

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, November 15, 2010

6:30 P.M.

Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the October 18, 2010 Library Board of Trustees Regular Meeting and November 3, 2010 Work Session. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2009-2010 Cash Flow Analysis through October 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for October 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for October 2010. (Receive & File)
15. Acquisitions Report for October 2010. (Receive & File)
16. Entrepreneurial Activities Report for October 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for October 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for October 2010. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for October 2010.
21. Library Services Manager's Report for October 2010.
22. Children's Services Report for October 2010.
23. Literacy / Volunteer Services Report for October 2010.
24. Reference and Adult Services Report for October 2010.
25. Local History Room Report for October 2010.
26. Placentia Library Web Site & Technology Report for October 2010.

CONTINUING BUSINESS

27. Review and Discuss the Placentia Library District Policy #6050 – Meeting Room Policy
Presentation: Library Director
Recommendation: Authorize a change in Placentia Library District Policy #6050—Meeting Room Policy as proposed with the suggestions made by the Library Board of Trustees.
28. Review and Discuss the Proposed Social Media Policy
Presentation: Library Director
Recommendation: Approve the new Social Media Policy #2275 as proposed with the suggestions made by the Library Board of Trustees.

NEW BUSINESS

29. Amendment to Resolution 11-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget For the Placentia Library District of Orange County
Presentation: Library Director
Recommendation: Motion to read the Amended Resolution 11-03 by title only: An Amended Resolution of the Board of Trustees of the Placentia District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County.

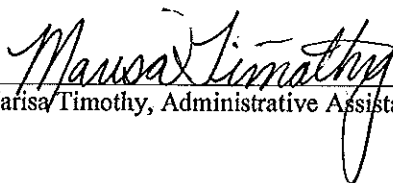
Motion to adopt the Amended Resolution 11-03 by a roll call vote.
30. Travel Authorization: Library Director to Attend the Library Leaders – Community Conveners Workshop in Sacramento, California on December 6 & 7, 2010.
Presentation: Library Director
Recommendation: Authorize Library Director to Attend the Library Leaders – Community Conveners Workshop in Sacramento, California on December 6 & 7, 2010, not to exceed \$200.

ADJOURNMENT

31. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, December 20, 2010 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
33. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 15, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 9, 2010.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 18, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 18, 2010 at 6:34 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream (arrived at 6:55 pm/departed at 7:13 pm), David Ferrari (departed at 6:50 pm) Roger Hiles, Katie Matas, Marisa Timothy, Estella Wnek (departed at 6:50 pm); Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley.

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

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

ORAL COMMUNICATION

No public communication was made at this time.

TRUSTEE REPORTS

President Shkoler reported that he attended the California Special Districts Association (CSDA) annual conference that was held in Newport Beach. He said it was a good conference where much was learned. He mentioned the new program offered by CSDA in which board members can be certified; he will present information on this to the Board in the future. President Shkoler also attended the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony along with all fellow Board members. (Item 5)

Secretary DeVecchio reported his attendance at the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony and the Heritage Festival. He commented on how busy the Library staff was at the festival and the strong public interest in the Library's booth that he helped at.

Trustee Escobosa reported her attendance at the CSDA annual conference where she was especially impressed with the speaker John Naber, the Olympic gold medalist. She also participated in the Heritage Parade with Clifford the Big Red Dog in her car with her. She was at the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony and the Ribbon Cutting Ceremony for a salon that recently opened in Fullerton.

Trustee Turner reported her participation in the Heritage Parade with the children's Summer Reading Program grand prize winner and her family who rode in her car with her. The family enjoyed the event. She also attended the Chamber regular meeting, the Adult Book Discussion, and the Placentia Library Friends Foundation (PLFF) monthly meeting.

Trustee Wood reported her attendance at the CSDA annual conference; she thought that the speakers were exceptional this year as the topic of communication was addressed. She was at the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony and the HIS House board meeting. (Item 6)

PLFF REPORT

PLFF Vice President Jack Hanley reported the foundation's fundraising earnings for the month of September that totaled \$4,500. Some of these earnings were obtained by the Silent Auction and Ebay. At this time, the estimated total annual profit from the vending machines is \$6,200. The total volunteer hours for the month was 440. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve Agenda Items 8-26:

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

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

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

TREASURER'S REPORT

Financial Reports for September 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2010 (Item 14)

Acquisitions Report for September 2010 (Item 15)

Entrepreneurial Activities Report for September 2010 (Item 16)

GENERAL CONSENT

Personnel Report for September 2010 (Item 17)

Circulation Report for September 2010 (Item 18)

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

STAFF REPORTS

Library Director's Report for September 2010 (Item 20)

Library Services Manager's Report for September 2010 (Item 21)

Children's Services Report for September 2010 (Item 22)

Literacy / Volunteer Services Report for September 2010 (Item 23)

Reference and Adult Services Report for September 2010 (Item 24)

Local History Room Report for September 2010 (Item 25)

Web Site & Technology Report for September 2010 (Item 26)

**CONTINUING
BUSINESS**

**REPORT ON
CLOSED SESSION**

President Shkoler reported that in closed session, with the recommendation of the Personnel Committee, the Board of Trustees approved an annual salary increase for the Library Director to \$108,000. He thanked Library Director Contreras for a great year. (Item 27)

**EMPLOYEE OF THE
QUARTER AWARD**

President Shkoler presented a proclamation and \$200 check provided by PLFF to Employee of the Quarter Beatrice Quintanar. Library Director Contreras explained that Beatrice recently demonstrated 'going above and beyond' her regular library Clerk duties by cleaning the ADA restroom after an incident. Secretary DeVecchio commented on her always pleasant demeanor. (Item 28)

**STAFF APPRECIATION
DINNER**

Trustee Wood reported that all was in order for the upcoming Staff Appreciation Dinner to be held on Friday, October 22nd. Library Director Contreras added that the many door prizes are funded by vendors who have made donations. Trustee Wood clarified that photo release forms would need to be completed by all attendees for the performer. (Item 29)

**COMPUTER LAB
UPDATE**

Library Director Contreras provided updates on the Placentia Library Friends Foundation Computer Lab including the \$2,000 in sponsorships received to cover the cost of the furniture. Also, there has been a great response to the new workshops offered. They have been full and with waiting lists; additional workshops will be offered through February 5th. (Item 30)

**SHORT-TERM
DISABILITY PROGRAM**

Library Director Contreras explained that an employee survey was conducted and Aflac was the preferred short-term disability insurance carrier. It was moved by Secretary DeVecchio and seconded by Trustee Wood to designate Aflac as the District's short-term disability carrier: (Item 31)

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

**UPDATE ON FISCAL
YEAR 2010-2011
BUDGET**

Library Director Contreras presented current Fiscal Year 2010-2011 Budget figures including revenue and expenditure allocations. She explained the Library's current expenditure rate is below the established monthly average. She also stated that the 2.1 million dollar budget approved included capital improvement projects. After the first installment from the county is received in December, a mid-year analysis will be done. President Shkoler commented that the District is in a good place. (Item 32)

**FISCAL YEAR 2010-
2011 CAPITAL
IMPROVEMENT
PROJECTS**

Library Director Contreras presented the proposed priority list of capital improvement projects, as recommended by management. Discussion was made regarding previous presentations as well as safety issues that need to be addressed. Trustee Wood asked for clarification as to which items on the list were budgeted. Library Director Contreras clarified that, with the Meeting Room Enhancements being postponed, all items but the Multimedia Signage are budgeted items. President Shkoler recommended that a Work Study Session be held for the first item, Re-flooring Project. The date of Wednesday, November 3rd at 4pm was agreed upon. (Item 33)

**NEW
BUSINESS**

**MEETING ROOM
POLICY EXEMPTION
REQUEST**

Library Director Contreras explained the Southern California Orchid Society has been renting the Meeting Room for over 25 years and holds its annual auction, their main fundraising event, at the Meeting Room and courtyard. However, according to the Placentia Library District (PLD) Policy #6050.19, "Vending of any article of service will not be permitted." She recommended that, in response to their formal written request, that the group be exempt from the aforementioned policy item. Discussion was made regarding the application of the policy phrase and previous precedent of exemptions. Trustee Escobosa acknowledged the violation of policy and staff's responsibility to call attention to it. Trustee Wood motioned to eliminate the last sentence of PLD Policy #6050.19, regarding vending of articles or service. No further motion was made. President Shkoler directed that the item be tabled to the November meeting in order that further review of the policy can be made. (Item 34)

SOCIAL MEDIA POLICY

President Shkoler stated that at the recent California Special Districts Association conference, it was recommended that a social media policy be established. Library Director Contreras explained that other libraries have internet/e-mail policies, yet not social media policies. She developed the draft policy presented from a variety of sources. President Shkoler recommended that an ad-hoc committee including him and staff be created to further develop and finalize the policy. (Item 35)

**AGENDA
PREPERATION**

Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, November 15, 2010 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on October 18, 2010 adjourned at 7:53 P.M.

NEXT MEETING

The next meeting will be on November 15, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION MEETING OF THE BOARD OF TRUSTEES
November 3, 2010

CALL TO ORDER

President Shkoler called the Work Session Meeting of the Placentia Library District Board of Trustees to order on November 3, 2010 at 4:02 P.M.

ROLL CALL

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Marisa Timothy

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

There was no oral communication made at this time.

FLOORING PROJECT

Library Director Contreras presented three sets of proposals for the re-flooring project with an additional handout designating the cost differences for the three material and layout options including additional improvements to the lobby, circulation desk, and reference desk areas. Discussion was made regarding the material and layout options. Library Director Contreras stated that management's recommendation was to go with option number 2, all vinyl flooring, as it provided for an easy to maintain, clean, and modern look. President Shkoler confirmed that the Board agreed with the recommendation to go with the all vinyl option. Library Director Contreras commented on the three vendors who submitted the bids. President Shkoler reclused himself from discussion regarding the vendors. Library Director Contreras also explained that the timeline for the project would include demolition of the existing flooring and service desks, moving the Friends Bookstore books and shelving, and relocating the security gates. It was moved by Trustee Wood and seconded by Trustee Escobosa to award the flooring project to TS Carpet & Design Center by a roll call vote: (Item 5)

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

It was moved by Trustee Turner and seconded by Trustee Wood to approve the scope of work to include vinyl flooring, new furniture, electrical work, artwork display materials, and lettering by a roll call vote: (Item 5)

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

ADJOURNMENT

The Work Session Meeting of the Board of Trustees of the Placentia Library District on November 3, 2010 adjourned at 4:30 P.M.

