	12.00	72.00	Kilpatrick, Amy	6.00	12.00	27.00
Becerril, Esther	6.00	12.00	30.00	Kishida, Rita	6.00	12.00	66.00
Becil, Emily	6.00	12.00	66.00	Kraus, Jennifer	6.00	12.00	54.00
Belekjian, Maria	12.00	24.00	42.00	Krisinger, Elizabeth	6.00	12.00	66.00
Bernardino, Maria	6.00	12.00	36.00	Lasker, Marilyn	6.00	12.00	193.00
Bonasuro, Amber	6.00	12.00	78.00	Le, Daniel	6.00	12.00	18.00
Bowen, Laura	6.00	12.00	18.00	Lee, Wilma	6.00	12.00	66.00
Brackett, Jim	6.00	12.00	93.00	Leslie, Sandra	6.00	12.00	242.00
Brzovic, Kathy	6.00	12.00	30.00	Licano, Katie	6.00	12.00	60.00
Bui, Tiffany	6.00	12.00	30.00	Livezey, June	12.00	24.00	170.00
Bull, Sophie	6.00	12.00	90.00	Loon, Chris	6.00	12.00	18.00
Busam, Mary	6.00	12.00	45.00	Lopez, Maria	6.00	12.00	66.00
Casdorph, Tracy	6.00	12.00	24.00	Luckett, Emily	6.00	12.00	24.00
Cha, Sally	6.00	12.00	30.00	Maguire, Joanne	-	-	54.00
Chandrasekaram, Vinolie	6.00	12.00	60.00	Maikowicz, Edward	12.00	24.00	196.00
Chen, April	6.00	12.00	117.00	Margarit, Georgiana	-	-	18.00
Chen, Wen	6.00	12.00	24.00	Martlaro, Diane	24.00	48.00	510.00
Choi, Jason	6.00	12.00	66.00	Massaro, Lauren	6.00	12.00	30.00
Chopna, Reema	6.00	12.00	30.00	McBain, Frances	6.00	12.00	24.00
Coffee, Nancy	6.00	12.00	349.00	McBentez, Kathy	6.00	12.00	108.00
Covey, Debra	6.00	12.00	60.00	McGrath, Patricia	6.00	12.00	24.00
Cuceoglu, Haken	6.00	12.00	30.00	McLead, Shivan	6.00	12.00	18.00
Curtis, Daniel	6.00	12.00	180.00	Medland, Karen	-	-	146.00
Dhupan, Ankush	6.00	12.00	42.00	Meza, Jack	-	-	116.00
Diaz, Cynthia	6.00	12.00	42.00	Mohr, Kelsey	6.00	12.00	87.00
Diaz, Monica	6.00	12.00	58.00	Monreal, Greg	6.00	12.00	24.00
Donotrio, Susan	6.00	12.00	81.00	Mostatabi, Roxana	6.00	12.00	30.00
Dorris, Rosita	6.00	12.00	30.00	Murray, Edward	-	-	230.00
Draper, Krispa	6.00	12.00	90.00	Navarro, Nicole	6.00	12.00	30.00
Eckels, Krys	6.00	12.00	30.00	Nguyen, Mike	6.00	12.00	30.00
Economou, Christina	6.00	12.00	24.00	Noss, Linda	6.00	12.00	96.00
Elmore, Sylvia	6.00	12.00	66.00	Okamuna, Lynn	6.00	12.00	69.00
Espinosa, Jacly	6.00	12.00	24.00	Paez, Vicki	6.00	12.00	48.00
Farno, Feriba	6.00	12.00	84.00	Patel, Deepa	6.00	12.00	184.00
Finley, Virginia	6.00	12.00	42.00	Patel, Vani	6.00	12.00	30.00
Fitsimons-Diaz, Chelsea	6.00	12.00	57.00	Patino, Ashley	6.00	12.00	30.00
Franco, Hilda	6.00	12.00	60.00	Patino, Nicole	6.00	12.00	36.00
Fuentes, Carlos	6.00	12.00	18.00	Pelto, Ernest	6.00	12.00	134.00
Gallagher, Kenni	6.00	12.00	62.00	Peyre, Isa	6.00	12.00	54.00
Gast, Polly	6.00	12.00	1,685.00	Pineda, Guadalupe	6.00	12.00	60.00
Gillespie, Justin	6.00	12.00	24.00	Precht, Jeanette	6.00	12.00	99.00
Glines, Alexi	6.00	12.00	24.00	Ring, Diane	6.00	12.00	72.00
Glines, Ellen	6.00	12.00	24.00	Rodriguez, Claudia	6.00	12.00	24.00
Gomez, Juanita	6.00	12.00	122.00	Rodriguez, David	6.00	12.00	60.00
Gonzalez, Emmanuel	6.00	12.00	36.00	Rodriguez, Kenia	-	-	50.00
Gonzalez, Luis	6.00	12.00	30.00	Rodriguez, Maria	6.00	12.00	24.00
Gonzalez, Natasha	6.00	12.00	75.00	Sandoval, Lizbeth	-	-	61.00
Goodman, Dale	12.00	24.00	3,429.00	Schaal, Linda	6.00	12.00	153.00
Guerrero, Christine	6.00	12.00	24.00	Sgobba, Jackie	12.00	12.00	42.00
Guerrero, Lavone	6.00	12.00	30.00	Shah, Jay	6.00	12.00	60.00
Hamacher, Holly	6.00	12.00	24.00	Shah, Soham	6.00	12.00	18.00
Hatch, Bill	6.00	12.00	81.00	Shah, Sweny	6.00	12.00	102.00
Hawkins, Christina	6.00	12.00	36.00	Skimizu, Ken	12.00	24.00	331.00
Healey, Kathleen	6.00	12.00	242.00	Sosa, Mathew	6.00	12.00	32.00
Heer, Kim	6.00	12.00	229.00	Stutzman, Mark	6.00	12.00	30.00
Hilleweart, Heather	6.00	12.00	24.00	Teeter, Robert	6.00	12.00	72.00
Howell, Anne	6.00	12.00	30.00	Thatcher, Kaitlyn	-	-	26.00
Hu, Lisa	6.00	12.00	70.00	Thomas, Peggy	6.00	12.00	59.00
Humple, Phyllis	4.00	8.00	138.00	Tomlin, Jennifer	6.00	12.00	37.00
Hugar, Jessica	6.00	12.00	69.00	Tran, Victor	6.00	12.00	24.00
Hutton, Katherine (Kate)	6.00	12.00	240.00	Tranquill, Jill	6.00	12.00	30.00
Imbler, Wolf	6.00	12.00	30.00	Trotter, Cynthia	6.00	12.00	87.00

Literacy Hours continued

REGULAR	FY03/04 August	FY03/04 YTD	Cumulative
Truong, Christine	6.00	12.00	81.00
Truong, Will	6.00	12.00	75.00
Uribe, Yajaira	6.00	12.00	42.00
Valle, Ana	6.00	12.00	37.00
Vasani, Sheena	6.00	12.00	24.00
Vasquez, Johanna	6.00	12.00	39.00
Vu, Elizabeth	-	-	102.00
Vukovick, Kathy	6.00	12.00	156.00

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Total	829.00	1,676.00	15,049.00
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Placentia Library District  
Circulation Report  
August 31, 2003

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 August	FY02-03 August
1st Time Checkouts	26,599	28,138	-5.47%	10,705	12,346
Phone Renewals	2,774	2,801	-0.96%	1,968	1,313
In-Building Renewals	967	837	15.53%	396	326
Total Renewals	3,741	3,638	2.83%	2,364	1,639
TOTAL CHECKOUTS	30,340	<del>17,791</del> 35,414	70.54%	13,069	13,985
On-Time Checkins	29,048	30,676	-5.31%	12,861	13,968
Late Checkins	898	2,988	-69.95%	905	1,891
TOTAL CHECKINS	29,946	33,664	-11.04%	13,766	15,859
Holds Placed	362	1,261	-71.29%	188	855
Holds Cancelled	15	156	-90.38%	12	112
Holds Filled	1,904	1,098	73.41%	376	702
Holds Expired	0	24	-100.00%	0	18
Patrons Registered	452	544	-16.91%	96	195
Titles Added	454	393	15.52%	291	182
Volumes Added	491	450	9.11%	300	198
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	11,915	11,982	-0.56%	5,648	5,592
Juvenile Print	14,411	15,612	-7.69%	5,418	6,517
Total Print	26,326	27,594	-4.60%	11,066	12,109
Audio	1,460	1,195	22.18%	701	350
Visual	2,107	2,569	-17.98%	864	1,135
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,567	3,764	-5.23%	1,565	1,485
TOTAL CIRCULATION	29,893	31,358	-4.67%	12,631	13,594
Placentia Circulation	19,807	19,829	-0.11%	8,205	8,572
%Placentia Circulation	66.26%	63.23%	4.78%	64.96%	63.06%
Anaheim/Yorba Linda Circulation	3,864	4,195	-7.89%	1,714	1,255
%Anaheim/Yorba Linda Circulation	13%	13.38%	-3.38%	14%	9%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	19,702	20,043	-65.55%	8,472	10,150
Young Adult	524	1,521	-65.55%	236	767
Juvenile	6,654	7,469	-10.91%	2,774	3,790
New Borrower	2,441	974	150.62%	796	472
Non Resident	0	0		0	0
Other (staff)	505	0		278	0
TOTAL ACTIVE BORROWERS	29,826	30,007	-0.60%	12,556	15,179
TOTAL REGISTERED BORROWERS	36,183	32,555	11.14%	18,190	16,285
ATTENDANCE	56,091	71,058	-21.06%	25,040	37,014
Adult Reference-In Building	1,374	1,895	-27.49%	615	849
Adult Reference-Telephone	264	297	-11.11%	129	139
Children's Reference-In Building	362	3,153	-88.52%	270	1,208
Children's Reference-Telephone	16	1,687	-99.05%	11	1,272
Total Adult Reference	1,595	2,192	-27.24%	744	988
Total Children's Reference	378	4,840	-92.19%	281	2,480
Total in Building Reference	1,736	5,048	-65.61%	885	2,057
Total Telephone Reference	280	1,984	-85.89%	140	1,411
TOTAL REFERENCE	2,016	7,032	-71.33%	1,025	3,468



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/20	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	4/7/03	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	6/5/03	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03	7/24/03	4,522.91	1,150.57	650.77	207.50		7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	8/7/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	9/8/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03								0.00
Oct-03								0.00
Nov-03								0.00
Dec-03								0.00
Jan-04								0.00
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		11,037.92	2,936.86	1,209.04	215.00	0.00	14.39	15,413.21
AVG		5,518.96	1,468.43	604.52	107.50		7.20	7,706.61

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02	1,297.62	129.00	0.00	1,426.62	713.31
May-02	1,297.62	129.00	0.00	1,426.62	713.31
Jun-02	1,127.26	174.00	2.48	1,303.74	651.87
TOTAL	8,257.04	1,443.00	22.35	9,722.39	4,861.20
AVG	688.09	120.25	1.86	810.20	405.10

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00		1,301.53	650.77
Jun-03	1,127.53	174.00		1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03				0.00	0.00
Oct-03				0.00	0.00
Nov-03				0.00	0.00
Dec-03				0.00	0.00
Jan-04				0.00	0.00
Feb-04				0.00	0.00
Mar-04				0.00	0.00
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	2,070.08	348.00	0.00	2,418.08	1,209.04
AVG	1,035.04	174.00	0.00	1,209.04	604.52



FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Jun-03	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	4,586.88	2,812.80	762.96	0.00	6,035.04	14,197.68
AVG	382.24	234.40	63.58	0.00	502.92	1,183.14

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03						0.00
Oct-03						0.00
Nov-03						0.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	569.44	480.96	121.12	0.00	898.56	2,070.08
AVG	284.72	240.48	60.56	0.00	449.28	1,035.04

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03	8.00	8.00	2.00	0.00	24.00	42.00
May-03	8.00	8.00	2.00	0.00	16.00	34.00
Jun-03	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	96.00	96.00	24.00	0.00	216.00	432.00
AVG	8.00	8.00	2.00	0.00	18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03						0.00
Oct-03						0.00
Nov-03						0.00
Dec-03						0.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	16.00	16.00	4.00	0.00	32.00	68.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

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Subject: CSDA Weekly Legislative Update - September 12, 2003

CSDA Alliance Legislative

## CSDA Weekly Legislative Update for September 12, 2003

### LEGISLATURE ENTERS FINAL HOURS OF SESSION

At 10:30 this morning, both houses will commence what should be their final floor sessions prior to adjournment. The Senate is expected to adjourn late afternoon, while the Assembly, in typical fashion, will work well into the night. A growing rumor hints that the Legislature may return after the recall election to work on a few budget-related matters. Just can't seem to get them out of town for the rest of the year.

Of the remaining bills of critical interest to CSDA, the most important is Senate Bill 407 by Senator Tom Torlakson. The bill requires specified enterprise special districts currently exempt from the ERAF property tax shift to shift property tax revenues which will be used to pay for the counties' recall election costs. The bill failed in the Assembly Appropriations Committee Wednesday night, was granted reconsideration and will be heard again today, and if passed will go to the Assembly Floor. Senator Torlakson is predicting he has the votes to move the bill to Governor Davis. As of this writing, LOCAL, the League of California Cities and the California State Association of Counties remain opposed, in spite of Torlakson seeking support from county supervisors and sheriffs.

The workers' compensation conference report will also be voted upon today and while short of the reform goals public and private employers hoped for, probably will pass and the Governor has already said he will sign the bill.

Finally, Senate Bill 1049 passed the Senate yesterday on concurrence and is on its way to the governor's desk. This is the bill that contains a host of fees to implement the state budget, including the SRA fees, dam safety fees, water rights fees, and wastewater discharge permitting fees, among others. The Governor is expected to sign SB 1049.

We just learned that Assembly Member Oropeza might try to oust Speaker Wesson today. Takes 41 votes to do so and if she falls short it won't be a fun day for her.

If others affiliated with your district would like to start receiving this notice via email, or if you would like to *stop* getting these email updates please contact Geoffrey Neill at 877.924.CSDA or [gneill@csda.net](mailto:gneill@csda.net).

**\*\*This update is brought to you exclusively as a CSDA member benefit\*\***  
CSDA...keeping special districts informed!

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To: [eminter@placentialibrary.org](mailto:eminter@placentialibrary.org)  
Subject: CSDA Legislative Update



The Legislature recessed yesterday for the Labor Day holiday and will return Tuesday for the final push toward this year's adjournment. Today both the Senate and Assembly Appropriations Committees will take up their Suspense Files, bills that have a state cost of \$150,000 or more. Scores of bills are pending, including Senate Bill 407 by Senate Local Government Committee Chair Tom Torlakson. SB 407 would require specified enterprise special districts that currently do not shift property tax revenues to ERAF to do so, with a major exception. Unlike all other special districts that contribute property tax revenues to ERAF, SB 407, with anticipated amendments today, would shift the revenues to a new fund that would be distributed to cities and counties, including funds to counties to defray the costs of the recall election. Even so, both the League of California Cities and the California State Association of Counties remain opposed to SB 407. Additionally, LOCAL sent an opposition letter yesterday to the Assembly Appropriations Committee and all Assembly members ([www.csdanet.net](http://www.csdanet.net)). We will know later this morning if SB 407 passes off of the Suspense File and proceeds to the Assembly Floor.

#### STATE AUDITOR TO AUDIT WATER DISTRICTS

On August 26<sup>th</sup>, the Joint Legislative Audit Committee approved an audit on "Independent Special Water Districts." The request came from Assembly Member Cohn, who also chairs the committee. The State Auditor testified that she will conduct audits of 5 water districts, selected from the State Controllers data and that the audit will cost \$243,750 and take approximately 3,250 hours to complete. The audit will consider:

1. Each district's policies and procedures for developing and setting rates and determine whether relevant statutory requirements are met;
2. Review each district's policies and procedures for accumulating and using cash reserves;
3. Review each district's policies for benefit and compensation packages offered to their directors. This will include an identification of whether such packages include salary, per diem, meeting allowances, vehicle allowances, life or health benefits, and retirement benefits and whether these benefits continue once a director leaves the district;
4. Review and evaluate each water district's policies and procedures relating to ethics and conflict of interest; and,
5. Determine how frequently water districts' board or their subcommittees, if applicable, meet.

#### BUDGET ACCOUNTABILITY ACT HEADS FOR BALLOT

An initiative sponsored by a variety of groups, including, but not limited to, the League of Women Voters and the California PTA, announced this week that they have secured sufficient signatures to qualify the Budget Accountability Act for the March ballot. Among other things, the Act would lower the vote required for passing the state budget and tax bills to 55 percent. Additionally, the Act would require a 5 percent budget reserve and withhold legislators' pay and per diem when a budget is late and require the Legislature to "work exclusively on adopting a budget" once the June 15<sup>th</sup> constitutional deadline for passing the budget has been missed.

**\*\*This update is brought to you exclusively as a CSDA member benefit\*\***  
CSDA...keeping special districts informed!

1215 K Street, Suite 930 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.csdanet.net](http://www.csdanet.net)

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EW*  
**SUBJECT:** Two Percent Assessment Appeal Case  
**DATE:** September 22, 2003

**BACKGROUND:**

No new information has been received since the last report on August 25, 2003.

I talked with Neal Gruber, Tax Manager with the County of Orange Auditor Controller's Office, on September 15 and he told me that there has been no action since the County filed its appeal in June 2003. Mr. Gruber continues to be optimistic that the outcome will be in favor of the current practice.

Neither the Orange County Board of Supervisors nor the Independent Special Districts of Orange County have recommended any specific action to local jurisdictions.

The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2002-2003 would be approximately \$186,000. For each year the refund is delayed the amount would increase by approximately \$77,000, plus interest. This is a significant increase over the previous estimate.

The ongoing impact (permanent loss) on future revenue would be a loss of approximately \$77,000 per year.


**RECOMMENDATION:**

Receive & File



**Agenda Item 25**

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE:** September 16, 2003

**SUBJECT:** **Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (\*) are pending and have not yet begun.

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
  1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- \*Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.
- \*Potential *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04.





To: Library Board of Trustees

From: Jim Roberts, Public Services Manager/Literacy Coordinator 

Date: September 16, 2003

**Subject: Status Report on Active Grant Applications**

**Open/Received Grants**

Source	Amount Requested	Date Requested	ELLI	Spanish Literacy	FFL	Children's	AMT Received
Disney	\$5,000	6/30/03	\$5,000				
Bank of America	\$25,000	3/31/03	\$25,000				
Wells Fargo	\$2,000	5/7/03		\$2,000			
Wells Fargo	\$2,000	6/26/03			\$2,000		\$1,000
Target	\$5,000	6/25/03			\$5,000		\$2,000
Mervyn's	\$2,500	7/7/03			\$2,500		
Mighty Ducks	\$10,000	4/16/03	\$10,000				
Mazda	\$25,000	5/27/03	\$25,000				
Sprint	\$25,000	5/27/03	\$25,000				
<b>Total:</b>	<b>\$101,500</b>		<b>\$90,000</b>	<b>\$2,000</b>	<b>\$9,500</b>		<b>\$3,000</b>

**Grants Denied/Withdrawn**

Source	Amount	Date Requested	ELLI	Spanish Literacy	FFL	Children's
Target	\$3,000	6/25/03			\$3,000	
Verizon	\$25,000	3/26/03	\$25,000			
Coca-Cola	\$25,000	3/26/03	\$25,000			
Weingart	\$50,000	5/3/03	\$50,000			
Angels Care	\$25,000	4/16/03	\$25,000			
Ralphs	\$25,000	5/27/03	\$25,000			
Public Welfare	\$50,000	4/30/03	\$50,000			
RGK	\$25,000	4/14/03	\$25,000			
<b>Total:</b>	<b>\$228,000</b>		<b>\$225,000</b>		<b>\$3,000</b>	



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Request for reimbursement of Elizabeth D. Minter for \$63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure.  
**DATE:** September 22, 2003

**BACKGROUND**

In May 2003 Librarian Amnah Darwish ordered two books through a District staff account. When the books arrived in June the Library Director was on vacation and Ms. Darwish was given the books by Library staff without collecting payment. The Library Director was unaware when Ms. Darwish's final paycheck was issued on June 26, 2003 that the debt was outstanding and she was not told about it until mid-July. The Library Director issued a personal check for \$63.70 to pay Ms. Darwish's share of the staff account and an invoice was sent to Ms. Darwish on July 22<sup>nd</sup>. A reminder invoice was sent on August 27. No response has been received for either invoice.

After Ms. Darwish's departure the District received a long distance charge for its fax line of \$65.90 (excluding tax) for a 10-minute direct dial call to Jordan on June 15, 2003 at 12:44 P.M. The Library Director was on vacation on the date this call was made and there is no record in Library Administration of permission being requested to place this call. The cost of this call was included on the invoices sent to Ms. Darwish on July 22 and August 27.

The documentation of these transactions is Attachment A.

It is the recommendation of the Library Board President that these debts be written off and no further collection efforts be made.

**RECOMMENDATION**

Authorize reimbursement of Library Director Elizabeth Minter from Placentia Library District's County Exempt Fund for \$63.70 for Librarian Amnah Darwish's share of BWI invoice 1535219.



## PLACENTIA LIBRA

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

### Board of Trustees

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Betty Escobosa

Al Shkoler

Gaeten M. Wood

July 22, 2003

Amnah Darwish  
8417A Summerdale Road  
San Diego, Ca 92126

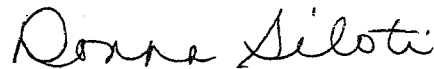
Dear Amnah:

Hi! Hope you're loving your new position. Things are status quo around here.

You forgot to reimburse us for a couple of bills before you left-the phone bill for the fax you made to Jordan and the BWI bill for the Harry Potter books you ordered. Enclosed are the bills for these. Please forward the reimbursements to us as soon as possible.

Hope you have a wonderful wedding day. I can't wait to hear all about it.

Best wishes,



Donna Siloti  
Administrative Assistant

# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92678-3100

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

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www.placentialibrary.org

## Board of Trustees

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Betty Escobosa

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Gaeten M. Wood

July 22, 2003

Amnah Darwish  
8417A Summerdale Road  
San Diego, CA 92126

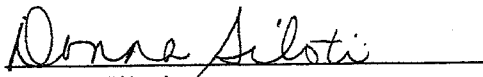
## INVOICE

6/18/03 2 Harry Potter Books-BWI Invoice #1535219

63.70

TOTAL

\$63.70



Donna Siloti

Administrative Assistant



1847 Mercer Road • Lexington, KY 40511  
 859.231.9789 • 800.888.4478  
 Fax 388.6319

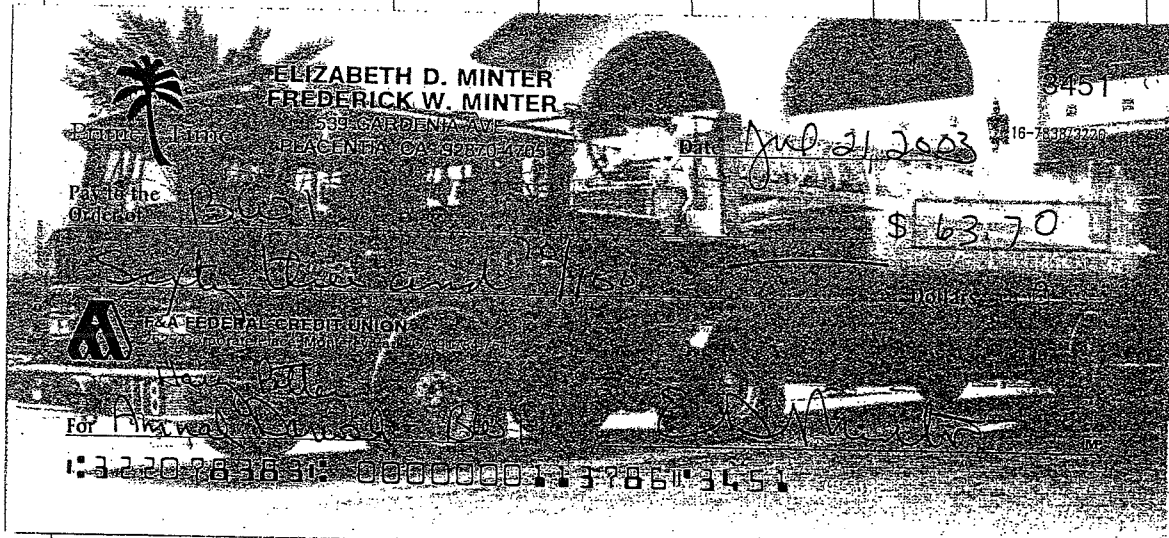
SOLD TO: PLACENTIA LIBRARY DISTRICT  
 NON-PROCESSED ACCT.  
 411 EAST CHAPMAN  
 PLACENTIA, CA 92870-

SHIP TO: PLACENTIA LIBRARY DISTRICT  
 STAFF ACCOUNT  
 411 EAST CHAPMAN AVE.  
 PLACENTIA, CA 92870-

hw

CUSTOMER #	PO NUMBER	SHIP VIA	CARTONS	SALESMAN	PLEASE REPORT ANY DISCREPANCIES WITHIN 90 DAYS OF RECEIPT.	TERMS
PLA100 02	SEE BELOW	NEXT DAY AIR	1	26		NET 30 DAYS

ISBN	TITLED BY	AUTHOR	PUBLISHER	PO NUMBER	QTY ORDER	QTY SHIP	HST	DISC	UNIT NET	NET PRICE
0439567610	HARRY POTTER & THE ORDER OF TH	ROWLING	SCHOLASTIC	022703STAFF	6	6	34.99	15.00	29.74	178.44
0439567610	HARRY POTTER & THE ORDER OF TH	ROWLING	SCHOLASTIC	031303CMS	1	1	34.99	15.00	29.74	29.74



**QUALITY**  
*[Signature]*  
**VERIFIED**

Total Number of Books Shipped 7 Subtotal 208.18

Remit to: Shipping 14.80  
 P.O. Box 91691 Total Due 222.98  
 Chicago, IL 60693

# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92670-0100

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202  
(714) 528-8236 (Fax)

administration@placentialibrary.org  
www.placentialibrary.org

## Board of Trustees

~~XXXXXXXXXX~~

Margaret V. Dinsmore

Betty Escobosa

Al Shkoler

Gaeten M. Wood

July 22, 2003

Amnah Darwish  
8417A Summerdale Road  
San Diego, CA 92126

## INVOICE

6/15/03 AT&T #714-528-8236 Fax to Jordan	65.90
<b>TOTAL</b>	<b>\$65.90</b>



Donna Siloti  
Administrative Assistant





Account Number	Bill Close Date	Payment Due
018 297 1115 001	6/16/03	7/16/03

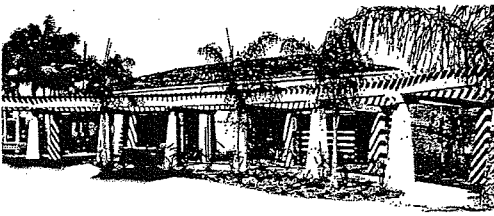
LACENTIA LIBRARY REF # 714 528 8236

Call Detail

No	Date	Time	Place	Area/Number	Mins	Call Type	Rate Period	Amount
<b>LONG DISTANCE CALLS</b>								
LONG DISTANCE CHARGES BILLED TO: 018 297 1115 001								
LONG DISTANCE CALLS BILLED TO: 714 528-8236								
1.	MAY 21	11:23A	CHICAGO IL	312 705-9175	1	DDC	DAY	.94
2.	MAY 22	12:02P	ST CHARLES IL	630 443-9092	3	DDC	DAY	2.82
3.	MAY 28	2:35P	FARGO ND	701 461-3910	2	DDC	DAY	1.88
4.	JUN 02	1:20P	TEMPE AZ	480 379-8779	2	DDC	DAY	1.88
5.	JUN 10	8:33A	SACRAMENTO CA	916 442-7889	1	DDC	DAY	.26
6.	JUN 15	12:44P	JORDAN JR	096265519851	10	DDC	STAN	65.90
7.	JUN 16	11:57A	CHICAGO IL	312 280-1538	1	DDC	DAY	.94
TOTAL LONG DISTANCE CALLS BILLED TO: 714 528-8236								\$74.62
TOTAL LONG DISTANCE CHARGES BILLED TO: 018 297 1115 001								\$74.62
LONG DISTANCE CHARGES BILLED TO: 018 305 4911 001								
LONG DISTANCE CALLS BILLED TO: 714 528-1906								
8.	MAY 19	11:28A	LINDAVISTA CA	858 874-3383	11	DDC	DAY	2.31
9.	MAY 28	12:29P	SACRAMENTO CA	916 641-2773	2	DDC	DAY	.43
10.	MAY 28	2:05P	SACRAMENTO CA	916 264-2920	5	DDC	DAY	1.06
11.	MAY 28	2:30P	FARGO ND	701 461-3272	1	DDC	DAY	.94
12.	JUN 02	2:54P	CHICAGO IL	312 280-4274	1	DDC	DAY	.94
13.	JUN 04	10:24A	ITHACA NY	607 327-0825	1	DDC	DAY	.94
14.	JUN 16	10:03A	CHULAVISTA CA	619 421-3251	2	DDC	DAY	.51
TOTAL LONG DISTANCE CALLS BILLED TO: 714 528-1906								\$7.13
LONG DISTANCE CALLS BILLED TO: 714 528-1907								
5.	MAY 21	8:57A	ELDERTON PA	724 354-2656	1	DDC	DAY	.94
16.	MAY 21	10:23A	SACRAMENTO CA	916 427-6585	2	DDC	DAY	.43
17.	MAY 27	5:35P	MIRA MESA CA	858 693-8692	2	DDC	DAY	.34
18.	MAY 28	3:47P	CARLSBAD CA	760 603-4036	4	DDC	DAY	.84
19.	MAY 28	6:51P	MIRA MESA CA	858 693-8692	1	DDC	DAY	.19
20.	JUN 03	12:24P	SACRAMENTO CA	916 657-5564	4	DDC	DAY	.85
21.	JUN 08	2:30P	MIRA MESA CA	858 693-8692	5	DDC	NT/W	.89
22.	JUN 08	2:37P	MIRA MESA CA	858 693-8692	1	DDC	NT/W	.22
23.	JUN 08	2:39P	MIRA MESA CA	858 693-8692	1	DDC	NT/W	.22
24.	JUN 08	2:44P	MIRA MESA CA	858 693-8692	1	DDC	NT/W	.22
25.	JUN 08	3:59P	MIRA MESA CA	858 693-8692	3	DDC	NT/W	.55
26.	JUN 11	6:52P	BROOKLYN NY	917 757-3243	1	DDC	DAY	.94
TOTAL LONG DISTANCE CALLS BILLED TO: 714 528-1907								\$6.63
LONG DISTANCE CALLS BILLED TO: 714 528-1925								
27.	MAY 19	10:55A	ELDERTON PA	724 354-2656	3	DDC	DAY	2.82
28.	MAY 19	11:40A	RICHMOND BC	604 303-0266	21	DDC	STAN	49.35
29.	MAY 19	7:28P	MIRA MESA CA	858 693-8692	3	DDC	EVE	.50
30.	MAY 20	9:14A	MCKEESPORT PA	412 466-6081	5	DDC	DAY	4.70
31.	MAY 21	6:50P	MIRA MESA CA	858 693-8692	1	DDC	DAY	.19
32.	MAY 21	8:24P	MIRA MESA CA	858 693-8692	14	DDC	EVE	2.22
33.	MAY 22	4:41P	RICHMOND BC	604 303-0266	7	DDC	STAN	16.45
34.	MAY 22	5:12P	RICHMOND BC	604 303-0266	9	DDC	STAN	21.15
35.	MAY 23	8:16A	RICHMOND BC	604 303-0266	4	DDC	STAN	9.40
36.	MAY 23	5:06P	RICHMOND BC	604 303-0266	3	DDC	STAN	7.05
37.	MAY 25	3:43P	RICHMOND BC	604 303-0266	1	DDC	STAN	2.35
38.	MAY 26	11:39A	RICHMOND BC	604 303-0266	1	DDC	STAN	2.35
39.	MAY 26	11:48A	RICHMOND BC	604 303-0266	1	DDC	STAN	2.35
40.	MAY 27	1:42P	SACRAMENTO CA	916 442-7887	2	DDC	DAY	.43
41.	MAY 27	1:48P	LINDAVISTA CA	858 874-3383	9	DDC	DAY	1.89
42.	MAY 27	6:32P	MIRA MESA CA	858 693-8692	1	DDC	DAY	.19
43.	MAY 27	7:45P	MIRA MESA CA	858 693-8652	1	DDC	EVE	.19
44.	MAY 28	8:45A	RICHMOND BC	604 303-0266	8	DDC	STAN	18.80

Bill Amneh

Continued



# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

(714) 528-8236 (Fax)

administration@placentialibrary.org

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### Board of Trustees

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Al Shkoler

Gaeten M. Wood

August 27, 2003

Amnah Darwish  
8417A Summerdale Road  
San Diego, Ca 92126

Dear Amnah:

I don't know if you received my letter dated July 22. We are requesting payment of two invoices, one for the Harry Potter books you ordered and one for the fax you made to Jordan.

