

2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2303.4.3 Knowledge of personal computer hardware and software operations.

2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting.

2303.4.5 Ability to apply the knowledge listed above.

2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2303.4.9 Ability to respond to routine inquiries or complaints from Library customers.

2303.4.10 Ability to supervise staff and implement personnel policies and procedures.

2303.4.11 Ability to analyze difficult problems and recommend solutions.

2303.4.12 Ability to take independent action.

2303.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2303.4.14 Ability to present information to District management and the Library Board of Trustees.

2303.4.15 Ability to organize and manage work flow for self and others.

2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2303.5 Physical Demands

2303.5.1 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.

2303.5.1.1 Must possess mobility to-work in a standard office setting and to visit meeting sites.

2303.5.1.2 Must possess mobility to operate a motor vehicle.

2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2303.5.1.7 The employee must be able to 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.

2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2303.6 Work Environment

2303.6.1 The work environment characteristics described here are representative of those an 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 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 Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 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 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 Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will ~~communicate the goals and objectives of the District to the staff and the community.~~

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2315.1.6 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.

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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 State 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 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, 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 and be a United States Citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2315.5.1.7 The employee must be able to 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 an 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 ~~communicate the goals and objectives of the District to the staff~~ and the community.

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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, a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years. He/she will possess a valid California driver's license and be a United States citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2317.5.1.7 The employee must be able to 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 an 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.

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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 communicate the goals and objectives of the District to the staff and the community.

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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.

2319.1.7 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

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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 prepares 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 vending dispenser.

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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 and be a United States citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2319.5.1.7 The employee must be able to 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 an 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.

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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 – Coordinator of Development & Volunteer Services
POLICY NUMBER: 2320

2320.1 A non-exempt paraprofessional classification under the general direction of the Manager of Administrative Services. Works directly with the library director, library managers, library support organizations and volunteers. Performs a variety of complex, responsible activities requiring strong organizational, writing, verbal and interpersonal communication skills.

2320.1.1 Functions as the coordinator of volunteers for all library activities..

2320.1.2 Prepares all library publications, print and electronic.

2320.1.3 Serves as the staff liaison and development director for the library's support organizations.

2320.1.4 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2320.1.5 Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the District to the staff, volunteers, library support organizations and the community.

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2320.1.6 Prepares monthly and annual reports as assigned by the Manager of Administrative Services.

2320.1.7 Supervises clerical staff and volunteers.

2320.1.8 Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2320.2 Typical Tasks

2320.2.1 Coordinates volunteers for all library activities:

2320.2.1.1 Recruits, trains, coaches, assigns tasks for and evaluates volunteers.

2320.2.1.2 Collects and maintains volunteer records and prepares reports on volunteer activities.

2320.2.1.3 Devises and implements volunteer recognition programs and events.

2320.2.1.4 Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

2320.2.1.5 Meets regularly with library managers, staff, Friends Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

2320.2.2 Prepares all library publications, print and electronic:

2320.2.2.1 Prepares news releases for library programs.

2320.2.2.2 Develops and maintains a working relationship with the local news and feature staff at the Orange County Register, Placentia News Times, Los Angeles times and other regional publications.

2320.2.2.3 Prepares the District's submission to the Placentia Quarterly.

2320.2.2.4 Prepares the District's newsletter and other brochures, bookmarks and publications in support of library programs

2320.2.2.5 Prepares cable television announcements and coordinates programs.

2320.2.2.6 Prepares library program and support organization information for the library website.

2320.2.2.7 Advises the Manager of Public Services about public relations activities and publications for adult services, children's services, literacy services and the Placentia History Room.

2320.2.2.8 Coordinates other public information activities as assigned by the Manager of Administrative Services.

2320.2.2.9 Coordinates job orders with printers, designers, proof readers, mailing houses and other library publication vendors and reviews and approves their invoices for payment.

2320.2.2.10 Maintains a calendar of library publication schedules and coordinates submission deadlines with library managers, staff and support organizations.

2320.2.2.11 Coordinates and prepares library signage.

2320.2.3 Serves as the staff liaison and development director for the Library's support organizations:

2320.2.3.1 Attends all Friends of Placentia Library Board of Directors, Committee and Membership meetings and Placentia Library Foundation Board of Directors and Committee Meetings.