NEXT MEETING

The next meeting will be on November 15th, 2010 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



**BOARD OF TRUSTEES
MEETING CALENDAR**

January 2010 – December 2010

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for October 2010
DATE: November 15, 2010

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: November 15, 2010

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	10/28/10	5332	\$ 5,061.50
	11/02/10	5333	\$ 11,120.98
		TOTAL	\$ 16,182.48

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: November 15, 2010

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	11/15/10	5334	\$6,776.04
707	11/15/10	5335	\$2,136.49
707	11/15/10	5336	\$2,639.29
707	11/15/10	5337	\$2,197.38
707	11/15/10	5338	\$11,120.95
707	11/15/10	5339	\$10,341.91

Subtotal for Claims \$35,212.06

Payroll

On Demand Wire	11/18/10	12	\$40,000.00
	12/02/10	13	\$40,000.00
	12/16/10	14	\$40,000.00

Subtotal for Payroll \$120,000.00

**TOTAL
CURRENT CLAIMS &
PAYROLL** \$155,212.06

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 5334

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC4997 EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901 (needs vendor#)	10-20-10 03335359	2400	0760		\$ 5,584.47			
	10-02-10 878718	2400	0760		\$ 126.42			
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10-01-10 1080145421	2400	0760		\$ 237.00			
	10-08-10 1080196115	2400	0760		\$ 26.60			
	10-15-10 1080220161	2400	0760		\$ 38.88			
	10-18-10 1080255053	2400	0760		\$ 53.24			
	10-22-10 1080306242	2400	0760		\$ 51.07			
	10-25-10 1080322054	2400	0760		\$ 73.68			
	10-28-10 1080362490	2400	0760		\$ 26.64			
					\$ 507.11			
	VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-04-10 W50432720	2400	0760		\$ 22.12		
		10-04-10 W50916040	2400	0760		\$ 15.68		
10-29-10 W52241540		2400	0760		\$ 240.87			
10-29-10 W52301400		2400	0760		\$ 14.08			
10-29-10 W52301410		2400	0760		\$ 12.47			
11-02-10 W52241260		2400	0760		\$ 45.55			
11-02-10 W52240940		2400	0760		\$ 97.53			
11-02-10 W52906100		2400	0760		\$ 109.74			
					\$ 558.04			
TOTAL REMITTANCE:					\$ 6,776.04			
The claims listed above (totaling \$6,776.04) 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 the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 5335

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-30-10	2400	0760				
	4009552067				\$ 15.27		
	09-30-10	2400	0760				
	4009552068				\$ 88.33		
	10-05-10	2400	0760				
	4009550416				\$ 66.41		
	10-05-10	2400	0760				
	4009585248				\$ 5.16		
	10-08-10	2400	0760				
	4009563504				\$ 26.72		
	10-08-10	2400	0760				
	4009563505				\$ 25.53		
	10-08-10	2400	0760				
	4009563506				\$ 21.63		
	10-08-10	2400	0760				
	4009563507				\$ 43.23		
	10-08-10	2400	0760				
	4009563508				\$ 41.36		
	10-08-10	2400	0760				
	4009563509				\$ 121.66		
10-08-10	2400	0760					
4009563510				\$ 29.87			
10-08-10	2400	0760					
4009563511				\$ 15.84			
10-08-10	2400	0760					
4009563512				\$ 160.99			
10-08-10	2400	0760					
4009563513				\$ 31.55			
10-11-10	2400	0760					
4009592246				\$ 473.08			
10-12-10	2400	0760					
4009565907				\$ 15.81			
10-12-10	2400	0760					
4009565908				\$ 21.00			
10-12-10	2400	0760					
4009565909				\$ 33.64			
10-12-10	2400	0760					
4009565910				\$ 33.62			
10-12-10	2400	0760					
4009565911				\$ 156.88			
10-12-10	2400	0760					
4009565912				\$ 674.98			
10-12-10	2400	0760					
4009565913				\$ 33.93			
				\$ 2,136.49			

TOTAL REMITTANCE: \$ 2,136.49

The claims listed above (totaling \$2,136.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 5336

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-12-10	4009565914	2400	0760	\$ 63.17		
	10-12-10	4009565915	2400	0760	\$ 534.67		
	10-12-10	4009565916	2400	0760	\$ 303.36		
	10-12-10	4009565917	2400	0760	\$ 391.49		
	10-12-10	4009565918	2400	0760	\$ 358.01		
	10-12-10	4009565919	2400	0760	\$ 120.18		
	10-13-10	4009566987	2400	0760	\$ 43.48		
	10-18-10	4009600412	2400	0760	\$ 25.21		
	10-18-10	4009579252	2400	0760	\$ 22.88		
	10-18-10	4009579253	2400	0760	\$ 14.85		
	10-18-10	4009579254	2400	0760	\$ 45.77		
	10-18-10	4009579255	2400	0760	\$ 102.68		
	10-18-10	4009579256	2400	0760	\$ 21.62		
	10-18-10	4009579257	2400	0760	\$ 139.85		
	10-18-10	4009579258	2400	0760	\$ 35.55		
	10-18-10	4009579259	2400	0760	\$ 128.68		
	10-18-10	4009579260	2400	0760	\$ 13.98		
	10-18-10	4009579261	2400	0760	\$ 14.62		
	10-18-10	4009579262	2400	0760	\$ 129.82		
	10-18-10	4009579263	2400	0760	\$ 47.97		
10-18-10	4009579264	2400	0760	\$ 44.48			
10-18-10	4009579265	2400	0760	\$ 36.97			
TOTAL REMITTANCE:					\$ 2,639.29		
The claims listed above (totaling \$2,639.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 5337

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-25-10	2400	0760					
	4009608410	2400	0760		\$ 186.68			
	10-25-10	4009592232	2400	0760	\$ 285.68			
	10-25-10	4009592233	2400	0760	\$ 547.95			
	10-25-10	4009592234	2400	0760	\$ 245.60			
	10-25-10	4009592235	2400	0760	\$ 32.91			
	10-25-10	4009592236	2400	0760	\$ 305.81			
	10-25-10	4009592237	2400	0760	\$ 413.30			
	10-25-10	4009592238	2400	0760	\$ 77.15			
	10-27-10	4009567522	2400	0760	\$ 22.93			
	10-27-10	4009585343	2400	0760	\$ 79.37			
					\$ 2,197.38			
	TOTAL REMITTANCE:					\$ 2,197.38		
	<p>The claims listed above (totaling \$2,197.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 5338

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
X06502-1 Orange County Treasurer-Tax Collector PO Box 1438 Santa Ana, CA 92702-1438	11-01-10 340-312-02	3700			\$ 6,187.46		
VC8326 Richards, Watson & Gershon 355 South Grand Avenue Los Angeles, CA 90071-3101	10-25-10 174203	1900	0738		\$ 385.00		
VC5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	11-05-10 159213	1900	0742		\$ 1,150.00		
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	11-02-10 6746022400	0200			\$ 2,887.05		
VC0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	11-02-10 8448400250124877	0700	0702		\$ 176.28		
VC0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	10-28-10 3-0676-3401710	1001			\$ 153.41		
VC3070-2 Demco P.O. Box 8048 Madison, WI 53708-8048	10-26-10 4017869	1800	0725		\$ 134.82		
VC8656 The Library Store P.O. Box 964 Tremont, IL 61568	10-29-10 813201	1800	0725		\$ 46.93		
TOTAL REMITTANCE:					\$ 11,120.95		
<p>The claims listed above (totaling \$11,120.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 5339

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	11-05-10 0005310-IN	0306			\$ 9,989.38		
VC6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	11-01-10 71498	1300			\$ 33.00		
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-26-10 538726704001	1800	0725		\$ 110.91		
	10-28-10 539135371001	1800	0725		\$ 150.60		
	10-28-10 539138100001	1800	0725		\$ 58.02		
					\$ 319.53		
TOTAL REMITTANCE:					\$ 10,341.91		

The claims listed above (totaling \$10,341.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 12

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*11-18-10 Payroll #12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 13

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*12-02-10 Payroll #13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		

The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/15/10
REPORT NO: 14

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District Attn: Wells Fargo Bank 111 E. Yorba Linda Blvd. Placentia, CA 92870	*12-16-10 Payroll #14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through October 2010 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: November 15, 2010

Summary of Cash and Investments as of October 31, 2010

Cash with Orange County Treasurer Fund 702	10,255.08
Cash with Orange County Treasurer Fund 703	12,228.62
Cash with Orange County Treasurer Fund 706	176,115.81
Cash with Orange County Treasurer Fund 707	907,612.87
Cash with Orange County Treasurer Fund 708	11,932.52
General Fund Checking – Bank of the West	81,216.30
General Fund Savings – Bank of the West	246,172.11
Payroll Checking – Wells Fargo Bank	65,745.15
Total Cash and Investments	1,511,278.46

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



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 October 31, 2010

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,668,964	54,254	1,614,710	3.3%
6220		Property Taxes - Current Unsecured	61,932	46,948	14,984	75.8%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	0	-	0	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	-	3,962	0.0%
6280		Property Taxes - Curr Supplemental	14,621	6,140	8,481	42.0%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	8,456	3,293	5,163	38.9%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	12,476	-	12,476	0.0%
6970		State - Other	18,844	4,080	14,764	21.6%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	30,000	18,463	11,537	61.5%
		Passports	62,800	26,890	35,910	42.8%
		DVD Rental	4,000	2,407	1,593	60.2%
		Meeting Room	4,000	2,580	1,420	64.5%
		Test Proctor	0	550	0	100%
		FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:			2,160,178	170,331		7.9%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	23,952	0	100.0%
		Emergency Payroll	0	26,562	0	100.0%

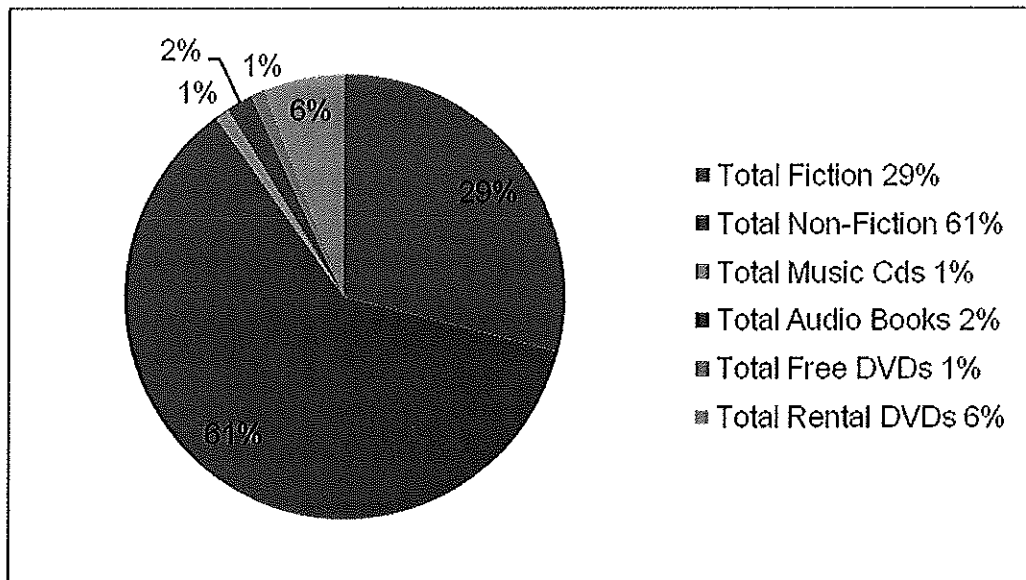
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
October 31, 2010

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	336,506	0.31	\$743,588
0200	Retirement	77,295	21,658	0.28	\$55,637
0301	Unemployment Insurance	6,000	56	0.01	\$5,944
0306	Health Insurance	106,622	47,582	0.45	\$59,040
306	Employee Assistance Program	787	250	0.32	\$537
0308	Dental Insurance	15,274	5,188	0.34	\$10,086
0309	Life Insurance	8,324	2,643	0.32	\$5,681
0310	AD & D Insurance	4,737	1,431	0.30	\$3,306
0319	Vision Insurance	2,486	876	0.35	\$1,610
0350	Workers' Compensation Insurance	10,000	2,842	0.28	\$7,158
	TOTAL	\$1,311,619	\$419,033	0.32	\$892,587
SERVICES & SUPPLIES					
0700	Communications	17,000	1,692	0.10	\$15,308
0900	Food	1,000	273	0.27	\$727
1000	Household Expenses	8,000	3,386	0.42	\$4,614
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	11,964	0.48	\$13,036
1400	Maintenance, Buildings & Improvements	65,000	5,174	0.08	\$59,826
1600	Memberships	4,700	4,318	0.92	\$382
1800	Office Expenses	35,000	6,051	0.17	\$28,949
1803	Postage	5,000	1,110	0.22	\$3,890
1900	Prof./Specialized Services	149,100	17,159	0.12	\$131,941
1912	Investment Administrative Fees	1,500	350	0.23	\$1,150
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	141	0.14	\$859
2200	Rents & Leases - Buildings & Improvements	35,000	35,785	1.02	-\$785
2400	Books/Library Materials	150,000	29,476	0.20	\$120,524
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	2,605	0.40	\$3,895
2800	Utilities	85,000	31,061	0.37	\$53,939
	TOTAL	\$606,800	\$161,836	0.27	\$444,964
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$1,918,419	\$580,868	0.30	\$1,337,551
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$0	0.00	\$10,000
4200	Structures/Improvements	100,000	\$0	0.00	\$100,000
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$0	0.00	\$234,759
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$580,868		\$1,579,310
Reserves	General Reserves	\$10,000	\$0	0.00	\$10,000
	702-Equipment & Structural Repair Fund	\$10,265	\$1	0.00	\$10,264
	703-Automated Replacement Fund	\$12,236	\$1	0.00	\$12,235
	706-Interest & Sinking Bond Redemption	\$175,985	\$15	0.00	\$175,970
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$1	0.00	\$11,938
	Impact Fees	\$42,732	\$0	0.00	\$42,732