I'm enclosing copies of the invoices and my letter. Please forward the reimbursements to us as soon as possible.

Thanks,

Donna Siloti  
Administrative Assistant

**U.S. Postal Service**  
**CERTIFIED MAIL RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

Article Sent To:  
Amnah Darwish

Postage	\$	0.60
Certified Fee		2.30
Return Receipt Fee (Endorsement Required)		1.75
Restricted Delivery Fee (Endorsement Required)		
<b>Total Postage &amp; Fees</b>	<b>\$</b>	<b>4.65</b>

Postmark  
Here

99 3220 0004 1484 5406

Name (Please Print Clearly) (To be completed by mailer)  
Street, Apt. No.; or PO Box No.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Report on Staff Appreciation Dinner  
**DATE:** September 22, 2003

The Staff Appreciation Dinner was held at the home of Sandra Stark on Thursday, September 11, 2003. It was a wonderful meal featuring salmon and steak. Entertainment was provided by a professional magician.


Forty-three reservations were made and thirty-eight individuals attended.

Fifteen-year pins were awarded to Staff Members ulie Shook and Dottie Cummings. A five-year pin was awarded to Trustee Gaeten Wood.

The total cost was \$776.90. There were two paid guests at \$40.00. The cost to be shared by the Library Board and Friends was \$736.90 or \$368.50 per organization.



**Agenda Item 29**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator   
**DATE:** September 16, 2003  
**SUBJECT:** Poet Laureate Report.

Program Committee staff met with Marilyn Laskow, poet laureate, several times in August to discuss the two programs in September. Everything is set for both programs. In the first, to be held on Sunday, September 28 from 1:00-4:00; Ms. Laskow will read from her own work for 30 minutes, followed by various staff members reading their favorite poems. Ms. Laskow will also be inaugurated at this event. The second, to be held at 7:00pm on Monday, September 28 will be a poetry workshop for teens.



# EBSA COPY

Form **5500**

Department of the Treasury  
Internal Revenue Service  
Department of Labor  
Pension and Welfare Benefits  
Administration

Pension Benefit Guaranty Corporation

## Annual Return/Report of Employee Benefit Plan

This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6039D, 6047(e), 6057(b), and 6058(a) of the Internal Revenue Code (the Code).

▶ Complete all entries in accordance with the instructions to the Form 5500.

Official Use Only  
OMB Nos. 1210 - 0110  
1210 - 0089

**2002**

This Form is Open to Public Inspection

### Part I Annual Report Identification Information

For the calendar plan year **2002** or fiscal plan year beginning 07/01/2002 and ending 06/30/2003

- A** This return/report is for: (1)  a multiemployer plan; (3)  a multiple-employer plan; or  
 (2)  a single-employer plan (other than a multiple-employer plan); (4)  a DFE (specify) \_\_\_\_\_
- B** This return/report is: (1)  the first return/report filed for the plan; (3)  the final return/report filed for the plan;  
 (2)  an amended return/report; (4)  a short plan year return/report (less than 12 months).
- C** If the plan is a collectively-bargained plan, check here
- D** If filing under an extension of time or the DFVC program, check box and attach required information (see instructions)

### Part II Basic Plan Information -- enter all requested information.

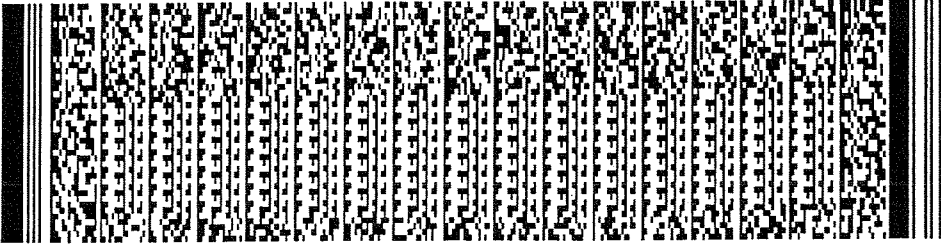
<b>1a</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION PLAN	<b>1b</b> Three-digit plan number (PN) ▶	001
	<b>1c</b> Effective date of plan (mo., day, yr.) 07/01/1973	
<b>2a</b> Plan sponsor's name and address (employer, if for a single-employer plan) (Address should include room or suite no.) PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  411 EAST CHAPMAN AVENUE  PLACENTIA CA 92670	<b>2b</b> Employer Identification Number (EIN)	95-3197792
	<b>2c</b> Sponsor's telephone number	714-528-1906
	<b>2d</b> Business code (see instructions)	611000

**Caution:** A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report if it is being filed electronically, and to the best of my knowledge and belief, it is true, correct and complete.

<b>SIGN HERE</b> 	<u>8/14/03</u> Date	<u>D. ELIZABETH MINTER</u> Type or print name of individual signing as plan administrator
<b>SIGN HERE</b> 	<u>8/14/03</u> Date	<u>D. ELIZABETH MINTER</u> Type or print name of individual signing as employer, plan sponsor or DFE

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v5.0 Form 5500 (2002)



<b>3a</b> Plan administrator's name and address (If same as plan sponsor, enter "Same") SAME	<b>3b</b> Administrator's EIN  <b>3c</b> Administrator's telephone number  <div style="background-color: #cccccc; height: 30px; width: 100%;"></div>
---	--

<b>4</b> If the name and/or EIN of the plan sponsor has changed since the last return/report filed for this plan, enter the name, EIN and the plan number from the last return/report below: <b>a</b> Sponsor's name	<b>b</b> EIN  <b>c</b> PN
---	---------------------------------

<b>5</b> Preparer information (optional) <b>a</b> Name (including firm name, if applicable) and address	<b>b</b> EIN  <b>c</b> Telephone number
---	---

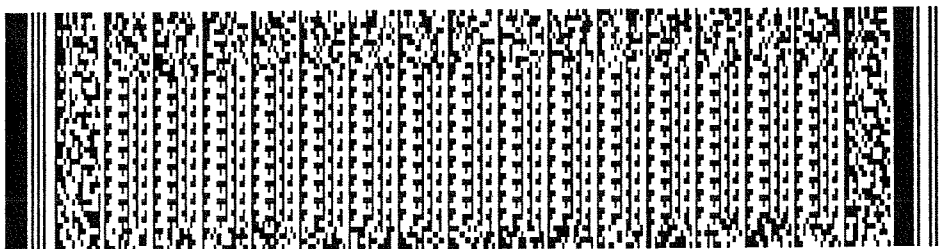
<b>6</b> Total number of participants at the beginning of the plan year	<b>6</b>	29
<b>7</b> Number of participants as of the end of the plan year (welfare plans complete only lines <b>7a, 7b, 7c, and 7d</b> )		
<b>a</b> Active participants	<b>7a</b>	21
<b>b</b> Retired or separated participants receiving benefits	<b>7b</b>	0
<b>c</b> Other retired or separated participants entitled to future benefits	<b>7c</b>	10
<b>d</b> Subtotal. Add lines <b>7a, 7b, and 7c</b>	<b>7d</b>	31
<b>e</b> Deceased participants whose beneficiaries are receiving or are entitled to receive benefits	<b>7e</b>	0
<b>f</b> Total. Add lines <b>7d</b> and <b>7e</b>	<b>7f</b>	31
<b>g</b> Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	<b>7g</b>	31
<b>h</b> Number of participants that terminated employment during the plan year with accrued benefits that were less than 100% vested	<b>7h</b>	4
<b>i</b> If any participant(s) separated from service with a deferred vested benefit, enter the number of separated participants required to be reported on a Schedule SSA (Form 5500)	<b>7i</b>	0

**8** Benefits provided under the plan (complete **8a** and **8b** as applicable)

**a**  Pension benefits (check this box if the plan provides pension benefits and enter the applicable pension feature codes from the List of Plan Characteristics Codes printed in the instructions): 2C 3E

**b**  Welfare benefits (check this box if the plan provides welfare benefits and enter the applicable welfare feature codes from the List of Plan Characteristics Codes printed in the instructions):

<b>9a</b> Plan funding arrangement (check all that apply) (1) <input type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(i) insurance contracts (3) <input checked="" type="checkbox"/> Trust (4) <input type="checkbox"/> General assets of the sponsor	<b>9b</b> Plan benefit arrangement (check all that apply) (1) <input type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(i) insurance contracts (3) <input checked="" type="checkbox"/> Trust (4) <input type="checkbox"/> General assets of the sponsor
--	--





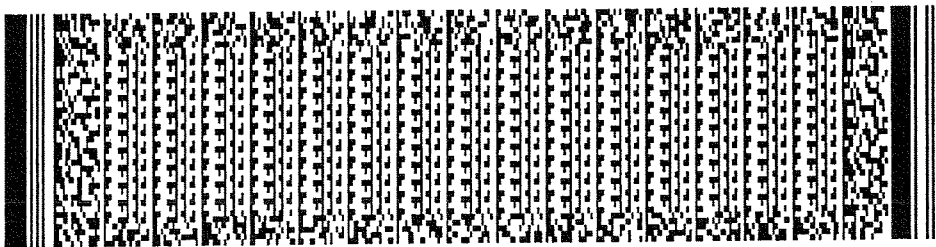
Schedules attached (Check all applicable boxes and, where indicated, enter the number attached. See instructions.)

**a Pension Benefit Schedules**

- (1)  R (Retirement Plan Information)
  - (2)  1 T (Qualified Pension Plan Coverage Information)
- If a Schedule T is not attached because the plan is relying on coverage testing information for a prior year, enter the year ..... ▶ \_\_\_\_\_
- (3)  B (Actuarial Information)
  - (4)  E (ESOP Annual Information)
  - (5)  SSA (Separated Vested Participant Information)

**b Financial Schedules**

- (1)  H (Financial Information)
- (2)  I (Financial Information -- Small Plan)
- (3)  A (Insurance Information)
- (4)  C (Service Provider Information)
- (5)  D (DFE/Participating Plan Information)
- (6)  G (Financial Transaction Schedules)
- (7)  1 P (Trust Fiduciary Information)



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**SCHEDULE I  
(Form 5500)**

Department of the Treasury  
Internal Revenue Service  
  
Department of Labor  
Pension and Welfare Benefits  
Administration  
  
Pension Benefit Guaranty Corporation

**Financial Information -- Small Plan**

This schedule is required to be filed under Section 104 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).

► File as an attachment to Form 5500.

Official Use Only

OMB No. 1210-0110

**2002**

**This Form is Open  
to Public Inspection.**

For calendar year 2002 or fiscal plan year beginning 07/01/2002 and ending 06/30/2003

**A** Name of plan  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P

**B** Three-digit plan number 001

**C** Plan sponsor's name as shown on line 2a of Form 5500  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

**D** Employer Identification Number  
95-3197792

Complete Schedule I if the plan covered fewer than 100 participants as of the beginning of the plan year. You may also complete Schedule I if you are filing as a small plan under the 80-120 participant rule (see instructions). Complete Schedule H if reporting as a large plan or DFE.

**Part I Small Plan Financial Information**

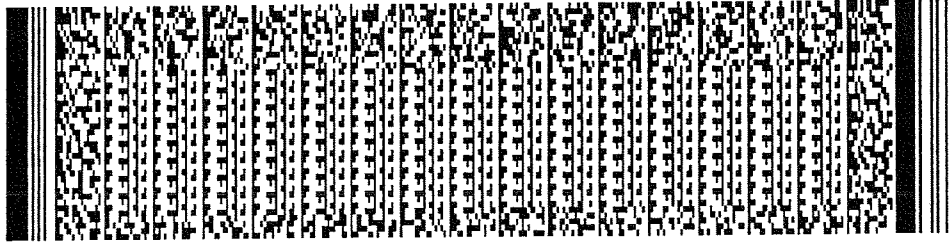
Report below the current value of assets and liabilities, income, expenses, transfers and changes in net assets during the plan year. Combine the value of plan assets held in more than one trust. Do not enter the value of the portion of an insurance contract that guarantees during this plan year to pay a specific dollar benefit at a future date. Include all income and expenses of the plan including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. Round off amounts to the nearest dollar.

<b>1 Plan Assets and Liabilities:</b>		(a) Beginning of Year	(b) End of Year
<b>a</b> Total plan assets	<b>1a</b>	581554	391691
<b>b</b> Total plan liabilities	<b>1b</b>	0	0
<b>c</b> Net plan assets (subtract line 1b from line 1a)	<b>1c</b>	581554	391691
<b>2 Income, Expenses, and Transfers for this Plan Year:</b>		(a) Amount	(b) Total
<b>a</b> Contributions received or receivable			
(1) Employers	<b>2a(1)</b>	30542	
(2) Participants	<b>2a(2)</b>	0	
(3) Others (including rollovers)	<b>2a(3)</b>	0	
<b>b</b> Noncash contributions	<b>2b</b>	0	
<b>c</b> Other income	<b>2c</b>	9083	
<b>d</b> Total income (add lines 2a(1), 2a(2), 2a(3), 2b, and 2c)	<b>2d</b>		39625
<b>e</b> Benefits paid (including direct rollovers)	<b>2e</b>	229478	
<b>f</b> Corrective distributions (see instructions)	<b>2f</b>	0	
<b>g</b> Certain deemed distributions of participant loans (see instructions)	<b>2g</b>	0	
<b>h</b> Other expenses	<b>2h</b>	10	
<b>i</b> Total expenses (add lines 2e, 2f, 2g, and 2h)	<b>2i</b>		229488
<b>j</b> Net income (loss) (subtract line 2i from line 2d)	<b>2j</b>		-189863
<b>k</b> Transfers to (from) the plan (see instructions)	<b>2k</b>		0

**3 Specific Assets:** If the plan held assets at anytime during the plan year in any of the following categories, check "Yes" and enter the current value of any assets remaining in the plan as of the end of the plan year. Allocate the value of the plan's interest in a commingled trust containing the assets of more than one plan on a line-by-line basis unless the trust meets one of the specific exceptions described in the instructions.

	Yes	No	Amount
<b>a</b> Partnership/joint venture interests		X	
<b>b</b> Employer real property		X	

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v5.0 Schedule I (Form 5500) 2002



	Yes	No	Amount
<b>c</b> Real estate (other than employer real property) .....		X	
<b>d</b> Employer securities .....		X	
<b>e</b> Participant loans .....		X	
<b>f</b> Loans (other than to participants) .....		X	
<b>g</b> Tangible personal property .....		X	

**Part II Transactions During Plan Year**

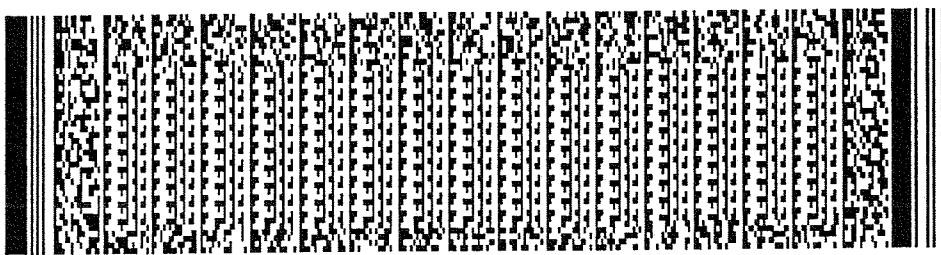
During the plan year:

	Yes	No	Amount
<b>4a</b> Did the employer fail to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? (See instructions and DOL's Voluntary Fiduciary Correction Program) .....		X	
<b>b</b> Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by the participants' account balance .....		X	
<b>c</b> Were any leases to which the plan was a party in default or classified during the year as uncollectible? .....		X	
<b>d</b> Did the plan engage in any nonexempt transaction with any party-in-interest? .....		X	
<b>e</b> Was the plan covered by a fidelity bond? .....		X	
<b>f</b> Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty? .....		X	
<b>g</b> Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser? .....		X	
<b>h</b> Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser? .....		X	
<b>i</b> Did the plan at any time hold 20% or more of its assets in any single security, debt, mortgage, parcel of real estate, or partnership/joint venture interest? .....		X	
<b>4j</b> Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC? .....		X	
<b>k</b> Are you claiming a waiver of the annual examination and report of an independent qualified public accountant (IQPA) under 29 CFR 2520.104-46? If no, attach the IQPA's report or 2520.104-50 statement. (See instructions on waiver eligibility and conditions.) .....	X		

**5a** Has a resolution to terminate the plan been adopted during the plan year or any prior plan year? If yes, enter the amount of any plan assets that reverted to the employer this year  Yes  No **Amount** \_\_\_\_\_

**5b** If during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

<b>5b(1)</b> Name of plan(s)	<b>5b(2)</b> EIN(s)	<b>5b(3)</b> PN(s)
_____	_____	_____
_____	_____	_____



Official Use Only

OMB No. 1210-0110

2002

This Form is Open to  
Public Inspection.

**SCHEDULE R  
(Form 5500)**

Department of the Treasury  
Internal Revenue Service

Department of Labor  
Pension and Welfare Benefits  
Administration

Pension Benefit Guaranty Corporation

**Retirement Plan Information**

This schedule is required to be filed under sections 104 and 4065 of the  
Employee Retirement Security Act of 1974 (ERISA) and section 6058(a) of the  
Internal Revenue Code (the Code).

► File as an Attachment to Form 5500.

For calendar year 2002 or fiscal plan year beginning 07/01/2002 and ending 06/30/2003

<b>A</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P	<b>B</b> Three-digit plan number 001
<b>C</b> Plan sponsor's name as shown on line 2a of Form 5500 PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY	<b>D</b> Employer Identification Number 95-3197792

**Part I Distributions**

All references to distributions relate only to payments of benefits during the plan year.

<b>1</b> Total value of distributions paid in property other than in cash or the forms of property specified in the instructions	<b>1</b> \$
<b>2</b> Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits).	
<b>3</b> Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year	<b>3</b>

**Part II Funding Information** (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part)

**4** Is the plan administrator making an election under Code section 412(c)(8) or ERISA section 302(c)(8)?  Yes  No  N/A  
If the plan is a defined benefit plan, go to line 7.

**5** If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions, and enter the date of the ruling letter granting the waiver. Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
If you completed line 5, complete lines 3, 9, and 10 of Schedule B and do not complete the remainder of this schedule.

<b>6a</b> Enter the minimum required contribution for this plan year	\$	30542
<b>6b</b> Enter the amount contributed by the employer to the plan for this plan year	\$	30542
<b>6c</b> Subtract the amount in line 6b from the amount in line 6a. Enter the result (enter a minus sign to the left of a negative amount)	\$	0

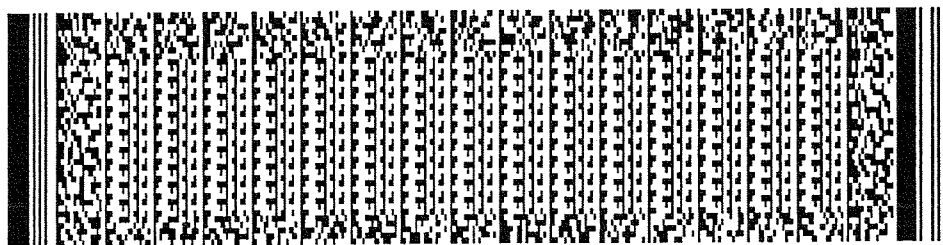
If you completed line 6c, do not complete the remainder of this schedule.

**7** If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure providing automatic approval for the change or a class ruling letter, does the plan sponsor or plan administrator agree with the change?  Yes  No  N/A

**Part III Amendments**

**8** If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased the value of benefits? (see instructions)  Yes  No

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v5.0 Schedule R (Form 5500) 2002



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Official Use Only

OMB No. 1210-0110

2002

This Form is Open to  
Public Inspection.

**SCHEDULE T  
(Form 5500)**

**Qualified Pension Plan Coverage Information**

This form is required to be filed under section 6058(a) of the  
Internal Revenue Code (the Code).

Department of the Treasury  
Internal Revenue Service

► **File as an attachment to Form 5500.**

For calendar year 2002 or fiscal plan year beginning <u>07/01/2002</u> and ending <u>06/30/2003</u>	
<b>A</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P	<b>B</b> Three-digit plan number 001
<b>C</b> Plan sponsor's name as shown on line 2a of Form 5500 PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY	<b>D</b> Employer Identification Number 95-3197792

**Note:** If the plan is maintained by:

- More than one employer and benefits employees who are not collectively-bargained employees, a separate Schedule T may be required for each employer (see the instruction for line 1).
- An employer that operates qualified separate lines of business (QSLOBs) under Code section 414(r), a separate Schedule T may be required for each QSLOB (see the instruction for line 2).

**1** If this schedule is being filed to provide coverage information regarding the noncollectively bargained employees of an employer participating in a plan maintained by more than one employer, enter the name and EIN of the participating employer:

**1a** Name of participating employer

**1b** Employer identification number

**2** If the employer maintaining the plan operates QSLOBs, enter the following information:

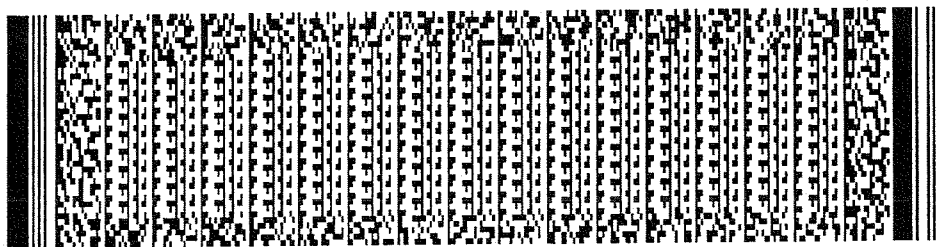
- a** The number of QSLOBs that the employer operates is \_\_\_\_\_.
- b** The number of such QSLOBs that have employees benefiting under this plan is \_\_\_\_\_.
- c** Does the employer apply the minimum coverage requirements to this plan on an employer-wide rather than a QSLOB basis? ...  Yes  No
- d** If the entry on line 2b is two or more and line 2c is "No," identify the QSLOB to which the coverage information given on line 3 or 4 relates.  
►

Exceptions -- Check the box before each statement that describes the plan or the employer. Also see instructions.

If you check any box, do not complete the rest of this Schedule.

- a**  The employer employs only highly compensated employees (HCEs).
- b**  No HCEs benefited under the plan at anytime during the plan year.
- c**  The plan benefits only collectively-bargained employees.
- d**  The plan benefits all nonexcludable nonhighly compensated employees of the employer (as defined in Code sections 414(b), (c), and (m)), including leased employees and self-employed individuals.
- e**  The plan is treated as satisfying the minimum coverage requirements under Code section 410(b)(6)(C).

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v5.0 Schedule T (Form 5500) 2002



2 8 0 2 3 0 0 1 0 G



- 4 Enter the date the plan year began for which coverage data is being submitted. Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- a Did any leased employees perform services for the employer at any time during the plan year?  Yes  No
- b In testing whether the plan satisfies the coverage and nondiscrimination tests of Code sections 410(b) and 401(a)(4), does the employer aggregate plans?  Yes  No

c Complete the following:

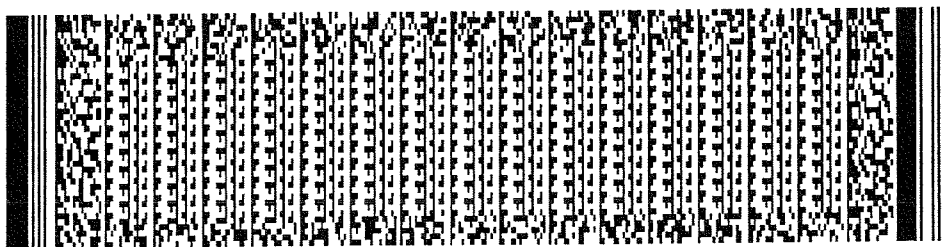
- (1) Total number of employees of the employer (as defined in Code section 414(b), (c), and (m)), including leased employees and self-employed individuals c(1) \_\_\_\_\_
- (2) Number of excludable employees as defined in IRS regulations (see instructions) c(2) \_\_\_\_\_
- (3) Number of nonexcludable employees. (Subtract line 4c(2) from line 4c(1)) c(3) \_\_\_\_\_
- (4) Number of nonexcludable employees (line 4c(3)) who are HCEs c(4) \_\_\_\_\_
- (5) Number of nonexcludable employees (line 4c(3)) who benefit under the plan c(5) \_\_\_\_\_
- (6) Number of benefiting nonexcludable employees (line 4c(5)) who are HCEs c(6) \_\_\_\_\_

d Enter the plan's ratio percentage and, if applicable, identify the disaggregated part of the plan to which the information on lines 4c and 4d pertains (see instructions) d \_\_\_\_\_ %

e Identify any disaggregated part of the plan and enter the ratio percentage or exception (see instructions).

Disaggregated part:	Ratio Percentage:	Exception:
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

f This plan satisfies the coverage requirements on the basis of (check one): (1)  the ratio percentage test (2)  average benefit test



SCHEDULE P  
FORM 5500

Annual Return of Fiduciary  
of Employee Benefit Trust

Official Use Only

OMB No. 1210-0110

2002

This Form is Open to  
Public Inspection.

Department of the Treasury  
Internal Revenue Service

This schedule may be filed to satisfy the requirements under section 6033(a) for an annual information return from every section 401(a) organization exempt from tax under section 501(a).

Filing this form will start the running of the statute of limitations under section 6501(a) for any trust described in section 401(a) that is exempt from tax under section 501(a).

File as an attachment to Form 5500 or 5500-EZ.

For trust calendar year 2002 or fiscal year beginning 07/01/2002 and ending 06/30/2003

1a Name of trustee or custodian

FIRST AMERICAN TRUST, ~~COMPANY~~ <sup>FSB</sup>

b Number, street, and room or suite no. (If a P.O. box, see the instructions for Form 5500 or 5500-EZ.)

~~2100 FIFTH AVENUE~~ 421 North Main Street

c City or town, state, and ZIP code

~~SAN DIEGO~~ Santa Ana CA 92101 92701

2a Name of trust

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE TRUST

b Trust's employer identification number

33-6002913

3 Name of plan if different from name of trust

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION

4 Have you furnished the participating employee benefit plan(s) with the trust financial information required to be reported by the plan(s)?

Yes  No

5 Enter the plan sponsor's employer identification number as shown on Form 5500 or 5500-EZ

95-3197792

Under penalties of perjury, I declare that I have examined this schedule, and to the best of my knowledge and belief it is true, correct, and complete.