2320.2.3.2 Assists the Placentia Library Foundation President with preparing meeting agendas. Prepares the Placentia Library Foundation Board of Directors meeting packets.

2320.2.3.3 Requests deposit of donations, payment of invoices, and issuance of checks for the support organizations with the Manager of Administrative Services and/or Treasurer of the Friends of Placentia Library and/or the Treasurer of the Placentia Library Foundation.

2320.2.3.4 Maintains the files and official records for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.5 Takes and prepares minutes for the Placentia Library Foundation Board of Directors and Committee meetings.

2320.2.3.6 Provides staff support for fund raising projects and membership campaigns for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.7 Maintains donor records.

2320.2.3.8 Prepares donation receipts and acknowledgment letters for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.9 Manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation

2320.2.3.10 Presents recommendations for fund raising projects and membership promotions to the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.11 Coordinates and monitors the application process for grants prepared in the name of the Friends of Placentia Library or the Placentia Library Foundation. Helps evaluate the appropriateness of specific grant opportunities to District activities and projects.

2320.2.4 Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

2320.2.5 Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events.

2320.2.6 Assists the public in making the most effective use of the Library's collection and facility.

2320.2.7 Serves as a United States Passport Application Acceptance Agent.

2320.2.8 Prepares and submits reports of activities to the Manager of Administrative Services as required.

2320.2.9 Performs other duties as assigned by the Manager of Administrative Services.

2320.3 Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and United States citizenship. Preference will be given to applicants possessing a certificate in fund raising.

2320.4 Knowledge and abilities:

2320.4.1 Knowledge of the principles of fund raising and non-profit management.

2320.4.2 Knowledge of grant writing techniques and application procedures.

2320.4.2 Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.

2320.4.3 Knowledge of the principles of volunteer management.

2320.4.4 Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.

2320.4.5 Knowledge of current events and literature.

2320.4.6 Ability to apply the knowledge listed above.

2320.4.7 Ability to make effective public presentations.

2320.4.8 Ability to read, analyze and interpret professional publications and staff reports.

2320.4.9 Ability to respond to common inquiries or complaints from Library customers.

2320.4.10 Ability to follow District policies and procedures.

2320.4.11 Ability to analyze difficult problems and recommend solutions.

2320.4.12 Ability to work independently with minimal supervision.

2320.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2320.4.14 Ability to organize, manage work flow and multi-task with frequent interruption.

2320.4.15 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2320.5 Physical Demands

2320.5.1 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.

2320.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2320.5.1.2 Must possess mobility to operate a motor vehicle.

2320.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2320.5.1.4 Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2320.5.1.5 Must be able to stand; walk; and stoop, kneel, or crouch.

2320.5.1.6 Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2320.5.1.7 Must be able to 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.

2320.5.1.8 Must be able and willing to attend meetings outside of regular work hours and travel overnight.

2320.6 Work Environment

2320.6.1 The work environment characteristics described here are representative of those an 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 and employee complaints.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to its customers.

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2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitute clerks or volunteers.

2321.1.7 If he/she works a minimum of twenty hours per week, and is appointed to the Clerk II position after July 1, 2007, he/she will apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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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 and be a United States citizen.

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** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2321.5.1.7 The employee must be able to 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 an 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 and employee complaints.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to Library customers.

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2323.1.4 May supervise substitute clerks or volunteers.

2323.1.5 If he/she works a minimum of twenty hours per week, and is appointed to the Clerk I classification after July 1, 2007, he/she will apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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 and be a United States citizen.

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 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those an 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.

2323.6.2 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 BOARD OF TRUSTEES

TO: Library Board of Trustees

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






SUBJECT: Presentation of revisions for Placentia Library District Policies in Series 6000 – Library Operations, that were reviewed at the Library Board Work Session on January 15, 2008.

DATE: February 19, 2008

BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies in Series 6000 – Library Operations.

The following policies were identified for the preparation of revisions.

-  6010 Materials Selection Policy – Attachment A
-  6030 Circulation Policy – Attachment B
(Although the Library Board identified no changes this Policy should be referred to Staff for review.)
-  6060 Patron Behavior and Latchkey Children Policy – Attachment C
-  6065 Public Behavior Policy – Attachment D
-  6067 Client Service Policy – Attachment E (This is a new policy based on one from Newport Beach Public Library. A copy was posted on the wiki for staff comments on February 3rd.)