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF OCT. 2010

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$11,984	793	1,009
Total Non-Fiction	\$25,218	688	1,022
Total Music CDs	\$346	19	19
Total Audio Books	\$822	19	19
Total Free DVDs	\$275	18	14
<u>Total Rental DVDs</u>	<u>\$2,257</u>	<u>69</u>	<u>86</u>
TOTAL MATERIALS	\$40,902	1606	2169



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF OCTOBER 2010
 Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$2,834	151	165	\$164	3	15	\$2,998	154	180	\$737	26	27	\$3,735	180	207
Adult Circulating Non-Fiction	\$9,285	432	435	\$50	3	3	\$9,335	435	438	\$25	1	1	\$9,360	436	439
Adult Reference	\$370	5	5	\$0	0	0	\$370	5	5	\$0	0	0	\$370	5	5
Adult magazines	\$4,915	97	425	\$0	0	0	\$4,915	97	425	\$0	0	0	\$4,915	97	425
Adult on-line databases	\$6,940	1	0	\$0	0	0	\$6,940	1	0	\$0	0	0	\$6,940	1	0
Total Adult Non-Fiction	\$21,509	535	865	\$50	3	3	\$21,559	538	868	\$25	1	1	\$21,584	539	869
TOTAL ADULT PRINT MATERIALS	\$24,343	686	1030	\$215	6	18	\$24,558	692	1048	\$762	27	28	\$25,320	719	1076
Adult Music CDs	\$346	19	19	\$0	0	0	\$346	19	19	\$398	24	24	\$744	43	43
Adult Audio Books	\$734	15	15	\$0	0	0	\$734	15	15	\$25	1	1	\$759	16	16
Adult Free DVDs	\$37	1	1	\$0	0	0	\$37	1	1	\$0	0	0	\$37	1	1
Adult Rental DVDs	\$1,734	63	63	\$0	0	0	\$1,734	63	63	\$200	11	11	\$1,934	74	74
TOTAL ADULT NON-PRINT MATERIALS	\$2,851	98	98	\$0	0	0	\$2,851	98	98	\$623	36	36	\$3,473	134	134
TOTAL ADULT MATERIALS	\$27,194	784	1128	\$215	6	18	\$27,408	790	1,146	\$1,385	63	64	\$28,793	853	1,210
Juvenile Fiction	\$6,550	431	631	\$0	0	0	\$6,550	431	631	\$280	21	23	\$6,829	452	654
Young Adult Fiction	\$2,601	211	213	\$0	0	0	\$2,601	211	213	\$197	12	12	\$2,797	223	225
Total Juvenile Fiction	\$9,150	642	844	\$0	0	0	\$9,150	642	844	\$476	33	35	\$9,626	675	879
Juvenile Circulating Non-Fiction	\$2,372	118	120	\$0	0	0	\$2,372	118	120	\$50	3	3	\$2,422	121	123
Young Adult Circulating Non-Fiction	\$341	19	19	\$0	0	0	\$341	19	19	\$13	1	1	\$354	20	20
Juvenile Reference	\$0	0	0	\$366	22	22	\$366	22	22	\$0	0	0	\$366	22	22
Juvenile Magazines	\$587	15	16	\$0	0	0	\$587	15	16	\$0	0	0	\$587	15	16
Juvenile on-line databases	\$389	1	0	\$0	0	0	\$389	1	0	\$0	0	0	\$389	1	0
Total Juvenile Non-Fiction	\$3,709	153	157	\$366	22	22	\$4,075	175	179	\$63	4	4	\$4,138	179	183
TOTAL JUVENILE PRINT MATERIALS	\$12,859	795	1,001	\$366	22	22	\$13,225	817	1,023	\$639	37	39	\$13,764	854	1,062
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$20	1	1	\$20	1	1
Juvenile Audio Books	\$98	4	4	\$0	0	0	\$98	4	4	\$0	0	0	\$98	4	4
Juvenile Free DVDs	\$238	17	13	\$0	0	0	\$238	17	13	\$0	0	0	\$238	17	13
Juvenile Rental DVDs	\$523	6	23	\$0	0	0	\$523	6	23	\$0	0	0	\$523	6	23
TOTAL JUVENILE NON-PRINT MATERIALS	\$849	27	40	\$0	0	0	\$849	27	40	\$20	1	1	\$869	28	41
TOTAL JUVENILE MATERIALS	\$13,708	822	1,041	\$366	22	22	\$14,074	844	1,063	\$559	38	40	\$14,633	882	1,103
Total Fiction	\$11,984	793	1,009	\$164	3	15	\$12,148	796	1,024	\$1,213	59	62	\$13,362	855	1,086
Total Non-Fiction	\$25,218	688	1,022	\$416	25	25	\$25,634	713	1,047	\$688	5	5	\$26,322	718	1,052
Total Music CDs	\$346	19	19	\$0	0	0	\$346	19	19	\$418	25	25	\$764	44	44
Total Audio Books	\$822	19	19	\$0	0	0	\$822	19	19	\$25	1	1	\$847	20	20
Total Free DVDs	\$275	18	14	\$0	0	0	\$275	18	14	\$0	0	0	\$275	18	14
Total Rental DVDs	\$2,257	62	98	\$0	0	0	\$2,257	62	98	\$200	11	11	\$2,457	73	97
TOTAL MATERIALS	\$40,902	1606	2169	\$681	28	40	\$41,482	1634	2209	\$1,944	101	104	\$43,426	1735	2313

General Fund \$16,597
 Outstanding Orders as of October 2010 \$65
 Adopt-a-book \$65
 TOTAL \$16,662

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for October 2010
DATE: November 15, 2010

October 2010 Net Revenue Summary

			YTD	YTD
	Oct-10	Oct-09	2010-2011	2009-2010
Passport	3,675.00	5,650.00	22,526.00	22,586.00
Passport Photos	778.00	815.00	4,364.00	3,865.00
Test Proctor	200.00	250.00	550.00	1,100.00
Meeting Room	900.00	260.00	2,580.00	1,805.00
DVD Rentals	542.00	359.00	2,407.00	2,105.00
Total	6,095.00	7,334.00	32,427.00	31,461.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Personnel Report for October 2010
DATE: November 15, 2010 .

RESIGNATIONS:

None

RETIREMENT:

None

APPOINTMENTS:

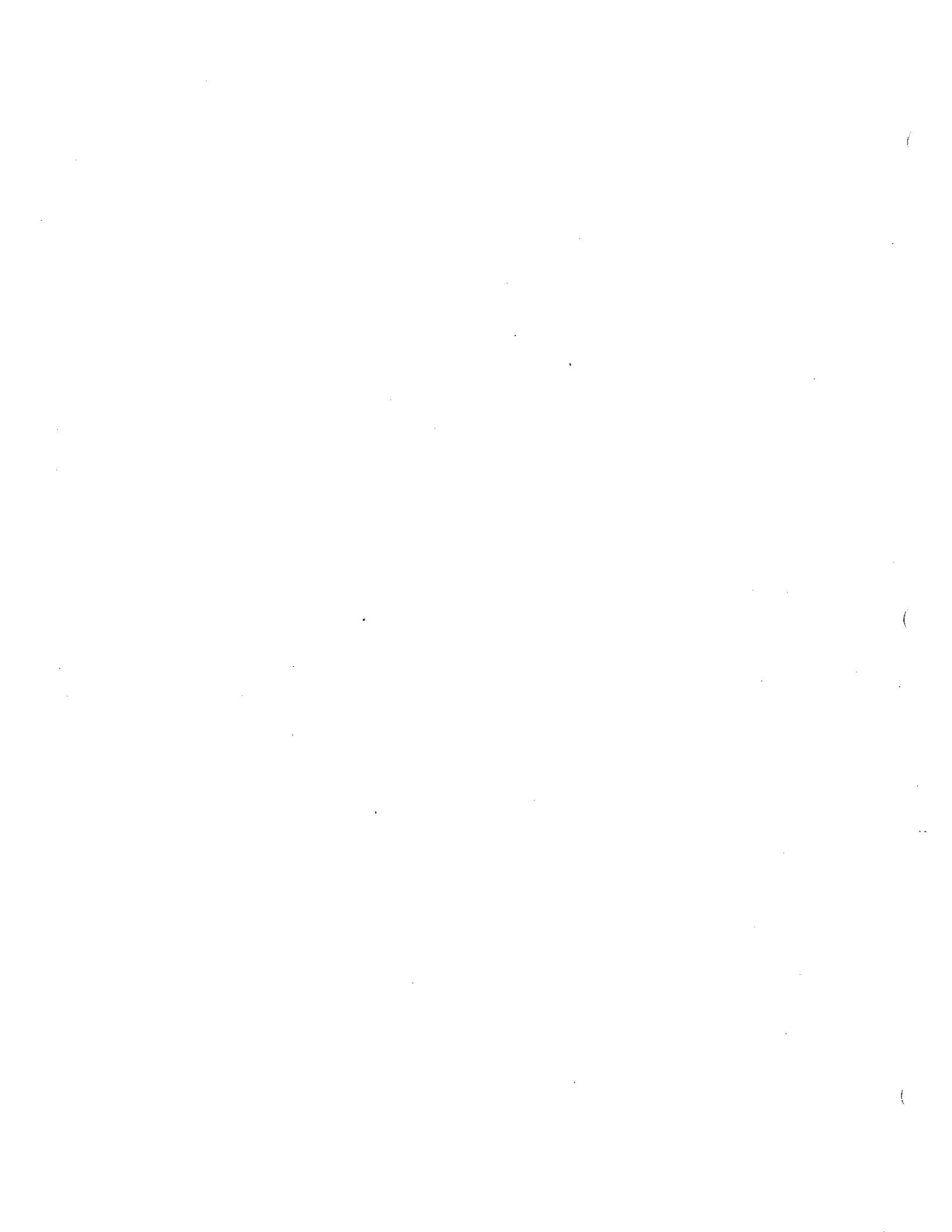
None

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: November 15, 2010

MONTHLY STATISTICS

October 2010

<u>CIRCULATION</u>	Oct 10.	Oct 09.		Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
NEW PATRON REGISTRATIONS	310	382		1,430	1,672	-14.5%
TOTAL CIRCULATION	17,362	16,803		76,753	75,673	1.4%
ATTENDANCE	24,187	25,294		101,781	104,810	-2.9%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	532	758	496	556	630	2,972
10:00	0	442	706	534	740	636	3,058
11:00	0	594	644	504	484	924	3,150
12:00	0	746	556	504	522	1,034	3,362
1:00	1,136	564	724	650	650	1,394	5,118
2:00	1,036	818	720	740	728	960	5,002
3:00	1,268	810	996	854	826	1,582	6,336
4:00	1,260	976	1,132	764	1,030	1,010	6,172
5:00	0	1,192	876	1,084	958	0	4,110
6:00	0	900	850	1,042	924	0	3,716
7:00	0	812	560	886	694	0	2,952
8:00	0	536	618	704	568	0	2,426
Total/Day	4,700	8,992	9,140	8,762	8,680	8,170	
							Grand Total 24,187

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00	0	0	0	0	1	5	6
10:00	0	0	0	0	0	5	5
11:00	0	0	0	0	2	7	9
12:00	0	1	0	3	0	6	10
1:00	8	1	1	1	1	5	17
2:00	5	1	1	3	1	7	18
3:00	7	4	3	4	4	5	27
4:00	5	4	3	3	3	6	24
5:00	0	3	3	2	1	0	9
6:00	0	4	4	2	3	0	13
7:00	0	1	3	3	2	0	9
8:00	0	0	0	0	0	0	0
Total/Day	25	19	18	13	18	46	
							Grand Total 147

STAFF ACTIVITY

- Oct 4, 2010-Meeting with Gary Bell to discuss setup for library program on Tuesday.
- Oct 5, 2010-Setup program for Reference Department.
- Oct 7, 2010- Meeting with Estella Wnek to discuss schedules and weekend programs.
- Oct 7, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Oct 9, 2010-Vanita Todker and David Ferrari worked the Heritage Parade.
- Oct 14, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Oct 14, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.
- Oct 18, 2010-Meeting in Anaheim Library.
- Oct 18, 2010-Set up for Library Board of Trustees Meeting.
- Oct 19, 2010-Staff Meeting.
- Oct 21, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Oct 21, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.
- Oct 25, 2010-Circulation Meeting.
- Oct 28, 2010-Meeting with Yesenia Baltierra to discuss library personnel issues.
- Oct 28, 2010-Meeting with Estella Wnek to discuss schedules and weekend programs.