SIGN  
HERE

Signature of  
fiduciary

*Christ A. Mehus*

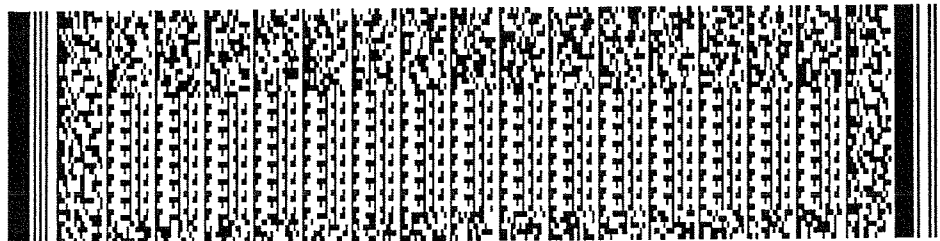
Date

8-19-03

For the Paperwork Reduction Notice and OMB Control Numbers,  
see the instructions for Form 5500 or 5500-EZ.

v5.0

Schedule P (Form 5500) 2002







**AFFIDAVIT OF PUBLICATION**

STATE OF CALIFORNIA, )  
 ) ss.  
County of Orange )

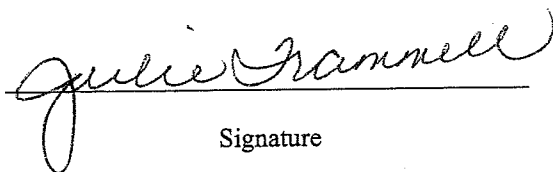
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the **Placentia News-Times**, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-601 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

August 21, 2003

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: August 21, 2003

  
Signature

**Placentia News-Times**  
625 N. Grand Ave.  
Santa Ana, CA 92701  
(714) 796-7000 ext. 3002

**PROOF OF PUBLICATION**

This space is for the County Clerk's Filing Stamp

Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870

Administrative Offices (714) 528-1925 x202

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Placentia Library District will hold a public hearing in the Board of Trustees Conference Room of the Placentia Library, 411 E. Chapman Avenue, at 6:30 P.M., Monday, August 25, 2003, to consider the following items:

**PROPOSED BUDGET FOR 2003-2004 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed budget is as follows:

Major Equipment & Structure Repair	FUND 702	\$121,318.00
Automation Replacement	FUND 703	\$10,276.00
Bond Redemption	FUND 706	\$163,482.00
Operating General Fund	FUND 707	\$2,077,878.00
Sick Leave Payoff	FUND 708	\$10,032.00

Copies of the preliminary budget may be viewed at the Administrative Office of the Placentia Library District, 411 E. Chapman Avenue, Placentia.

**PROPOSED FINES AND FEES SCHEDULE FOR 2003-2004 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed schedule is as follows:

**FINES** **PER DAY**

All Items . . . . . \$ .20  
There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

**MAXIMUM FINE PER ITEM** **MAXIMUM**

All Items . . . . . \$10.00

**RESERVES & SHELF CHECKS** **PER ITEM**

All Items . . . . . \$ .50  
Interlibrary Loans, actual charges by lending library, plus postage, plus . . . . . \$ 5.00

**LOST MATERIALS** **DEFAULT\***

Cataloged Adult & Children's Books . . . . . Item Cost + \$5.00	\$20.00
Uncataloged Paperbacks . . . . . Item Cost + \$5.00	5.00
Magazines/Pamphlets . . . . . No Processing Fee	3.00
Cassettes . . . . . No Processing Fee	10.00
CD's, CD ROM's & Videos . . . . . Item Cost + \$5.00	15.00
Audio Books (all formats) . . . . . Item Cost + \$5.00	50.00

\* Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.

**SPECIAL SERVICES** **PER ITEM**

Library card replacement . . . . .	\$2.00
Checkout with non-Library identification . . . . .	1.00
Laminating, per sheet . . . . .	1.00
Printing, black ink, per page . . . . .	.10
Photocopy, black ink, per page . . . . .	.15
Printing & Photocopy, color, per page . . . . .	1.00
Passport check preparation . . . . .	2.00
Test monitoring, per exam . . . . .	30.00

**MULTIPURPOSE ROOM** **PER DAY**

Up to four hours . . . . .	\$35.00
Additional hours, in four hour increments . . . . .	35.00
Set-up & Clean-up combination . . . . .	\$30.00
Set-up fee . . . . .	20.00
Clean-up fee . . . . .	20.00

**SURCHARGES**

Returned check, up to 30 days . . . . .	30.00
Returned check, 30th day and over; the greater of 3 times value of check or . . . . .	100.00
Report to Collection Agency, per report . . . . .	15.00

All interested persons are invited to attend this hearing and express opinions upon the items listed above.

Donna Siloti  
Administrative Assistant  
(714) 528-1925 x202

Publish: Placentia News Times  
August 21, 2003  
22-148 5841764



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003

**DATE:** September 22, 2003

**BACKGROUND**

At its meeting on August 25, 2003 the Library Board of Trustees authorized a fourth step for Pages after they have completed eighteen months of satisfactory employment.

Attachment A is salary scale with the additional step.

**RECOMMENDATION**


Receive & File.

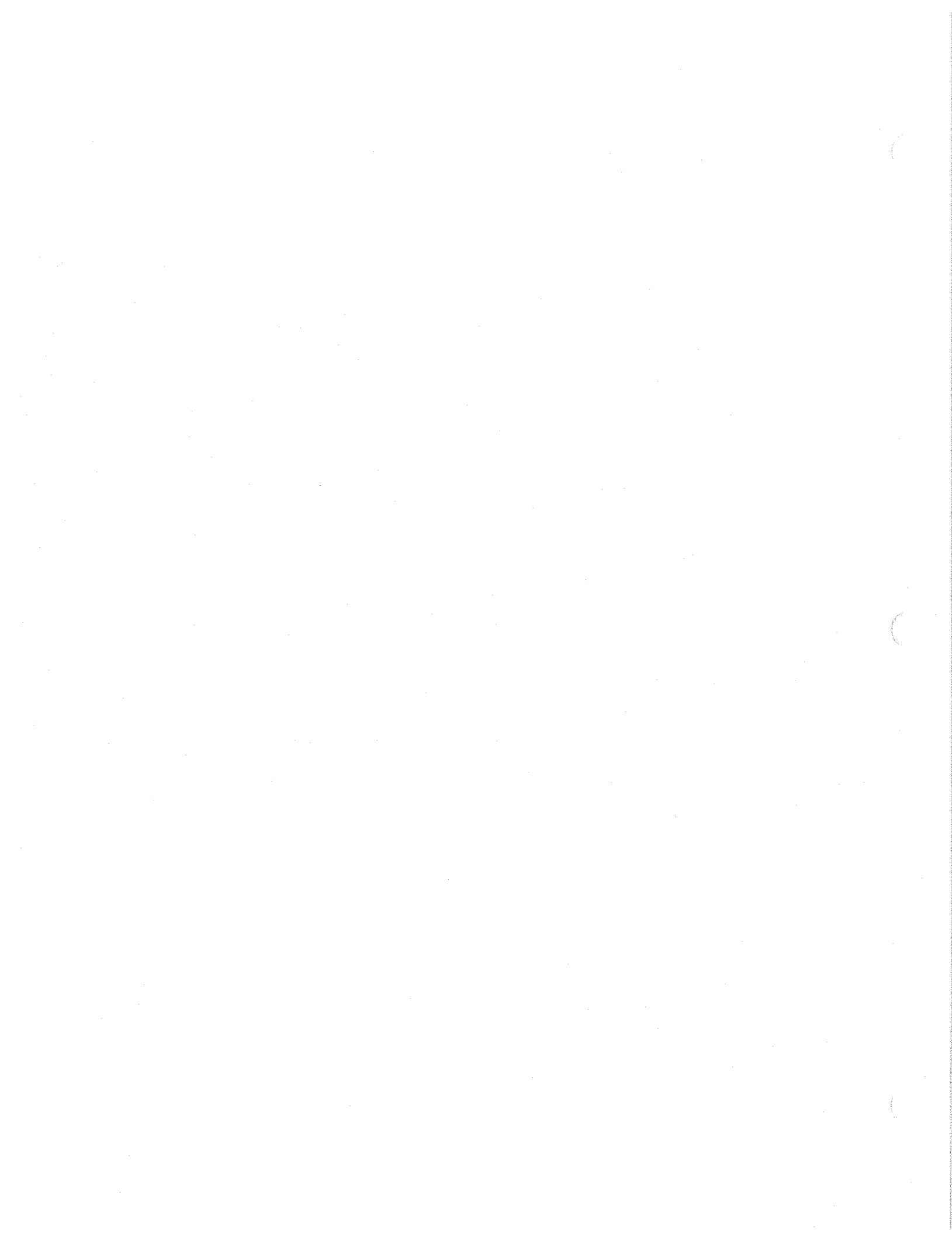


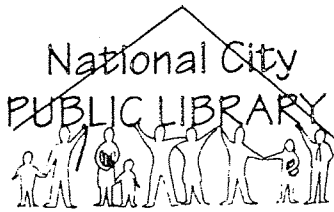
PLACENTIA LIBRARY DISTRICT  
SALARY SCALE FOR  
FISCAL YEAR 2003-2004  
Effective July 1, 2003  
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB										
DIR										
	47.14									
HR	3,771.15									
PP	98,050.01									
AN	8,170.83									
MO										
ADMIN	17.31	17.74	18.19	18.64	19.11	19.58	20.07	20.58	21.09	22.14
ASST	1,384.78	1,419.40	1,454.88	1,491.26	1,528.54	1,566.75	1,605.92	1,646.07	1,687.22	1,771.58
	36,004.26	36,904.37	37,826.97	38,772.65	39,741.97	40,735.51	41,753.90	42,797.75	43,867.69	46,061.08
AN	3,000.35	3,075.36	3,152.25	3,231.05	3,311.83	3,394.63	3,479.49	3,566.48	3,655.64	3,838.42
MO										
PUB SVC & HR	24.73	25.35	25.98	26.63	27.30	27.98	28.68	29.39	30.13	31.64
TECH SVC PP	1,978.26	2,027.71	2,078.41	2,130.37	2,183.62	2,238.22	2,294.17	2,351.52	2,410.31	2,530.83
MGR AN	51,434.66	52,720.52	54,038.54	55,389.50	56,774.24	58,193.59	59,648.43	61,139.64	62,668.13	65,801.54
MO	4,286.22	4,393.38	4,503.21	4,615.79	4,731.19	4,849.47	4,970.70	5,094.97	5,222.34	5,483.46

PAGES	Starting Wage	6 Months	1 Year	18 Months
	6.75	7.09	7.44	7.81

Signature : Adopted May 12, 2003, Revised August 25, 2003  
Al Shkoler, President





NATIONAL C  
Nation

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*Anne Campbell, City Librarian*

September 5, 2003

Elizabeth D. Minter, Library Director  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92870-6198

Dear Ms. Minter:

We have completed our review of applications received for the CLLS AmeriCorps Initiative, FY 2003-2004, and we regret to inform you that your application was not among those selected for funding this year.

Again, I regret that we were unable to provide support for your application. Thank you for your effort in this important endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Anne Campbell".

Anne Campbell, Library Director

Cc: Jim Roberts, Literacy Coordinator





California State Library  
California Library Literacy Services (CLLS)  
Fiscal Year 2003-2004

**APPLICATION FOR CONTINUING PROGRAMS**

*Submit three copies to be postmarked by Friday, September 5, 2003 to Attn: Literacy Team, California State Library, PO Box 942837, Sacramento, CA 94237-0001 for mail. Non-postal delivery to 900 N Street, Suite 500, Sacramento, CA 95814. Fax is not acceptable. Questions: 916-653-7743.*

1. Applicant: Placentia Library District
2. Address: 411 East Chapman Avenue Placentia, CA 90026
3. Contact name: Jim Roberts  
Phone: (714) 524-8408 ext. 213 Fax (714) 528-8236 E-Mail: jroberts@placentialibrary.org

**Intent to Participate (Only programs funded in 2002/03 can apply for 2003/04):**

Adult Literacy Services (ALS)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
Families for Literacy (FFL)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
English Language Literacy (ELLI)	<input checked="" type="checkbox"/> Applying	<input type="checkbox"/> Not Applying
Library Literacy & Book Services (LLABS)	<input type="checkbox"/> Applying	<input type="checkbox"/> Not Applying

**4. SUMMARY OF YOUR LITERACY SERVICES:** (Briefly describe the key elements of your library's literacy service -- what services will you provide? To how many people/families? How many volunteers?, etc. Who are your key collaborators for each service? If you have special program elements, such as prison or health literacy services, describe them as well.) **Please keep your answer to ½ page per service.**

**Adult Literacy Services:**

*The Placentia Library Literacy Services (PLLS) provides free one to one tutoring in English for adults. Adults meet once a week with a tutor, and are provided with free workbooks and learning materials. The PLLS also provides Spanish literacy classes and ESL classes on an as need basis. The PLLS recruits parents whose children attend Head Start and area adult education classes. Many students are walk ins, as the PLLS has become known in the community as "the" place to come to for free literacy services.*

**Families for Literacy Program:**

*The PLLS' FFL Program provides tutors for both parents and their children; monthly events for the entire family and free book give aways. A special component of the FFL Program has been the multicultural monthly events, as well as special storytimes and library tours just for FFL families.*

**English Language and Literacy Intensive (ELLI) Program:**

*The ELLI Program tutors K-6<sup>th</sup> grade students in area elementary schools. Tutors work with students one to one and in small groups in the classroom, using materials purchased and donated by the PLLS as well as school curriculum. ELLI tutors focused on children whose parents attended CBET classes; children enrolled in extended day kindergarten classes; and students in emerging English classes.*

**Library, Literacy, and Books Services (LLABS) (if applicable):N/A**

**5. How did you determine the local need for the literacy services you provide? (What local sources of data did you use?)**

*The PLLS serves not only Placentia, but the surrounding cities of Fullerton, Yorba Linda, Brea and Anaheim. We are the only Library Literacy Service that provides tutors for both children and adults. Each of these cities has a large immigrant population in need of free literacy services. Through our partnerships with the local school district, CBET Programs and Head Start, we have been able to target those most in need of literacy services, as well as those least able to pay for tutoring.*

**6. INPUTS: What resources will you use to provide the services described in the coming year?**

*The Literacy Coordinator, the ELLI Coordinator, and the FFL Coordinator will staff support to ensure services are provided. In addition to volunteer tutors we will recruit, the PLLS will continue to utilize service learners, interns and federal work study students through our numerous community partnerships. We will have partnerships in FY 2003/04 with Fullerton College, Cal State Fullerton, and Western State University College of Law, and possibly more, to recruit federal work study staff, interns, and service learners.*

**7. OUTPUTS: How many users will be served, and how many of each service/program will be provided in the coming year?**

<i>Learners:</i>		<i>Tutors:</i>	
<i>CLC:</i>	<i>250</i>	<i>CLC:</i>	<i>120</i>

<i>FFL:</i>	200	<i>FFL:</i>	35
<i>ELLI:</i>	200	<i>ELLI:</i>	30
<i>TOTAL:</i>	650	<i>TOTAL:</i>	185

*GRAND TOTAL LEARNERS AND TUTORS: 835.*

**8. RECRUITMENT: How will you recruit program participants?**

*The PLLS has potential students walk-in almost every day. In addition, the PLLS has a waiting list of more than 50 adults. In other words, we don't have to recruit students. In fact, this past summer we did not sign any new adult students up because of our long waiting list.*

**9. RECRUITMENT: How will you recruit tutors and other volunteers?**

*The PLLS will recruit tutors and other volunteers through a variety of media resources such as newspaper PSA's, the local community access cable channel, and a variety of newsletters. We will also recruit at local community service organizations, such as the Rotary Club.*

**10. COMMUNITY RELATIONS: How will you ensure that your community stakeholders (library staff and trustees, mayor, county supervisors, civic organizations, local legislators, etc.) are aware of what the library is doing to address the community literacy issues?**

*The library staff and Board of Trustees are well aware of community literacy issues because of the size and the daily activity in PLLS and by the monthly literacy Board reports that details CLC, FFL, and ELLI literacy services and programs. The Literacy Coordinator is also involved in several community organizations where literacy and other community issues are addressed.*

**11. Projected Budget (forms attached)**

Attachments: Projected Budget for Fiscal Year 2003/04  
Budget Detail Form  
CLLS Minimum Standards Forms

**12. Statement of Intent**

- a. I intend to request State funds available under the provisions of Section 18866 of the Education Code for the 2003/04 fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will be required to submit a Plan of Service and proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.
  
- b. I affirm that any or all other agencies participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended, application.

(Signed): Ed Minter Date: 09-04-03  
 (Authorized representative)  
 (Printed): Elizabeth Minter  
 Title: Library Director  
 Library Jurisdiction: Placentia Library District  
 Street/mail address: 411 E. Chapman Ave.  
 City: Placentia County: Orange Zip + 4: 92870-6198  
 Telephone: (714) 528-1925 ext 203 Fax: (714) 528-8236  
 E-mail: eminter@placentialibrary.org

--OR--

My library will **not** apply for California State Library literacy funds for the 2003/04 fiscal year.

(Signed): \_\_\_\_\_ Date: \_\_\_\_\_  
 (Authorized representative)  
 (Printed): \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Library Jurisdiction: \_\_\_\_\_

## California Library Literacy Services Projected Budget for Fiscal Year 2003/04

List below all private and public funds budgeted for all of your California Library Literacy Services - - Adult Literacy Services, Family Literacy Services, ELLI, and LLABS in Fiscal Year 2003/04. For this application process use California State Library Grant amount for FY 2002/03.

Be sure to **exclude**

California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc., is also not eligible for matching.


Projected Budget for FY 2003/04 by Program & Supporting Functions		Grand Total	Adult Literacy Services	Families For Literacy	LLABS	ELLI
Placentia Library District						
<b>Support Revenue</b>						
	State Revenue	121,985	24,725	12,060		85,200
1. California Library Literacy Services (California State Library Grant)						
2. Library/Local Jurisdiction Commitment (City, County, District, Library)		133,916	133,916			
3. California Work Opportunity (CalWorks)		0	0			
Community Based English Tutoring (CBET)		0				
Community Development Block Grant (CDBG)		0				
County Health/Human Services/Alcohol & Drug (Prop 36)		0				
County Housing Authorities/Departments (CHA)		0				
County Sheriff's Department/Corrections		0				
Donations from Individuals (including Bequests)		0				
English Literacy & Civics Education (EL CIVICS)		0				
Even Start		0				
First Five/Children & Families Commission (Prop 10)		0				
Head Start		0				
Healthy Start		0				
Library Foundations		0				
Library Friends Groups		0				
Local Literacy Councils/Groups		0				
Private/Corporate Foundations (e.g., Verizon, Wallace-Reader's Digest)		12,000	2,000	10,000		
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)		0				
Service Clubs (e.g., Rotary, Kiwanis)		1,000				
Special Events Net (fundraisers)		0				
United Way		0				
Workforce Investment Act (WIA)		5,000				
County Supervisor		0				
<b>Total</b>		<b>121,985</b>	<b>160,641</b>	<b>22,060</b>	<b>0</b>	<b>85,200</b>

Projected Expenditure for FY 2003/04 by Program & Supporting Functions

	Grand Total		Adult Literacy Services	Families For Literacy	LLABS	ELLI
	State Revenue	Other Revenue				
4. Salaries and Benefits	83,614	122,416	10,900	12,060		60,654
5. Contract Staff		0				
6. Operations	26,686	24,500	12,325			14,361
7. Library Materials (circulate)		0				
8. Library Materials (giveaway)	9,935	5,000	5,000			
9. Equipment (\$5K+)	1,500		1,500			
10. Indirect Costs (not to exceed 10%)	250					
<b>Total</b>	121,985	151,916	29,725	12,060	0	75,015
<b>Grand Total</b>	276,901					

\*

\* Please breakdown this total on the attached "Budget Detail" form. Provide detail of funds provided for literacy services by Library/Local Jurisdiction Commitment (City, County, District, Library) that are budgeted for Salaries, Benefits, and Contract Staff by title, program, FTE. Library/Local Jurisdiction Commitment (City, County, District, Library) funds may NOT include a portion of the Library Director or other supervisors for whom literacy oversight is only a portion of their administrative responsibilities. Those funds are included in indirect and/or in-kind.

 Library Director Signature	Elizabeth D. Minter Library Director Name (printed)
Date	9/4/03

**Budget Detail**  
Proposed for FY 2003/04

structions: \_\_\_\_\_

Please provide additional detail on your budget here to demonstrate how "State," "local jurisdiction" and "other" funds have been allocated. Be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Services Act (e.g. portions of grants used for ESL or portions of staff time that are not dedicated to literacy services like desk time). State and local funds may NOT include a portion of the Library Director or other supervisors for whom literacy oversight is only a portion of their administrative responsibilities.

<b>Personnel</b>						
Title	FTE	Benefits Yes/No	State \$ Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
Literacy Coordinator	1	Y		80,863	41,553	122,416
ELLI Coordinator	1	Y	45,523			45,523
FFL Coordinator	.5	Y	12,060			12,060
Literacy Assistant	.5	Y	15,131			15,131
Literacy Assistant	.25	N	10,900			10,900
						0
<b>Total (should equal #4 totals on Budget)</b>			83,614	80,863	41,553	206,030

<b>Contract Services</b>						
Title	FTE	Benefits Yes/No	State \$ Portion	Local Jurisdiction \$	Other Revenue \$	Total Cost
NA						0
						0
<b>Total (should equal #5 totals on Budget)</b>			0	0	0	0

<b>Operations</b>			26,686	24,500		51,186
<b>Library Materials (circulate)</b>						0
<b>Library Materials (giveaway)</b>			9,935	5,000		14,935
<b>Equipment (\$5K+)</b>			1,500			1,500
<b>Indirect Costs</b>			250			250
<b>Total</b>			121,985	110,363	41,553	273,901

(Should equal #11 Grand Total on Budget)

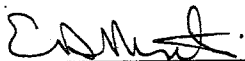
Comments: \_\_\_\_\_

# Minimum Standards for California Library Literacy Services

## Adult Literacy Services

In order to receive a baseline amount of funding from the California State Library for Adult Literacy Services, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- "Dedicated staff" have been assigned specifically to adult literacy services
- Literacy instruction is provided for the English-speaking adults who seek it, and the service is in response to the needs of the community
- Literacy services are provided in a library setting or, if elsewhere, a strong connection to the library is made
- The service has trained volunteer tutors and adult learners
- The service defines "adult learners" as those 16 years or older, not concurrently enrolled in high school, who seek literacy services for themselves in English and are able to do the intake interview in English
- Adult learners go through an initial intake process, which includes screening, assessment and the setting of personal literacy goals
- Adult learners receive regular instruction including but not limited to one-to-one, small group and/or computer instruction
- Volunteer tutor screening, training, assessment and referral services are provided
- After volunteer tutors receive training they are matched or are waiting to be matched with adult learners
- Volunteer tutors meet regularly with adult learners and report on their progress
- Ongoing tutor and adult learner support services and programs are offered
- The library has a method for gathering literacy data
- The library undertakes periodic, regular student assessment, literacy services evaluation, and the reporting of outcomes
- The library has a plan for increased local support, i.e., a financial commitment from the local jurisdiction
- Literacy staff participate in their regional network (BALIT, CVLLN, NCLC, SCLLN)
- The library participates in or is in the process of establishing a local adult literacy coalition
- The library knows its community and the community's literacy needs



Library Director Signature, FY 2003/04

Placentia Library District

Library Name



# Minimum Standards for California Library Literacy Services

## Families for Literacy (FFL)

In order to receive a baseline amount of funding from the California State Library for Families for Literacy, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- Adult caregivers are the primary focus of family literacy instruction
- Adult caregivers are participants in the library's adult literacy services
- Volunteer tutors who work with the participating adults receive special training designed to support family literacy concepts and practices
- Families eligible for FFL include, but are not limited to, those with young children up to the age of five years
- Regular programming is provided for the adult and the child together during hours that are convenient for the families
- Regular programming is provided in a library setting or, if elsewhere, a strong connection to the library is made
- Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children
- There are multiple opportunities for participating families to receive free children's books for ownership, as well as other reading materials and incentives
- Programming activities like storytelling, word games and other exercises are designed to promote the enjoyment of reading in adults and children
- Parents/caregivers are given instruction in the use of children's books, in reading aloud to children, in the selection of books on topics such as parenting, childcare, health, nutrition and family life education, and in how to create a literacy-rich environment at home
- The library has a method for gathering family literacy data
- The library undertakes periodic, regular parent assessment, family literacy services evaluation and the reporting of outcomes
- The library knows its community and the community's family literacy needs



Library Director Signature  
FY 2003/04

Placentia Library District

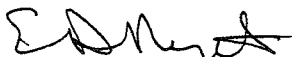
Library Name

## Minimum Standards for California Library Literacy Services

### English Language & Literacy Intensive Program (ELLI)

In order to receive a baseline amount of funding from the California State Library for ELLI, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- Participants are identified as at-risk school-age children (grades K – 12) whose home language is one other than English
- Programming includes regular meetings of the English language-learning children, their parents, and meetings of the families together at a time and location that is convenient for them
- Regular programming is provided in a library setting or, if elsewhere, a strong connection to the library is made
- The service provides instruction to parents on how to navigate the school system and get involved with their child's school as well as other aspects of parenting as needed
- Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children
- Programming activities like storytelling, educational games, tutoring, arts programming and book discussions are designed to promote the enjoyment of reading and writing in children and adults
- The library has a method for gathering ELLI data
- The library undertakes periodic, regular child and parent assessment, ELLI services evaluation and the reporting of outcomes, including standardized test scores for participating children
- The library knows its community and the community's need for English language literacy services



Library Director Signature  
FY 2003/04

Placentia Library District

Library Name

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

**DATE:** September 22, 2003

**BACKGROUND**

Information about the amount of the Literacy allocation is due from the State Library by mid-October.

There is talk in Sacramento of the Legislature reconvening after the recall election to take further action on the budget.

The Board will review any addition information received after the posting of the Agenda at the Library Board Meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Review items from Placentia Library District Policy Manual Sections 2000 (Personnel).  
**DATE:** September 22, 2003

**BACKGROUND:**

At its meeting on August 25, 2003 the Library Board selected Section 2000 (Personnel) for review at the September 22 Board Meeting.

Attachment A is a copy of the current Employee Handbook as updated in 1992.

Attachment B is a series of draft personnel policies and job descriptions based on the sample policy book published by California Special Districts Association (CSDA). In all but the following cases the current District policy or practice was inserted in the CSDA document:

- ☐ 2040 Sick Leave – 2040.11 establishes an incentive program for the accumulation of sick leave hours based on four hours of vacation for each calendar quarter with zero use of sick leave. This program was developed by the staff as a whole and is presented for Board approval.
- ☐ 2110 Health and Welfare Benefits – 2110.5 establishes a new employee benefit based upon matching employee voluntary contributions to the deferred compensation plan to a maximum of \$2,600 per calendar year per employee, or \$100 per pay period. The estimated annual cost would be \$26,000. This program has been reviewed by Library managers but not discussed with the staff as a whole.
- ☐ Several new policies were recommended by CSDA that were not included in either the current Employee Handbook or the old MOU. These include advancement of wages (2140), Drug and Alcohol Abuse (2190), Use of Tobacco (2195), Smoke-free Workplace (2197), Harassment (2215), Equal Opportunity (2225), Letters of Recommendation (2255), and Internet, E-mail & Electronic Communications (2270).

The Board designated section 2000 for review at the April 21, 2003 Board Meeting.

**RECOMMENDATIONS:**

1. Review and adopt as first reading the policies in Section 2000 (Personnel).

2. Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting.
3. Select sections for review at the October 20, 2003 Library Board Meeting.

PLACENTIA LIBRARY DISTRICT  
MISSION STATEMENT  
Adopted by the Library Board of Trustees  
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY  
DISTRICT IS TO:

- Acquire, organize and maintain a collection of print and non print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for library and community programs.
- Collect, preserve and maintain a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

## SECTION I

## GENERAL RULES

### Introduction

The Placentia Library District Employee's Manual is designed to assist employees of the Placentia Library District in understanding the functions, rules and policies that promote satisfactory public library service to the community and the individual patron.

The Manual is part of the MOU and is subject to update by future negotiations that may change the MOU.

The Placentia Library District maintains a reputation for courtesy and assistance to all that seek its services. We hope you will enjoy working for the District and that you will cooperate in contributing to a harmonious atmosphere and a high quality of community service.

### Responsibility

Each employee is responsible to her/his supervisor and the Library Director. Instructions are to be followed and no rule that conflicts with Library policy will be established.

It is the function of the Library Director to carry out policies established by the Library Board of Trustees. Employees are informed of policy changes by memo in order to implement them.

### Library Hours

The Placentia Library District is open to patrons from 10:00 A.M. to 8:45 P.M. Monday through Thursday, and from 10:00 A.M. to 5:45 P.M. on Fridays and Saturdays. The Library is open on Sundays from 1:00 P.M. to 4:45 P.M.

While the Library begins its shutdown procedures at 45 minutes past the hour each employee is expected to remain busy at her/his workstation until the end of the scheduled workday at 9:00 P.M., 6:00 P.M. or 5:00 P.M. respectively.

### Work Schedules

The Library workweek starts on Friday morning and ends on the following Thursday evening.

A full-time employee works 40 hours. A regular part-time employee works 20 to 39 hours, and is offered a pro-rata percentage of the benefits of a full-time employee.

An extra help part-time employee works less than 20 hours, and is not eligible for paid benefits.

Work schedules are prepared to provide proper coverage of services for Library patrons. Every effort will be made to adjust for individual employee needs but not at the sacrifice of public service schedules.

### Tardiness

Promptness is essential to adequate Library operation. When an emergency arises that will cause any employee to be tardy, the Library Director, Assistant Library Director, Administrative Assistant or, in the absence of all of the above the Librarian-in-charge, must be notified.



### Keys

Keys are controlled by the Library Director. They are distributed and maintained by the Administrative Assistant who records and issues keys for any equipment or lock within the building.

Keys issued by the Administrative Assistant will be signed for. Keys will be issued on an as needed basis.

Keys are available at the check out desk for normal Library operation.