The Library Board may make additional changes to these Policies. After the changes have been completed the Policies may be adopted as a first reading and referred to staff for comments. If this is completed at tonight's meeting the staff comments will be available for the March Library Board Meeting.

RECOMMENDATION

1. Adopt as a first reading and refer to staff for further comments.
2. Motion to delete Placentia Library District Policy 6037 – Debit Card Policy from the Policy Manual effective immediately.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

6010.1 General.

6010.1.1 Library Materials include but are not limited to books, e-books, magazines, newspapers, audio tapes, compact disks, video tapes, DVDs, photographs, maps, pamphlets and microforms.

6010.2 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. It must keep in mind first and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.3 The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.4 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

6010.4.1 The overall purpose of the material is the chief criterion of selection.

6010.4.2 Reputation and significance of the author.

6010.4.3 Timeliness or permanence of the material.

6010.4.4 Importance of the subject matter to the collection.

6010.4.5 Authoritativeness.

6010.4.6 Reputation and standards of the publisher.

6010.4.7 Readability and popular appeal.

6010.4.8 Quality of the writing.

6010.4.9 Recommendation of title in selection aids.

6010.4.10 Format of item.

6010.4.11 Physical condition of material.

6010.5 A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole. This is due to these facts:

6010.5.1 There are few books that do not have sentences, paragraphs, or pages to which some group or individual can find objection.

6010.5.2 It has been established in legal cases that a book must be judged as a whole and not on the basis of selections from it. The legal principle of the law pertaining to censorship established in Federal and States courts is that the question of obscenity must be determined by an appraisal of the predominant effect of a book read as a whole, and of its legitimate scientific or educational purpose.

6010.6 Interpretation of Policy

6010.6.1 Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a complaint form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. Complaint forms are available at the Library Reference Desk.

6010.7 Placentia History Room

6010.7.1 The Placentia Library History Room, by the establishment of a Local Authors Collection, honors its local authors as a representative part of local history. Authors to be included are those who have written about Placentia or who live or have lived in Placentia or in the neighboring cities of Anaheim, Brea, Fullerton or Yorba Linda.

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Placentia Library District

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy

POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3. There is no grace period for videos.

6030.3 Notification Process

6030.3.1 Reminder notices are mailed to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the address in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$10.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$20.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100, which ever is greater, and the account is immediately reported to the Collection Agency.

6030.6 Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a Circulation Supervisor on duty at all times when the Library is open for public service.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.8 Telephone renewals and inquiries

6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends that you call the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.9 Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will loan library material to California residents with a valid driver's license or library card in accordance to Santiago Library System Interlibrary Loan Policy, Guidelines and Procedures, 1988.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Behavior & Latchkey Children Policy
POLICY NUMBER: 6060

6060.1 Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.

6060.2 Staff may call for Police assistance whenever the librarian-in-charge believes it is necessary.

6060.3 The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.

6060.4 If a child under age 13 is left unattended in the Library and the parents cannot be reached, the Manager or Librarian-in-Charge will call the Placentia Police Department and ask them make the appropriate arrangements.

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Deleted: local law enforcement

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

The following rules help to maintain a comfortable environment for all Library users.

6065.1 Listening devices should not be audible to anyone but you.

6065.2 The Library is a no cell phone zone. *[This issue needs further discussion—many public complaints about this policy although the Public Service staff does not want to change it.]*

6065.3 No running, rowdy behavior or fighting. Video cameras are in use throughout the Library.

6065.4 No harassment of Library staff or patrons.

6065.5 There is a limit of four people at each study table. Furniture may not be rearranged or moved from one area to another.

6065.6 Shirts and shoes are required.

6065.7 Only assistive animals are permitted in the building.

6065.8 Bicycling, skateboarding, and roller skating on Library property are a safety hazard to others. Library users are required to carry skateboards, scooters, and roller blades while in the Library. Bicycles must be left outside at the bike racks.

6065.9 Snacks and covered drinks are permitted in the Library.

Deleted: Please place any trash in the wastebaskets provided.

6065.10 Patrons have the right to quietly study, read or work without interference.

6065.11 Library staff is not responsible for providing parental supervision.

6065.12 Individuals who do not respect the rights of others will be asked to leave the Library.

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Adopted by the Library Board of Trustees, July 21, 2003.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Client Service Policy
POLICY NUMBER: 6067

The following are goals for staff behavior with the Library's clients.