ONGOING PROJECTS

- Oct 15, 2010-Examined all the fire extinguishers in the library.
- Oct 19, 2010- Handed in the Direct Loan Report to Yesenia Baltierra.

NEW PROJECTS AND ACTIVITIES

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: November 15, 2010

CITY OF PLACENTIA
INVOICES

PERIOD COVERED FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	6,892.73	1,452.50	142.50	14.42	\$8,502.15
Aug-10	10/12/10	6,848.56	1,425.50	142.50	*	\$8,443.56
Sep-10	10/28/10	6,571.73	1,452.50	142.50	*	\$8,166.73
Oct-10	*	*	*	*	*	*
Nov-10	*	*	*	*	*	*
Dec-10	*	*	*	*	*	*
Jan-11	*	*	*	*	*	*
Feb-11	*	*	*	*	*	*
Mar-11	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
TOTAL		20,313.02	4,357.50	427.50	14.42	\$25,112.44
AVG		6,771.00	1,452.50	142.50	14.42	\$8,370.81

* City Billing Not Received

FY2009-2010	DATE INVOICE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25	70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30	12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53	12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*	12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05	12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42	*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11	*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11	*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50	14.39	5,564.61
Apr-10	5/10&8/5/10	3,796.14	1,605.36	142.50	14.39	5,558.39
May-10	5/10&8/5/10	3,948.92	1,605.36	142.50	14.44	5,711.22
Jun-10	5/10&7/15/10	7,023.20	1,605.36	142.50	14.41	8,785.47
TOTAL		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
AVG		4,938.94	1,605.36	138.07	19.94	\$6,685.82

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for September 2010
DATE: November 15, 2010

Accomplishments

- Met with the Acting Human Resources/Finance Analyst to provide guidance and assistance on personnel matters.
- Assisted in the planning and implementation of the Annual Staff Appreciation Dinner.
- Finalized the publicity materials for the PLFF Author's Luncheon Fundraiser.
- Attended the Senate Local Government Committee in Santa Ana regarding transparency of public employees' salary and benefit information.
- Oversaw the California Shake Out Drill.

Meetings

- Library Board of Trustees meeting – October 18th
- Manager's meeting – October 5th, 14th, 20th, 28th
- Staff meeting – October 19th
- Placentia Round Table Women's Club meeting – October 6th
- Rotary Weekly meetings – October 6th, 13th, 20th, 27th
- Meeting with Dixie Shaw – October 7th
- Meeting with Secretary DeVecchio – October 7th
- PLFF Meeting – October 11th.
- Luncheon Meeting with Buena Park District Library Director Patti Hanley – October 13th
- Meeting with Trustee Wood – October 14th
- PLFF Author's Luncheon Meeting – October 14th, 28th
- Be Active (El Dorado High School) – October 14th
- Meeting with Fullerton Marriott regarding Staff Appreciation Dinner – October 20th, 21st
- Library Director's Luncheon Meeting – October 28th

Community Events / Functions

- Ed Hemmerling's Funeral Service – October 8th
- Painting H.I.S. House project – October 25th

Projects in Progress

- Strategic Plan
- Technology Plan
- Author's Luncheon

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Roger Hiles, Library Services Manager
SUBJECT: Library Services Manager Report for October 2010
DATE: NOVEMBER 15, 2010

Activities Report:

Achievements

Participated in a job interview panel for librarian positions for the Santa Monica Library on October 11.

Completed training for Board members on the Library's Email System on October 18.

Updated computer replacement schedule on October 14.

Worked on day-to-day computer problems in place of the IT technician. Major item this month: troubleshooting of Envisionware PC management software problems following installation of new version. Estimated time: 35 hours.

Projects in Progress

Library Email System Training – Email syncing will be scheduled as the implementation wraps up.

Ad Hoc Drafted Social Media Policy committee – working to draft policy.

Collection Management in Adult Collection – working with Adult Services staff to improve circulation and “browse-ability” of the adult collection. Shifting books in the adult section continues, with 600s adjusted in October.

Computer Workshops – Preparing for November 6th workshop on Google Docs, and also drafting training materials for 3 new workshops in December, and January.

Customer Service Review – Continued regular meetings of the Adult Services and Children's staffs to review and coordinate customer service procedures. Ongoing.

Collection Development Plan for Children's Collection – Continued discussing plan with the Children's Librarian. Due: December

Computer infrastructure – Action on computer refresh plan awaits final approval.

History Room – Continued working with History Room librarian on new program plan. Anticipated completion: December 2010.

Literacy Program – Working on a program plan. Anticipated completion: December 2010.

Website Redesign – Waiting for time to resume working on project. Anticipated project completion: TBD.

Library Twitter account – continued updating library Twitter feed.

Website Updates – continued updating library website.

PLFF Twitter and Facebook accounts – continued updating feeds.

PLFF Online Bookstore – Set up of online bookstore is awaiting availability of PLFF volunteer.

Meetings

I met with the Children's Librarian on October 6.

I chaired the combined Adult Services/Children's Staff meeting on October 12

I attended the Board of Trustees meetings on October 18.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian
SUBJECT: Children's Services Monthly Activity Report for October 2010
DATE: November 15, 2010

MONTHLY STATISTICS

	October 2010	October 2009	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	46	21	207	87	137.93%
In person reference/research:	640	571	2695	1924	40.07%
Total Reference	686	598	2902	2017	43.88%
Total Number of Programs	28	31	105	110	-4.55%
Total Programs					
Attendance	1095	788	4462	3660	21.91%

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	46
Read to the Dogs	1	25
Preschool Story Times I & II: 3-6 years	8	161
Pocket Tales: Stories, music, and movement.	4	134
Lap Sit 24 months & younger	4	228
P-TAC	4	56
Family Game Day	1	30
Super STAR Storytime	1	35
10/15-16 Camp Library	1	60
10/30 Halloween Crafts, Treats, and Costume Contest	1	100
10/30 YA: Library Haunt	1	60

10/31 In-N-Out Cover-to-Cover Reading Program	1	160
Total October 2010	28	1,095
Total October 2009	31	788
Current FY to date	105	4,408
Previous FY to date	110	3,660

Achievements:

- *Brenda Ramirez* worked at the Placentia Library booth at the Heritage Parade festival at Tri-City Park on October 9. Brenda handed out prizes and information about library programs to hundreds of residents.
- Children's Summer Reading Program winner *Tulsi Sukhdia* and her family participated in the Heritage Parade on October 9 by riding in the Placentia Library car.
- The In-n-Out Cover to Cover Club reading program for children began on October 9 and continues through November 20. Children ages 4 – 12 receive a certificate for a free hamburger or cheeseburger for every five library books they check-out and read.
- Children's staff, *Lori Worden, Brenda Ramirez, Toby Silberfarb, Coleen Wakai*, and Children's department interns *Emily Otis* and *Wendy Townsend* presented this year's Camp Library program on October 15 – October 16. Campers enjoyed many events planned by staff including a scavenger hunt, stories, games, a movie, and also a sing-along with *Lindsay Whipple*.
- Children's staff planned a Halloween crafts program and a costume contest for children of all ages for Saturday, October 30.
- P-TAC, under the supervision of *Coleen Wakai*, planned and presented the annual "Library Haunt" for children ages 7-12 on Saturday, October 30.
- Children's staff, *Lori Worden, Brenda Ramirez, Toby Silberfarb, and Coleen Wakai* attended the Placentia Library Staff Appreciation Dinner on October 22.
- *Bubblemania* entertained children in the Super STAR storytime on October 23.
- Children's staff continued weeding in their juv. fiction, non-fiction and YA areas.

In Progress:

- Children's staff continues to work on selection and ordering of Children's and YA materials, weeding, and Fall programming.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Children's / Volunteers
SUBJECT: Volunteer Report for October, 2010
DATE: November 15, 2010

Volunteer Hours:

	October	October	Y-T-D	Y-T-D	Y-T-D
	2010	2009	2010	2009	% change
History Room	38	78	177.5	78	127.56%
PLFF	456	546	1813	546	232.05%
Library (General)	639	304	2113.5	304	595.23%
Technical	28.25	10	33.25	10	N/A
Homework Club	126	126	182	126	44.44%
H.I.S. House Homework club	0	10	10	10	N/A
Tutors (Adult Literacy)	46	74	94	74	27.03%

Projects in Progress

- Mentoring 2 interns from Cal State Fullerton
- Mentoring an intern from University of Phoenix

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Adult Services Monthly Activity Report for October 2010
DATE: NOVEMBER 15, 2010

Reference Desk Activity

	October 2010	October 2009	Y-T-D 2010-2011	Y-T-D 2009-10	Y-T-D % change
Reference -- in person	998	1182	4306	5158	-16.52%
Reference -- telephone	318	357	1339	1105	21.18%
Reference -- email/chat	1	0	1	0	100.00%
Technology assistance	796	694	2703	2605	3.76%
Guest passes	169	6	517	44	1075.00%
Public computer use (desktops)	2918	2902	11345	11785	-3.73%
Public computer use (express laptops)	873	1643	5065	6459	-21.58%
In library use -- cleanup	3421	2623	14487	13427	7.89%

MONTHLY STATISTICS

ACHIEVEMENTS

- *Gary Bell* coordinated and hosted the Genealogy Program on October 5th. Thirty-three people attended the program.
- *Gary Bell and Jean Turner* led the October 6th, play reading of *Other People's Money* by Jerry Sterner. Six people attended the program.
- *Gary Bell* led the October 12th, book discussion of *The Guernsey Literary and Potato Peel Society* by Mary Ann Shaffer and Annie Barrows. Six people attended the program.
- *Gary Bell* continued to weed books from his subject areas.
- *Gary Bell* connected several adults needing English assistance with tutors who are providing them with instruction. He also provided tests to prospective students, prior to scheduling them with their tutors.
- *Nadia Dallstream* updated the book trough for October to showcase books from the 100s, 900s and Fiction as "Chilling Tales".
- *Nadia Dallstream* coordinated and taught the "Introduction to E-mail" Computer Workshop on October 5th, twelve people participated.
- *Nadia Dallstream* coordinated and taught the "Creating a Résumé Using Career Transitions" Computer Workshop on October 5th, eleven people participated.
- *Nadia Dallstream* updated the e-mail notification list for Adult Services and programs.

- *Nadia Dallstream* continues to update the Library's Facebook account with upcoming events and wall posts.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program. Six volunteers are available to assist patrons on Wednesday evenings. Thirty-six people received Tech Help and 28.25 hours of assistance.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Kathy Staymates* weeded the 100s and 200s.
- *Kathy Staymates* create a "Leaf through a Book" display in the large library display case.
- *Kathy Staymates* created a bibliography on Pablo Picasso for Dixie Shaw's Artists Bulletin Board.
- *Katie Matas* weeded the 600s.
- *Nadia Dallstream and Gary Bell* weeded Biographies.
- *Nadia Dallstream* updated the Computer Books Bibliography.

MEETINGS

- *Kathy Staymates, Katie Matas and Gary Bell* attended the Adult Services and Children's Services Combined Staff Meeting on October 12.
- *Nadia Dallstream* attended a Social Committee Meeting on October 13.
- *Katie Matas and Gary Bell* attended the Staff Meeting on October 19.
- *Nadia Dallstream and Gary Bell* attended the Staff Appreciation Dinner on October 22.