A key is issued to users of the Meeting Room when their meeting schedule is outside the Library's schedule. It is to be returned to the book drop beside the main entrance after the Meeting Room is properly secured.

### Staff Meetings

Staff meetings are held on the Tuesday following a Regular Meeting of the Library Board of Trustees and other times as required.

### Telephone Calls and Conversations

The Library telephone is used for library business. Personal use must be brief and infrequent. All employees are to be aware of the telephone zones and charges. Staff will be asked to identify their calls on the telephone logs and to reimburse the District for actual costs and taxes.

Avoid lengthy conversation at the public desks or while working in any public area of the Library.

Incoming calls should be answered promptly with a smile in your voice, giving the name of the Library and our own name. Always offer to take a message if the person being called is not available.

### Employee Parking

All Library and City employees are to park in the eastern parking rows of the northern row closest to the strawberry field. The other three rows of the parking lot are for visitors and reserved parking.

*Insert parking lot diagram here*

### You and the Patron

Patrons form opinions of Library service from the attitudes, appearances, and actions of the employees who assist them. Each employee influences the patron's judgement of the value of the Library.

Assist the patron immediately and courteously. Be helpful and try to not keep them waiting. SMILE.

### Dress Code

Report for work neatly dressed and groomed. Blue jeans, shorts, open midriffs, thongs, bare feet in sandals, and tee shirts and slogans are inappropriate attire for any staff member working in a public area. Political or public policy issue buttons may not be worn while working in a public area unless they are approved by the Library Director.

### Patron Complaints

When any patron brings a complaint against materials or policies of the Placentia Library District, this patron must be given special attention and courteous treatment by the desk attendant. Offer the patron a complaint/suggestion form to register the concern.

If possible, the patron should be taken to the office of the Library Director or Assistant Library Director to discuss her/his complaint.

Dissatisfied patrons should never be allowed to stand in the public areas disrupting service and disturbing other patrons.

Desk attendants are not expected to listen to unreasonable arguments or to provide interpretation of Library rules and policies.

#### Professional Reading

Employees are encouraged to borrow books, audiovisual materials, and professional journals from the Placentia Library District.

These materials must be charged out and returned within a reasonable time.

Employees are not charged for overdue material. All material needs to be returned before the final paycheck is issued.

## SECTION II

## HIRING PRACTICES

#### Appointment and Examination

Appointment to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

#### Provisional Appointments

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

#### Probationary Period

All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position discharged from the Library service as provided in the rules and policies.

### Seniority

Seniority shall be observed in effecting such reduction in personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

### Discrimination

No person shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, religious belief, or disability as stipulated by the Americans with Disabilities Act (ADA).

Employment applications from qualified individuals with a disability or disabilities are welcome.

### Fair Employment

No question in any test, or in any application form or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.

### Medical Exam

All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile coverage.

### Bilingual Pay

Certain employees who have the ability to write and speak a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placentia School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred". In such cases after the regular examination process is completed, and the relative scores are available, those candidates passing the language exam will be eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

## SECTION III

## COMPENSATION

### Timecards

Timecards must be completed and signed by both the employee and the immediate supervisor. The employee is responsible for keeping accurate records of her/his time worked on a daily basis.

No extra hours or overtime may be worked without prior consent of the Library Director or Assistant Library Director. Failure to submit accurate time cards at the proper time may result in disciplinary action.

#### Paychecks

Paychecks are issued biweekly on Wednesdays in the Administrative Office. The employee must sign the check register when the check is picked up and no one other than the employee may pick up a check unless a written authorization has been received by the Administrative Assistant prior to the pay date.

Checks not picked up by Friday following a pay date will be mailed to the address of record.

Any employee may make arrangements with the Administrative Assistant for direct deposit of paychecks with participating banks and credit unions. These arrangements take several weeks to process.

#### Requests for Early Vacation Payroll Checks

Staff members eligible for paid vacation days may receive a paycheck for pay periods ending during a vacation period on the last weekday worked before the beginning of the vacation.

To receive an early vacation payroll check a written request must be submitted to the Library Director no less than two (2) weeks prior to the first day of the vacation period. The minimum absence eligible for an early vacation payroll check is two (2) weeks.

#### Merit Increases

A merit pay increase program provides a schedule of nine steps. Each step is by two and one-half percent for the classifications represented by the Orange County Employees Association. A meritorious tenth step of 5% is possible for employees who have been at the top of their classification for four years and have demonstrated their ability and proficiency in their assignments.

#### Part-Time Employees

The District guarantees that all part-time employees in the bargaining unit may work twenty (20) hours per week, if the employee so chooses. An employee who works twenty (20) hours per week will receive a pro rata share of all appropriate fringe benefits, including vacation, holidays, retirement, sick leave, bereavement leave, and jury duty leave.

#### Overtime/Compensatory Time

Non-exempt employees are to be compensated for extra time worked at the request of the Library Director or Assistant Library Director. Non-exempt employees may not work extra hours without the prior written approval of the Library Director or Assistant Library Director. The standard work week at Placentia Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employee's regular hourly rate or with compensatory time equal to time and one-half of the time worked. Compensatory time off need not be taken within the same pay period but should be taken as close to the overtime occurrence as possible.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the Library will be compensated with compensatory time equal to time and one-half or that time worked and need not be taken within the same pay period. Exempt employees are Management, Supervisory and Professional employees. This is in compliance with the Fair Labor Standards Act as revised in 1986.

### Resignations

When employees terminate their employment with the Library, a letter of resignation should be submitted to the Library Director at least two weeks in advance of the date of termination. This letter should state the effective date and reasons for termination.

Professional employees are urged to give at least one month notice in advance to termination.

### Payout of Accumulated Vacation Time

If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one year's vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

## SECTION V

## DISCIPLINARY ACTION

### Purpose

Discipline is the enforcement of conformity to policies, rules, regulations and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the duties and responsibilities of the District in a successful manner. Self-discipline or self-conformity is the goal. Where self-discipline fails, disciplinary action by the appointing authority is authorized and shall be accomplished in such a manner as to be just, equitable, consistent and suited to the situation; and shall be taken in such a manner as to obtain conformity.

### Disciplinary Action

The Library Director, subject to ratification by the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

### Right to Grieve

Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or policies.

### Abolition of Position

Whenever in the judgement of the Library Board it becomes necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

### Types of Disciplinary Action

The disciplinary actions which may be taken, in order of severity, are: dismissal, demotion without consent, reduction in pay (e.g., by a step within a range), suspension, written reprimand, oral reprimand, or any appropriate combination of these.

### Grounds for Disciplinary Action

Any employee may be disciplined for due cause. The following is a list of some, but not all, grounds for a disciplinary action:

- A. One or more days of unexcused absence

- B. Repeated tardiness
- C. Violations of rules and regulations, Policy Manual, and departmental procedures established by the employee's department head and approved by the Library Director. Rules and regulations, Policy Manual, and departmental procedures established by prior department heads and/or Library Directors will remain in effect until revised or amended
- D. Consumption of intoxicating liquor, dangerous drugs or narcotics
- E. Gambling for money or articles of value during the workday
- F. Use of District tools or equipment for private or personal purposes without written permission
- G. Abuse of gross negligence in the care or operation of District tools or equipment
- H. Obtaining sick leave falsely
- I. Conduct unbecoming a District officer or employee
- J. Immoral conduct while on duty
- K. Receiving bribes in money or other valuable articles, or receiving personal favors for the performance of a District service
- L. Violation of state laws regulating political activities of District officers and employees
- M. Discussion of confidential business or information with unauthorized persons
- N. Refusal to report to an official call in an emergency
- O. Continued and persistent refusal to pay just debts
- P. Excessive absence
- Q. Making false written or oral statements relating to his employment
- R. Performance unacceptable to the appointing authority

#### Disciplinary Procedures

Prior to the administration of any non-emergency disciplinary action, other than oral and written reprimands, the following procedures shall be followed:

- A. The authority proposing the disciplinary action shall notify the affected employee in writing of the proposed action. The written notification shall include a statement of the reasons that the disciplinary action is being proposed and a statement of the changes being considered.
- B. The authority proposing the disciplinary action shall, upon request, show the affected employee documents or materials upon which the proposed disciplinary action is based; and shall, upon request, supply to the affected employee copies of these documents, if practicable.
- C. When in the opinion of the authority proposing disciplinary action, emergency conditions exist such that immediate removal from duty of the affected employee is required, the

affected employee may be suspended with pay pending completion of the procedures set forth above, and subject to a final disciplinary decision.

The provisions of Section 4 do not apply to probationary, provisional, or temporary employees.

## SECTION VI

## FRINGE BENEFITS

### Rest Periods

A lounge is provided for employee rest periods. A fifteen (15) minute rest period is given during each four hours on duty. The two periods are not to be combined or used to shorten work schedules. The break is to be limited to fifteen minutes from the work assignment.

### Vacations

Vacations with pay are granted to all full-time and regular part-time employees at the convenience of the Library.

While vacation is accrued from the date of employment an employee may not take vacation until the end of her/his probationary period. An employee leaving before the end of her/his probationary period is not eligible to be paid for accrued vacation.

Vacation accrues on the last pay period of each month at a rate of ten (10 working days per year for the first through fourth years of continuous employment, fifteen (15) working days for the fifth through the ninth year of continuous employment, and 20 working days after completion of the tenth year of continuous employment.

Vacation time for employees is cumulative, not to exceed thirty (30) days (240 hours.) The Library Director is authorized to schedule vacation time for employees with more than thirty (30) working days of accrued vacation balance are under 240 hours.

Accrued vacation will be calculated and paid at termination of employment.

### Holidays

All full-time and regular part-time employees receive twelve (12) holidays with pay. These holidays are:

Christmas Eve Day	Independence Day
Christmas Day	Labor Day
New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	1 Floating Holiday (Birthday)

Regular part-time employees will receive holiday pay at a rate of one-fifth their weekly pay. Extra help will receive no holiday pay.

When a holiday falls on a full-time or regular part-time employee's day off, the employee may select any date during the workweek of the holiday, approved by the scheduling supervisor(s), to compensate for this holiday.

The Library will be closed on Sunday proceeding any Monday holiday. Staff may not be scheduled to work or to take vacation or sick leave on a holiday or a day that the Library is closed.

Full-time and regular part-time employees will have their birthday holiday added to their vacation record on the pay period before their birthday each year.

### Sick Leave

- A. Sick leave is granted to employees in case of illness or disability. A written statement from her/his doctor authorizing an employee to return to work after a three-consecutive-day sick leave absence may be required by the Library Director
- B. Sick leave for full-time employees is given and computed at the rate of one 8-hour day per month from date of employment, or twelve days per year, and is cumulated to an unlimited maximum. Regular part-time employees receive hours at a rate of one fifth their weekly schedule. Sick leave is accrued at the last pay period of each month.
- C. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others, is considered sick leave.
- D. Absence from duty because the employee's presence is needed to attend to the critical illness of a member of his immediate family where death appears imminent will be paid provided that such absence shall be limited to a maximum of 24 working hours for each occurrence and is considered sick leave. For purposes of this section, immediate family shall mean Father, Father-in-law, mother, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or stepparents.
- E. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
  - 1. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would keep the employee from performing his normal work duties as indicated by a doctor's report.
  - 2. The employee must notify her/his supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his vacation leave whichever is sooner to request that her/his illness on vacation be charged to sick leave.
  - 3. The Library will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

### Sick Leave Payoff

The District provides a sick leave payoff plan upon either termination, resignation, or retirement as follows: After 10 years of employment, 25 percent of accumulated sick leave will be paid at current salary; after 15 years employment 37.5 percent; and after 20 years employment, 50 percent. Maximum accumulated sick leave for this purpose is 800 hours before calculations. Calculations of years in retirement, unused sick leave payoff and vacation will be as time within salaried classifications. Service pin years of service will include time as page and salaried employment.

### Bereavement Leave

Upon request, employees shall receive necessary time off with pay, not to exceed five (5) days in any one instance, to arrange for or attend a funeral of a member of her/his immediate family. For purposes of this section, immediate family shall mean father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or stepparents.



Leave of Absence Without Pay

A. Informal Leave

An employee may request informal leave of absence without pay not to exceed fifteen calendar days. The granting of an informal leave shall be at the discretion of the Library Director.

An employee shall be authorized an informal leave only after all accumulated compensatory time has been applied toward payment of the absence. The use of earned vacation prior to the obtaining of informal leave shall be at the option of the employee.

B. Pregnancy Leave

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

A pregnant employee shall 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 therefrom. The cumulative total is not to exceed four months.

The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four-month maximum.

C. Leaves of Absences for Part-Time Employees

Part time employees may take up to four (4) weeks leave without pay in any given employment year with the exception of maternity leave which allows up to four months of leave with or without pay. Part time employees needing longer periods of leave will need to resign their positions.

A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

Jury Duty/Witness Leave

A regular employee who is called for jury duty or for examination for jury duty shall be compensated at her/his regular rate of pay for those hours of absence due to the jury duty, provided he deposits with the library her/his fees for such hours of jury duty, exclusive of mileage. Those persons assigned jury duty shall have their schedule adjusted to fall between 9:00 A.M. and 9:00 P.M., Monday through Friday.

Travel Reimbursement

Employees will be reimbursed for travel in their own vehicles when performing District-required and approved activities at the rate established by the Board of Trustees. Transportation forms must be filled out monthly and submitted by the Administrative Office by the Friday before the first Monday of each month.

Unemployment Insurance

The Placentia Library District pays the premium for unemployment insurance for all employees.

### Worker's Compensation

The Placentia Library District extends Worker's Compensation to all Employees and Volunteers,

Any injury occurring on duty, however minor, must be reported to the Library Director's Office or the Librarian-in-Charge at once.

It is to the benefit of all to observe good safety practices.

### Medical Insurance

After one month's continuous employment, insurance premiums are paid for the full-time employee by the Library.

Employees of 20 to 39 hours will have a pro-rata share of their premiums paid by the library if they activate their share of the policy.

Dependent medical coverage is not paid by the library for those classifications represented by OCEA but may be purchased by the employee.

### Dental Insurance

A dental program is available for the employee. Dependent coverage is at the employee's expense.

### Optical Insurance

An optical program is available for the employee. Dependent coverage is at the employee's expense.

### Employee Assistance Program

An Employee Assistance Program is available for the employee and her/his family. It is an information counseling and referral center; a source of confidential aid for finding solutions to personal problems the employee or her/his family might experience that affect her/his ability to work.

Whatever an employee discusses with the Employee Assistance Center Staff remains confidential. Information will be discussed with others only when the employee gives written permission. Supervisors can require employees to use the service.

### Social Security/Retirement

All employees contribute to Social Security coverage and are eligible to collect Social Security at statutory age if remuneration for employment does not exceed the limit.

### Long Term Disability

After one month of continuous employment, long term disability premiums are paid for full-time employees to provide after 90 days of disability, payment at the rate of two-thirds of their gross salary up to \$1,500 per month maximum to age 70.

### Educational Benefits

It is a policy of the Placentia Library District to encourage its personnel to take advantage of educational opportunities.

Employees may apply for work schedules that facilitate enrollment in classes at a college or university. While the Library will attempt to meet these requests it reserves the right to reduce hours of employment or place other limits if public desk schedules cannot be met.

Full-time employees may apply for advance approval of reimbursement for one-half cost of tuition and books for classes in a college or university, which strengthen professional library abilities and afford professional library advancement. Reimbursement is contingent on both the advance approval and successful completion of the classes.

Upon receiving their advanced professional degree, the employee is to remain in the employment of the Placentia Library District for a period of one year. If said employee leaves prior to the above conditions, all monies advanced for education shall be deducted from the final pay. If payment exceeds the final pay, then a reimbursement is due the library.

A Professional degree does not automatically become a promotion to a professional classification if the classification opening does not exist or is not recommended by the director.

Full-time professional employees may apply for time off with pay to attend professional library conventions and meetings at Library expense.

#### Orange County Employees Association OCEA

Employees of the Placentia Library District are eligible to join the OCEA. There is a monthly membership fee.

The members are entitled to special discounts and a monthly magazine, which describes special events, and discounts.

Other member benefits include (a) a dental insurance program, (b) insurance: auto, life, home, etc., (c) legal consultation on any matter, (d) travel service, and (e) representation on all matters of employer/employee relations for classifications represented by OCEA.

#### Credit Union

Orange County Federal Credit Union membership is available to our employees and their families. Payroll deductions can be made to add to savings, checking, or to make payments for loans. It is located at 402 Civic Center Drive West, Santa Ana, California 92702.

#### Retirement Benefit Plan

The Placentia Library District Board of Trustees provides a retirement program that is financed by a contribution equal to 7 per cent of the eligible employee's previous year's salary. Eligible employees are those who at the anniversary date of July 1 have been compensated for at least 1,000 hours and are at least 21 years of age. Full details of the plan are on file in the Administrative Office.

#### Deferred Compensation

Eligible employees may contribute up to \$7,500 per year into a variety of deferred compensation plans. These amounts are processed through payroll deductions. Since the deductions are taken before Federal and State Taxes the employees taxable income is lowered. Information about the plans is available from the Administrative Assistant.

## SECTION VII

## HISTORY & GOVERNANCE

### Administration

The Placentia Library District is governed by a five-member elected Board of Trustees. The governing Board promulgates policies and regulations for the district, as well as establishes the budget.

#### History

The Placentia Library District was formed in September, 1919 pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 19600 through 19734).

In 1926, the Board started construction on their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the new 4500 square foot library. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present Library at 411 East Chapman in the Civic Center. The District joined the City in a Joint-Powers Authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System. Membership in the System provides an expanded source of books, reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

In 1979 the Placentia Library District worked in conjunction with Anaheim to develop and install an automated circulation system. Today the Yorba Linda Public Library is also a part of the Anaheim Consortium.

Our total integrated on-line catalog and circulation system started in November, 1987.

#### Declaration of Policy

The proper operation of the Library District requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

#### Responsibilities of Public Office

Public officials are all elective officials of the District and the members of all official boards, commissions, and committees of the District.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California, and to carry out the laws of the nation, state, municipality, and district. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that the public interest must be their primary concern, that conduct in both their official and private affairs should be reproach.

#### Dedicated Service

Public Officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentially of their work.

#### Fair and Equal Treatment

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

A. Use of Public Property

No official or employee shall request or permit the use of District-owned equipment, material, or property for personal convenience or profit, except when such services are available to the public generally or are provided as district policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any District employee during working hours for personal convenience or profit.

B. Obligations to Citizens

No public official or employee in the course of her/his official duties shall grant any citizen special advantages beyond that which are available to every other citizen in the same circumstances.

Conflict with Proper Discharge of Duties

No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is substantial conflict with proper discharge of her/his duties in the public interest and of her/his responsibilities as prescribed by policy and existing under Pt. 4, Division 20, Ch.5 of the Education Code of the State of California.

Incompatible Employment

No public official or employee shall accept other employment which he has reason to believe will either impair her/his independence of judgement as to her/his official duties or require him or induce him to disclose confidential information acquired by him in the course of and by reason of her/his official duties.

Disclosure of Confidential Information

No public official or employee shall willfully or knowingly disclose for pecuniary gain to any other person confidential information acquired by him in the course of and by reason of her/his official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

Gifts

No public official or employee shall receive, directly or indirectly, any compensation, reward or gift from any source except the Placentia Library District of Orange County for any service, advice, assistance or other matters related to the legislative process, except fees for speeches or published works on library or legislative subjects and except in connection there-with reimbursement for expenses for actual expenditures for travel, and reasonable subsistence for which no payment or reimbursement is made by the Placentia Library District of Orange County.

Conflict of Interest

A conflict of interest exists in a matter before an official for consideration or determination if:

- A. The public official or employee has a substantial personal interest in the outcome as owner, member, partner, officer, employee, stockholder or other professional enterprise that will be affected by the outcome, and such interest is or may be adverse to the public interest in the proper performance of governmental duties by the official or employee.
- B. He/she has reason to believe or expect that he/she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of her/his official activity.

- C. The Public official or employee, because of her/his bias or prejudice or because she/he has prejudged a matter set for public hearing is incapable because of such bias, prejudice or prejudgment of granting to the matter before him a fair and impartial hearing.

Personal interest as distinguished from financial interest is defined as including, among other matters, an interest arising from blood or marriage relationship or close business association.

Disclosure of Interest and Disqualification

Any trustee or employee who has a conflict of interest, as defined herein, in any matter before the Board of Trustees, shall disclose such fact in the records of the Library Board of Trustees and refrain from participating in any discussion or voting thereon, as the case may be, provided that such exceptions shall be observed as are permitted by law. This provision shall not apply if a Trustee has disqualified herself/himself from voting.

Any member of any official board, commission, or committee who has conflict of interest as defined herein, in any matter before the board, commission, or committee, of which he/she is a member, shall disclose such fact in the records of such board, commission, or committee and refrain from participating in any discussion or voting thereon, provided that such exceptions shall be observed as are permitted by law.

Any employee, who has a financial or other special interest in a matter before the Board of Trustees, commission, or committee who participates in discussion with, or gives an official opinion to the Board of Trustees, or to such other board, commission, or committee relating to such matter, shall disclose in the records of the Board of Trustees or such other board, commission or committee, as the case may be, the nature and extent of such interest.

Compliance With State Law

Public officials and employees of the Board of Trustees of the Placentia Library District of Orange County shall comply with applicable provisions of state law relative to conflict of interest and generally regulating the conduct of public officials and employees.

# Placentia Library District

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4077	Rules for Library Trustees
4080	Membership in Associations
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## **SERIES 5000 -- BOARD MEETINGS**

<u>POLICY #</u>	<u>POLICY TITLE</u>
5010	Board Meetings
5020	Board Meeting Agenda
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5050	Review of Administrative Decisions
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## **SERIES 6000 -- LIBRARY OPERATIONS**

<u>POLICY #</u>	<u>POLICY TITLE</u>
6010	Materials Selection Policy
6020	Internet Access Policy
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6050	Meeting Room Policy
6060	Patron Behavior & Latchkey Children
6070	Art Displays & Exhibits
6080	Use of Facilities & Services by the City of Placentia

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Executive Officer  
**POLICY NUMBER:** 2000

**2000.1** The Library Director will be the Executive Officer of Placentia Library District and for the Board of Trustees.

**2000.2** The terms and conditions of the Library Director's employment will be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified therein.

**2000.3** Whenever the agreement of employment established between the Library Director and the Board of Trustees is in conflict with any District policy, said agreement of employment will prevail.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Employee Status  
**POLICY NUMBER:** 2015

**2015.1** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

**2015.2** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

**2015.3** A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

**2015.4** A "Substitute" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The substitute employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."



# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Hours of Work and Overtime  
**POLICY NUMBER:** 2010

**2010.1** This policy will apply to all non-exempt employees.

**2010.2** The regular hours of work each day will be consecutive except for interruptions for meal periods.

**2010.3** The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

**2010.4** Overtime is defined as:

**2010.4.1** Time worked in excess of 80 hours in a pay period; or

**2010.4.2** Time worked in excess of ten hours on a scheduled workday; or,

**2010.4.3** Time worked on a designated holiday.





# Placentia Library District

## POLICY HANDBOOK

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

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

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

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

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

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

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

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

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

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

**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.

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

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Employee Status  
**POLICY NUMBER:** 2015

**2015.1** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

**2015.2** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

**2015.3** A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

**2015.4** A "Substitute" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The substitute employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."



# 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

2 Floating Holidays, one accrued on month preceding the employee's birthday and one accrued in November.

**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 may select any date during the work week of the holiday, approved by this/her scheduling supervisor, to compensate for this holiday.

**2030.6** Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

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

# Placentia Library District

## POLICY HANDBOOK

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

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

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

**2040.3** Employees will earn sick leave at the rate of one working day per month.

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

**2040.5** Sick leave 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 sick leave.

**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** If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Library Director regardless of the length of the absence. A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance.

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

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

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

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

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

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

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

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

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

**2040.10.5** Calculations of years in retirement, unused sick leave payoff and vacation will be the amount of time employed with the District within salaried classifications.

**2040.11** The District provides an incentive program for the accumulation of sick leave hours.

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

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

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

**2040.12** 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.

**2040.12.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disable because of pregnancy, miscarriage, abortion, childbirth and recovery. The cumulative total may not exceed four (4) months.



**2040.12.2** The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four (4) month maximum.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Bereavement Leave  
**POLICY NUMBER:** 2050

**2050.1** This policy will apply to probationary and 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. Certification may be required by the Library Director.

**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 bereavementleave.

**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 or any other person who is a legal dependent of the employee.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Jury Duty  
**POLICY NUMBER:** 2060

**2060.1** This policy will apply to probationary and regular employees in all classifications.

**2060.2** An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

**2060.3** Jury duty 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 jury duty leave.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Continuity of Service  
**POLICY NUMBER:** 2070

**2070.1** For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

**2070.2** Continuous service with the District will start with the date of employment and continue until one of the following occurs:

**2070.2.1** An employee is discharged for cause;

**2070.2.2** An employee voluntarily terminates his/her employment; or,

**2070.2.3** An employee is laid off.

**2070.3** Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

**2070.3.1** Absence by reason of industrial disability;

**2070.3.2** Authorized absence without pay for less than 30 days in a calendar year; or,

**2070.3.3** Absences governed by applicable state and/or federal laws such as military or National Guard service.

**2070.4** A re-employment list will be maintained by the District. The re-employment list will be used to determine the order in which part-time and temporary employees will be employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list will be rehired to fill a vacant position within a specific job classification if:

**2070.4.1** He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

**2070.4.2** He/she has seniority, as defined above.

**2070.5** When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, will be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

**2070.6** Regular employees who are laid off will be placed on the re-employment list and will receive seniority based on previously earned length-of-service.

**2070.7** Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

**2070.8** Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

**2070.9** Previous temporary employees who are rehired within 18 months of their last date of employment will have their employment service records restored to include previously earned length-of-service.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Vehicle Costs  
**POLICY NUMBER:** 2100

**2100.1** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**2100.2** Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.



# Placentia Library District

## POLICY HANDBOOK

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

**2110.1 Medical Expense Insurance.** Health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for probationary and regular employees in all job classifications will be provided by the District. The scope of coverage and the payment of premiums is subject to periodic review and revision by the Board of Directors. Full payment is made for full-time employees working forty (40) hours per week and pro-rated payment is made for regular part-time employees working twenty (20) hours per week or more. Family coverage is available for all policies except disability insurance if the additional cost is paid by the employee.

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

**2110.3 Retirement Plan.** Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

**2110.3.1** The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

**2110.3.2** Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

**2110.4 Life Insurance.** Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. \$15,000 of this coverage is provided only if the employee has elected to accept the medical insurance coverage. The amount of coverage is reduced by the carrier after age sixty-five.

**2110.5 Deferred Compensation.** Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the application must be processed by the employee.

**2110.5.1** The District will match employee contributions to the deferred compensation plan to a maximum of \$2,600 per calendar year.

**2110.5.2** The amount of the maximum deferred compensation match is based on a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the maximum of the deferred compensation match.

# Placentia Library District

## POLICY HANDBOOK

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

**2115.1** Literacy tutors, Friends of Placentia Library and Placentia Library Foundation Board of Directors members, or any unpaid person authorized to perform volunteer service for the District will be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

**2115.1.1** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.



# Placentia Library District

## POLICY HANDBOOK

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

**2120.1** Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship.

**2120.2** The District will reimburse regular employees for approved courses of study by the following criteria:

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

**2120.2.2** The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

**2120.2.3** No refund will be made to employees who receive a grade below "C" for the class.

**2120.3.4** The total amount that the District will reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

**2120.3.5** Educational reimbursement is based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

**2120.3** To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

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

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

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

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

**2120.6** Only campus-based or web-based courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Pay Periods  
**POLICY NUMBER:** 2130

**2130.1** The salaries and wages of all District employees will be paid bi-weekly.

**2130.2** In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", the immediately previous working day will become the payday.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Distribution of Pay Checks  
**POLICY NUMBER:** 2135

**2135.1** Paychecks will be issued only to the employee.

**2135.1.1** No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

**2135.1.2** Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.

**2135.2** Paychecks are available in the Administrative Assistant's Office from 9:00 A.M. until 4:30 P.M. each pay day.

**2135.2.1** Paychecks not picked-up in the Administrative Assistant's Office by 4:30 P.M. will be placed in the mail.

**2135.3** Staff members wishing to have someone else pick-up a paycheck or to have a paycheck held in the Administrative Assistant's Office must provide a written, dated and signed directive.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Advancement of Wages  
**POLICY NUMBER:** 2140

**2140.1** This policy will apply to all regular and probationary full-time and part-time District employees.

**2140.2** Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

**2140.3** The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

**2140.4** Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

**2140.5** Requests for advancement of wages may be submitted only once in any pay period, and frequent requests will be grounds for denial.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Compensation  
**POLICY NUMBER:** 2150

**2150.1** This policy will apply to all District employees.

**2150.2** Compensation at Hiring.

**2150.2.1** New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

**2150.2.2** Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

**2150.2.3** Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

**2150.3** Merit Advancement Within Range.

**2150.3.1** Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

**2150.3.2** Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

**2150.3.2.1** New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

**2150.3.2.2 Promotion or Demotion.** An employee who is promoted or demoted will have a new merit advancement date which will be one year from the date of promotion or demotion.

**2150.3.2.3 Voluntary Demotion.** An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

**2150.3.2.4 Change-in-Range Allocation.** If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

**2150.3.2.5 Position Reclassification.** An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

**2150.3.2.6 Non-Merit Step Adjustments.** An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

**2150.3.3 Effective Date.** An employee's merit increase will take place on the first day of the pay period in which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement will be effective the first day of the pay period following the General Manager's authorization. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

**2150.4 Promotion.** Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

**2150.5 Bi-Lingual Pay.** Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Gifts  
**POLICY NUMBER:** 2155

**2155.1** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

**2155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value;

**2155.1.2** Does not impose any sense of obligation on either the giver or the receiver;

**2155.1.3** Does not result in any kind of special or favored treatment;

**2155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

**2155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver.



# Placentia Library District

## POLICY HANDBOOK

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

**2160.1** With the approval of the Library Director, an employee may request a leave of absence without pay for a period of up to ninety (90) days.