- 6067.1** Clients feel welcome in the Library.
 - 6067.1.1** Staff will greet clients with a smile.
 - 6067.1.2** Staff will greet each client: Acknowledge a client's presence by looking up; making eye contact; and greeting them verbally.
 - 6067.1.3** Staff will speak to clients in a helpful, pleasant tone of voice.
 - 6067.1.4** Staff will be punctual. Service starts at the advertised hour the Library opens and full service is available until the hour the Library closes. Staff will arrive at his/her work assignment promptly.
 - 6067.1.5** If staff is busy with another client, acknowledge the client who is waiting and explain that you will help the new client as soon as you can. Thank the client who has waited when you are able to help him/her.
 - 6067.1.6** Staff will answer the phone in a timely manner. Place telephone clients on hold when helping a client in the Library. Thank the client for holding.
 - 6067.1.7** Staff will maintain friendly contact with Library clients without engaging in lengthy or personal conversations. If it is hard to break away, explain that you enjoy talking but you need to get back to work.
- 6067.2** Clients feel that they are valued by the Library.
 - 6067.2.1** Staff will look up and around while at Public Service Desks. When appropriate, staff will walk around and notice if there are people in the lobby, public service areas, stacks or at the terminals who might need help.

- 6067.2.2 Being helpful to clients takes precedence over deskwork. Clients are not an interruption of our business, they are our business.
- 6067.2.3 Staff should avoid merely pointing or giving clients complicated directions to find materials or another location in the Library. Whenever possible, walk the client to the appropriate area.
- 6067.2.4 When referring a client to another staff member, ask the staff member to help the client instead of leaving the client to ask the question a second time. *For example, "Will you help Mrs. Brown with some Consumer Report Information?" Or, "Mrs. Brown, Jill can issue you a library card at the Circulation Desk."*
- 6067.2.5 Staff should follow up and make sure that clients are finding what they need.
- 6067.2.6 Staff should keep conversations with other staff to a minimum. If Library business must be discussed at length, do so away from the public areas.
- 6067.2.7 Staff should keep his/her voice low so it doesn't disturb Library clients.
- 6067.2.8 Staff should avoid accepting personal phone calls while at a Public Service desk. Personal calls may be place on breaks and at meal periods.
- 6067.2.9 Staff should thank clients for using Placentia Library.
- 6067.2.10 If a client is upset about an issue and insists on speaking with management, please politely refer them, or if possible, escort them, to the Administration Office or Librarian-in-Charge. If possible, have another staff member call the Administration Office or the Librarian-in-Charge to inform them of the customer and/or issue so staff can be prepared to assist them.
- 6067.3 Clients feel the Library is accountable.
 - 6067.3.1 Staff will wear a name tag at all times in the public service area.
 - 6067.3.2 When answering the telephone, staff will identify the Library department and himself/herself, and offer help.
 - 6067.3.3 Staff will provide clients with an opportunity to evaluate Library services. When clients want to make a suggestion, staff will provide a "Library Suggestion" or "Book Suggestion" form.

6067.3.4 If there will be a lapse of time before staff can obtain information for a client, he/she will tell the client that he/she will call them (rather than having the client call the Library back).

6067.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Client Service policy.

Date

Signature

Print name here

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2007-2008 effective January 1, 2008

DATE: February 19, 2008

BACKGROUND

Assembly Bill 1835 – Chapter 06-230, Minimum Wage was signed and approved by Governor Arnold Schwarzenegger on September 12, 2006. The Assembly Bill increases the minimum wage in two phases. On Jan. 1, 2007, the minimum wage changes from \$6.75 to \$7.50 per hour and on Jan. 1, 2008, the minimum wage increases to \$8.00 per hour.

Attachment A is Resolution 08-08.

Attachment B is the revised Salary Scale for Fiscal Year 2007-2008.

RECOMMENDATION

1. Adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2007-2008 effective January 1, 2008.
2. Read by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for the Exempt Employees of the District for Fiscal Year 2007-2008 effective January 1, 2008.
3. Adopt Resolution 08-08.