IN PROGRESS

- *Kathy Staymates* is preparing for a Memoir Writing Workshop on November 13.
- *Nadia Dallstream* is preparing a brochure on computer workshops.
- *Roger Hiles* is preparing to teach a computer workshop on Saturday, November 6, 2-3 p.m. Introduction to Word Processing with Google Docs.
- *Gary Bell* is preparing for a Play Reading of *On Golden Pond* by Ernest Thompson on November 3 at 9 a.m.
- *Katie Matas* is preparing for a book discussion of *The No. 1 Ladies Detective Agency* by Alexander McCall Smith.
- *Nadia Dallstream* is weeding Fiction.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for October 2010
DATE: November 15, 2010

	October 2010	October 2009	Y-T-D 2010	Y-T-D 2009	Y-T-D % change
History Room Visitors	13	7	40	34	17.65%
History Room Volunteer Hours	38	78	158	198	-20.20%

Achievements:

- I coordinated and hosted the genealogy program on October 5th. There were over thirty people in attendance, learning how to begin family roots research.
- The Bancroft books have been returned to the shelf in the History Room, after being rebound.
- I provided materials from the archives,(minutes of the Friends of the Placentia Library), to Carol Fizzard for her ongoing research.

Activity and in Progress:

- Work continues on the planning of the DVD project.
- Volunteers continue with archiving, filing, and providing input for computer inventorying.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for October 2010

DATE: November 15, 2010

MONTHLY STATISTICS

Online database usage:

	October 2010	October 2009	Y-T-D 2010- 11	Y-T-D 2009- 10	Y-T-D % change
General Reference Center	NA	199	618	403	53%
Career Transitions (new for FY10/11)	NA	0	151	0	NA
Heritage Quest	613	1,272	2,155	2,972	-27%
Novelist	48	32	274	205	34%
World Book (began 12/2009)	68	0	179	0	NA
Tumblebooks	370	387	1,130	1,080	5%
Reference USA	56	175	360	341	5%
	1155	2065	4,867	5,001	-3%

Website traffic for October 2010:

In October 2010 we had 18,105 visitors to our website. In October 2009 there were 35,617 page hits. Last year we had 15,866 visitors and 37,145 page hits in October.

STAFF ACTIVITY

- Katie attended a reference department meeting and a staff meeting.
- Katie established a “new book” shelving area in the Children’s Department.
- Katie proctored four exams.

ONGOING PROJECTS

- Jesus and Roger continue to update Library events on the website.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Katie updates the messages on the outside digital sign.
- Nadia updates the Library’s Facebook account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Discuss the Placentia Library District Policy #6050 – Meeting Room Policy

DATE: November 15, 2010

BACKGROUND

At the October 18, 2010 Library Board of Trustees meeting, a request from the Southern California Orchid Society to be exempt from PLD #6050.19 was presented. After much discussion, it was decided that PLD #6050 – Meeting Room Policy would be revisited at the November meeting for further discussion.

Attachment A is the proposed recommendations for PLD #6050 – Meeting Room Policy.

Fiscal Impact: \$0

RECOMMENDATION

Authorize a change in Placentia Library District Policy #6050 – Meeting Room Policy as proposed with the suggestions made by the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Meeting Room Policy
POLICY NUMBER: 6050

6050.1 The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (~~businesses, realty, and energy~~) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

6050.2 A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Placentia Library Friends of Placentia Library Foundation, the City of Placentia, and elected public officials for nonpartisan presentations.

6050.3 Application for use of the room will be made through the Administration Office on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application without approval by the Library Director.

6050.4 Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.

6050.5 Permission to use the room is not transferable.

6050.6 ~~Admission will not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.~~

6050.67 Upon reasonable notice and in emergency cases, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.

6050.78 Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$20 per hour is charged.

6050.89 The person who signs the application form will be deemed an official representative of the group, and liable for any damage to the library and facilities. The person signing the application form must be at least 18 years old.

6050.910- Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

6050.101 Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.

6050.112 No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive ~~to~~ under the Constitution of the United States or the State of California.

6050.123 Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for serving refreshments.

6050.134 There is a \$50 refundable security deposit/cleaning fee required at time of application.

6050.145 Alcoholic beverages are prohibited.

6050.156 The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes and endorsement of the policies or beliefs of the group by the Board or Library Staff, ~~and further, the~~ The Board or and the Library Staff will not be held responsible for any action undertaken or administered by any organization.

6050.167 Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

6050.178 Permits may be revoked by the Library Director whenever there has been a violation of these rules.

~~6050.19~~ — The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event are related to the improvement or betterment of the Library. ~~Vending of any article or service will not be permitted.~~

~~6050.1820~~ — Meeting rooms must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.

~~6050.1921~~ — If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

~~6050.202~~ Capacity limitations: When used as one room, the maximum capacity will be 136 standing and seating will be limited to 100. When the room is divided, each side will be limited to 50 people.

~~6050.213~~- Organizations requiring the presence of a staff member will incur a \$25/hour cost.

~~6050.224~~ Equipment available for the Meeting Room

~~6050.224.1~~ 85 Chairs

~~6050.224.2~~ 12 Tables (6' x 2 ½')

~~6050.224.3~~ 1 Lectern

~~6050.224.4~~ 3 Wall Screens

~~6050.224.5~~ Piano (\$25 Rental Fee)

~~6050.224.6~~ 2 Flags (American and State flag)

~~6050.224.7~~ White Board/Cork Board

~~6050.224.8~~ Santa Chair (\$25 Rental Fee)

~~6050.224.9~~ Projector (\$15 Rental Fee)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Discuss the Proposed Social Media Policy

DATE: November 15, 2010

BACKGROUND

At the October 18, 2010 Library Board of Trustees meeting, a proposed Social Media Policy was presented. A decision was made to establish a committee to further develop the proposed policy.

As a government agency, the Placentia Library District, continues to look for opportunities to leverage social media to improve the quality of library services and enable greater patron engagement. Publicly available social media sites, such as Facebook and Twitter, are providing government agencies with viable options for meeting new objectives. They have established communities and networks and provide a wide range of audio, video, and interactive capabilities without substantial costs. Developing a social media policy is an important step in establishing ground rules for employees with regard to online activities. It also serves as a reminder that the content isn't private and may ultimately reflect on Placentia Library District as an organization.

The Social Media Policy Committee met and presented an enhanced version of the policy. The policy incorporated all the elements of a Social Media Policy, including Employee Access, Account Management, Acceptable Use, Employee Conduct, Content, Security, Legal Issues, and Citizen Conduct.

Attachment A is the revised Social Media Policy proposal.

Fiscal Impact: \$0

RECOMMENDATION

Approve the new Social Media Policy #2275 as proposed with the suggestions made by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT POLICY #2275 – Social Media Policy

DRAFT

2275.1 Policy Statement

Social media may be used by Placentia Library District employees and trustees for District-related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality requirements.

2275.2 Purpose

The purpose of this policy is to provide Placentia Library District employees and trustees with requirements for participation in social media, including Placentia Library District-hosted social media, and in non-Placentia Library District social media in which the employee's Placentia Library District affiliation is identified.

2275.3 Definitions

2275.3.1 Social Media is defined as a website or application which allows users to publish and share information online.

2275.3.2 Library-hosted systems are defined as computer systems operated by the Placentia Library District, or on its behalf and direction.

2275.3.2 Non-Library-hosted systems are defined as computer systems not operated by the Placentia Library District, or on its behalf and direction, but which permit Library-sourced content to be published at their discretion.

2275.4 Provisions

2275.4.1 Library use of social media technologies on Library-hosted systems. The Placentia Library District will establish and use social media technologies in pursuit of its vision, mission, goals, and objectives as defined in the Placentia Library District Policy Manual.

2275.4.2 Approval. Approval for the establishment of Library-hosted social media use, including but not limited to blogs and social networks, will come from the Library Director. Social media accounts established to represent the Library District as an institution shall also be subject to approval by the Library Director.

2275.4.3 Editorial Control. The Library reserves the right to edit or remove comments content from Library-hosted systems when they are determined to be in violation of Library policies.

2275.4.4 Account Management. Account information (including login names and passwords) for accounts established to represent the Library District as an institution, shall be shared with the Library Director.

2275.4.5 Use of non-Library hosted social media systems. The Placentia Library District will make use of non-Library hosted social media technologies in pursuit of its vision, mission, goals, and objectives as defined in the Placentia Library District Policy Manual, both as an institution and through permitting employees and trustees to participate, subject to Library policies.

2275.4.6 Employee Conduct. Employees and trustees are expected to adhere to Placentia Library District policy requirements on computer use, communications, and interaction with the public (including but not limited to **#2270 Internet, E-mail, and Electronics Communication Ethics, Usage and Security, and #4010 Code of Ethics**), as well as applicable state and federal laws when using or participating in social media as part of their position with the Library. Employees and trustees should in particular respect patron privacy and confidentiality, Library proprietary and security information, and present a professional and ethical image.

2275.4.7 Disclaimer. Employees and trustees shall include the following disclaimer when using social sites when they identify their affiliation with the Placentia Library District: "The opinions expressed on here are my own and do not necessarily represent those of the Placentia Library District."

2275.4.8 Content. Employees and trustees providing online content through social media as part of their position with the Library, shall ensure that the information is accurate, pertinent, and is in accordance with the vision, mission, goals, and objectives of the Library and complies with applicable Library policies.

2275.5 Public conduct guidelines. Members of the public are invited to participate in Library-hosted social media use, or Library controlled subject to Library policies (including but not limited to **#6020 Public Computer and Internet Access Policy, and #6025 Public Internet Use Policy**), as well as the following guidelines: Public comments may not include the following:

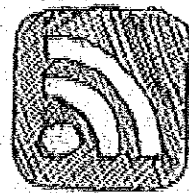
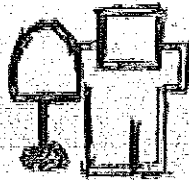
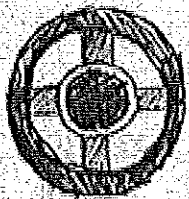
- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information of others published without their consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

The Placentia Library District reserves the right to edit or remove comments that violate this policy, any related policies, or applicable state or federal laws.

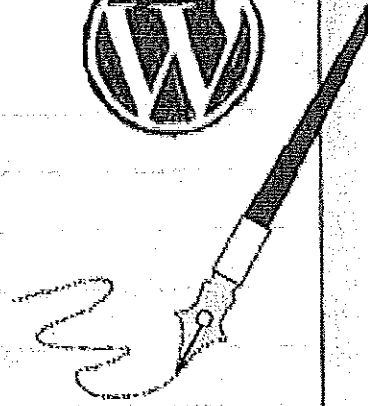
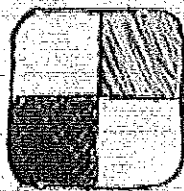
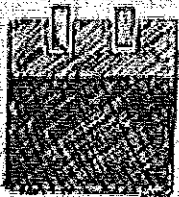
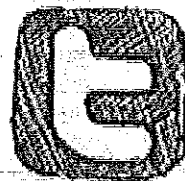
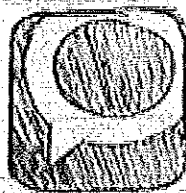


Center for
Technology in Government

Designing Social Media Policy for Government: Eight Essential Elements



flickr



Designing social media policy for government: Eight essential elements

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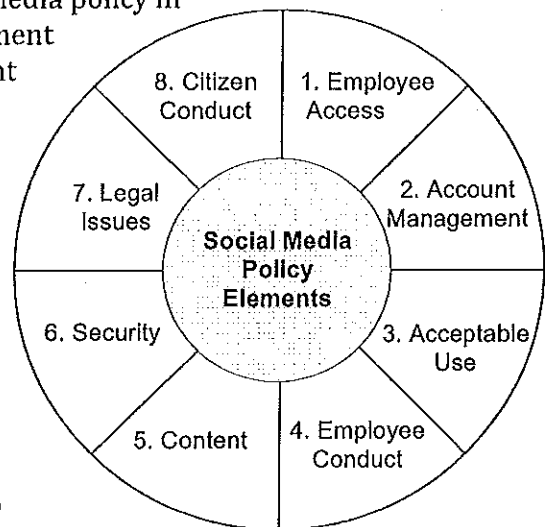
Introduction

Government agencies are increasingly looking to leverage social media to improve the quality of government services and enable greater citizen engagement. Publicly available social media sites, such as Facebook or Twitter, are providing governments with attractive options for meeting these new objectives. These sites are widely available to government employees and citizens with Internet access; they have established communities and networks; and they provide a wide range of audio, video, and interactive capabilities without substantial costs.