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

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

**2160.4** If the employee is disabled or otherwise injured or unable to work, such period of time when the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, will be considered a period of authorized leave without pay and no other accrual of vacation, holiday, or sick leave will be allowed during such periods of time, excepting applicable provisions of Policy No.2070.

**2160.5** Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond ninety (90) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Unauthorized Voluntary Absence  
**POLICY NUMBER:** 2165

**2165.1** Voluntary absence from work without permission for five consecutive working days will be considered an automatic resignation.

**2165.1.1** After two consecutive days of voluntary absence from work without permission, the employee will be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice will provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the Library Director.

**2165.1.1.1** Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

**2165.1.1.2** The fact-finding hearing will be held within ten days after the end of the five consecutive days of unauthorized voluntary absence.

**2165.2** The Library Director may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

**2165.3** If the Library Director determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the fifth consecutive day of his/ her unauthorized voluntary absence.



# Placentia Library District

## POLICY HANDBOOK

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

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

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

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

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

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

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

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





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Grievance  
**POLICY NUMBER:** 2180

**2180.1** This policy will apply to all regular full-time and part-time employees in all classifications.

**2180.2** The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

**2180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

**2180.4** Grievance Procedure Steps.

**2180.4.1** Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance will present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor will hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

**2180.4.2** Level II, Library Director. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Library Director within ten working days after the occurrence of the act or omission giving rise to the grievance.

**2180.4.2.1** The statement will include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

**2180.4.2.2** The Library Director will communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Library Director does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the Library Director's written decision. Within the above time limits, either party may request a personal conference with the other.

**2180.4.3** Level III, Board of Trustees. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Trustees within five (5) days. The statement will include a copy of the original grievance; a copy of the written decision by the Library Director; and a clear, concise statement of the reasons for the appeal to Level III.

**2180.4.3.1** The Board of Trustees, as soon as possible at a regular monthly meeting of the Board, will schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision will be announced in open session immediately after the closed session in which it was made.

## **2180.5** Basic Rules.

**2180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered resolved.

**2180.5.2** By agreement in writing, the parties may extend any and all time limitations specified above.

**2180.5.3** The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

**2180.5.4** A copy of all formal grievance decisions will be placed in the employee's permanent personnel file

Appendix "A"

**EMPLOYEE GRIEVANCE FORM**  
**Placentia Library District**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

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Circumstances involved:

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Decision rendered by the informal conference:

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Specific remedy sought:

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# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Drug & Alcohol Abuse  
**POLICY NUMBER:** 2190

**2190.1** It is the desire of the Board of Trustees that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

**2190.2** The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**2190.2.1** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

**2190.2.2** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**2190.2.3** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**2190.3** The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

**2190.3.1** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

**2190.3.1.1** Successfully complete an approved rehabilitation program;

**2190.3.1.2** Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

**2190.3.1.3** Be subject to periodic testing without further reasonable cause.

**2190.3.2** Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

**2190.3.3** Discipline or termination should not be taken until a thorough investigation has been completed.

**2190.4** To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

**2190.4.1** Presence of such substances will result in disciplinary action up to and including termination, as described above.

**2190.4.2** An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

**2190.5** If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

**2190.6** Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the District office which will conform to the general format, as shown on Appendix A.

**2190.7** District employees are required to notify the Library Director in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

**Appendix "A"**  
**CONSENT AND RELEASE FORM**  
**DRUG/ALCOHOL TESTING**

I hereby authorize Placentia Library District, and any laboratories or medical facilities designated by Placentia Library District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Placentia Library District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Placentia Library District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol , Robitussin-DM , Allerest , Mediprin , etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NAME OF EMPLOYEE:** \_\_\_\_\_

**FACILITY PERFORMING TEST:** \_\_\_\_\_

**DATE OF TEST:** \_\_\_\_\_

**SIGNATURE OF APPLICANT/EMPLOYEE:** \_\_\_\_\_  
(Signature) (Date)

**SUPERVISOR REQUESTING TEST:** \_\_\_\_\_  
(Signature) (Date)





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Tobacco Use  
**POLICY NUMBER:** 2195

**2195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within District buildings or confined spaces.

**2195.1.1** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**2195.2** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals will be asked by staff to refrain from smoking.

**2195.2.1** Members of the public who refuse to comply with this policy may be directed by the Librarian in Charge to leave District property.

**2195.3** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Smoke-free Workplace  
**POLICY NUMBER:** 2197

**2197.1** Smoking is prohibited within the buildings and facilities of Placentia Library District. Those who smoke are requested to do so outdoors.

**2197.2** Extra care should be taken when working around combustible materials.

**2197.2.1** Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

**2197.3** Smoking is allowed in non-district vehicles with only one occupant.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Pre-Employment Physical Examinations  
**POLICY NUMBER:** 2200

**2200.1** All individuals who are offered full-time, temporary or part-time employment will be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

**2200.1.1** Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

**2200.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.

**2200.2** Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

**2200.3** Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

**2200.4** When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

**2200.5** All test results will be kept confidential. The applicant may be told they failed to pass the test, but only the Library Director and his/her confidential designee will have access to the actual test results.

**2200.6** District employment application forms will contain a notice to applicants as follows:

*Placentia Library District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.*



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Sexual Harassment  
**POLICY NUMBER:** 2210

**2210.1** Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

**2210.2** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

**2210.2.1** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

**2210.2.2** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

**2210.2.3** Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

**2210.3** Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

**2210.3.1** Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

**2210.3.2** Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

**2210.4** Policy Publicizing. All employees will be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process will be readily available to all employees and members of the general public utilizing the District's facilities and services.

**2210.4.1** All new employees will be given a copy of the sexual harassment policy at the time of hiring and said policy's contents will be discussed with said employee at that time by the division manager within whose division they will be working.

**2210.4.2** An annual bulletin will be prepared and distributed to all employees reinforming them of the District's sexual harassment policy.

**2210.5** Within three working days after any complaint has been filed in accordance with this policy, a bulletin will be prepared and distributed to all employees reinforming them of the District's sexual harassment policy.

**2210.6** Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

**2210.6.1** An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

**2210.6.2** A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Trustees if the employee's immediate supervisor is the Library Director and the Library Director is unavailable or personally involved in said complaint.

**2210.7** Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint will at all times maintain the confidentiality of the plaintiff and will personally deliver said complaint immediately and directly to their division manager, or to the Library Director if their division manager is unavailable or personally involved in said complaint.

**2210.7.1** Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation will be conducted by the manager of the division within which the alleged harassment occurred. Said investigation will be conducted by the Library Director if the division manager is unavailable or personally involved in said complaint.

**2210.7.2** A written record of any investigation of an alleged sexual harassment will be maintained. Findings will be sent to the Library Director. The Library Director will immediately inform, in total confidentiality, the Library Board President.

**2210.7.3** All discussions resulting from said investigation will be kept confidential by all informed of said investigation.

**2210.7.4** The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person will be advised of this right prior to the commencement of such discussions.



**2210.8 Disciplinary Procedures and Sanctions.** Upon conclusion of the investigation of an alleged sexual harassment, appropriate action will be taken by the Library Director against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser will be made known to the victim of the harassment.

**2210.8.1** Appropriate action will be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

**2210.8.2** Action taken to remedy a sexual harassment situation will be done in a manner so as to protect potential future victims.

**2210.8.3** Employees complaining of sexual harassment will be protected thereafter from any form of reprisal and/or retaliation.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Harassment  
**POLICY NUMBER:** 2215

**2215.1** Placentia Library District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

**2215.2** Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

**2215.2.1** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

**2215.2.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

**2215.2.3** Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

**2215.2.4** Retaliation for having reported or threatened to report harassment.

**2215.3** If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, a division manager, the Administrative Assistant to the Library Director, or the Library Director as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

**2215.3.1** Staff receiving harassment complaints will refer them immediately to the Library Director or the President of the Board of Trustees (in the event the complaint involves the Library Director) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

**2215.4** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for

harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

**2215.5** Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Affirmative Action  
**POLICY NUMBER:** 2220

**2220.1** It is the policy of Placentia Library District that there will be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

**2220.2** This policy contains two major commitments:

**2220.2.1** To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**2220.2.2** To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

**2220.3** Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Equal Opportunity  
**POLICY NUMBER:** 2225

**2225.1** Placentia Library District employs persons having the best available skills to efficiently provide high quality service to the public.

**2225.2** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

**2225.2.1** Such equality of opportunity will be based solely on job related knowledge, skills, and job performance, and will be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Nepotism  
**POLICY NUMBER:** 2230

**2230.1** It is the policy of Placentia Library District to seek for its staff the best possible candidates through appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

**2230.1.1** No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**2230.1.1.1** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

**2230.2** When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required at all appointing levels. The objective of this review will be to assure equity to all members of the department.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Outside Employment  
**POLICY NUMBER:** 2240

**2240.1** No District employee will be permitted to accept employment in addition to or outside of District service if:

**2240.1.1** The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

**2240.1.2** The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

**2240.1.3** The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

**2240.2** An employee who does have additional or outside employment will not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Separation from District Employment  
**POLICY NUMBER:** 2250

**2250.1** Resignation. To leave Placentia Library District service in good standing, an employee must file a written notice of termination with the Library Director at least two weeks before the effective date. The Library Director may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Library Director's approval.

**2250.2** Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

**2250.2.1** Employees to be laid off will be given notice at least 14 calendar days in advance of the layoff date.

**2250.2.2** Except as otherwise provided, whenever there is a reduction in the work force, the Library Director will first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

**2250.2.3** An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

**2250.2.4** In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director within five working days of receipt of the layoff notice.

**2250.2.4.1** Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be increased above that received in the position from which the employee was laid off.

**2250.2.5** If two positions have the same job description, then employees will be laid off according to employment status in the following order: temporary, provisional, probationary, and tenured. Temporary, provisional, and probationary employees will be laid off according to the needs of the service as determined by the Library Director. In cases where there are two or more tenured positions with the same job description from which the layoff is to be made, such employees will be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

**2250.2.5.1** First, all employees having ratings of "Unsatisfactory;"

**2250.2.5.2** Second, all employees having ratings of "Marginal;"

**2250.2.5.3** Third, all employees having ratings of "Less Than Satisfactory;"

**2250.2.5.4** Fourth, all employees having ratings of "Satisfactory;"

**2250.2.5.5** Fifth, all employees having ratings of "Commendable;"

**2250.2.5.6** Sixth, all employees having ratings of "Superior;" and,

**2250.2.5.7** Seventh, all employees having ratings of "Exceptional."

**2250.2.5.8** Employees within each of the rating categories will be laid off in order of least seniority first.

**2250.2.6** The names of persons laid off or demoted in accordance with this policy will be entered upon a re-employment list. The re-employment list will be used by the Library Director when a vacancy arises in the same or lower position before certification is made from an eligibility list.

**2250.2.7** Names of persons laid off will be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one year. At the discretion of the Library Director, the list may be extended for an additional year.

**2250.3** Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the Library Director for cause, and after consulting with District Legal Counsel.

**2250.3.1** The following will constitute sufficient cause for dismissal:

**2250.3.1.1** Conviction of a felony;

**2250.3.1.2** Fraud in securing employment;

**2250.3.1.3** Misappropriation of District funds or property;

**2250.3.1.4** Intentional or gross misconduct; and,

**2250.3.1.5** Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

**2250.3.1.6** Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

**2250.3.1.7** Severe physical or mental disability.

**2250.3.2** A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the Library Director will notify the dismissed probationary employee in writing that he/she is being separated from District service.

**2250.3.3** Dismissal of the Library Director will be as outlined in the employment agreement between the Library Director and the District.

**2250.4** Notice of Dismissal. All employees will be provided with a notice of dismissal. This notice will be prepared by the Library Director after consultation with District Counsel and will contain the following:

**2250.4.1** A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

**2250.4.2** A statement of the acts or omissions upon which the action is based;

**2250.4.3** A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

**2250.4.4** In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

**2250.5** Procedures for Disciplinary Action and Dismissal of Tenured Employees.

**2250.5.1** A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Library Director within five working days of the date of the notification. The Library Director will then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format will be available upon request. The Library Director will issue his/her opinion and decision within ten working days of the hearing and may, if the Library Director finds that the

dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Confidentiality Regarding Resignations<sup>1</sup>  
**POLICY NUMBER:** 2251

**2251.1** To the extent permitted by law, District staff and Trustees will keep confidential the circumstances giving rise to an employee's resignation from the District.

**2251.1.1** This policy is itself a public record which the District must release upon request.

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<sup>1</sup> Source: Lozano Smith Smith Woliver & Behrens



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Letters of Recommendation<sup>1</sup>  
**POLICY NUMBER:** 2255

**2255.1** The Board of Trustees recognizes that Placentia Library District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the Library Director or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the Library Director or his/her designee before dissemination.

**2255.1.1** The Library Director or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Library Director or his/her designee.

**2255.1.2** At his/her discretion, the Library Director or his/her designee may refuse to give a recommendation. Any recommendation he/she gives will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

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<sup>1</sup> Source: Lozano Smith Smith Woliver & Behrens



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Disciplinary Action  
**POLICY NUMBER:** 2260

**2260.1** The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Library Director may discipline any employee for cause.

**2260.2** Grounds for Discipline.

**2260.2.1** Discourteous treatment of the public or fellow employees.

**2260.2.2** Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

**2260.2.3** Habitual absence or tardiness.

**2260.2.4** Abuse of sick leave.

**2260.2.5** Disorderly conduct.

**2260.2.6** Incompetence or inefficiency.

**2260.2.7** Being wasteful of material, property, or working time.

**2260.2.8** Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

**2260.2.9** Neglect of duty.

**2260.2.10** Dishonesty.

**2260.2.11** Misuse of District property.

**2260.2.12** Willful disobedience.

**2260.2.13** Conduct unbecoming a District employee.

**2260.3** All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

**2260.4** All negative evaluations or letters of warning will remain part of the employee's personnel file. Negative evaluation will not be used by the Library Director in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

**2260.5** Any disciplinary action which may result in suspension without pay will be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice will be prepared by the Library Director after consultation with the District Legal Counsel and will contain the following:

**2260.5.1** A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

**2260.5.2** A statement of the acts or omissions upon which the action is based;

**2260.5.3** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

**2260.5.4** A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

**2260.5.5** A date by which time the employee must respond in writing if he/she wishes to contest the action.

**2260.6** All notices of proposed action will be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Internet, E-mail, and Electronics Communication Ethics, Usage and Security  
**POLICY NUMBER:** 2270

**2270.1** Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

**2270.2** The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

**2270.3** This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

**2270.3.1** Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

**2270.3.1.1** Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

**2270.3.1.2** Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

**2270.3.1.3** Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

**2270.3.1.4** Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

(Personal use of the Internet, e-mail, and other electronic communications is prohibited.)

**2270.3.2** Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

**2270.3.3** Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

**2270.3.4** The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

**2270.3.5** Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

**2270.3.6** E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

**2270.3.7** Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

**2270.3.8** E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.



**2270.3.9** Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

**2270.3.10** Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

**2270.3.11** Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

**2270.3.12** Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

**2270.3.13** When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

**2270.3.14** Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

**2270.3.15** Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

**2270.3.16** Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

**2270.3.17** It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

**2270.3.18** The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

**2270.3.19** E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

**2270.3.20** Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

**2270.3.21** Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

**2270.3.22** Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

**2270.3.23** Employees will only download information and/or publications for official business purposes.

**2270.3.24** Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

**2270.3.25** All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

**2270.4** Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name here

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Director  
**POLICY NUMBER:** 2300

**2300.1** Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

**2300.1.5** He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

### **2300.2** Typical Tasks

**2300.2.1** Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

**2300.2.2** Prepares the library budget for Board review and administers the adjusted budget.

**2300.2.3** Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

**2300.2.4** Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

**2300.2.5** Recruits, interviews, selects, and evaluates the performance of library personnel.

**2300.2.6** Conducts labor negotiations.

**2300.2.7** Directs and coordinates the public relations activities of the library.

**2300.2.8** Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

**2300.2.9** Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

**2300.2.10** Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

**2300.2.11** Plans and directs the acquisition, implementation and usage of data processing systems.

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

**2300.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license.

**2300.4** Desirable Qualifications:

**2300.4.1** Possession of a masters degree in public administration or a related field

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

**2300.4.3** The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

**2300.4.4** The ability to meet and serve the public courteously and efficiently

**2300.4.5** Extensive knowledge of the principles and practices of modern public librarianship

**2300.4.6** Extensive knowledge of planning, administering and appraising a public library program

**2300.5** Other Requirements:

**2300.5.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2300.5.2** Must possess mobility to operate a motor vehicle.

**2300.5.3** Must possess vision to read printed materials and a computer screen.

**2300.5.4** Must possess stamina to move about the Library.

**2300.5.5** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2300.5.6** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

**2300.5.7** Attendance at off-hours meetings and occasional travel are required.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Public Services  
**POLICY NUMBER:** 2305

**2305.1** The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

**2305.1.1** He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2305.1.2** He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2305.1.3** He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

**2305.1.4** He/she coordinates the continuing education and in-service training program for the Public Services staff

**2305.1.5** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2305.1.6** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she shall translate the goals and objectives of the Board to the staff and the community.

**2305.1.7** He/she prepares monthly and annual reports on the public service activities of the Library.

**2305.1.8** He/she coordinates the adult and children's programming activities and exhibits in the Library.

### **2305.2** Typical Tasks

**2305.2.1** Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

- 2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.
  - 2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
  - 2305.2.4** Manages and coordinates the Library's WEB site.
  - 2305.2.5** Manages the passport application agency program.
  - 2305.2.6** Manages the Library's programs for adults and children and schedules and coordinates exhibits.
  - 2305.2.7** Prepares grant applications for Public Service activities.
  - 2305.2.8** Establishes and implements work procedures for department staff.
  - 2305.2.9** Negotiates and manages contracts and service agreements with Library vendors.
  - 2305.2.10** Speaks before community groups about books and Library services.
  - 2305.2.11** Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
  - 2305.2.12** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
  - 2305.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.
  - 2305.2.14** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
  - 2305.2.15** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
  - 2305.2.16** May be required to work up to half-time on a public services desk or in the literacy department.
  - 2305.2.17** Serves as a United States Passport Application Acceptance Agent.
- 2305.3** Required Qualifications. He/she shall possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's



degree in a related field, and shall have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she shall possess a valid California driver's license.

**2305.4 Knowledge and abilities:**

- 2305.4.1** Knowledge of modern public library organization, procedures and policies.
- 2305.4.2** Knowledge of computer hardware and software operations
- 2305.4.3** Knowledge of skills required to perform reference work for adult and children using print and electronic resources.
- 2305.4.4** Knowledge of reference sources and methods to serve adult and children.
- 2305.4.5** Knowledge of skills required to operate all components of a library-based literacy program.
- 2305.4.6** Knowledge of basic fund accounting and budgeting.
- 2305.4.7** Ability to apply the knowledge listed above.
- 2305.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2305.4.9** Ability to respond to common inquiries or complaints from Library customers.
- 2305.4.10** Ability to supervise staff and implement personnel policies and procedures.
- 2305.4.11** Ability to analyze difficult problems and recommend solutions.
- 2305.4.12** Ability to take independent action.
- 2305.4.13** Ability to prepare and present reports that conform to prescribed style and format.
- 2305.4.14** Ability to present information to Library management, public groups and the Library Board of Trustees.
- 2305.4.15** Ability to organize and manage work flow for self and others.
- 2305.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2305.5 Physical Demands**

**2305.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2305.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2305.5.1.2** Must possess mobility to operate a motor vehicle.

**2305.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2305.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2305.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2305.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2305.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2305.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2305.6 Work Environment**

**2305.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2605.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Manager of Technical Services  
**POLICY NUMBER:** 2307

**2307.1** The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

**2307.1.1** He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2307.1.2** He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

**2307.1.3** He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

**2307.1.4** He/she coordinates the continuing education and in-service training program for the Technical Services staff.

**2307.1.5** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2307.1.6** He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2307.1.7** He/she prepares monthly and annual reports on the technical services activities of the Library.

### **2307.2** Typical Tasks

**2307.2.1** Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

- 2307.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
- 2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process
- 2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.
- 2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.8** Prepares grant applications for Technical Services activities.
- 2307.2.9** Establishes and implements work procedures for department staff.
- 2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2307.2.16** May be required to work up to half-time on a Public Service desk.
- 2307.2.17** Serves as a United States Passport Application Acceptance Agent.

**2307.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

**2307.4** Knowledge and abilities:

**2307.4.1** Knowledge of modern public library organization, procedures and policies.

**2307.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2307.4.3** Knowledge of personal computer and network hardware and software operations.

**2307.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

**2307.4.5** Knowledge of reference sources and methods to serve adult and children.

**2307.4.6** Knowledge of literature and standard works in various fields.

**2307.4.7** Knowledge of basic fund accounting and budgeting.

**2307.4.8** Ability to apply the knowledge listed above.

**2307.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2307.4.10** Ability to respond to common inquiries or complaints from Library customers.

**2307.4.11** Ability to supervise staff and implement personnel policies and procedures.

**2307.4.12** Ability to analyze difficult problems and recommend solutions.

**2307.4.13** Ability to take independent action.

**2307.4.14** Ability to prepare and present reports that conform to prescribed style and format.

**2307.4.15** Ability to present information to Library management, public groups and the Library Board of Trustees.

**2307.4.16** Ability to organize and manage work flow for self and others.

**2307.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2307.5** Physical Demands

**2307.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2307.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2307.5.1.2** Must possess mobility to operate a motor vehicle.

**2307.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2307.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2307.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2307.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2307.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2307.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2307.6** Work Environment

**2307.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2607.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Administrative Assistant  
**POLICY NUMBER:** 2309

**2309.1** The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

**2309.1.1** Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

**2309.1.2** Participates in the selection of Library staff.

**2309.1.3** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

**2309.1.4** Maintains the District's checkbooks.

**2309.1.5** Manages the accounts payable and receivable and prepares all claims for payment.

**2309.1.6** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2309.1.7** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

**2309.1.8** Prepares monthly and annual reports on the administrative activities of the Library.

## **2309.2 Typical Tasks**

**2309.2.1** Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.

**2309.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

**2309.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

**2309.2.4** Maintains the office general ledger for the Library and the Placentia Library Foundation.

**2309.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

**2309.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

**2309.2.7** Maintains files and records related to the operations of the Administrative Office

**2309.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed

**2309.2.9** Makes travel arrangements for Library Staff and Trustees.

**2309.2.10** Schedules the use of the Meeting and Conference Rooms.

**2309.2.11** Prepares District's financial and personnel reports to the State Library and other agencies.

**2309.2.12** Coordinates bid processes and purchasing (excluding books and library materials).

**2309.2.13** Coordinates maintenance and safety of the Library's physical facility.

**2309.2.14** Works on special projects as assigned

**2309.2.15** Negotiates and manages contracts and service agreements with Library vendors.



**2309.2.16** Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

**2309.2.17** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

**2309.2.18** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

**2309.2.19** Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

**2309.2.20** Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

**2309.2.21** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2309.3** Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

**2309.4** Knowledge and abilities:

**2309.4.1** Proficiency in Work, Excel and Quickbooks

**2309.4.2** Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

**2309.4.3** Knowledge of personal computer hardware and software operations

**2309.4.4** Knowledge of basic fund accounting and budgeting.

**2309.4.5** Ability to apply the knowledge listed above.

**2309.4.6** Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

**2309.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2309.4.8** Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

**2309.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2309.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2309.4.11** Ability to analyze difficult problems and recommend solutions.

**2309.4.12** Ability to take independent action.

**2309.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2309.4.14** Ability to present information to Library management and the Library Board of Trustees.

**2309.4.15** Ability to organize and manage work flow for self and others.

**2309.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2309.5 Physical Demands**

**2309.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2309.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2309.5.1.2** Must possess mobility to operate a motor vehicle.

**2309.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2309.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2309.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2309.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2309.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2309.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2309.6** Work Environment

**2309.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2609.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian II  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises the either the reference and adult services activities or the children's services activities including readers advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

**2315.1.2** Responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

**2315.1.3** He/she prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

**2315.1.4** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2315.1.5** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2315.1.6** He/she prepares monthly and annual reports as assigned by the Public Services Manager.

### **2315.2** Typical Tasks

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk..

**2315.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

- 2315.2.3** Allocates the library materials budget assigned to that department.
- 2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials
- 2315.2.5** Advises the Technical Services Manager on catalog problems and recommends changes
- 2315.2.6** Recommends policies for public services to the Manager of Public Services.
- 2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- 2315.2.8** Establishes and implements work procedures for department staff.
- 2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
- 2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the Library of California.
- 2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.
- 2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.
- 2315.2.14** Serves as a United States Passport Application Acceptance Agent.

**2315.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license.

**2315.4** Knowledge and abilities:

- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations

- 2315.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6 Knowledge of current events, literature and standard works in various fields.
- 2315.4.7 Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8 Ability to apply the knowledge listed above.
- 2315.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10 Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11 Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12 Ability to analyze difficult problems and recommend solutions.
- 2315.4.13 Ability to take independent action.
- 2315.4.14 Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2315.4.16 Ability to organize and manage work flow for self and others.
- 2315.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## 2315.5 Physical Demands

2315.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2315.5.1.2 Must possess mobility to operate a motor vehicle.

**2315.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2315.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2315.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2315.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2315.6** Work Environment

**2315.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian I  
**POLICY NUMBER:** 2317

**2317.1** A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

**2317.1.1** Does specialized reference work using print and electronic formats.

**2317.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

**2317.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2317.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2317.1.5** He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

### **2317.2** Typical Tasks

**2317.2.1** Answers reference questions at a public service desk.

**2317.2.2** Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

**2317.2.3** Advises the Technical Services Manager on catalog problems and recommends changes.

**2317.2.4** Recommends policies for public services to the Manager of Public Services.

**2317.2.5** Assists the public in making the most effective use of the Library's collection and facility.

**2317.2.6** Assists the public with using the electronic databases and reference services.

**2317.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

**2317.2.8** Establishes and implements work procedures for department staff.

**2317.2.9** Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

**2317.2.10** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

**2317.2.11** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

**2317.2.12** Serves as a United States Passport Application Acceptance Agent.

**2317.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess a valid California driver's license.

**2317.4** Knowledge and abilities:

**2317.4.1** Knowledge of modern public library organization, procedures and policies.

**2317.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2317.4.3** Knowledge of personal computer hardware and software operations

**2317.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

**2317.4.5** Knowledge of reference sources and methods to serve adult and children.

**2317.4.6** Knowledge of current events, literature and standard works in various fields.

**2317.4.7** Ability to apply the knowledge listed above.

**2317.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2317.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2317.4.10** Ability to follow Library policies and procedures.

**2317.4.11** Ability to analyze difficult problems and recommend solutions.

**2317.4.12** Ability to take independent action.

**2317.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2317.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

**2317.4.15** Ability to organize and manage work flow for self.

**2317.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2317.5** Physical Demands

**2317.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2317.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2317.5.1.2** Must possess mobility to operate a motor vehicle.

**2317.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2317.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2317.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2317.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2317.6** Work Environment

**2317.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2617.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Assistant  
**POLICY NUMBER:** 2319

**2319.1** A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

**2319.1.1** Does specialized reference work using print and electronic formats.

**2319.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

**2319.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2319.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2319.1.5** He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

**2319.1.6** May supervise clerical staff or volunteers.

### **2319.2** Typical Tasks

**2319.2.1** Answers reference questions at a public service desk.

**2319.2.2** Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepared library materials invoices for payment.

**2319.2.3** Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

**2319.2.4** Works at the Circulation Desk as the supervisor.

- 2319.2.5** Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.
- 2319.2.6** Manages the collection of fines and processing collection notices for delinquent accounts.
- 2319.2.7** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- 2319.2.8** Manages the public photocopier machines and the Vendacard dispenser.
- 2319.2.9** Recommends policies for public services to the Manager of Public Services.
- 2319.2.10** Assists the public in making the most effective use of the Library's collection and facility.
- 2319.2.11** Assists the public with using the electronic databases and reference services.
- 2319.2.12** Serves as a United States Passport Application Acceptance Agent.
- 2319.2.13** Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.
- 2319.2.14** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
- 2319.2.15** Establishes and implements work procedures for department staff.
- 2319.2.16** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2319.2.17** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.
- 2319.3** Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.
- 2319.4** Knowledge and abilities:
- 2319.4.1** Knowledge of modern public library organization, procedures and policies.
- 2319.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2319.4.3** Knowledge of personal computer hardware and software operations

**2319.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

**2319.4.5** Knowledge of reference sources and methods to serve adult and children.

**2319.4.6** Knowledge of current events, literature and standard works in various fields.

**2319.4.7** Ability to apply the knowledge listed above.

**2319.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2319.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2319.4.10** Ability to follow Library policies and procedures.

**2319.4.11** Ability to analyze difficult problems and recommend solutions.

**2319.4.12** Ability to take independent action.

**2319.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2319.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

**2319.4.15** Ability to organize and manage work flow for self.

**2319.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

## **2319.5** Physical Demands

**2319.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2319.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2319.5.1.2** Must possess mobility to operate a motor vehicle.

**2319.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2319.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2319.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2319.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2319.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2319.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2319.6** Work Environment

**2319.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2619.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Clerk II  
**POLICY NUMBER:** 2321

**2321.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

**2321.1.1** Manages the library system software for magazines.

**2321.1.2** Prepares delinquent accounts for reporting to the collection agency.

**2321.1.3** Processes incoming and outgoing interlibrary loan materials.

**2321.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

**2321.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2321.1.5** Manages the Circulation Desk in the absence of the Circulation Supervisor.