RESOLUTION 08-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE SALARIES SCALE FOR EXEMPT EMPLOYEES
OF THE DISTRICT FOR FISCAL YEAR 2007-2008

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2007-2008 dated February 19, 2008, and implements such on January 1, 2008.

AYES: None

NOES: None

ABSENT: None

ABSTAIN: None

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at an Unusual Meeting hereof held on the nineteenth day of February, 2008.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of February 2008.

Richard DeVecchio, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective July 1, 2007
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY										
DIRECTOR	HR 52.35									
	PP 4,188.00									
	AN 108,888.00									
	MO 9,074.00									
MANAGERS	HR 26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.46	32.25	33.86
ADMIN SVC	PP 2,117.60	2,170.54	2,224.80	2,280.42	2,337.43	2,395.87	2,455.77	2,517.16	2,580.09	2,709.09
	AN 55,057.60	56,434.04	57,844.89	59,291.01	60,773.29	62,292.62	63,849.94	65,446.18	67,082.34	70,436.46
	MO 4,588.13	4,702.84	4,820.41	4,940.92	5,064.44	5,191.05	5,320.83	5,453.85	5,590.19	5,869.70
MANAGERS	HR 31.35	32.13	32.94	33.76	34.60	35.47	36.36	37.27	38.20	40.11
PUB SVC	PP 2,508.00	2,570.70	2,634.97	2,700.84	2,768.36	2,837.57	2,908.51	2,981.22	3,055.75	3,208.54
TECH SVC	AN 65,208.00	66,838.20	68,509.16	70,221.88	71,977.43	73,776.87	75,621.29	77,511.82	79,449.62	83,422.10
	MO 5,434.00	5,569.85	5,709.10	5,851.82	5,998.12	6,148.07	6,301.77	6,459.32	6,620.80	6,951.84
PAGES	Starting Wage	6 Months	1 Year	18 Months						
	8.00	8.40	8.82	9.26						

Signature _____ : Approved Feb 19, 2008 Amended February 19, 2008
Effective January 1, 2008

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Presentation by Kevin Murphy, Executive Vice President for PARS (Public Agency Retirement Services) for a Governmental Profit Sharing Pension program to replace the Placentia Library District Money Purchase Pension Plan.

DATE: February 19, 2008

BACKGROUND

The Placentia Library District currently offers its employees a 401(a) Defined Contribution Plan that has been established as a Money Purchase Plan with fixed employer annual contribution of 8% of pay.

The district staff pension committee discussed with Kevin Murphy, PARS (Public Agency Retirement Services), the revision to this plan to add additional features beyond the current constraints of the existing plan to help the District recruit, retain and reward current and future employees. These features would be accomplished through the establishment of a 401(a) defined contribution profit sharing plan.

Attachment A is the proposal.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

**PARS RETIREMENT ENHANCEMENT PLAN
FOR
PLACENTIA LIBRARY DISTRICT**

BACKGROUND:

The Placentia Library District currently offers its employees a 401(a) Defined Contribution Plan that has been established as a Money Purchase plan with fixed employer contributions of 8% of pay. A trust administrator, trustee and investment manager are currently in place and handle the day-to-day administration of the plan with oversight from Library District staff.

District staff have discussed with PARS (Public Agency Retirement Services), the revision to this plan to add additional features beyond the current constraints of the existing plan to help the District recruit, retain and reward current and future employees. These features would be accomplished through the establishment of a 401(a) defined contribution profit sharing plan.

MAJOR PLAN FEATURES:

Who is Eligible for the plan:

All full-time employees would be covered in Tier I of the Plan.

All part-time employees would be covered in a separate Tier II of the Plan.

When would employees vest under the plan?

Both Tier I and Tier II employees would vest after five years of continuous employment or the Normal Retirement Age of age 65 whichever comes sooner. Prior service of employees would be credited towards meeting the years of service vesting requirement.

Contributions:

Employer Contributions would include Base Contributions and variable contributions based on the attainment of goals by employees.

Base Contributions for Tier I would be 12% of pay.

Base Contributions for Tier II would be 10% of pay.