While there are many high profile examples of government agencies engaging social media tools, for the vast majority of governments across the US, these tools are still fairly new and relatively unexplored. The process of adopting new tools and managing the related changes in work processes and policies is not easy for any type of organization. But governments at all levels are starting to put more and more effort into figuring out social media tools that involves exploring new ways of working and shifting communication patterns. It also involves the creation of new policies and guidelines to encourage proper use and to mitigate the risks of social media tools.

Developing a social media policy can be an important first step for those government agencies considering using social media and can ultimately serve as a key enabler for responsibly and effectively leveraging social media tools. Yet, many governments are struggling with what such a policy should encompass and convey. Not surprisingly, given the emergent nature of social media, relatively few U.S. governments actually have a formalized set of policies to guide their own efforts, as well as for others to draw on or learn from. As a consequence, governments are faced with reinterpreting and applying old policies that govern the use of the Internet or creating completely new policies.

To help fill the gap in what is known about social media policy in government, the Center for Technology in Government undertook an effort to identify as many government social media policies as possible, to review those policies for patterns in content and approach, to talk with those experienced in developing these policies and those seeking guidance in this area, and to produce a new resource to guide government social media policy development efforts. The study begins to answer the question, what are the core elements of a government social media policy? Our analysis identified eight essential elements for a social media policy: 1) employee access, 2) account management, 3) acceptable use, 4) employee conduct, 5) content, 6) security, 7) legal issues, and 8) citizen conduct.



The analysis focused on 26 publicly available government social media documents, and results from interviews with 32 government professionals who were already using or were considering using social media tools¹. Overall, our search identified two types of documents being used by governments to communicate with employees about the use of social media: 1) guidelines and 2) policies. Of the 26 documents we reviewed, 10 were official social media policies, 12 were social media guidelines, and 4 were a mixture of both. In general, guidelines provide advice on how to best use social media tools to achieve a desired result, such as eliciting citizen engagement or providing suggestions for creating interesting content. Policies, on the other hand, represent official positions that govern the use of social media by employees in government agencies, such as detailing what constitutes acceptable use or outlining official processes for gaining access to social media sites.

The documents we reviewed varied with respect to the degree of detail devoted to any one element, with some covering a range of elements in brief, and others covering fewer elements in greater detail.² For instance, the United States (US) General Services Administration (GSA) *Handbook for Social Media* combines both policy and guidelines into one document, with the goal of creating a one-stop-shop for informing employees about all aspects of social media use. Some, such as the *New Media and the Air Force* handbook, comprehensively detail the agency's overall policy, strategy, and preferred way to engage with the public. Meanwhile the *State of Utah Social Media Guidelines* focused on specific elements such as the "rules of engagement" with social media for employees.

This report provides a brief overview of social media use in government with particular focus on the types of use by government professionals; it then presents detailed descriptions of the eight essential elements identified through the analysis; and closes with brief guidance on strategies for getting started.

Social Media Use in Government

Publicly available social media sites started within people's private lives, and were mainly used to connect with friends and family. However, as more and more people started to recognize the simplicity and value of communicating through social media sites, the use expanded to the work place. In the last two years, governments have seen more and more requests by their employees to use social media to do their work. While it seems like a natural progression for government to connect to citizens through social media, or to "meet the citizens where they are," understanding how to take advantage of these new tools in the context of government is complex.

Recognizing the different reasons government employees engage in social media use and how they sometimes overlap is valuable in creating a social media policy. Through our

¹ For a detailed methodology and a list of all reviewed policies, see Appendix A and B.

² Appendix C contains a table detailing coverage of the eight components within each of the 26 reviewed documents

interviews with government representatives, we heard three distinct ways employees are using social media tools while at work:

Employee use for official agency interests: Official agency use implies that an employee's use of social media is for the express purpose of communicating an agency's broad interests or specific programmatic and policy interests. For example, the US Environmental Protection Agency (EPA) has its own YouTube channel dedicated to its activities. Additionally, many of EPA's program and policy areas maintain their own blogs. In other instances, an employee may be asked to run a contest on IdeaScale on behalf of the agency, program area, or policy area. There are also many official uses of social media that are not citizen facing, such as internal blogs or wikis for collaboration among agency project teams.

Employee use for professional interests: Professional use implies that an employee's use of social media is for the purpose of furthering their specific job responsibilities or professional duties through an externally focused site. For example, almost 30,000 government employees have signed up as members at the external site GovLoop.com to engage with other professionals in a community of practice. Another way employees might engage in external sites is by accessing Facebook to view official government pages, such as the White House Facebook page, to research information on a newly issued directive. While use for professional interests are beneficial to the work of government by enabling employees to inform themselves on important issues or to collaborate with their peers, the social media tool or site the employee is using is not maintained or monitored by the agency itself. The employee is accessing sites and setting up accounts owned by private entities to consume and exchange information. Again, internally, professionals often collaborate through various technologies, but professional use implies going outside of the internal network of the agency.

Employee use for personal interests: Using social media for personal interests has nothing to do with an employee's job duties for the organization. For example, an employee may want to check their personal Facebook page, send out a personal Tweet, or watch the latest viral YouTube video during a lunch hour or another designated break during work hours. In addition, outside of work hours, employees might maintain a blog related to a hobby, which has nothing to do with their government position.

These uses are not mutually exclusive and sometimes the lines between professional and personal or professional and official agency uses are rather fluid. For example, government employees might spend their work time networking on GovLoop by sharing ideas and experiences with peers in the *Acquisition 2.0* group and sharing recipes with the *Gov Gourmet* group. Our study revealed that governments are still trying to figure out how to put boundaries around an employee's personal, professional, and official agency uses. Each use has different security, legal, and managerial implications and government agencies are tasked with striking a balance between using social media for official agency interests only and allowing all employees access for personal and professional interests.

Eight Essential Elements

By considering each of these eight essential elements, governments can largely address many of the current concerns surrounding social media use:

1. Employee Access

Governments have discretion, through Web site filtering tools, to restrict access to areas of the Internet deemed non-work related, such as personal email or leisure Web sites. Up until the last two years, social media sites have tended to fall under the non-work related umbrella. However, increasingly social media sites are blurring the line between personal, professional, and official agency use, raising new questions of which employees may access social media sites and what should be the process for gaining access.

Government agencies are managing access in two ways: 1) by controlling the number or types of employees who are allowed access to social media sites or 2) by limiting the types of sites that are approved for employee access. Most of the agencies we interviewed limited employee access to social media, allowing access for only a handful of designated individuals or functions (e.g., leadership or public information officers). Only one of the interviewed agencies allowed all employees unrestricted access to all social media sites.

Other agencies managed access by allowing all employees access to pre-approved social media sites. According to one interviewee, "Our agency allowed viewing access to YouTube after a risk assessment determined there is a business need for it and that the benefits outweighed the risks. All other sites are being blocked. If there is a need or request, it will be evaluated on a case by case basis by the director."

In agencies with formal policies, some outline required procedures for gaining access to social media sites. Of the 26 policies and guidelines reviewed, five addressed procedures for access. Of those five, most required employees or departments to submit an official business case justification in order to access and use social media sites.

Based on our interviews, the balance between unrestricted and controlled access remains a dilemma for many agencies. While some agencies may value the potential opportunities for professional development when employees are engaged in educational, collaborative, or knowledge sharing activities fostered by open access to social media sites, many still are fearful of the perceived legal and security risks. In addition, once access policy is determined, questions of account management and acceptable use inevitably arise.

Sample language for requesting access

"All social media requests must be submitted in the form of a business case to the Deputy County Executive for Information, who will then consult with the E-Government Steering Committee. If approved, agencies must fill out and have an agency director sign the Procedural Memorandum 70-05 Revised: Request for Waiver/Exemption Form and return it to the Information Security Office in the Department of Information Technology"

~Fairfax County, VA

2. Social Media Account Management

Account management encompasses the creation, maintenance, and destruction of social media accounts. Establishing an account on a social media site provides an employee with the full range of tools and capabilities for that site, such as joining networks or posting information. The lack of a clearly defined policy on account management may result in a situation where agency leadership does not have a handle on what types of social media accounts are being established, maintained, or closed by their employees for professional or official agency use. Therefore, a critical element to a social media policy for many is establishing who may set up an agency or professional social media account, as well as a procedure for establishing an account.

In the policies reviewed, the strategies varied. One strategy was to require approval by only one designated party, which was most frequently the public information officer. The State of North Carolina outlined who is responsible for approving and maintaining accounts and what happens when accounts are removed. Other strategies involve approval by more than one party. For example, Arlington County, Virginia requires approval from both the communication department and the IT department.

While our sample of government policies is too small to draw any definite conclusions, local government policies tend to be more explicit on account management as compared to state or federal agencies. Twelve of the policies and guidelines reviewed addressed the element of account management, and eight of those 12 came from local government. One reason for this difference might be scale and the level at which issues are addressed within policies. In comparison, state policies tended to provide enterprise level suggestions and thus steered away from specific management issues.

Sample language outlining multiple approvals needed to create a social media account

“There should be an authorization process for employees wishing to create an account for the benefit of the agency, with the agency Public Information Officer (PIO) as the authority to oversee and confirm decisions. In this role, the PIO will evaluate all requests for usage, verify staff being authorized to use social media tools; and confirm completion of online training for social media.

PIOs will also be responsible for maintaining a list of all social networking application domain names in use, the names of all employee administrators of these accounts, as well as, the associated user identifications and passwords currently active within their respective agencies.

~ State of North Carolina

3. Acceptable Use

Acceptable use policies typically outline an organization’s position on how employees are expected to use agency resources, restrictions on use for personal interests, and consequences for violating the policy.

Twelve of the policies and guidelines we reviewed deal specifically with acceptable use, particularly for personal interests. The majority of these 12 policies point toward existing

policies that already dictate acceptable use of common electronic and information resources such as telephone, computer, or Internet access.

However, as the use of social media in government evolves over time, acceptable use policies may need to address the blurring boundaries around personal, professional, and official agency use. In our interviews, we found that agencies are struggling with what is acceptable in terms of employees' personal and professional use of social media. Questions commonly arise with social media use, such as how much time an employee may spend on a personal Facebook page while at work or how much time an employee should devote to participating in peer-to-peer networking on sites such as GovLoop.

Sample language for addressing acceptable use of social media sites for personal use while at work.

"Employees should follow regulations and policies according to the City's Email and Electronic Communication Acceptable Use Policy. Some aspects of that policy that relates to employees' use of social media/networking resources include the following: ...

2. Use of the City-provided Internet Email and Lotus Notes is a privilege. Unauthorized use will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action as deemed appropriate.
3. Employees should recognize that there are restrictions and limitations to use of the Internet and its related technologies. There is a limited amount of personal use that is understood and permissible, but employees should be as conservative as possible in such personal use and understand that public records laws may bring their use under scrutiny by the media and public."

~ City of Chandler, AZ

Unlike the question of acceptable personal use during designated times or non work hours, the question of acceptable employee use for professional and official agency reasons remains complicated. Only three of the 26 policies have begun to address this issue.

Some government agencies draw a clear distinction between an employee's professional use of social media and an employee's personal use of the same tools. For example, in the City of Arvada, Colorado, the social media policy clearly states, "Social Media use is for business communication and for the purpose of fulfilling job duties, in accordance with corporate goals and objectives, not for personal use." On the other hand, the US Air Force encourages its members to think of themselves as on duty 24 hours a day, seven days a week when it comes to social media use. Others we interviewed suggested acceptable employee use for professional interest is better monitored and managed by supervisors, rather than a one-size fits all policy.

4. Employee Conduct

In general, professional employee conduct is already governed by policies such as an ethical code of conduct that addresses what is “right” and “wrong” in terms of employees’ behavior, and sets out the consequences should a violation occur. Twenty-one of the reviewed policies addressed employee conduct in their professional capacity, with the majority of them referencing existing policies by either using direct quotes or simply providing links or reference numbers on where to look further.

In addition to a standard conduct code that addresses things such as racially offensive language, some of the policies do address issues more specific to social media, including respecting the rules of the venue, striving for transparency and openness in interactions, and being respectful in all online interactions. Other policies expressed an expectation of “trust” that employees will provide professional-level comments or content whether in their professional or personal lives.