**2321.1.6** May supervise clerical staff, substitutes clerks or volunteers.

### **2321.2** Typical Tasks

**2321.2.1** Locates, checks-in and checks-out library materials for customers.

**2321.2.2** Processes telephone renewals.

**2321.2.3** Prepares the daily announcements for the telephone system.

**2321.2.4** Files documents and library materials by library filing rules.

**2321.2.5** Issues and renews library cards.

**2321.2.6** Operates a variety of office and business equipment.

**2321.2.7** Calculates and collects fines and fees at the Circulation Desk.

- 2321.2.8** Answers telephone and transfers calls to the appropriate staff or department.
  - 2321.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
  - 2321.2.10** Records daily statistics at the Circulation Desk.
  - 2321.2.11** Receives cash and credit card transactions at the Circulation Desk.
  - 2321.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
  - 2321.2.13** Prepares books and other library materials for public use.
  - 2321.2.14** Repairs books and other library materials.
  - 2321.2.15** Works in Technical Services in support of professional staff.
  - 2321.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
  - 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
  - 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
  - 2321.2.19** Serves as a United States Passport Application Acceptance Agent.
- 2321.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.
- 2321.4** Knowledge and abilities:
- 2321.4.1** Ability to type a minimum of thirty (30) words per minute.
  - 2321.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
  - 2321.4.3** Ability to file accurately according to library filing rules.
  - 2321.4.4** Ability to meet the public with tact and courtesy.
  - 2321.4.5** Ability to follow oral and written instructions.

**2321.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2321.4.7** Ability to follow Library policies and procedures.

**2321.4.8** Ability to organize and manage work flow for self.

## **2321.5** Physical Demands

**2321.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2321.5.1.2** Must possess mobility to operate a motor vehicle.

**2321.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2321.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2321.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2321.5.1.6** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2321.5.1.7** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2321.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2321.6** Work Environment

**2321.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Clerk I  
**POLICY NUMBER:** 2323

**2323.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

**2323.1.1** Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

**2323.1.2** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

**2323.1.3** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2323.1.4** May supervise substitutes clerks or volunteers.

### **2323.2** Typical Tasks

**2323.2.1** Locates, checks-in and checks-out library materials for customers.

**2323.2.2** Processes telephone renewals.

**2323.2.3** Prepares the daily announcements for the telephone system.

**2323.2.4** Files documents and library materials by library filing rules.

**2323.2.5** Issues and renews library cards.

**2323.2.6** Operates a variety of office and business equipment.

**2323.2.7** Calculates and collects fines and fees at the Circulation Desk.

**2323.2.8** Answers telephone and transfers calls to the appropriate staff or department.

**2323.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

- 2323.2.10 Records daily statistics at the Circulation Desk.
  - 2323.2.11 Receives cash and credit card transactions at the Circulation Desk.
  - 2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
  - 2323.2.13 Prepares books and other library materials for public use.
  - 2323.2.14 Repairs books and other library materials.
  - 2323.2.15 Works in Technical Services in support of professional staff.
  - 2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
  - 2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
  - 2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.
  - 2323.2.19 Serves as a United States Passport Application Acceptance Agent.
- 2323.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.
- 2323.4 Knowledge and abilities:
- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.
  - 2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
  - 2323.4.3 Ability to file accurately according to library filing rules.
  - 2323.4.4 Ability to meet the public with tact and courtesy.
  - 2323.4.5 Ability to follow oral and written instructions.
  - 2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
  - 2323.4.7 Ability to follow Library policies and procedures.
  - 2323.4.8 Ability to organize and manage work flow for self.

## **2323.5 Physical Demands**

**2323.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2323.5.1.1** While performing the duties of this job, the employee is required to talk and hear.

**2323.5.1.2** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2323.5.1.3** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2323.5.1.4** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2323.5.1.5** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **2323.6 Work Environment**

**2323.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2605.6.2** The noise level in the work environment is usually quiet.





# Placentia Library District

## POLICY HANDBOOK

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

**2325.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

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

**2325.1.2** Prepares library materials for public use.

**2325.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2325.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

### **2325.2** Typical Tasks

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

**2325.2.2** Empties the book drop.

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

**2325.2.4** Processes new and gift library materials for public use.

**2325.2.5** Repairs damaged library materials.

**2325.2.6** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

**2325.2.7** Searches for library materials on the shelves as assigned by Library staff.

**2325.2.8** Run errands for Library staff.

**2325.2.9** Retrieve newspapers and magazines from storage areas.

**2325.2.10** Assist public with unloading gift books and magazines from their cars.

**2325.2.11** Re-stocking the vending machines.

**2325.2.12** Set-up and bread-down tables and chairs in the Meeting Room.

**2325.2.13** Works in Technical Services in support of professional staff.

**2325.2.14** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

**2325.2.15** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

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

**2325.4** Knowledge and abilities:

**2325.4.1** Ability to file accurately according to library filing rules.

**2325.4.2** Ability to meet the public with tact and courtesy.

**2325.4.3** Ability to follow oral and written instructions.

**2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

**2325.4.5** Ability to follow Library policies and procedures.

**2325.4.6** Ability to organize and manage work flow for self.

**2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.

**2325.5** Physical Demands

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

**2325.5.1.1** Must possess mobility to work in a standard office setting.

**2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.

**2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2325.5.1.5** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2325.5.1.6** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **2325.6** Work Environment

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

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



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Page  
**POLICY NUMBER:** 2327

**2327.1** A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

**2327.1.1** Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

**2327.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2327.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

### **2327.2** Typical Tasks

**2327.2.1** Checks-in library materials on the computer.

**2327.2.2** Empties the book drop.

**2327.2.3** Sorts and shelves incoming books, audio-visual materials and periodicals.

**2327.2.4** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

**2327.6.5** Searches for library materials on the shelves as assigned by Library staff.

**2327.2.6** Run errands for Library staff.

**2327.2.7** Retrieve newspapers and magazines from storage areas.

**2327.2.8** Assist the public with unloading gift books and magazines from their cars.

**2327.2.9** Set-up and bread-down tables and chairs in the Meeting Room.

**2327.3** Required Qualifications. He/she will be a high school student.

**2327.4** Knowledge and abilities:

- 2327.4.1** Ability to file accurately according to library filing rules.
- 2327.4.2** Ability to meet the public with tact and courtesy.
- 2327.4.3** Ability to follow oral and written instructions.
- 2327.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2327.4.5** Ability to follow Library policies and procedures.
- 2327.4.6** Ability to organize and manage work flow for self.

### **2327.5 Physical Demands**

**2327.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2327.5.1.1** Must possess mobility to work in a standard office setting.

**2327.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.

**2327.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2327.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2327.5.1.5** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

**2327.5.1.6** See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **2327.6 Work Environment**

**2327.6.1** The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2627.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Retrofit existing high ceiling recessed light fixtures in the lobby from compact fluorescent to high intensity discharge Metal Halide lamps to increase light levels at an estimated cost of \$2,663.62.  
**DATE:** September 22, 2003

**BACKGROUND**

The fourteen high ceiling recesses lights in the Library lobby do not generate enough candle power to read comfortably in that area.

Following a workshop presented by California Edison I asked the District's lighting contractor for a proposal to increase the level of lighting in the lobby using a low-heat energy efficient product.

Attachment A is the proposal at a cost of \$2,663.62.

**RECOMMENDATION**

Authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421ASU dated July 29, 2003, for \$2,663.62.



528 8236

# ACTION ELECTRIC CORP.

1001 E. Washington Ave., Santa Ana, CA 92701-3959 (714) 972-4838 FAX (714) 972-1935  
California License C10-400552

## PROPOSAL #421A SU

Placentia Library  
411 E. Chapman  
Placentia

Date: July 29, 2003

Job Name: Placentia Library  
Job Address: 411 E. Chapman  
Job City, Zip: Placentia

Attention: Elizabeth

### Description:

Action Electric will retrofit existing high ceiling recessed light fixtures. Fixtures are currently compact fluorescent application. Action Electric will install new transformers and high intensity discharge Metal Halide lamps to increase light levels. Two men and a scaffold will be utilized on a FRIDAY (to be pre-determined by customer) to avoid foot traffic in the work area.

\*\*amended proposal to show straight time FRIDAY labor rate adjusted from original proposal #421SU  
Labor rate is \$39.00 per hour

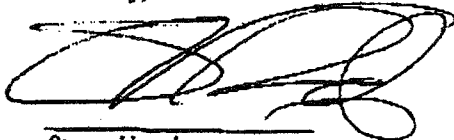
Amount: \$2,663.62 ← new total.

Payment to be made as follows: Billed upon completion, net 30 days

Note: This proposal may be withdrawn by us if not accepted within 60 days.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon contract, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation insurance.

Sincerely,



Steven Urenda  
Accounts Manager

### ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** **Appoint a Library Trustee to the Placentia Library Foundation Board of Directors to fill the unexpired term of Geoff Braun** *EDM*  
**DATE:** September 22, 2003

**BACKGROUND**

The Library Board of Trustees may appoint two of its members to the Placentia Library Foundation Board of Directors.

With the resignation of Library Trustee Geoff Braun one of the Foundation positions also became vacant.

Two members of the Foundation Board of Directors have called a Special Meeting for Thursday, September 25, 2003 at 7:00 P.M. The purpose of the meeting is to discuss the current status and future of the Foundation.

**RECOMMENDATION**

Appoint a Library Trustee to the Foundation Board of Directors



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Request from the Bridge Club for dispensation from the increase in Meeting Room rental from \$30 to \$35  
**DATE:** September 22, 2003

**BACKGROUND**

With the adoption of the Fines and Fees Policy for Fiscal Year 2003-2004 the Meeting Room rental fee increased from \$30 to \$35 for each four-hour period.

Attachment A is a request from the Bridge Club to keep its fee at \$30.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





Placentia Library  
411 East Chapman Ave  
Placentia, California

Attention: Placentia Library Board

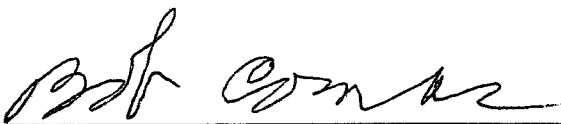
The NA Bridge Club has recently been notified of an increase in the rental rate for the room we have been using at the Library. The purpose of this letter is to request the Placentia Library Board to reconsider that decision.

For over twenty (20) years, the NA Bridge Club has been renting a room at the Library (The 1st room on the right, when you enter the Library through its main entrance on the Plaza). It should be noted that the rent established by the Board has always been promptly paid on a weekly basis (every Wednesday evening).

We have appreciated the use of the room for our Club activities and have attempted to show it in different ways. When our membership was at normal levels (40 people or 10 tables for duplicate bridge on a Wednesday) we have donated money to the Library for repairs/fixes, etc.). Our membership has also been contributing to, and has been buying a significant amount of hard and soft cover books from, the Library. Needless to say, this produces significant income for the Library.

During the period of time, however, that the Plaza underwent reconstruction, our club membership declined to 26 people or 6 & 1/2 tables every Wednesday. You will recall that our room was not available for a good portion of that time (It was used for the storage of construction materials) and we had to play in an open area of the Library. This was very inconvenient, as was the parking situation that existed at the time. In any event, the decline in our membership has made our Club finances very tight. We therefore request that the Board reconsider the recently imposed increase in our rent (from \$30 to \$35 per night), or at least suspend it until our Club returns to normal membership levels. Your prompt action on this request will be appreciated.

Sincerely,



Bob Coman, Club Director



Ken Shimizu, Club Board Member



Mike Warr, Club Board Member



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Travel/training authorizations for California Special Districts Association (CSDA) Governance Academy Workshops, CSDA Board Secretary Training, and the Special District Risk Management Authority (SDRMA) Annual Meeting**

**DATE:** September 22, 2003

**BACKGROUND**

1. Two workshops from the California Special Districts Association (CSDA) Governance Academy are being offered in Southern California. Attachment A is a description of the Governance Academy program.

Wednesday, October 1 is the Board's Role in Finance & Fiscal Accountability. It is being held at Ayres Suites, 1945 East Holt Boulevard, Ontario from 8:30 A.M. to 4:00 P.M. The registration fee is \$160.00 plus mileage.

Friday, October 24 is the Board's Role in Human Resources. It is being held at the Double Tree Hotel, 201 E. MacArthur Boulevard, Santa Ana from 8:30 A.M. to 4:00 P.M. The registration fee is \$160.00 plus mileage.

Expenses for the CSDA Governance Academy courses will be paid from the General Fund.

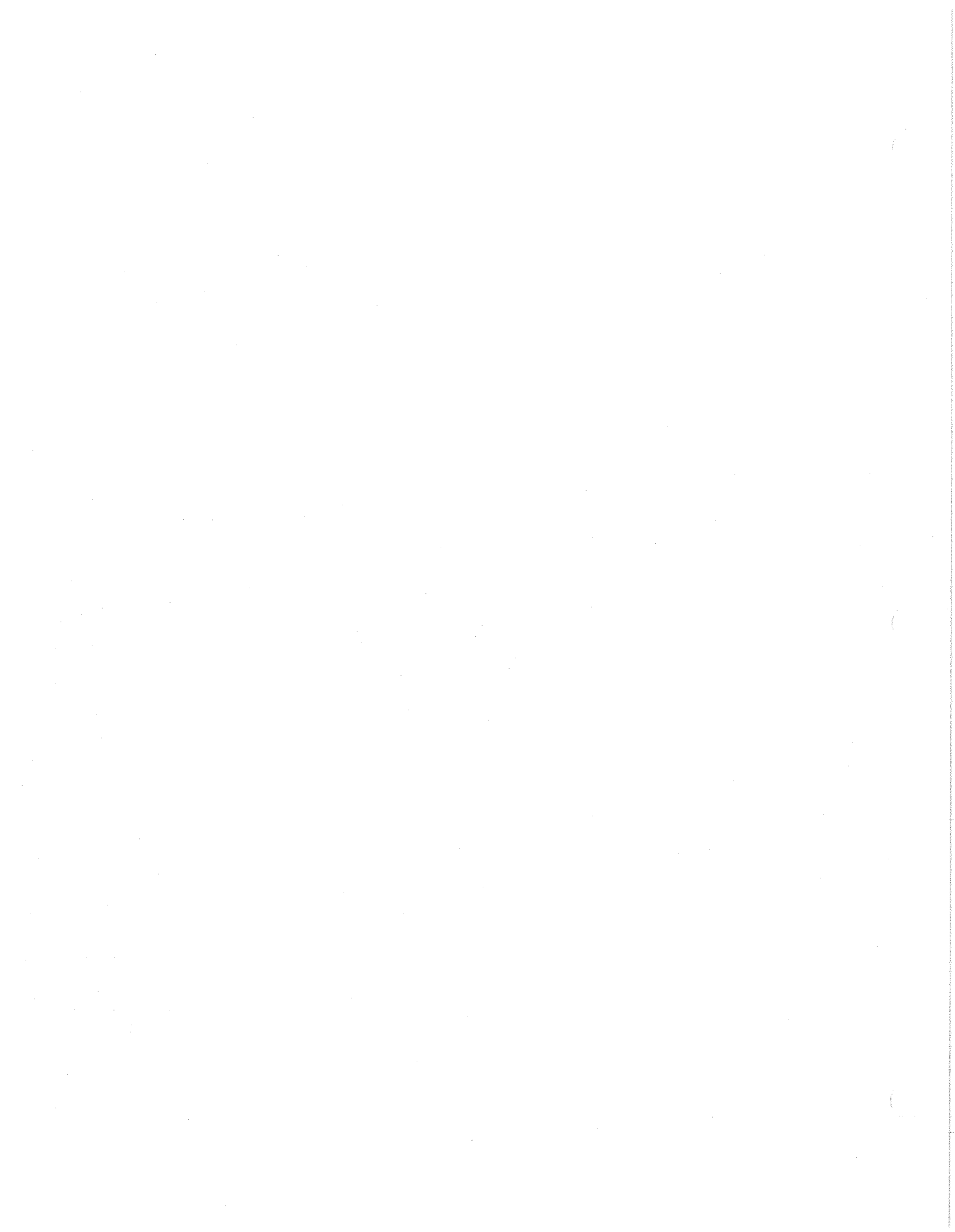
2. A CSDA Board Secretary Training is being held at the Double Tree Hotel, Santa Ana on Friday, October 10 from 8:30 A.M. to 4:00 P.M. The registration fees is \$165.00 plus mileage. It is recommended for Trustees and the Administrative Assistant. Attachment B is the description of this event.

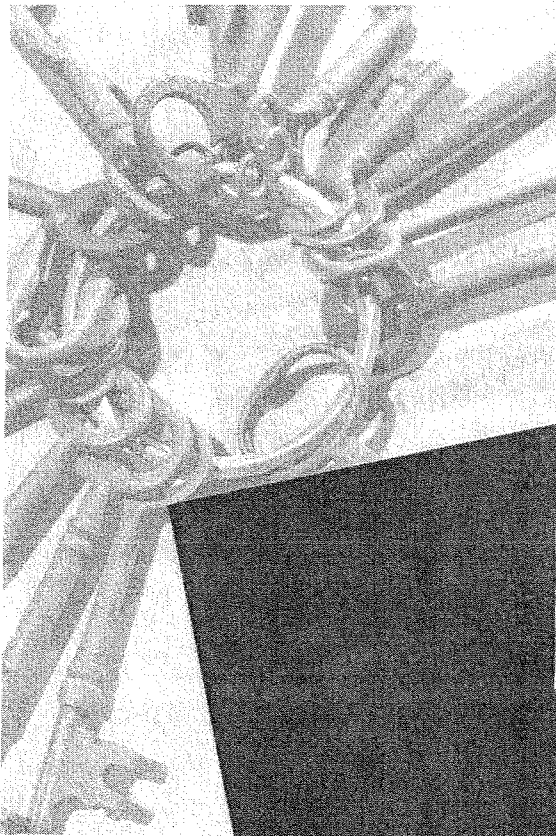
Expenses for the Board Secretary Training will be paid from the General Fund.

3. The Annual Meeting for the Special District Risk Management Authority will be held on Thursday, October 2 at Ayres Suites, Ontario from 8:30 A.M. to 4:00 P.M. The District holds a seat on the Board of Directors of SDRMA. Participation in this event qualifies the District for a discount on its annual premiums, based on the number attending. Attachment C has the agenda for this meeting.

**RECOMMENDATION**

Determine who will attend each event and authorize registration and travel expenses.





***CSDA's Special  
District Governance  
Academy is a CSDA  
Alliance Program!***

**CSDA ALLIANCE**  
Serving Special Districts



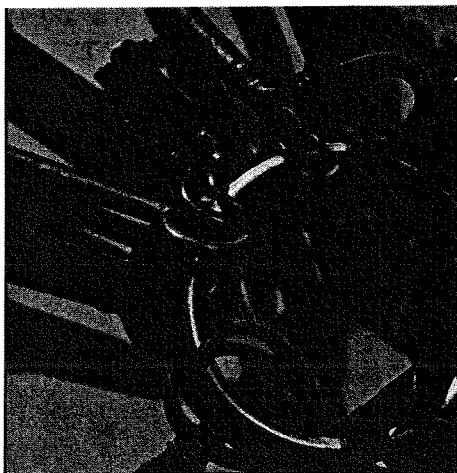
California Special  
Districts Association

CSDA Finance  
Corporation

Special District Risk  
Management Authority

Special Districts Workers  
Compensation Authority

*the  
key  
to effective governance*



# Citizen governance

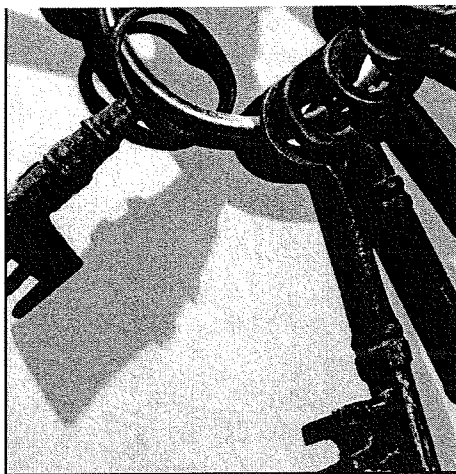
is the backbone of American democracy. The basic assumption of our governance system is that ordinary citizens who are elected or appointed to public boards reflect the beliefs, values and needs of the community. Equally important is that they bring those values to the board table and together, as a unified board, they will set a direction that is responsive to the needs and values of the community.

CSDA's Special District Governance Academy is a curriculum-based set of courses designed specifically for special district directors and trustees. The Academy represents the core set of knowledge created and accepted by the special district community, and encompasses everything directors need to know about Governance Foundations, Setting Direction and Community Leadership, the Board's Role in Finance and Fiscal Accountability and the Board's Role in Human Resources. Although the information that you will obtain from these courses will always be applicable, they will also provide invaluable skills to *today's* directors to deal with *today's* challenges, such as the threat of budget cuts.

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*Although the information that you will obtain from these courses will be applicable, they will also provide invaluable skills to today's directors to deal with today's challenges, such as the threat of budget cuts.*

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**CSDA's Special District Governance Academy** is a groundbreaking continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal. Program participants attend four sessions, which define the roles and responsibilities of special district governance teams.

General managers are encouraged to enroll in the program as a member of the governance team.

- The program consists of 20 hours of instruction and participation.
- In order to receive the best value from this education, we recommend you complete the entire Academy.
- Individual module registrations are permitted, however we strongly recommend your taking the Governance Foundations module as the prerequisite to the other three modules.
- Program participants who complete the entire program receive a certificate of completion award from CSDA.

#### **WOULD YOU LIKE TO BRING THE ACADEMY TO YOUR AREA?**

With a minimum enrollment of 20 people, CSDA will be happy to bring the Academy to you. This will allow CSDA to provide the classes based on your schedule, at your location, and at the participants' pace. This is an excellent opportunity to team up with other districts in your area or even your local chapter of CSDA, to customize your own schedule for completing the Academy. For more information, contact Karen Diliberti at 877.924.CSDA or [Karen@csda.net](mailto:Karen@csda.net).

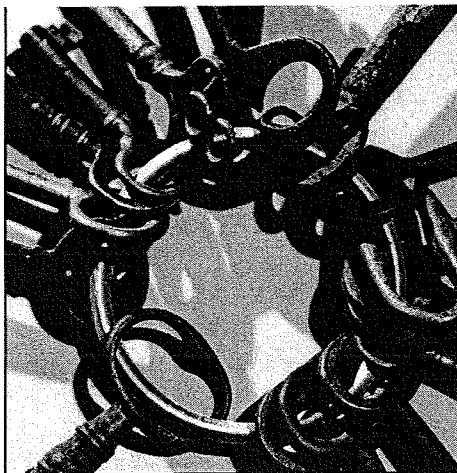
#### **CSDA SPECIAL DISTRICT GOVERNANCE ACADEMY COURSES**

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Finance and Fiscal Accountability
- Board's Role in Human Resources

This is the **recommended** order to take the courses in the Academy. **It is strongly recommended that the Governance Foundations module be the first course taken.**



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
**SPECIAL DISTRICT  
GOVERNANCE ACADEMY**



## CSDA'S SPECIAL DISTRICT GOVERNANCE ACADEMY BECOMES PLATFORM OF SDLF RECOGNITION PROGRAM

CSDA's Special District Governance Academy certificate of completion is the first step to realizing the *Recognition in Special District Governance* developed by the Special District Leadership Foundation (SDLF). In addition to the Academy, a candidate must also complete 10 hours of elective coursework by one of the Foundation's sponsoring organizations;

- Association of California Water Agencies (ACWA)
- California Association of Public Cemeteries (CAPC)
- California Association of Recreation and Park Districts (CARPD)
- California Association of Sanitation Agencies (CASA)
- California Rural Water Association (CRWA)
- California Special Districts Association (CSDA)
- Mosquito and Vector Control Association of California (MVCAC).

The recognition is designed so that the Academy covers the essentials of good governance, and the electives cover service-specific knowledge. **Districts that are members of one of the sponsoring organizations will receive a significant discount on the price of the Academy.** For further information on SDLF, please contact SDLF Administrator Melissa Soria at 916.442.7887 or [msoria@csda.net](mailto:msoria@csda.net).

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*Districts that are members of one of the sponsoring organizations will receive a significant discount on the price of the Academy.*

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1

# SDGA COURSE

## Governance Foundations

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As the core of CSDA's Special District Governance Academy, this module serves as the "foundation" for the series on the effective governance of special districts. This course focuses on the three critical dimensions of governance:

- Special District Trustees as Policy Leaders
- The Effective Special District Board
- The Board's Responsibilities and Roles in Special Districts

The central part of this course, the Effective Special District Board, will focus on the four essential steps leading to effective governance for special districts. Trustees will learn how to:

- Develop a unity of purpose on their board
- Understand and work within the board's role in the district
- Build a strong, positive operational culture on the board
- Organize the formal structure of the board

### DATES AND LOCATIONS

#### *Governance Foundations Course*

**April 8, 2003**

Sacramento

**April 10, 2003**

Santa Ana

**September 15, 2003**

At CSDA's Annual Conference

### AGENDA

**8:30 am – 9:00 am**

Registration

**9:00 am**

Class Begins

*Lunch is included in the cost of registration.*

**4:00 pm**

Adjourn

### Hotel accommodations for this course.

#### **April 8, 2003**

Sacramento Marriott  
11211 Point East Drive  
Rancho Cordova, CA 95742  
Hotel Reservations: 800.228.9290  
Room Rates: \$119.00  
*Room Rate Cut-off Date: March 27, 2003*

#### **September 15, 2003**

Resort at Squaw Creek  
400 Squaw Creek Road  
Olympic Valley, CA 96146  
Hotel Reservations: 800.327.3353  
Room Rates: \$159.00  
*Room Rate Cut-off Date: August 16, 2003*

#### **April 10, 2003**

DoubleTree Hotel  
201 E. MacArthur Boulevard  
Santa Ana, CA 92707  
Hotel Reservations: 800.223.TREE  
Room Rates: \$119.00  
*Room Rate Cut-off Date: March 26, 2003*

2

# SDGA COURSE

## Setting Direction & Community Leadership

The second module in the Academy focuses on two critical aspects of governance: the board's role in setting the long-term direction for the special district and the board's role in educating the public on the importance of the agency's agenda.

The **Setting Direction** portion of this class will provide a step-by-step discussion of the board and senior management's roles in establishing the vision, mission, and strategic goals and success indicators for the district. The **Community Leadership** portion of the class will address the importance of the board providing leadership and information to the public on the essential services provided by the special district in their community.

From the **Setting Direction** element of this course participants will:

- Discuss why the process of setting direction is important and the benefits of the process for your district
- Learn to think strategically
- Understand the importance of being future oriented
- Learn to make the transition from individual board member to member of a governance team
- Understand the sequence of steps in developing a setting-direction process

From the **Community Leadership** element of this course participants will learn:

- Why it is important to be engaged with the community
- To interact with the person who approaches you in public on district business
- To set protocols for the public's involvement in board meetings
- To develop a Board Communication's Plan

### **DATES AND LOCATIONS**

#### ***Setting Direction & Community Leadership***

**May 2, 2003**

Irvine

**May 20, 2003**

Walnut Creek

### **AGENDA**

**8:30 am – 9:00 am**

Registration

**9:00 am**

Class Begins

*Lunch is included in the cost of registration.*

**4:00 pm**

Adjourn

### **Hotel accommodations for this course.**

#### **May 2, 2003**

Marriott Irvine  
18000 Von Karman Avenue  
Irvine, CA 92612

Hotel Reservations: 800.228.9290

Room Rates: \$129.00

Room Rate Cut-off Date: April 2, 2003

#### **May 20, 2003**

Holiday Inn Walnut Creek  
2730 North Main Street  
Walnut Creek, CA 94596

Hotel Reservations: 800.924.6835

Room Rates: \$84.00

Room Rate Cut-off Date: May 12, 2003

# 3

# SDGA COURSE

## Board's Role in Finance & Fiscal Accountability

The third class in the series looks at how the special district board carries out its fiduciary responsibility in their district. The budget is arguably the most significant policy document in a special district. It reflects the short- and long-term goals of the district. Boards do more than just adopt budgets. They also monitor budgets, receive audit reports and understand the principles of facility development.

In this time of financial crisis, this course becomes even more important. It is essential that special district boards understand and carry out their fiscal oversight duties in a responsible manner.

Participants will learn how to:

- Develop a method for approving the districts annual budget
- Process of setting rates and fees
- Develop a reserves guideline
- Establish financial goals
- Review district finances
- Develop a process for capital improvement plans

### **DATES AND LOCATIONS**

#### ***Board's Role in Finance & Fiscal Accountability***

**September 15, 2003**

At CSDA's Annual Conference

**October 1, 2003**

Ontario

### **AGENDA**

**9:30 am – 10:00 am**

Registration

**10:00 am**

Class Begins

*Lunch is included in the cost of registration.*

**3:00 pm**

Adjourn

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*It is essential that special district boards understand and carry out their fiscal oversight duties in a responsible manner.*

---

### **Hotel accommodations for this course.**

#### **September 15, 2003**

Resort at Squaw Creek

400 Squaw Creek Road

Olympic Valley, CA 96146

Hotel Reservations: 800.327.3353

Room Rates: \$159.00

Room Rate Cut-off Date: August 16, 2003

#### **October 1, 2003**

Ayres Suites

1945 East Holt Boulevard

Ontario, CA 91764

Hotel Reservations: 800.248.4661

Room Rates: \$99.00sg/\$104.00db

Room Rate Cut-off Date: September 16, 2003



4

# SDGA COURSE

## Board's Role in Human Resources

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The fourth and final class in the series focuses on what might be the most difficult area for most special district boards: personnel. The main employee hired by the governing board is the general manager of the special district. This class will address the board's ongoing relationship with the manager, the senior staff and other staff in the district. It will address general manager evaluation, the board's role in other staff evaluation, and what to do and not to do in human resources.