Variable Contributions would include contributions based on:

- Years of Service
- Attainment or possession of advanced education degrees
- Employer preferred work schedules
- Perfect or good attendance
- Accomplishment of entrepreneurial activities

Details of Variable Contributions:

Years of Service- based on the years of service an employee has achieved as of 12/31 of each year the employer would make a contribution into the plan and trust as follows:

<u>Years on 12/31</u>	<u>Contribution</u>
5	1%
10	2%
15	3%
20	4%
25	5%
30	6%

Attainment or possession of advanced education degrees- in order to help recruit new employees in possession of advanced degrees and promote additional education to existing employees the employer would make a 1% contribution as of 12/31 each year for a Master's or Doctorate Degree in library or information science, adult education, public administration or another related field approved by the Library Director, from any accredited institution of higher learning.

Employer Preferred Work Schedules- Libraries are open long hours to accommodate the public and while most employees would prefer working weekdays 9 to 5, the library must remain open in the evenings and weekends.

To reward employees who work weekends and evening there the employer will make a contribution of 1% into the plan for employees that on 12/31 of each year have worked Saturdays and Sundays or have worked at least 4 nights per week at least 48 weeks during a calendar year. Employees must have at least one full year of service on 12/31 before being eligible for this employer contribution.

Perfect or Good Attendance- Employees that have limited absences due to illness help the employer cover all of the various areas of public service in the Library without interruption and at full staffing levels. To reward employees that use either no or limited

amounts of sick leave during a calendar year the employer will make a contribution into the plan on 12/31 of each year. Contributions will be as follows: 0-1 day of sick leave use will receive a 1% contribution and those using 2-3 days of sick leave will receive ½% contribution. Employees must have at least one full year of service on 12/31 before being eligible for this employer contribution.

Accomplishment of Entrepreneurial Activities- Each year the library establishes clearly defined “net growth” goals in areas that are defined as “entrepreneurial” for a segment of the workforce. On 12/31 of each year the employer will make a contribution into the plan based on the growth of these goals during the year for employees in Tier I or Tier II assigned at least 50% of their time to activities covered by these goals. For growth of 1% to 5% the employer will contribute ½%, for growth of 5% to 9% a contribution of ¾%, and for growth 10% or greater the employer will contribute 1% into the plan.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel Authorizations: Library Director Elizabeth Minter to attend the Library of California Board Meeting in Sacramento; Trustees and Library Director to attend the California Association of Library Trustees and Commissioners Workshop in Orange; and Trustee DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura.**

DATE: February 19, 2008

BACKGROUND

As Chairperson of the Santiago Library System Executive Council, Library Director Minter is expected to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008. All travel and meal expenses to be paid by the Santiago Library System.

The annual Leadership Workshop in Southern California presented by the California Association of Library Trustees and Commissioners will be held at the City of Orange Public Library, 407 East Chapman Avenue, on Saturday, March 15, 2008 beginning at 9:00 A.M. The cost is \$20 per person. Library Director Minter plans to attend. The Trustees need to determine who is going to attend. The agenda and cost information is in Attachment A.

The California Special Districts Association is conducting Board Secretary Training in Ventura on April 24-25, 2008. The Library Director is recommending that Board Secretary DeVecchio and Administrative Services Manager Goodson attend this workshop. The cost for the first participant is \$950.10 and the cost for two participants is \$1,772.20. The cost analysis and course content information is in Attachment B.

RECOMMENDATIONS

1. Authorize Library Director Minter to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008 with all travel and meal expenses to be paid by the Santiago Library System.
2. Determine who will attend the California Association of Library Trustees and Commissioners' Southern California Leadership Workshop on Saturday, March 15, 2008 in Orange and authorize the staff to process the reservations. Expenses to be paid from the General Fund.

3. Authorize Board Secretary DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura, April 23-25, 2008, at a cost not to exceed \$1,772.20, with the expenses to be paid from the General Fund.

2008 CALTAC Workshop in Library Leadership
New Views on Advocacy for Library Trustees and Commissioners

Featured Speaker: Dr. Ken Haycock

Director School of Library and Information Science, San Jose State University

Highlights from Sacramento and the California State Library

Susan Hildreth, California State Librarian

Saturday, March 1, 2008 --- San Mateo Public Library
Saturday, March 15, 2008 --- Orange Public Library and History Center