None of the policies reviewed directly address the consequences of inappropriate conduct on personal social media sites. However, outlining which aspects are simply recommendations for personal behavior and which ones are potential grounds for dismissal might be useful for employees and their managers trying to navigate and define the parameters of the personal/professional divide.

Sample language outlining employee conduct expectations when using social media

A summary of the key points of ethical Social Media conduct are reproduced below:

- i. Customer protection and respect are paramount.
- ii. We will use every effort to keep our interactions factual and accurate.
- iii. We will strive for transparency and openness in our interactions and will never seek to “spin” information for our benefit.
- iv. We will provide links to credible sources of information to support our interactions, when possible.
- v. We will publicly correct any information we have communicated that is later found to be in error.
- vi. We are honest about our relationship, opinions, and identity.
- vii. We respect the rules of the venue.
- viii. We protect privacy and permissions.

~ State of Delaware

Sample language describing standards for content created by individuals using professional accounts

“[The] lines between public and private, personal and professional are blurred. By identifying yourself as a State employee, you are creating perceptions about your expertise and about the State by legislative stakeholders, customers, business partners and the general public...Be sure that all content associated with you is consistent with your work and with the State’s values and professional standards.”

~ State of Utah

5. Content

The issues of who is allowed to post content on official agency social media pages and who is responsible for ensuring its accuracy came up frequently in our interviews and fourteen of the reviewed documents address content management in some way. Content management strategies range from some agencies exerting minimal editorial controls over content by allowing their employees to write freely in agency blogs on various mission related topics (e.g., US EPA), to other agencies that keep responsibility for content creation and management solely with the public information officer (e.g., City of Seattle, Washington).

In many cases, such as Fairfax County, VA, the responsibility for creating content is given to the department or individual who created the account, with the agency's public information officer being responsible for ensuring the accuracy of the posted information and adherence to existing social media policies.

The question of content management with respect to an employees' professional and personal use is left largely unexplored in policy and guideline documents. However, it was a concern for many of the professionals we interviewed. Outside of official agency social media pages, these professionals are more and more engaging in work-related group discussions on sites such as GovLoop or LinkedIn and leaving online comments in response to work-related topics on external blogs. Ten of the 26 policies reviewed simply instruct their employees to always use a standard disclaimer that distances the employee's opinions and content from the official agency position.

For example, the social media policy and guidelines for the US Air Force instructs employees to specify, through a disclaimer, that any comments provided by an employee on external social media sites are personal in nature and do not represent the views of the US Air Force. In addition, while not included in their guidelines or policy documents, the US Air Force developed a flowchart designed to help airmen decide how to respond to

Sample language concerning content management

"Agencies are responsible for establishing, publishing, and updating their pages on social media sites. Although it will be the agency's responsibility to maintain the content, the Office of Public Affairs will monitor the content on each of the agency pages to ensure 1) a consistent countywide message is being conveyed and 2) adherence to the Social Media Policy. The Office of Public Affairs also reserves the right to direct agencies to modify social media content based on best practices and industry norms."

~Fairfax County, VA

Sample language concerning content management

"Public Affairs will:

- Maintain the blog, including the look and feel and pages for the comment policy, blog description, etc.
- Review each post. This will primarily be for policy and legal issues; other editing will be very light, essentially only to correct spelling or grammatical mistakes.
- Coordinate review with the Office of General Counsel for legal issues.

"EPA blogging is a privilege, not a right. Because of federal and legal responsibilities, EPA management reserves the right to review blog content or to un-invite anyone to blog."

~US Environmental Protection Agency

comments from the public when they come across discussions about the Air Force on social media sites.³

6. Security

Governments are working to develop best practices to ensure the security of their data and technical infrastructure in light of the new uses, users, and technologies related to social media use.

Some of the reviewed policies deal explicitly with security concerns for social media, while others are more general. For instance, the City of Hampton's policy simply points to existing IT security policies by stating, "Where appropriate, City IT security policies shall apply to all social networking sites and articles." Other policies target specific security concerns; two types generally found in the policies analyzed and discussed in the interviews were technical and behavioral concerns.

The technology concerns addressed in the policies focused on password security, functionality, authentication of identity using public key infrastructures, and virus scans. Fifteen of the policies included specific requirements such as requiring users to maintain complex passwords. A few policies required a designated official to hold all username and passwords for social media accounts.

Sample language outlining the technical concerns and processes to follow:

Agency IT Administrators shall:

1. Limit Internet access Social Media web sites according to the agency's acceptable use policy, while allowing authorized Users to reach content necessary to fulfill the business requirements.

Limitations may include:

- b. Allowing Internet access to Users who are specifically authorized.
- c. Preventing unnecessary functionality within Social Media web sites, such as instant messaging (IM) or file exchange.
- d. Minimizing and/or eliminating the addition of web links to other web sites, such as "friends", to minimize the risk of exposing a government user to a link that leads to inappropriate or unauthorized material.

2. Enable technical risk mitigation controls to the extent possible. These controls may include:

- a. Filtering and monitoring of all Social Media web site content posted and/or viewed.
- b. Scanning any and all files exchanged with the Social Media web sites.

~ State of California

The Department of the Navy memo on social media specifically mentions following the Department of Defense's Public Key Infrastructure procedures and restricts the posting of classified information to protected sites only. Two policies detail how attachments should be scanned using anti-virus tools before they can be posted on behalf of the government.

³ http://www.wired.com/images_blogs/photos/uncategorized/2009/01/06/air_force_blog_char.jpg

The behavioral security concerns refer to those threats that result from employees' intentional or inadvertent actions when engaging with social media sites and tools. The *Guidelines for Secure Use of Social Media by Federal Departments and Agencies* by the Federal CIO Council discussed the two major threats that rely on certain types of behaviors by users—*spear phishing* and *social engineering*. For example, employees may inadvertently post information about themselves or the agency on social media sites, which attackers then use to manipulate users. A related concern is the inadvertent posting of citizens' personal and protected information by agency employees. While these concerns are not new, many of the reviewed policies mentioned the need to protect confidential information that is personally identifiable or could endanger the agency mission.

7. Legal Issues

The use of social media tools raises the issue for many agencies about how to ensure that their employees are abiding by all existing laws and regulations. Some policies take a general approach to legal issues, using generic text that requires all employees to adhere to all applicable laws and regulations without actually specifying which laws and regulations are applicable. Others point to specific areas of law such as privacy, freedom of speech, freedom of information, public records management, public disclosure, and accessibility.

A number of policies include language outlining records management and retention schedules for content posted to social media sites. The policies that address this issue focus on retaining social media records, but a few include language related to the removal of records (for example, see bullet 6 in the City of Hampton, Virginia policy below). The State of Massachusetts highlights the transitory nature of records in its guidelines on Twitter and provides instructions on how to download Tweets from Twitter to prevent loss of content.

Sample disclaimer for comments being treated as public records

"Posts and comments to and from me, in connection with the transaction of public business, is subject to the North Carolina Public Records Law and may be disclosed to third parties."

~ State of North Carolina

Some policies proactively address potential legal issues by requiring the use of various disclaimers on social media sites. One example of a standard disclaimer is for use by employees when engaging in social media activities and is intended to detach the opinions and actions of individual employees from their employer. For example, The City of Hampton, Virginia directs its employees who choose to engage citizens on social media sites on behalf of the City to "Make it clear that you are speaking for yourself and not on behalf of the City of Hampton. If you publish content on any website outside of the City of Hampton and it has something to do with the work you do or subjects associated with the City, use a disclaimer such as this: 'The postings on this site are my own and don't necessarily represent the City's positions or opinions.'" Other standard disclaimers concern public records, external links, endorsements, copyright, privacy, and offensive behavior.

Sample language outlining specific laws and impact

"All City of Hampton social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all Information Technology and Records Management City policies and other applicable City policies.

...

3. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.

4. City of Hampton social networking sites are subject to Library of Virginia's (LVA) public records laws. Relevant City of Hampton and (LVA) records retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approved City platforms and tools.

5. All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

6. Content submitted for posting that is deemed not suitable for posting by a City of Hampton social networking moderator because it is not topically related to the particular social networking site objective being commented upon, or is deemed prohibited content based on the criteria in Policy - Item 9. of this policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting."

~ City of Hampton, Virginia

8. Citizen Conduct

Social media sites, unlike more traditional media such as newspaper or radio, allow for instant two-way public communication between government and citizens. Citizens are able to directly post audio, video, and text to many social media sites. Agencies must decide whether to allow two-way communication, such as the use of comment boxes, and how to handle this engagement with citizens. For agencies that decide to elicit citizen feedback via their official agency social media sites, rules for acceptable conduct of citizens are often developed.

Eleven of the 26 reviewed policies and guidelines addressed the issue of citizen conduct. The documents vary with respect to how they deal with the content of comments. Some issue rules of conduct that are posted on the agency's site. These rules generally refer to limitations on offensive language, inciting violence, or promoting illegal activity. Similar rules are often already used on agencies' websites and can be reused for social media purposes. Other policies, such as the policy of the City of Arvada, simply talk about who will have the responsibility of approving public comments without going into detail as to what makes a comment acceptable.

Sample language outlining the preferred conduct of citizens

"Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City of Seattle social media site articles and comments containing any of the following forms of content shall not be allowed:

- a) Comments not topically related to the particular social medium article being commented upon;
- b) Comments in support of or opposition to political campaigns or ballot measures;
- c) Profane language or content;
- d) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- e) Sexual content or links to sexual content;
- f) Solicitations of commerce;
- g) Conduct or encouragement of illegal activity;
- h) Information that may tend to compromise the safety or security of the public or public systems;
or
- i) Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available (see the City of Seattle [Twitter](#), [Facebook](#) and [CityLink](#) standards)."

~ City of Seattle, Washington

Getting Started: Designing a social media policy

Many agencies have either adopted or are in the process of adopting social media tools for official business. In doing so, the need for a new policy to address the issues connected to social media use in a governmental context has become increasingly clear. Yet, as we have found in our research, relatively few have implemented formal social media policies and/or guidelines. Policies that regulate the users of these emerging technologies for personal, professional, and agency reasons can create clarity for employees, as well as provide direction for agencies on how to address potential legal and regulatory issues.

In addition to considering the essential eight elements, the following strategies provide some further guidance for those just getting started.

- **Determine goals and objectives for using social media tools.**

While ideally an agency would create a social media policy prior to allowing access to or creating social media accounts, for many, policy creation is done retroactively. Either way, a social media policy should be modeled after the current or planned use of social media tools and strategies to ensure the alignment of objectives and social media policy. For example, if an agency's main objective is engagement and two-way communication with its constituents, then devising a policy that does not allow for external comments on an agency's social media page would effectively eliminate any chance of reaching its strategic goal of engagement.

- **Bring together a multi-functional team including all stakeholders from communication, legal, technology, human resources, and program units.**
Whether it is to create policy, or periodically review policies, a team of experts from the legal, communications, technology, human resources, and program units can speak to the variety of issues emerging from the use of social media in government agencies. There are many grey areas in the social media arena and paying attention to different view points is necessary to keep the policies aligned with an agency's goals and objectives.
- **Identify existing policies that apply to the use of social media tools.**
Before creating a social media policy from scratch, consider to what extent the issues being raised by social media use are connected to issues already covered by existing policies or regulations. Often existing policies provide guidance on issues such as acceptable use, employee access, or ethical conduct. In some instances, the text of an existing policy may be revised to address use within a social media context and in other instances can remain unchanged. Seventeen of the reviewed documents referenced an existing policy such as an Acceptable Use Policy or a Statement of Employee Code of Conduct.
- **Discuss conflicts or inconsistencies between proposed and existing policies and procedures.**
In some agencies, the introduction of social media tools might represent a change in the typical rules of engagement such as in the way professionals are expected to interact or changes in the way an agency engages with the public. Thus, a review of existing policies should ensure that the proposed social media policy and its implication for employees are not in contradiction to existing policies or procedures. Inconsistencies may occur across a spectrum of issues such as passwords or an agency's official public position. For example, agencies may need to decide how to address password requirements for social media sites, which may differ from existing policies. Conflicts may also arise when access to the public is allowed through social media sites. The question of when and who can "speak" on behalf of the agency may need clarification if existing policy states that all media or outside requests for information must only come through a public information officer.