Participants will learn how to:

- Develop guidelines when assessing the performance of the general manager
- Establish a strong communications link between the board and general manager
- Determine a protocol for approving personnel policies
- Establish a process for salary structure and benefits packages
- Develop a process for approving job descriptions and organizational structure

### DATES AND LOCATIONS

#### *Board's Role in Human Resources*

**October 21, 2003**

Sacramento

**October 24, 2003**

Santa Ana

### AGENDA

**9:30 am – 10:00 am**

Registration

**10:00 am**

Class Begins

*Lunch is included in the cost of registration.*

**3:00 pm**

Adjourn

### Hotel accommodations for this course.

**October 21, 2003**

Sacramento Marriott

11211 Point East Drive

Rancho Cordova, CA 95742

Hotel Reservations: 800.228.9290

Room Rates: \$119.00

*Room Rate Cut-off Date: September 22, 2003*

**October 24, 2003**

DoubleTree Hotel

201 E. MacArthur Boulevard

Santa Ana, CA 92707

Hotel Reservations: 800.223.TREE

Room Rates: \$119.00

*Room Rate Cut-off Date: October 9, 2003*



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
**SPECIAL DISTRICT  
GOVERNANCE ACADEMY**

# SCHEDULE

## 2003 SDGA COURSE SCHEDULE & PRICE SHEET

*Please refer to the corresponding course page for hotel accommodations.*

### GOVERNANCE FOUNDATIONS

- **April 8, 2003**  
Sacramento Marriott  
11211 Point East Drive  
Rancho Cordova, CA 95742
- **April 10, 2003**  
DoubleTree Hotel  
201 E. MacArthur Boulevard  
Santa Ana, CA 92707
- **September 15, 2003**  
Resort at Squaw Creek  
400 Squaw Creek Road  
Olympic Valley, CA 96146

### SETTING DIRECTION/COMMUNITY LEADERSHIP

- **May 2, 2003**  
Marriott Irvine  
18000 Von Karman Avenue  
Irvine, CA 92612
- **May 20, 2003**  
Holiday Inn Walnut Creek  
2730 North Main Street  
Walnut Creek, CA 94596

### BOARD'S ROLE IN FINANCE & FISCAL ACCOUNTABILITY

- **September 15, 2003**  
Resort at Squaw Creek  
400 Squaw Creek Road  
Olympic Valley, CA 96146
- **October 1, 2003**  
Ayres Suites  
1945 East Holt Boulevard  
Ontario, CA 91764

### BOARD'S ROLE IN HUMAN RESOURCES

- **October 21, 2003**  
Sacramento Marriott  
11211 Point East Drive  
Rancho Cordova, CA 95742
- **October 24, 2003**  
DoubleTree Hotel  
201 E. MacArthur Boulevard  
Santa Ana, CA 92707

## SPECIAL INTRODUCTORY OFFER

**PRICE SHEET**

<b>BEST VALUE</b>	CSDA Member	*SDLF Sponsoring Organization Member	Non-Member
<b>Full Academy Price</b> Registration for all Four classes	<b>\$560.00</b>	<b>\$660.00</b>	<b>\$920.00</b>
<b>Governance Foundations - Course 1</b>	<b>\$160.00</b>	<b>\$185.00</b>	<b>\$250.00</b>
<b>Setting Direction/Community Leadership - Course 2</b>	<b>\$160.00</b>	<b>\$185.00</b>	<b>\$250.00</b>
<b>Board's Role in Finance &amp; Fiscal Accountability - Course 3</b>	<b>\$160.00</b>	<b>\$185.00</b>	<b>\$250.00</b>
<b>Board's Role in Human Resources - Course 4</b>	<b>\$160.00</b>	<b>\$185.00</b>	<b>\$250.00</b>

\* To determine if your district is a member of one of SDLF's sponsoring organizations, please reference page 4.

# REGISTER NOW!

*It is strongly recommended that the Governance Foundations module be the first course taken.*

**BEST VALUE!**

**FULL REGISTRATION  
ALL COURSES!**

*YES! I would like to sign up for THE FULL ACADEMY!*

CSDA Members: \$ 560.00

SDFL Spons. Org. Member \$ 660.00

Non-members: \$ 920.00

Full registration includes registration for all classes in CSDA's Special District Governance Program.

Simply indicate which classes you would be interested in attending by checking the appropriate box to the right.

## CHECK ONE - MEMBER STATUS

- CSDA Member
- SDFL Sponsoring Organization Member
- Non-member

*Per course price list.  
CSDA Member - \$160.00  
SDFL Sponsoring Organization Member - \$185.00  
Non-member - \$ 250.00  
Lunch is included.*

<p><b>COURSE 1</b></p> <p><input type="checkbox"/> <b>GOVERNANCE FOUNDATIONS</b></p> <p><input type="checkbox"/> April 8, 2003 - Sacramento</p> <p><input type="checkbox"/> April 10, 2003 - Santa Ana</p> <p><input type="checkbox"/> September 15, 2003 - Olympic Valley</p>	<p><b>COURSE 2</b></p> <p><input type="checkbox"/> <b>SETTING DIRECTION/ COMMUNITY LEADERSHIP</b></p> <p><input type="checkbox"/> May 2, 2003 - Irvine</p> <p><input type="checkbox"/> May 20, 2003 - Walnut Creek</p>
<p><b>COURSE 3</b></p> <p><input type="checkbox"/> <b>BOARD'S ROLE IN FINANCE &amp; FISCAL ACCOUNTABILITY</b></p> <p><input type="checkbox"/> September 15, 2003 - Olympic Valley</p> <p><input type="checkbox"/> October 1, 2003 - Ontario</p>	<p><b>COURSE 4</b></p> <p><input type="checkbox"/> <b>BOARD'S ROLE IN HUMAN RESOURCES</b></p> <p><input type="checkbox"/> October 21, 2003 - Sacramento</p> <p><input type="checkbox"/> October 24, 2003 - Santa Ana</p>

### CALCULATE REGISTRATION COST:

Course 1 \$ \_\_\_\_\_

Course 2 \$ \_\_\_\_\_

Course 3 \$ \_\_\_\_\_

Course 4 \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### PLEASE MAIL/FAX THIS FORM TO:

California Special Districts Association  
1215 K Street, Suite 930  
Sacramento, CA 95814  
Fax: 916.442.7889  
Toll-free: 877.924.CSDA

TOTAL AMOUNT ENCLOSED: \$

Name/Title: \_\_\_\_\_

District/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Method of Payment:  Check  Visa  Mastercard

Acct. Name: \_\_\_\_\_ Account #: \_\_\_\_\_

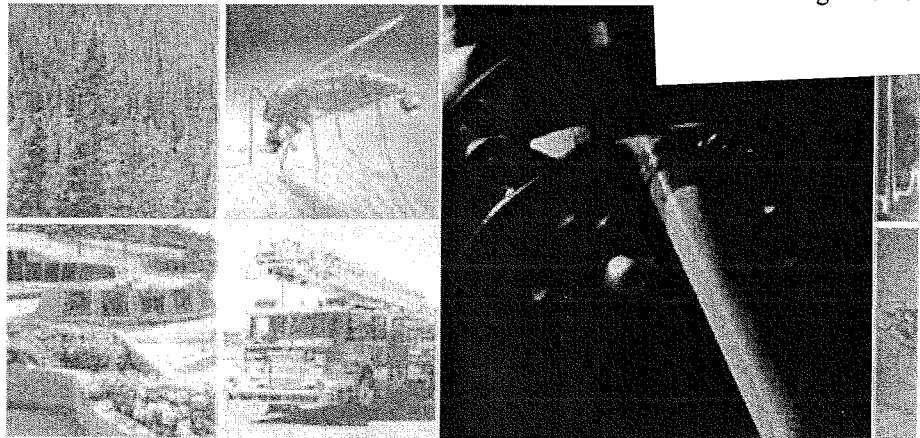
Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Special needs:  Wheelchair Access  Visually Impaired  Hearing Impaired  
 Vegetarian  Other: \_\_\_\_\_

**Cancellation Policy:** Cancellations **MUST** be made **IN WRITING** no later than three days prior to the event in order to receive a full refund less a \$25 processing fee. There will be **NO EXCEPTIONS.**



*California Special Districts Association*  
1215 K Street, Suite 930  
Sacramento, California 95814  
t: 916.442.7887  
f: 916.442.7889  
toll-free: 877.924.CSDA



[About Special Districts](#) | [About CSDA](#) | [Member Benefits](#) | [Education](#) | [Home](#)

## HOTEL ACCOMMODATIONS

April 29, 2003  
Embassy Suites Hotel  
San Luis Obispo  
333 Madonna Road  
San Luis Obispo, CA 93405  
Reservations: 1-800-EMBASSY  
Rm Rate: \$99 sg/\$109 dbl  
Rm Cut off: April 7th, 2003

October 8, 2003  
Holiday Inn Concord  
1050 Burnett Avenue  
Concord, CA 94520  
Reservations: 888.263.8555  
Room Rate: \$84  
Rm Cut off: Sept. 29, 2003

October 10, 2003  
Double Tree Hotel  
Santa Ana  
201 E. MacArthur Blvd  
(Minutes from the John Wayne  
Airport) Santa Ana, CA 92707  
Reservations: 800.222.TREE  
Room Rate: \$99  
Rm Cut off: Sept. 25, 2003

## ADMINISTRATIVE SERIES

# SPECIAL DISTRICT BOARD SECRETARY TRAINING

*This session was developed specifically for board secretaries to address all aspects of the position*

**I would like to register for this event NOW!**

A comprehensive overview of the legal, administrative and customer service role of a board secretary.

The role of the board secretary in a California special district is not just a solely administrative function, but in many cases one of the most highly visible in the district. What to many may appear by title to be a solely administrative function is, in reality, a staff member who must manage the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, as well as record minutes and maintain numerous deadlines. Managing the many hats worn by board secretaries is a challenging profession. This one-day workshop will not only offer attendees comprehensive information that will assist them in performing the numerous functions, but will also give board secretaries an opportunity to network with one another that is invaluable in itself.

### PARTICIPANTS WILL LEAVE THE WORKSHOP KNOWING HOW TO:

- Ensure all legal requirements are being met
- Implement a comprehensive records retention policy
- Adopt ordinances and resolutions
- Record effective and usable minutes
- Record a decision or action
- Record failed motions
- Correct minutes for a public agency
- Implement parliamentary procedures

- Develop customer service and public relations skills
- Comply with the many requirements of the Ralph M. Brown Meeting Act: agenda posting, meeting notices, electronic records and more
- Comply with the Public Records Act

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### **SPEAKERS**

**David McMurchie** is the managing partner of the Public Entity Dept. of the firm of McMurchie, Weill, Lenahan, Lee, Slater and Pearse, LLP. He has been providing legal advice and consultation to special districts and local powers authorities in California for the last forty years. Mr. McMurchie has twenty-four years of experience in representing various types of special districts including water, community services, cemetery and recreational park districts. Mr. McMurchie also serves as general counsel for two statewide associations of special districts, the California Special District Association comprising over 600 special district members and the California Association of Recreation and Park Districts.

**David Aranda** Over the past nine years David Aranda has been intimately involved with independent special districts. Mr. Aranda is the General Manager for Stallion Springs Community Services District and currently serves as a director for a Joint Powers Authority and an associate director for Resource Conservation District. Mr. Aranda has been a member of the California Special Districts Association (CSDA) Board of Directors for the past 7 years, and has served as the President of the Special District Leadership Foundation (SDLF) since its inception in 1999. He has also served as the Education Chair for CSDA and has been instrumental in developing CSDA's Special District Governance Academy. Mr. Aranda earned the designation as Special District Administrator (SDA) in 2000, and believes that education and communication lead to independent special districts serving their constituents.

**Meyers Nave** - Attorneys at Meyers Nave have earned their reputation helping public officials find creative solutions to financial, regulatory and legal issues. Our extensive knowledge of all areas of municipal law -- coupled with hands-on experience in negotiating and litigating -- allows us to cut through the core of most issues and resolve them quickly.

**Kent Alm**, a member of our public law group, has developed a practice dedicated to public, environmental and construction law during his career. He serves as general and special counsel to special districts. His practice includes both litigation and non-litigation legal support.

**Ben Reyes** served as in-house counsel at the East Bay Municipal Utility District, where he advised the Board and senior management on a variety of legal and governmental matters. He regularly handled claims relating to public works projects and provided legal advice to the fire, purchasing and engineering departments. He also practiced legislative advocacy with EBMUD's Office of Intergovernmental Affairs.

### **REGISTER FOR THIS EVENT!**

Select:

- October 8, 2003 -- Concord
- October 10, 2003 -- Santa Ana



Name:

Title:

District:

Address:

City:  State:  Zip:

Phone:  Fax:

E-mail:

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**CANCELLATION POLICY**

Cancellations must be made in writing via fax or mail no later to the event in order to receive a full refund, less a \$25 proces EXCEPTIONS.

1215 K Street, Suite 930  
Sacramento, CA 95814  
fax: 916.442.7889

Yes, I've read and understand the cancellation policy.

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**REGISTRATION!**

- CSDA Members - \$ 165.00
- Non-CSDA Members - \$ 205.00

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Payment:  Will pay at door  
 Check (via mail)  
 Visa  
 Mastercard

Acct. Name:

Account #:  (Numbers only please)

Exp. Date:  (example: 0103 for January 2003)





**SPECIAL DISTRICT RISK  
MANAGEMENT AUTHORITY**

A Property, Liability, and Workers' Compensation Program for Public Agencies

**ANNUAL MEMBERSHIP MEETING  
THURSDAY, OCTOBER 2, 2003**

**AYRES COUNTRY SUITES**  
1945 EAST HOLT BLVD., ONTARIO, CA 91764  
(909) 390-7778 or (800) 248-4661  
[www.countrysuites.com/ontario\\_airport.htm](http://www.countrysuites.com/ontario_airport.htm)

**This will be the first combined Annual Meeting for members of both the Property/Liability and  
Workers' Compensation Programs**

- |                                  |  |
|----------------------------------|--|
| 8:00 - 8:45 AM                   | Registration   |
| 9:00 - 9:30 AM                   | Opening Remarks<br>David Aranda, SDRMA Board President   |
|                                  | Staff Introduction<br>Jim Towns, SDRMA CEO   |
| 9:30 - 10:00 AM                  | New Developments at SDRMA<br>Jim Towns - SDRMA CEO   |
| 10:00 - 10:15 AM                 | Break  |
| 10:15 - 11:45 AM                 | Coverage Update - The Package Program<br>James Wagoner, Esq.,<br>Dennis Timoney, Claims Manager  |
| 11:45 - 1:00 PM                  | Lunch (Provided)   |
| <b><u>Breakout Sessions:</u></b> |  |
| 1:00-2:30 PM                     | Workers' Compensation Update: or Liability Update:<br>David McMurchie, Esq. Dennis Timoney, Safety/Claims Manager                                |
| 2:30 - 2:45 PM                   | Break  |
| <b><u>Breakout Sessions:</u></b> |  |
| 2:45 - 3:45 PM                   | Workers' Comp. Claims Process: or Employment Liability Legal Update:<br>Eileen Gould, G.B. Bragg & Assoc. Jeff Thompson, Esq., Declues & Burkett |
| 3:45 - 4:00 PM                   | Joint Closing Session  |

# ANNUAL MEMBERSHIP MEETING

THURSDAY, OCTOBER 2, 2003

AYRES COUNTRY SUITES  
1945 EAST HOLT BLVD., ONTARIO, CA 91764  
(909) 390-7778 or (800) 248-4661  
www.countrysuites.com/ontario\_airport.htm

## REGISTRATION FORM

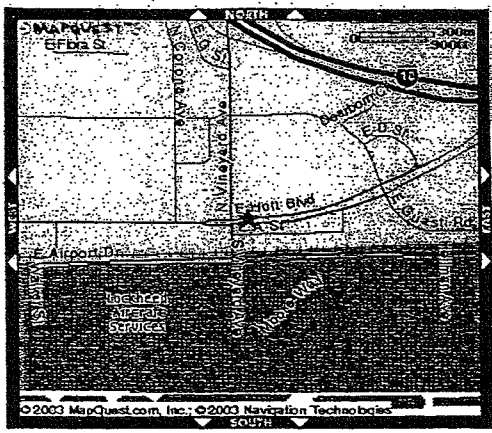
Member District: \_\_\_\_\_

Member of:      Property & Liability Program        
                         Workers' Compensation Program     

Attendee(s) Name:	Attendee(s) Title:
_____	_____
_____	_____
_____	_____
_____	_____

**Please fax Registration form to:** Brandy Young, SDRMA Member Services  
**Fax Number:** (916) 641-2776  
**Registration Due:** Wednesday, September 24, 2003.

Attendance at this event will qualify your agency to receive Credit Incentive Points (CIP) and /or Variable Discount Points (VDP) which will be applied to the 2004 - 2005 program year contribution.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** **Approval of Human Resources Contract with Gail Koff & Associates**  
**DATE:** September 22, 2003

**BACKGROUND**

In her memo to the Library Board of Trustees dated August 25, 2003 concerning the Staff Survey Responses Library Director Minter requested that the Board hire a qualified Human Resources consultant to manage the processing and further investigation of the charges and complaints in the responses.

The Library Board President subsequently notified the Library Director that she would be working with Gail Koff & Associates.

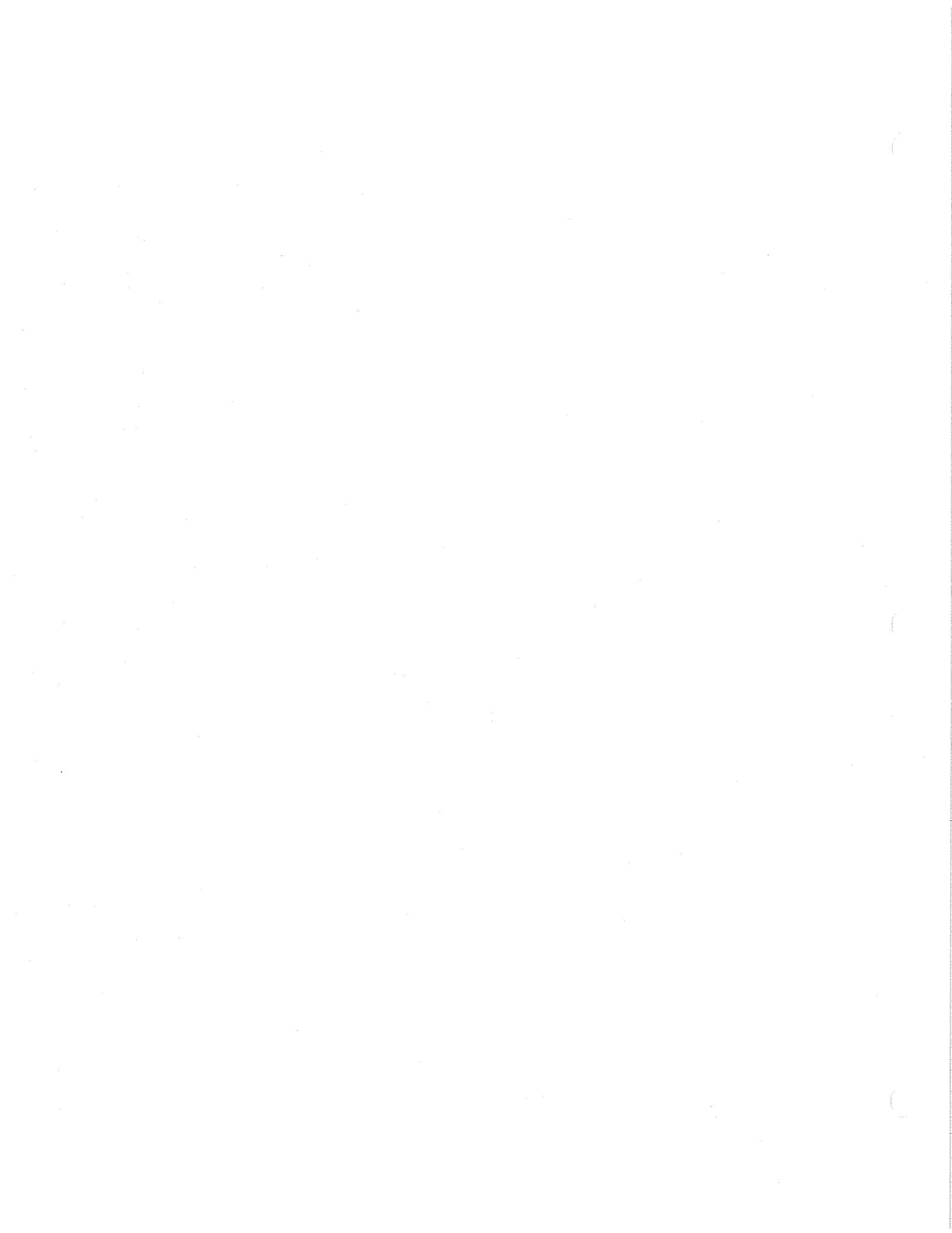
Library Board President Shkoler has forwarded the following proposed contracts for the Board's consideration:

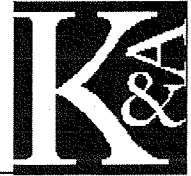
- 📖 Attachment A, dated August 28, 2003, includes compensation information for recruitment-related assistance.
- 📖 Attachment B, dated September 7, 2003, specifically addresses the employee and organizational analysis project currently underway, including a cursory review and comment of the Policy Manual.

Both contracts reflect the same scope of work.

**RECOMMENDATION**

Approve contract with Gail Koff & Associates.





KOFF & ASSOCIATES, INC.  
Human Resource Consulting Since 1984

**HUMAN RESOURCES  
MANAGEMENT  
CONSULTING AGREEMENT**

THIS AGREEMENT, made as of the 5th day of September 2003, by and between Koff & Associates, Inc. (Consultant), with offices located at 18 Crow Canyon Court, Suite 165, San Ramon, CA 94583 and Placentia Library District, with offices located at 411 East Chapman Ave, Placentia, CA 92870 (Client).

**WITNESSED**

WHEREAS, The Client desires Consultant to perform services as directed by the Client, and the Consultant desires to do so for the compensation and according to the terms and conditions set forth herein.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**ARTICLE I SCOPE OF WORK**

To provide a variety of human resource management consulting projects, organizational reviews and assistance as identified and agreed to by the District and/or Board of Directors.

**ARTICLE II COMPENSATION**

For the time of consultant for non-recruitment efforts, the fees payable by Placentia Library District shall be determined by multiplying the actual hours worked on the project by the billing rate of the consultant assigned to the project. Billing rates are:

Gail Koff, Principal	\$150/hr
Associates	\$125/hr

The employee and organizational analysis project currently underway will not exceed 60 hours. These stated hours will also include a cursory review/comment of the Policy Manual currently being reviewed by the Board of Directors.

Documented reimbursable expenses including mileage (at IRS current rate) airfare, per diem, car rental, parking, telephone, reproduction, UPS, etc.) is a direct pass-through and submitted as incurred. Travel time will be billed at ½ consultant hourly rate, not to exceed three hours each direction.

Compensation due CONSULTANT shall be billed to the CLIENT and shall be due and payable within thirty (30) days following receipt thereof. Billings shall be prepared in such form and supported by such documents as the CLIENT may reasonably require.

### **ARTICLE III INDEPENDENT CONTRACTOR**

It is expressly understood between the parties hereto that no employee/employer relationship is intended, the relationship of Consultant to the Client being an independent contractor. As such independent contractor, Consultant shall exercise sole discretion as to scheduling, personnel, and all other matters relating to performance of the Consultant's work.

### **ARTICLE IV NON DISCLOSURE**

Provided that such information is specifically designated by the Client in writing as confidential or proprietary in nature at the time of disclosure or access, Consultant agrees not to divulge to third parties without written consent of the Client any information obtained from or through the Client in connection with the performance of this Agreement unless (a) the information is, at the time of disclosure by Consultant, than in the public domain; (b) the information is known to Consultant prior to obtaining same from the Client; or (c) the information is obtained by Consultant from a third party who did not receive the same, directly or indirectly, from the Client.

### **ARTICLE V TERMINATION**

This Agreement may be terminated at any time by either party. If terminated by the Consultant, any assignment that has been accepted by Consultant will be completed if desired by the Client. If terminated by the Client, the Consultant's work shall be immediately discontinued if requested. The Consultant shall provide the Client with a final invoice of hours worked.

### **ARTICLE VI PERFORMANCE OF CONSULTANT**

Consultant agrees that the services provided pursuant to this Agreement shall be performed in accordance with the terms of this Agreement and with sound and



generally-accepted human resource practices and procedures. Consultant agrees not to assign any of the services provided pursuant to this Agreement without first obtaining written approval of the CLIENT.

Additionally, all of consultant's work product produced in performance of this Agreement shall be delivered to the CLIENT upon completion or termination of this Agreement. All such files and work product are the property of the CLIENT.

#### **ARTICLE VII INDEMNIFICATION**

The Client agrees to indemnify and hold harmless Consultant against any and all loss, damage, claim, demand, suit or cause of action, including the expenses of defending against such claim, demand, suit or cause of action, resulting from injury or harm to any person or property arising out of or in any way connected with the performance of work under this Agreement, but not including the sole or active negligence or the willful misconduct of the Consultant.

#### **ARTICLE VIII SURVIVAL**

The provisions of Article VII "Indemnification", shall survive the termination or cancellation of this Agreement, or the completion of services performed hereunder, and shall apply to the full extent permitted by law.

#### **ARTICLE IX SEVERABILITY**

If any term of this Agreement is held to be unenforceable, no other terms of this Agreement shall be effected by that holding, and the remainder of the Agreement shall be interpreted as if it did not contain the unenforceable term.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duty-authorized representatives, as of the date herein above first written.

By: **Koff & Associates, Inc.**

By: **Placentia Library District**

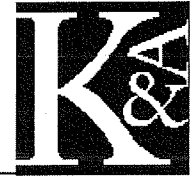
\_\_\_\_\_  
Gail B. Koff  
President/CEO

Date

\_\_\_\_\_  
Al Shkoler  
President of the Board of Directors

Date





KOFF & ASSOCIATES, INC.  
Human Resource Consulting Since 1984

**HUMAN RESOURCES  
MANAGEMENT  
CONSULTING AGREEMENT**

THIS AGREEMENT, made as of the 5th day of September 2003, by and between Koff & Associates, Inc. (Consultant), with offices located at 18 Crow Canyon Court, Suite 165, San Ramon, CA 94583 and Placentia Library District, with offices located at 411 East Chapman Ave, Placentia, CA 92870 (Client).

**WITNESSED**

WHEREAS, The Client desires Consultant to perform services as directed by the Client, and the Consultant desires to do so for the compensation and according to the terms and conditions set forth herein.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**ARTICLE I SCOPE OF WORK**

To provide a variety of human resource management consulting projects, organizational reviews and assistance as discussed and directed by the District and/or Board of Directors.

**ARTICLE II COMPENSATION**

For the time of consultant for non-recruitment efforts, the fees payable by Placentia Library District shall be determined by multiplying the actual hours worked on the project by the billing rate of the consultant assigned to the project. Billing rates are:

Gail Koff, Principal	\$150/hr
Associates	\$125/hr

For recruitment-related search assistance, our fee is 25% of first year annual salary plus recruitment expenses.

For recruitment-related search assistance, our professional fee is 25% of first year annual salary plus recruitment expenses.

Documented reimbursable expenses including mileage ((at IRS current rate) airfare, per diem, car rental, parking, telephone, reproduction, UPS, etc.) is a direct pass-through and submitted as incurred. Travel time will be billed at ½ consultant hourly rate, not to exceed three hours round-trip per site visit.

Compensation due CONSULTANT shall be billed to the CLIENT and shall be due and payable within thirty (30) days following receipt thereof. Billings shall be prepared in such form and supported by such documents as the CLIENT may reasonably require.

### **ARTICLE III INDEPENDENT CONTRACTOR**

It is expressly understood between the parties hereto that no employee/employer relationship is intended, the relationship of Consultant to the Client being an independent contractor. As such independent contractor, Consultant shall exercise sole discretion as to scheduling, personnel and all other matters relating to performance of the Consultant's work.

### **ARTICLE IV NON DISCLOSURE**

Provided that such information is specifically designated by the Client in writing as confidential or proprietary in nature at the time of disclosure or access, Consultant agrees not to divulge to third parties without written consent of the Client any information obtained from or through the Client in connection with the performance of this Agreement unless (a) the information is, at the time of disclosure by Consultant, than in the public domain; (b) the information is known to Consultant prior to obtaining same from the Client; or (c) the information is obtained by Consultant from a third party who did not receive the same, directly or indirectly, from the Client.

### **ARTICLE V TERMINATION**

This Agreement may be terminated at any time by either party. If terminated by the Consultant, any assignment that has been accepted by Consultant will be completed if desired by the Client. If terminated by the Client, the Consultant's work shall be immediately discontinued if requested. The Consultant shall provide the Client with a final invoice of hours worked.

### **ARTICLE VI PERFORMANCE OF CONSULTANT**

Consultant agrees that the services provided pursuant to this Agreement shall be performed in accordance with the terms of this Agreement and with sound and

generally-accepted human resource practices and procedures. Consultant agrees not to assign any of the services provided pursuant to this Agreement without first obtaining written approval of the CLIENT.

Additionally, all of consultant's work product produced in performance of this Agreement shall be delivered to the CLIENT upon completion or termination of this Agreement. All such files and work product are the property of the CLIENT.

#### **ARTICLE VII INDEMNIFICATION**

The Client agrees to indemnify and hold harmless Consultant against any and all loss, damage, claim, demand, suit or cause of action, including the expenses of defending against such claim, demand, suit or cause of action, resulting from injury or harm to any person or property arising out of or in any way connected with the performance of work under this Agreement, but not including the sole or active negligence or the willful misconduct of the Consultant.

#### **ARTICLE VIII SURVIVAL**

The provisions of Article VII "Indemnification", shall survive the termination or cancellation of this Agreement, or the completion of services performed hereunder, and shall apply to the full extent permitted by law.

#### **ARTICLE IX SEVERABILITY**

If any term of this Agreement is held to be unenforceable, no other terms of this Agreement shall be effected by that holding, and the remainder of the Agreement shall be interpreted as if it did not contain the unenforceable term.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duty-authorized representatives, as of the date herein above first written.