PROGRAM

- 9:00 Registration
9:15 Welcome: *Alan B. Smith, CALTAC President*
San Mateo/City of Orange Mayor
San Mateo/City of Orange Library Director
9:30 Highlights from Sacramento and the California State Library
Susan Hildreth, California State Librarian
9:45 New Views on Advocacy for Library Trustees and Commissioners
Dr. Ken Haycock, Director School of Library and Information Science,
San Jose State University
11:00 Break
11:15 Panel Discussion – hear from members of the library community --
what has been achieved as a result of their involvement
11:45 Break out groups – discuss how we can get more involved with
supporting our libraries
12:15 Groups report conclusions and wrap up
12:45 Adjournment

Orange Public Library --- Directions

407 E. Chapman Avenue, Orange, CA 92866
(North of the 22 and west of the 55)

Map available at: <http://tinyurl.com/2nn67g>

Landing at either Long Beach or John Wayne airports:

From Long Beach take the Garden Grove freeway east past the 5 to
Glassell North, turn right on Chapman

From John Wayne take the 405 N to the 55 N to Chapman, go west

Driving: From Riverside: 91 East to the 55 South

From San Diego: 5 north to the 55 North

From South Bay: 405 south to the 22 East

From Los Angeles: 5 south to the 22 East

Registration Form for SOUTHERN WORKSHOP

Orange Public Library and History Center --- Saturday, March 15, 2008
407 E. Chapman Avenue, Orange, CA 92866 -- (714) 288-2400

Name: _____ Library System: _____
Address: _____ Position: _____
City, State, Zip: _____ Are you a CALTAC Member? yes no
Phone: _____ Fax: _____ Do you wish to share your email address
with other workshop attendees? yes no
Email: _____

Registration Fee (due by 3/1/08)
CALTAC Member \$18
Non-member 20

Make checks payable to CALTAC and mail to:
Doris Lau
c/o P.O. Box 609
Long Beach, CA 90801

TOTAL _____ NO REFUNDS

Early Bird registration fee \$18 when post marked by March 1, 2008; otherwise \$20.

Placentia Library District
Travel Estimate

Name: Richard DeVecchop
Event: CSDA Board Secretary Training
Location: Ventura, CA
Fund: General Fund

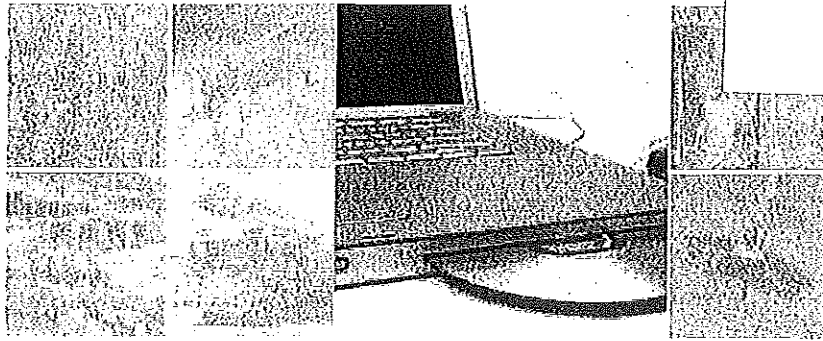
	Wed	Thur	Fri	TOTAL
Date	04/23/08	04/24/08	04/25/08	
Registration		375.00		375.00
Hotel	148.55	148.55		297.10
Breakfast		15.00	15.00	30.00
Lunch				-
Dinner	30.00	30.00		60.00
Air/Train				-
Local Trans.				-
Mileage @ \$.505	64.00		64.00	128.00
Parking/Tolls				-
Telephone				-
Misc.	20.00	20.00	20.00	60.00
TOTAL	262.55	588.55	99.00	950.10

Name: Wendy Goodson
Event: CSDA Board Secretary Training
Location: Ventura, CA
Fund: General Fund

	Wed	Thur	Fri	TOTAL
Date	04/23/08	04/24/08	04/25/08	
Registration		375.00		375.00
Hotel	148.55	148.55		297.10
Breakfast		15.00	15.00	30.00
Lunch				-
Dinner	30.00	30.00		60.00
Air/Train				-
Local Trans.				-
Mileage @ \$.505				-
Parking/Tolls				-
Telephone				-
Misc.	20.00	20.00	20.00	60.00
TOTAL	198.55	588.55	35.00	822.10



California Special Districts Association
1511 Edison, Suite 200
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](#)