Creating a policy for the use of social media policy by a government agency is not a simple task. One not only has to contend with an ever-changing landscape of the social media environment, but also with the various ways government employees are using these tools to do their work. And, as with any other policy, social media policies should be reviewed periodically to ensure that they continue to reflect the agency's changing strategy and priorities. This report should serve as a brief guide for governments who are in the process of crafting their social media policy or are simply thinking about embarking on this journey.

APPENDIX A: Methodology

This report draws from both document analysis of existing social media policies and interviews with government professionals.

We found and reviewed 26 social media documents (policies and guidelines) from government agencies (four international, eight federal, five state, and nine local). All documents were collected between October and December of 2009. During our search, two existing clearinghouses were uncovered. The first clearinghouse was collected by Chris Boudreaux in support of his upcoming book *Social Media Governance: Empowerment with Accountability*⁴. The second was found at Muni.Gov, a social networking site of a coalition of government entities “focusing on exploring the use and principles of Web 2.0 in an effort to improve citizen services and communication via technology”⁵.

The 26 documents are of two different types. The first type of document represents official policies that govern employees’ conduct on social media sites, whether professional or personal, and management of official representation of an agency in social media. The second type of document represents guidelines for agency employees that provides advice on how to use social media effectively, tips on how to make its content interesting and appropriate, and how to engage the public. Several documents contained elements of both, effectively combining a how-to-guide with an official agency social media policy.

In addition, 28 professionals from 14 government agencies were interviewed between December 2009 and February 2010. The interviews lasted approximately 45 minutes and covered the following areas: social media use, concerns and benefits associated with social media use, and evaluation of social media initiatives.

⁴ <http://socialmediagovernance.com/policies.php>

⁵ <https://sites.google.com/site/munigov20/good-reading-and-resources>

APPENDIX B: Table of Social Media Policies and Guidelines

Institution	Type of Policy	Online Location of Policy
International		
Australian Public Service Commission (policy)	Protocols for Online Media Participation	http://apsc.gov.au/circulars/circular096.htm
New Zealand State Services Commission (brief guidelines)	Principles for Interaction with Social Media	http://www.ssc.govt.nz/display/document.asp?DocID=7160
UK Civil Service (guidelines)	Code for Online Participation	http://www.civilservice.gov.uk/about/resources/participation-online.aspx
UK Department for Business, Innovation and Skills' (policy and guidelines)	Template Twitter Strategy for Government Departments	http://blogs.cabinetoffice.gov.uk/digitalengagement/file.axd?file=2009%2f7%2f20090724twitter.pdf
Federal		
Air Force (policy and guidelines)	New Media and Web 2.0 Guidance	http://www.af.mil/shared/media/document/AFD-090406-036.pdf
Federal CIO Council (guidelines)	Guidelines for Secure Use of Social Media by Federal Departments and Agencies	http://www.cio.gov/Documents/Guidelines for Secure Use Social Media v01-0.pdf
General Services Administration (policy)	Agency Social Media Policy	http://www.gsa.gov/graphics/staffoffices/socialmediapolicy.pdf
General Services Administration (policy and guidelines)	Agency social media handbook	http://www.gsa.gov/graphics/staffoffices/socialmediahandbook.pdf
Navy (memo)	Web 2.0 Utilizing New Web Tools	http://www.doncio.navy.mil/PolicyView.aspx?ID=789
US Army Corps of Engineers, Jacksonville District (guidelines)	Social Media User Guidelines	http://www.saj.usace.army.mil/Documents/JaxDistrictSocialMediaUserGuidelines.pdf
US Coast Guard (memo)	Social Media	Memo/NR
US EPA (guidelines)	Blogging at EPA for Greenversations	http://www.scribd.com/doc/13232289/Blogging-At-EPA-Guidelines
State		
California (policy guidelines for agencies)	SIMM 66B - Social Media Standard	http://www.cio.ca.gov/Government/IT_Policy/pdf/SIMM_66B.pdf
Delaware (policy and guidelines)	Social Media Policy	http://dti.delaware.gov/pdfs/pp/SocialMediaPolicy.pdf
Massachusetts (guidelines)	Social Media Toolkits	http://www.mass.gov/?pageID=afsubtopic&L=6&L0=Home&L1=Research+%26+Technology&L2=Information+Technology+Services+%26+Support&L3=Application+Services&L4=Mass.Gov&L5=Social+Media+Guidance+%26+Best+Practices&sid=EOAF
North Carolina (policy)	Social Media Policy (Governor approved)	http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf

APPENDIX B: Table of Social Media Policies and Guidelines (continued)

Institution	Type of Policy	Online Location of Policy
Local		
Utah (guidelines)	Social Media Guidelines	http://www.utahta.wikispaces.net/file/view/State%20of%20Utah%20Social%20Media%20Guidelines%209.22.09.pdf
Arlington County, Virginia (guidelines)	Social Media Policy and Guidelines (This policy is all about open communication)	https://sites.google.com/site/munigov20/good-reading-and-resources/Arlington%20CVAsocialmediapolicy073009.pdf?attredirects=0&d=1
Arvada, Colorado (policy)	Social Media Policy	https://sites.google.com/site/munigov20/good-reading-and-resources/2500.07-SOCIALMEDIA09-30-2009.pdf?attredirects=0&d=1
Chandler, Arizona (policy)	Media/Social Networking Administrative Regulation	https://sites.google.com/site/munigov20/good-reading-and-resources/Chandler_SocialMediaPolicy.pdf?attredirects=0&d=1
Fairfax County, Virginia (policy)	Social Media Policy	http://www.fairfaxcounty.gov/opa/fairfax-county-social-media-policy.pdf
Hampton, Virginia (Policy with attached guidelines)	Social Media Policy	https://sites.google.com/site/munigov20/good-reading-and-resources/hampton_vasocial_media_policy09-002.pdf?attredirects=0&d=1
Roanoke County, Virginia (policy)	Roanoke County Social Media Policy	https://sites.google.com/site/munigov20/good-reading-and-resources/RoanokeCountySocialMediaPolicy-Final.pdf?attredirects=0
Seattle, Washington (policy)	Bloggng Policy	http://seattle.gov/pan/SocialMediaPolicy.htm
Seattle, Washington (policy)	Social Media Use Policy	http://seattle.gov/pan/SocialMediaPolicy.htm
Wake County (guidelines)	Web 2.0 Guidelines for use	http://www.wakeemployees.com/support/documents/web20_dept_guidelines.pdf

APPENDIX C: Table of reviewed documents by issue areas

The table below provides a list of all reviewed policies as well as a representation of what issue areas are covered in each of the policies. While there are many nuances and the level of detail varies greatly, this gives the reader a general overview of where he can find additional examples of policy language pertaining to each area.

Institution	Access	Acceptable Use	Account process	Content	Employee conduct	Legal	Security	Citizen conduct
International								
Australian Public Service Commission (policy)		•			•			
New Zealand State Services Commission (brief guidelines)					•			
UK Civil Service (guidelines)					•	•		
UK Government (policy and guidelines)				•				•
Federal								
Air Force (policy and guidelines)		•		•	•	•	•	
Federal CIO Council (guidelines)		•				•	•	
General Services Administration (policy)		•		•	•	•	•	
General Services Administration (policy and guidelines)			•		•	•		•
US Navy (memo)			•		•	•	•	
US Army Corps of Engineers, Jacksonville District (guidelines)					•	•	•	•
US Coast Guard (memo)								
US EPA (guidelines)				•	•	•		•
State								
California (policy guidelines for agencies)	•	•		•	•		•	
Delaware (policy and guidelines)			•		•	•	•	
Massachusetts (guidelines)						•	•	•
North Carolina (policy and guidelines)	•	•	•	•	•	•	•	
Utah (guidelines and policy)		•			•	•		•

Institution	Access	Acceptable Use	Account process	Content	Employee conduct	Legal	Security	Citizen conduct
Local:								
Arlington County, Virginia (guidelines)			•	•				
Arvada, Colorado (policy)		•	•		•	•	•	•
Chandler, Arizona (policy)	•	•	•	•	•		•	
Fairfax County, Virginia (policy)	•	•	•	•	•	•	•	•
Hampton, Virginia (Policy with attached guidelines)			•	•	•	•	•	•
Roanoke County, Virginia (policy)		•	•	•	•	•		
Seattle, Washington (social media policy)		•	•	•	•	•	•	•
Seattle, Washington (blogging policy)			•	•	•	•	•	•
Wake County (guidelines)	•			•	•			

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Board of Trustees, the following rules will be observed.

4010.1.1 The dignity, style, values and opinions of each Trustee will be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

4010.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Trustees should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners in the District, said complaints should be referred directly to the Library Director.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Library Director or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Director.

4010.1.9 When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Trustees should develop a working relationship with the Library Director wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 While pursuing the Library's mission, Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Computer and Internet Access Policy
POLICY NUMBER: 6020

6020.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.2.1 Users are required to enter their Library Card or Guest Pass number and personal identification number.

6020.2.2 Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.

6020.2.3 No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

6020.2.4 Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

6020.2.5 Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

6020.2.6 Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Unfiltered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth.

6020.2.7 No personal peripherals may be attached to Library computers other than a USB flash drive or headphones.

6020.2.8 Patrons using unfiltered access must use a computer with a privacy screen.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Internet Use Policy
POLICY NUMBER: 6025

6025.1 Placentia Library District does not monitor and has no control over information accessed through the Internet, and it cannot be held responsible for the Internet's content. The Internet and its available resources may contain material of a controversial nature. Placentia Library District neither censors access to materials nor protects users from information they may find offensive. Library users access the Internet at their own discretion and they are responsible for any access points they reach. Parents and guardians of minor children, not the Library or staff, are responsible for their child's use of the Internet through the Library connection.

6025.2 Illegal activities or any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited.

6025.3 Materials obtained or copied on Placentia Library District's computer network may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use". Violation of the copyright law may subject the user to an action for damages and/or an injunction.

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 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.

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. 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 BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst

SUBJECT: **Amendment to Resolution 11-03: An Amended Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County**

DATE: November 15, 2010

BACKGROUND

At the Library Board of Trustees Meeting held on June 21, 2010, the Library Board of Trustees approved the Budget for Fiscal Year 2010-2011. The budget number for Fund 707 provided to the Board on that meeting was entered incorrectly. The Amended Resolution 11-03 reflects the correct number for Fund 707.

Attachment A is the Amended Resolution 11-03.

RECOMMENDATION

1. Motion to read Amended Resolution 11-03 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County
2. Motion to adopt Amended Resolution 11-03 by roll call vote.



RESOLUTION 11-03

AN AMENDED RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2010-2011 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2010-2011 was approved at the Regular Meeting of the Board of Trustees on June 21, 2010, and Resolution 11-03 has been amended to reflect the corrected approved budget on November 15, 2010; and

WHEREAS, all sources of income have been identified to support said budgets;

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County's Board of Trustees adopts the budget for Fiscal Year 2010-2011, and implements such as of July 1, 2010 as follows: Fund Budget Unit 702 for \$10,265 Fund Budget Unit 703 for \$12,236, Fund Budget Unit 706 for \$ 175,985, Fund Budget Unit 707 for \$3,169,432, and Fund Budget Unit 708 \$11,939.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution Amendment was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the fifteenth day of November 2010.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of November 2010.

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization for Library Director to Attend Library Leaders Workshop in Sacramento

DATE: November 15, 2010

BACKGROUND

Through the Library Services Technology Act (LSTA) grant from the Institute of Museum and Library Services, the California State Library has offered the “Library Leaders – Community Conveners” workshop to library directors, assistant directors and top administrators. The two-day workshop will provide library directors with skills and competencies as community leaders to transform their role as a driver of change both within their organizations and to help solve their community’s challenges. The workshop will be held in Sacramento on December 6 and 7, 2010.

The grant covers one-night lodging, meals and transportation expenses. The request for \$200 is to cover lodging for December 5 and per diem due to flight schedules that would conflict with the start time of the workshop.

Fiscal Impact: \$200

RECOMMENDATION

Authorize Library Director to Attend the Library Leaders – Community Conveners Workshop in Sacramento, California on December 6 & 7, 2001, not to exceed \$200.