By: **Koff & Associates, Inc.**

By: **Placentia Library District**

---

Gail B. Koff  
President/CEO

Date

---

Al Shkoler  
President of the Board of Directors

Date



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# PLACENTIA LIBRARY DISTRICT

## LIBRARY DIRECTOR'S OFFICE

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**TO:** Library Board of Trustees

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

**DATE:** September 22, 2003

**SUBJECT:** Staff Survey Responses

I believe that we now have a fairly accurate picture of the status of the staff/Library Director relationship as of this summer. The feedback from the written comments on the survey and from Ms. Goff have in most instances covered the same situations and anecdotes that were discussed in the Susan Berk workshop.

While the interpersonal issues identified at the workshop, in the survey and during the subsequent interviews will take time to resolve, the activities that were agreed to at the end of the Susan Berk workshop have been taking place.

The full staff is meeting on a semi-monthly basis with rotating leadership of the meetings based on the topic. The topics have been determined at a quarterly session using a group process. The items that have been developed through the staff meetings include the Patron Behavior Policy (adopted by the Board in July) and the Sick Leave Incentive Program (presented in tonight's policy review). Currently they are presenting ideas from other libraries.

So much of what I have to do is dependent upon working through the managers. The additional meeting requirements with staff are being added to an already full schedule of activities and an extremely limited amount of time – full-time staff has 39 hours of public service and a 40-hour work week. Neither the Program Committee (public services) nor the Collection Development Committee (technical services) had been meeting regularly for several years but they are making efforts to reorganize and work on coordination of activities and special projects. I am monitoring their progress through the bi-weekly management meetings.

I am recommending that Ms. Goff conduct another round of staff interviews next September in order to provide some measurement of progress. I am also recommending that the Board have her conduct a wage and classification study for the District. This will be the first such study in over twelve years.





TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: September 16, 2003

**SUBJECT: Program Committee Report for the month of August**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	71
<b><u>TYD Total</u></b>	1	71
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	35
Thurs. AM Story Times	4	91
3-4 year-old music times	4	133
5-6 year-old music times	4	42
Lapsits	4	58
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
<b>TOTAL FOR JULY</b>	<b>20</b>	<b><u>359</u></b>
<b>YTD TOTAL</b>	<b>45</b>	<b><u>1,011</u></b>

<i>LITERACY SERVICES</i>	<i>August 2003-04</i>	<i>FY 2003-04 YTD</i>
Total Tutors	142	148
Total Students	148	202
Total Hours	1,404	2,884

For more detailed literacy statistics, see Agenda Item 45, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Jillian Rakos, Children's Librarian

Date: September 22, 2003

Subject: August Activities in the Children's Department *JR*

**Programming-** There were 8 storytimes, 4 lapsits and 8 MusicTimes in August.


TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	30 children / 28 adults
Storytimes (a.m.) 3 - 6 year olds	4	54 children / 37 adults
Storytimes (p.m.) 3 - 6 year olds	4	20 children / 15 adults
MusicTimes 3 - 4 year olds	4	75 children / 58 adults
MusicTimes 5 - 6 year olds	4	25 children / 17 adults
<b>TOTALS</b>	<b>20</b>	<b>204 children / 155 adults</b>

**Summer Reading Program-** the Summer Reading Program ended August 28, 2003. A total of 990 children registered for SRP this year (up 84 from last year). A total of 409 children completed all 8 weeks of the program ( up from 302 in 2002). Teen volunteers continued to help out in the children's department. They were involved in manning the SRP table, re-shelving books, and cleaning and re-labeling the picture books.

**Way Out Wednesdays-** there was one Way Out Wednesday show in August with a total of 105 children and adults attending. Our grand finale was a very entertaining Bubble Mania performer.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: September 16, 2003

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of August.**

**Tutor Training.** The Literacy Coordinator conducted one regular workshop and two accelerated workshops in August and eight tutors were trained, four adults and four teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for September 7, 2003.

**Families for Literacy (FFL) Program Status.** In August, FFL had it's first family picnic at Kraemer Park: **Back-to-School BBQ.** This event featured John Williams, "The Ladybug Man," of Echo Park, Los Angeles and Son del Centro of Santa Ana. There were a total of 11 families that received the family book, *What a Wonderful World* by George David Weiss and Bob Thiele, and that participated in the environmental presentation and son jarocho workshop. FFL now serves a total of 48 families.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP's inaugural year this past school year was tremendously successful. More than 80 high school volunteers from El Dorado and Valencia High Schools accounted for over twelve hundred tutoring hours. Many of our PRREP volunteers have taken the summer off, and we have encouraged them to come back again next year.

**Reach Out and Read Partnership Stops for the Summer.** PLLS will continue its partnership in September with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are taking July and August off, but plan to come back in September.

**English Language and Literacy Intensive (ELLI) Program Update.** May was the last full month for ELLI. We're still waiting for information from the State Library to determine funding for ELLI for FY 2003-04, and to what extent the program will continue.

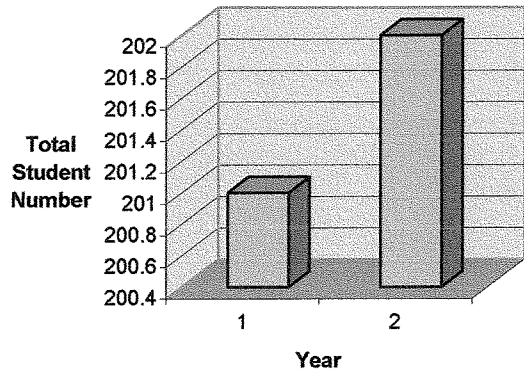
**Literacy statistics.** See Agenda Item 45, Page 2 of 3 and Page 3 of 3.

## Placenta Library Literacy Services

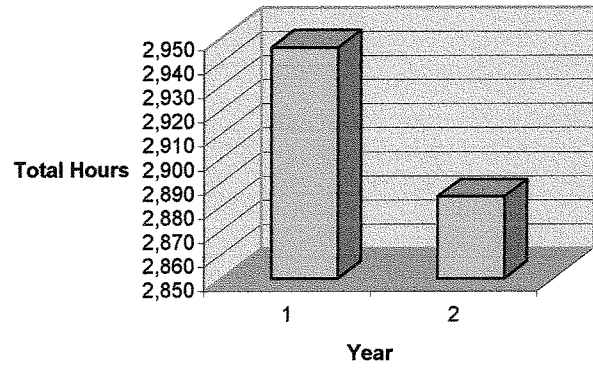
### Report of Growth and Progress

	Aug-03	Aug-03	YTD 2002	YTD 2003
<b>Tutors</b>				
Adult	85	89	85	91
Teen	55	53	60	57
Hours Instruction	1,480	1,404	2,946	2,884
Other Volunteer Hours	20	96	68	144
Total Hours	1,516	1,452	3,014	3,028
<b>Training Workshops</b>				
Workshops Held	2	2	4	4
Tutors Trained	11	8	27	18
<b>Students</b>				
With Adult Tutors	93	89	141	141
With Teen Tutors	49	59	60	61
In Groups	0	0	0	0
Total Active Students	143	148	201	202
<b>Families for Literacy</b>				
Family Students	6	8	7	8
Family Tutors	6	11	12	11
Hours of Instruction	36	15	132	30
<b>ELLI Program</b>				
K-6th Grade Students	0	0	423	0
Tutors for K-6th Grade	0	0	20	0
Hours of Instruction	0	0	1832	0
<b>Total Tutors</b>	140	142	140	148
<b>Total Students</b>	143	148	201	202
<b>Total Instruction Hours</b>	1,480	1,404	2,946	2,884

Change In Total Students



Increase in Instruction Hours







To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: September 16, 2003

**SUBJECT: Placentia Library Web Site Development Report for the month of August.**

In August, the Placentia Library District had 33,966 "hits" on the Web Site, an average of 1,100 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122				
Friends	82	63				
District	81	76				
Kids	191	144				
Foundation	68	58				
History Room	150	125				
Literacy/CLC Logo	68	69				
Passports	530	498				
Total Views Most Hits	1,355	1,085				

Total Most Hits YTD 2,440



TO: Elizabeth Minter, Library Director  
FROM: Phyllis Humple, Volunteer Coordinator *PH*  
DATE: September 22, 2003  
SUBJECT: **Publicity materials produced for August 2003**

**Information on the Placentia Library cable channel #53, updated September 9, 2003:**

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. Library Departments
5. Friends of Placentia Library Bookstore offering great bargains
6. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
7. Bookstore Volunteers Needed
8. Literacy Services logo
9. Literacy Program asking for volunteers
10. Apply for your passport at Placentia Library
11. Passport Hours
12. Silent Auction
13. Story Times and Music Times
14. Telephone Renewal Instructions
15. Local History Room
16. Poet Laureate Scheduled
17. Charles Frazee Program on Travel to Turkey
18. Veterans Day and Thanksgiving Closures

**General Newspaper articles published:**

1. Bradford House Program for New Docents

**Library Newspaper articles published:**

1. Bargain Prices Set for Used-Book Sale
2. New Trustee on Library Board

**Flyers and Notices:**

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer

**pacific clippings**

**p m b 1 1 7 8 9**  
**santa ana, calif. 92711**

The Register  
Daily  
AUG 27 2003

**PLACENTIA 332**

**Mansion meeting:** The historic Bradford House will host an informational program about the landmark from 9 to 11 a.m. Friday for those interested in becoming docents. The meeting, at the 136 Palm Circle home, will focus on the 1902 Victorian-era mansion's history, architecture and furnishings. Docents conduct tours, make presentations and help with special events. Details: (714) 528-4592.

- Patrick Vuong  
(714) 704-3796  
pvuong@ocregister.com

**pacific clippings**

**post office box 11789**  
**santa ana, calif. 92711**

Placentia News  
Weekly SEP - 4 2003

**Bargain prices set for used-book sale**

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sept. 14 at the library, 411 E. Chapman Ave.

Used, hard-cover volumes and paperback books will be sold for discounted prices. Proceeds benefit the library and its programs.

Information: (714) 996-8390.

**pacific clippings**

**p m b 1 1 7 8 9**  
**santa ana, calif. 92711**

The Register  
Daily  
SEP 10 2003

**PLACENTIA 332 83**

**New trustee:** Resident Richard C. DeVecchio was appointed to the Placentia Library District board by the Orange County Board of Supervisors. His term on the five-member board expires in December 2004. The board works on policies and budgeting for the Placentia Library. DeVecchio previously served as vice president of student services at Fullerton College.

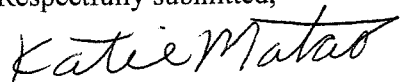
-- Blythe Bernhard  
(714) 704-3771  
bbernhard@ocregister.com

SAFETY COMMITTEE MEETING  
AUGUST 21, 2003  
MINUTES

- I. Call to Order: 9:25 A.M.
- II. Members Attending: Esther Guzman  
Katie Matas  
Jillian Rakos  
Donna Siloti
- III. Old Business
1. SDRMA safe driving materials were distributed and discussed at the Wednesday, August 6, 2003 staff meeting.
- IV. New Business
1. None

The next meeting will be September 24, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas



# OCCOG Currents

Orange County Council of Governments

## Cities

Aliso Viejo  
Anaheim  
Brea  
Buena Park  
Costa Mesa  
Cypress  
Dana Point  
Fountain Valley  
Fullerton  
Garden Grove  
Huntington Beach  
Irvine  
La Habra  
La Palma  
Laguna Beach  
Laguna Hills  
Laguna Niguel  
Laguna Woods  
Laguna Forest  
Lamitos  
Mission Viejo  
Newport Beach  
Orange  
Placentia  
Rancho Santa Margarita  
San Clemente  
San Juan Capistrano  
Santa Ana  
Seal Beach  
Stanton  
Tustin  
Villa Park  
Westminster  
Yorba Linda  
County of Orange

## Agencies

Costa Mesa Sanitary District  
East Orange Water District  
El Toro Water District  
Emerald Bay Service District  
Los Alisos Water District  
Irvine Ranch Water District  
Mesa Consolidated Water District  
Moulton Niguel Water District  
Orange County Sanitation District  
Orange County Transportation Authority  
Orange County Water District  
Placentia Library District  
Pomona/Los Alamitos Area Sewer District  
Pomona Water District  
Serrano-Modjeska Parks & Recreational District  
South Coast Water District  
Trabuco Canyon Water District  
Transportation Corridor Agencies  
Foothill/Eastern  
San Joaquin Hills  
University of California, Irvine

## “Planning The Future of Orange County”

In celebration of the contributions and accomplishments of its membership, OCCOG is holding its Seventh Annual General Assembly, appropriately themed “Planning The Future of Orange County.” The General Assembly will be held on Thursday, August 28, 2003 at the Orange County Water District in Fountain Valley from 8:30 a.m. to 1:30 p.m.

It is anticipated 100 participants, including delegates from each of OCCOG’s 52 member organizations, will be on hand to review OCCOG’s past year’s achievements and to set the agenda for next year’s work program.

This year’s General Assembly will kick-off OCCOG’s Growth Visioning Program, an initiative to provide Orange County communities with tools and educational information regarding smart growth principles as a means to develop alternatives to traditional growth patterns. This effort, in

conjunction with the other OCCOG programs such as the Inter-Regional Partnership, will help Orange County’s communities provide adequate housing and strategies to reduce congestion.

Nick Bollman, Founder and President of the California Center for Regional Leadership, will be on hand again this year to provide introductory remarks about smart growth and aid us in our thinking about growth visioning. Additionally, Dr. Dowell Myers, an authority on regional demographics, will provide us with an important demographic overview of our region.

The General Assembly will also include presentations by OCCOG staff on the current fiscal year budget as well as review the past year’s accomplishments. We hope you will enjoy this annual issue of OCCOG Currents and we appreciate your continued support of the efforts of OCCOG.

### In This Issue....

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Our Slice of The Coast	page 4
Regional Issues Update	page 5
Projections, Forecasts and Growth Policy....	page 6
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Reduce Orange County Congestion Program	page 8

## Chair's Column

*Phil Anthony, Independent Special Districts*



Phil Anthony

Back in 1889 when Orange County officially declared itself independent of Los Angeles County, one of the dominant reasons cited was a lack of attention paid to our "agrarian concerns." Today, agriculture no longer dominates our lives. However, in this great tradition OCCOG "cultivated" many programs that are now beginning to bear fruit. Entering our seventh successful year, we have expanded our membership and made great gains in federal funding.

The success of our COG results from our ability as 52 individual cities, agencies and the county to come together, cooperate and establish common goals. One of our principle assets is the diversity of our membership that provides us with a variety of perspectives and resources. With the recent addition of eight members, all special districts providing essential services, our membership is ever growing and a source of pride in our COG.

I hope you are familiar with the ROCC (Reduce Orange County

Congestion) program that has been an important focus of our efforts. We are very excited to have secured a \$1 million federal earmark for transportation funding that will go directly to our OCCOG member agencies to fund smart growth strategies that reduce congestion and improve air quality. Our work is swiftly leading to a call for projects anticipated in late fall or early winter. This project is the prototype of what will hopefully be an ongoing program securing important federal funds for Orange County.

Our Inter-Regional Partnership (IRP) with Western Riverside Council of Governments (WRCOG), which has voluntarily formed to address the job-housing imbalance between Orange and Riverside counties, has gained enormous momentum having already begun implementation of our short-term goals. We now have September to look forward to when the IRP Policy Committee will determine our long-term strategies as we move forward in the IRP's final year.

Finally, at the OCCOG General Assembly on August 28th, we will be launching phase four of our Livable Communities Program - a local Growth Visioning workshop. This presents another livable communities/smart growth accomplishment. The General Assembly will provide you an opportunity to taste the exciting things to come. Perhaps our strong focus on land-use and smart growth demonstrates the historical connection of our county with the land on which we live. I look forward to seeing many of you at our upcoming General Assembly.

### Board of Directors

#### Chair

**Phillip Anthony**

*Independent Special Districts*

*Vice Chair*

**Lou Bone**

*Council Member, Tustin*

**Steve Anderson**

*Orange County Sanitation District*

**Ron Bates**

*Council Member, Los Alamitos*

**Arthur Brown**

*Council Member, Buena Park*

**Bill Campbell**

*County Supervisor*

**Richard Chavez**

*Council Member, Anaheim*

**Debbie Cook**

*Council Member, Huntington Beach*

**Elizabeth Cowan**

*Council Member, Costa Mesa*

**William Craycraft**

*Council Member, Mission Viejo*

**Cathryn DeYoung**

*Council Member, Laguna Niguel*

**Richard Dixon**

*Mayor, Lake Forest*

**Alta Duke**

*Mayor Pro Tem, La Palma*

**Peter Herzog**

*Mayor Pro Tem, Lake Forest*

**Al Hollinden**

*Private Sector Representative*

**Karon Kaelin**

*University Seat Representative*

**Tim Keenan**

*Mayor Pro Tem, Cypress*

**Bev Perry**

*Mayor, Brea*

**Tod Ridgeway**

*Mayor, Newport Beach*

**Jim Silva**

*County Supervisor*

**Chuck Smith**

*County Supervisor*

**Dave Swerdlin**

*Transportation Corridor Agencies*

**Greg Winterbottom**

*Orange County Transportation Authority*

### OCCOG Staff

**Janet Huston**

*Executive Director*

**Michael Gold**

*Deputy Director*

**Jennifer Solomon**

*Communications & Marketing Specialist*

**Annabel Cook**

*Regional Issues Consultant*

**Heather Dion**

*Regional Issues Analyst*

**Matt Henkes**

*Policy Analyst*

**John Keisler**

*Policy Assistant*

**Fred Galante**

*Aleshire & Wynder, LLP*

**Bill Gayk**

*Center for Demographic Research*

**Jill Ingram-Guertin**

*City Clerk, Cypress*



# Improving California's Congested Roads

Congressman Gary Miller



Congressman Gary Miller

Nothing has a greater impact on our economic development, growth patterns and quality of life than transportation. As Californians, we know the importance of a fluid and safe system of roadways. Reliable and efficient transportation is critical to keeping people and goods moving and cities and communities prosperous. President Bush has released a \$247 billion proposal to improve our nation's highways, which is the largest transportation infrastructure investment in history. Of this amount, California would receive a bountiful \$16.8 billion to ensure that our transportation

network continues to meet the demands of California's growing population. In light of our state's current fiscal crisis, this money is desperately needed to maintain and improve our freeways, bridges and roads.

One of the president's primary objectives is to enhance the safety of America's roadways. Each year, in California alone, 3,000 people are killed and 180,000 are seriously injured in highway-related accidents. This equals more than eight Californians killed and almost 500 injured per day as they travel around our beautiful state. This is almost equal to the number of American soldiers killed per day in the Vietnam War. Our roadways should not be battlefields. The federal government must do everything in its power to address and prevent any further unnecessary loss of life.

To reduce the number of casualties on California's highways, the president's proposal will establish a new safety improvement program that will be funded at \$1 billion next year and grow to \$1.5 billion by 2009. California will receive almost 10 percent of these funds.

President Bush's proposal demonstrates his commitment to ensuring communities have the resources they need to improve their vital transportation infrastructure. As a member of the Transportation Committee, I plan to work with the president to ensure California receives its fair share of federal transportation dollars to improve safety and alleviate congestion on the freeways we rely upon every day.

# *Regional Issues Update*

OCCOG prides itself on quality programs and services to its member agencies. OCCOG is able to do this by utilizing grant funds it obtains from local, regional and state resources to support projects in specific areas that benefit the OCCOG member agencies. Such services provide great cost-savings to OCCOG member agencies. Here are examples of some of the on-going projects, programs and services that are offered through OCCOG and the appropriate contacts for more information. Find out what you can do to get involved in one of the OCCOG working groups or committees.

## Inter-Regional Partnership

The Inter-Regional Partnership (IRP), an effort supported by the California Department of Housing and Community Development, is a collaboration between OCCOG and the Western Riverside Council of Governments (WRCOG) to develop short- and long-term strategies that address job-housing imbalances between the two counties. The IRP will include a look at issues such as transportation and alternative transportation modes, housing and development, the environment and economic development. For more information, contact Heather Dion, Regional Issues Analyst, at (714) 972-0077.

## Demographic Support

For the past seven years, OCCOG has contracted with the Center of Demographic Research (CDR) to provide member agencies with demographic information and support. CDR provides a number of services to OCCOG members and also develops the Orange County Projections. Through the OCP process, every city in Orange County participates in developing population, employment, and housing projections, which are approved by the OCCOG Board and transmitted to the Southern California (SCAG) for use in regional plans. For more information, contact Dr. Bill Gayk, Director of CDR, at (714) 278-3417.

## Air Quality

OCCOG's Air Quality Program provides information to OCCOG member agencies regarding air quality rules and regulations, including the South Coast Air Quality Management Plan. The program allows members to learn about new rules or rule updates, to devise plans for complying with mandates and to submit comments on pending initiatives. For more information, contact Annabel Cook, Regional Issues Consultant, at (714) 571-8444.

## Alternative Fuel Vehicle and Infrastructure

The OCCOG Alternative Fuel Vehicle and Infrastructure Program, designed to provide information and support to Orange County fleets with regard to alternative fuel vehicles and related infrastructure, continues to assist fleets comply with federal and local clean fleet initiatives. OCCOG's program includes vehicle loans, fleet evaluation and grant writing assistance. To discuss the AFV program, contact Annabel Cook.

## Livable Communities and Growth Visioning

As part of OCCOG's multi-phased Livable Communities Program, a Speaker's Bureau has been established to present livable communities information to any requesting city, agency or organization. Livable Communities incorporate "smart growth" principles, defined as a mix of homes, shops and workplaces within walking distance and linked to public transportation. To request more information or a presentation, contact Heather Dion.

I hope that you will continue to participate in OCCOG and take advantage of OCCOG's member services.

## *Working to Ensure Our Slice of The Coast Remains Attractive and Clean*

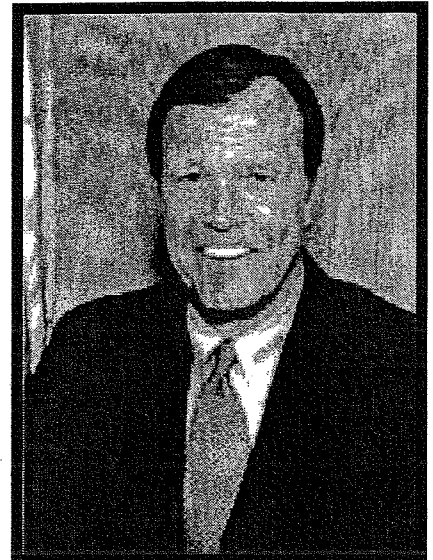
*Congressman Christopher Cox*

Summer is upon us and I can think of no better place to spend it than on the beaches of Orange County. Outdoor sports from surfing to kayaking to biking and rollerblading are popular summer-time activities for thousands of local families and visitors to our beaches. This summer Orange Countians can look forward to cleaner beaches and water, as well as the prospect of reduced traffic congestion along our coast. Working to ensure that our slice of the coast remains attractive and clean remains one of my top priorities in Congress.

I am happy to report that, thanks to the hard work of the Orange County Council of Governments (OCCOG), we will soon have a new program to minimize traffic congestion and reduce the environmental damage accompanying such congestion. One million dollars in federal funding will be made available to our communities for the purpose of reducing traffic congestion and improving street safety and air quality. If a city has a plan to fix, connect, or lengthen its coastal bike and pedestrian trails, the city can apply for a competitive grant to do so. This is the first time an initiative to reduce local congestion has been offered to communities in Orange County.

Additionally, several Orange County environmental initiatives will receive federal funding to improve the quality of life in our coastal communities. Few things are as important as clean drinking water, fresh air, and a pristine natural environment. The federal funding includes \$900,000 for a floating cover for Newport Beach's Big Canyon Reservoir to ensure the safety of the water supply; \$630,000 for improvements to Laguna Beach's sewer system, to protect our ocean; \$550,000 for ecosystem studies of the San Diego Creek Watershed and Aliso Creek Mainstem, to improve those valuable watersheds; \$972,000 for rehabilitation of Upper Newport Bay; and \$1,000,000 for environmental preservation dredging of Lower Newport Bay.

By working with OCCOG, we have been able to identify and fund those worthy environmental projects that will bring a lasting benefit to everyone in the community. And by redoubling our efforts to prevent ocean contamination, clean up urban-runoff, and ensure environmentally sound management of our water supply, we can guarantee the quality of our local environment for decades to come.



Congressman Chris Cox

New undertakings such as the OCCOG program to give local governments the chance to reduce traffic congestion and improve air quality are wonderful gifts to future generations of Orange Countians. The federal-local partnerships with the OCCOG member agencies is an invaluable asset in meeting our environmental needs throughout Orange County.

# Projections, Forecasts and Growth Policy.... Oh My!

*Dr. Bill Gayk, Director, Center for Demographic Research*

The foundation for good planning in any environment is good data. In the demographer's world, good planning is mostly based on predictions for the future. Future predictions are projections, forecasts or growth policy. A projection is a prediction of a future state based on current conditions, if certain assumptions hold true. A forecast is also a projection, but it is the one believed most likely to occur. Finally, a growth policy is a projection that has associated policies to bring about that future state.

These definitions can provide a useful framework for understanding the role and purpose of the Orange County process for developing growth forecasts especially as the Southern California Association of Governments (SCAG) moves ahead with the development of forecasts for the 2004 Regional Transportation Plan (RTP) and its Growth Visioning.

The first objective of the Orange County process is to develop a forecast of future population, housing and employment. The process begins with a technical projection based on a set of assumptions that will influence future population,

housing and employment. The assumptions that are used to develop the projections are based on the most recent and appropriate trends. These assumptions are not developed in a vacuum, but rather, they are subjected to review, evaluation and scrutiny by technical advisors in both the Orange County Council of Governments Technical Advisory Committee and the Center for Demographic Research Technical Advisory Committee.

To move from a "projection" to a "forecast" involves a collective process that engages every jurisdiction in the county. Each city and agency reviewed the projections in light of their own information. In essence, the "local review" subjects the information to a "reality test." Untold hours of effort from city and county staff help to transform the projection to a forecast. The resulting forecast is the result of a collective consensus of the technicians and each agency's staff.

When a policy body such as the Orange County Council of Governments (OCCOG) governing board adopts the growth forecast, it becomes a growth policy that is incorporated wide range of plans throughout the region. Through the efforts of Orange County elected officials, the policy projections move to the regional level to ensure consistency

of local and regional planning efforts.

Certainly, the forecast may not portray the most desired future because it is based on current trends, therefore, other alternatives can be developed and considered. Local efforts such as growth visioning may yield alternative scenarios for growth. Such efforts can be useful for helping policymakers contemplate policies for different growth and development patterns for the future. With policy changes come different growth policies and different forecasts in the future. While there is no exact science to forecasting growth, solid efforts based on local input help get us closer to what may truly occur.

# Ready to ROCC

*United States Senator Barbara Boxer*

As the fastest growing county in the state, with some of the most congested highways in the nation, Orange County faces a tremendous challenge in reducing traffic congestion. Fortunately, with OCCOG's leadership and financial assistance from the federal government, the county is rising to meet that challenge.

Orange County's population grew by 58,000 people in 2000 - more than any other county in California - making it the second largest county in the state and the fourth largest in the nation. What's more, Orange County is creating more jobs than housing, making it a destination for commuters from Riverside and Los Angeles Counties.

Every day, more than 7.3 million vehicles clog the county's highways. Interstate 91 alone carries a quarter of a million vehicles per day in each direction. And Orange County drivers spend an estimated 271,000 hours delayed in their vehicles each and every day.

OCCOG's Reduce Orange County Congestion (ROCC) program was established in 1999 to help communities throughout the county develop innovative "smart growth" solutions to traffic congestion.

This year, the Senate approved my request for \$1 million in federal funding to support this innovative program. And with support from Orange County's bipartisan Congressional delegation - particularly Loretta Sanchez, Gary Miller, Chris Cox, Ed Royce, and Ken Calvert - the House of Representatives concurred.

ROCC will bring these resources directly to Orange County's communities, providing funds to cities and other public agencies for projects and planning to reduce congestion. OCCOG is working with the Orange County Transportation Authority to target funding for projects including transit-oriented development, transit villages and mixed-use projects, pedestrian and bikeway improvements, rail system support projects, and shuttle programs.

By reducing congestion while promoting alternative forms of transit, these projects can improve transportation safety and air quality for the 2.8 million residents of Orange County.

OCCOG has shown great vision and leadership in designing the Reduce Orange County Congestion Program. Now, with federal funding on the way, OCCOG is ready to ROCC.



In recognition of Senator Barbara Boxer's efforts to secure funding for Orange County agencies, Mayor Richard Dixon, Lake Forest, presents Senator Boxer with a California acrylic.

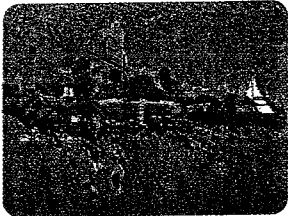




## *"Get a Piece of the ROCC"*

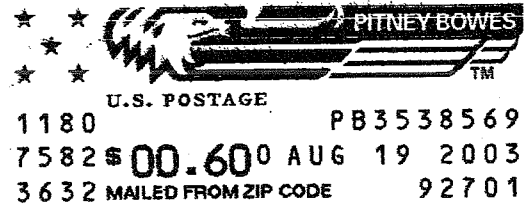
OCCOG is proud to report a major success in our Reduce Orange County Congestion program by announcing our first federal earmark for the sum of \$1 million. This money has been secured by OCCOG to be used in a pilot grant program aimed at alleviating traffic congestion by bringing resources directly to communities. The program will fund land-use strategies that increase traffic flow, bring people closer to employment center, and lessen the burden on streets and highways.

Beginning in September, OCCOG will be assembling a committee to begin preparations for our call for projects anticipated for later this fall. The time is right to begin planning projects that will implement smart growth techniques to reduce Orange County congestion and thereby secure your agency or jurisdiction your very own "piece of the ROCC."



## **OCCOG Currents**

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