COST

MEMBER
Both days - \$375
Day 1 only - \$200
Day 2 only - \$200

NON-MEMBER
Both days - \$435
Day 1 only - \$240
Day 2 only - \$240

DATES & LOCATIONS

March 27-28, 2008
Hilton Garden Inn Hotel
1800 Powell Street
Emeryville, CA 94608-1808
Hotel accommodations:
Hilton Garden Inn Hotel
Room rate: \$149
Room reservation
deadline: March 5, 2008

April 24-25, 2008
Ventura Beach Marriott
2055 Harbor Blvd
Ventura, CA 93001-3707
Hotel accommodations:
Ventura Beach Marriott
Room rate: \$135
Room reservation
deadline: April 2, 2008

August 14-15, 2008
Shasta Community
Services District
10711 French Alley
Shasta, CA 96087

November 20-21, 2008
Kern County Water
Agency
3200 Rio Mirada Drive
Bakersfield, CA 93308

For more information,
call CSDA at
877.924.CSDA (2732)

BOARD SECRETARY TRAINING

A comprehensive overview of the legal, administrative and customer service roles of a board secretary

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. Board members, the public and the staff turn to the board secretary as a resource for information and assistance.

Far from simply performing an administrative function, the board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines.

Workshop participants will learn how to:

- Ensure all legal requirements are being met
- Implement a comprehensive records retention policy
- Adopt ordinances and resolutions
- Create effective and usable minutes
- Document a decision, or failed motions
- Implement parliamentary procedures
- Develop customer service and public relations skills
- Meet the requirements of the Ralph M. Brown Act
- Meet the requirements of the Public Records Act

This two-day workshop also offers attendees an opportunity to network and learn with one another.

Workshop Format

This workshop is highly interactive and structured so you can ask the questions you need answered for your district. You'll learn from presentations, case studies and other media. You'll also receive a book with useful and practical information for application back on the job.

Faculty

David McMurchie, JD, McMurchie Law

David McMurchie is the managing partner of the Public entity Department of the firm of McMurchie Law. Mr. McMurchie has twenty-four years of experience in representing various types of special districts including water, community services, cemetery and recreation and park districts. Mr. McMurchie also serves as general counsel for the California Special Districts Association comprising more than 900 special district members and the California Association of Recreation and Park Districts.

David Aranda, General Manager/Board Secretary, Stallion Springs Community Services District

Over the past nine years David Aranda has been intimately involved with independent special districts. He serves as general manager for Stallion Springs Community Services District and currently sits as Board Chair for a joint powers authority and an associate director for a resource conservation

district. He was a member of the CSDA Board of Directors for seven years and has served as the president of the Special District Leadership Foundation since its inception in 1999. He currently serves as CSDA's education chair has been instrumental in developing CSDA's Special District Governance Academy. David earned his designation as Special District Administrator (SDA) in 2001.

PROGRAM AGENDA

Workshop Agenda – Day One

9:30 – 10:00am	Registration
10:00 – 10:30am	Welcome and Introduction Origins of the board secretary position and the statutes that define its function.
10:30 – 12:00pm	Communication with your Board <ul style="list-style-type: none"> • Confidentiality role • What happens if something goes wrong? • What does the board expect from the board secretary? • Dealing with inappropriate board members
12:00– 1:00pm	Lunch
1:00 – 4:00pm	Brown Act: What is an open meeting and why is it so important to my District? <ul style="list-style-type: none"> • Meetings • Closed sessions • Notice and agendas • Rights of the public • Remedies • Records retention

Workshop Agenda – Day Two

8:00 – 8:30am	Registration
8:30 – 9:45am	Board meeting environment: What does all the protocol mean? <ul style="list-style-type: none"> • Implementing parliamentary procedures • Sequence for an agenda item • Time management • Establishing protocols to deal with difficult situations and how to implement them?
9:45 – 11:00pm	Getting the district's new board members up to speed <ul style="list-style-type: none"> • Content of a new board member packet and orientation • Training
11:30 – 12:30pm	Lunch
12:30 – 2:30pm	Minutes/Agendas <ul style="list-style-type: none"> • Create effective and usable

	<p>minutes</p> <ul style="list-style-type: none">• Document decisions, actions and failed motions• Motion and roll call• Action items• Closed sessions• Development• Public Records Issues
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REGISTER FOR THIS EVENT!

Select: