



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








August 10, 2017
3:00 p.m.
History Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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.*

PLEDGE OF ALLEGIANCE Library Board President

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. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 22 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 9)

9. Minutes of the July 17, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for July 2017. (Receive & File and Approve)

11. FY2017-2018 Cash Flow Analysis through July 2017; the Schedule of Anticipated Property Tax Revenues for FY2017-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for July 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for July 2017. (Receive & File)

14. Acquisitions Report for July 2017. (Receive & File)

15. Entrepreneurial Activities Report for July 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for July 2017. (Receive, File, and Ratify Appointments)

17. Circulation Report for July 2017. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for July 2017.
20. Children's Services Report for July 2017.
21. Adult Services Report for July 2017.
22. Placentia Library Web Site & Technology Report for July 2017.

NEW BUSINESS

23. Authorize amendments to the Placentia Library District Policy 2306 – Technology Manager.
24. Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 25-28, 2017.
25. Travel Authorization for Business Manager to Attend the California Special District Association Board Secretary/Clerk Conference in Anaheim, California, October 22-24, 2017.
26. Authorize amendment to the Placentia Library District Policy 6035 – Fee Schedule.

ADJOURNMENT

27. Agenda Preparation for the September Date Meeting which will be held on September 18, 2017 unless re-scheduled by the Library Board of Trustees.
28. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
29. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the August 10, 2017 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 7, 2017.



Diane Warner, Administrative Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Placentia Library District Policy 2306 – Job Description Technology Manager**

DATE: August 10, 2017

BACKGROUND

Library staff recommends an amendment to the education requirement for Policy 2306 – Job Description Technology Manager. The proposed education requirement would include a certificate in Information Technology or related field and a minimum of seven years of experience in Information Technology or related field.

- A Bachelor’s degree and a minimum of five years of Information Technology or related experience **OR a certificate in Information Technology or related field and a minimum of seven years of experience in Information Technology or a related field.**

Attachment A is Policy 2306 – Job Description Technology Manager

RECOMMENDATION

Authorization to Amend the Placentia Library District Policy 2306 – Job Description Technology Manager as presented.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Technology Manager

POLICY NUMBER: 2306

DEFINITION:

Under the general direction of the Library Director, manages the Circulation/Technology Department including Technical Services; works closely with the Library Director to implement exemplary library services and programs; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; interprets and applies broadly defined policies and procedures. Technology Manager may provide customer service at the single-point Information Desk which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Supervises and manages Library District staff. May be designated in charge of the Library during the absence of the Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, plans, and oversees the operation of multiple programs and services, including circulation, technical services, technology, e-services, and web services.
- Contributes to the development and implementation of the budget, goals, objectives, policies, and priorities for the assigned functional area; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Oversees all technology and Wi-Fi related projects, including the Library's catalog system, office and computer hardware and software, broadband initiatives, electronic resources, web-based projects, and social media.
- Analyzes technology and library trends and makes appropriate recommendations to the Library Director for short-term and long-term strategic plans that will prepare the Library to address the community's informational, recreational, and research needs.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of library services, programs, projects, and activities; assesses and monitors workload; identifies opportunities for improvement and recommends to the Library Director.
- Manages and participates in the development and administration of and oversees assigned budgets; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.

- Participates in selection of, schedules, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements progressive discipline procedures.
- Develops and maintains effective working relationships with colleagues, library support groups, volunteers, and vendors.
- Directs, coordinates, and reviews the activities and performance concerning personnel, resources, equipment, services, and programs for the Children's and Adult Departments.
- Hires, mentors, disciplines, evaluates, and terminates library staff.
- Analyzes, researches, and solves technical problems, using initiative and vendor technical support.
- Coordinates and performs administrative work in grants administration and reporting, including researching and evaluating grant funding opportunities relative to assigned programs and services, preparing grant proposals, and reporting on funded projects, programs, and services.
- Identifies and anticipates changing community needs, library best practices, and technological advancements; develops and implements plans, services, and programs to address these changes.
- Attends all meetings including District, professional, and community events, as the Library Director specifies from time to time.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for the Circulation/Technology staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares and submits reports of Support Services (circulation and technology) activities to the Library Director, the State Library of California, and other governmental agencies as required.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customer complaints and inquiries.
- Supervises and manages the library system software for circulation, patron registration, and delinquent account collections in compliance with Anaheim Library and Placentia Library District policies and procedures.
- Serves as a United States Passport Application Acceptance Agent.
- Coordinates passport activities and requirements with the Department of State.
- Performs other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

- Modern public library organization, procedures and policies including library-related computer hardware and software operations.
- Skills required in performing reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.
- Skills required in operating all components of a library-based literacy program.
- Basic fund accounting and budgeting.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.
- Organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.
- Analyze difficult problems, recommend solutions and take independent action.
- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and Experience:

- A Bachelor's degree and a minimum of five years of Information Technology or related experience **OR a certificate in Information Technology or related field and a minimum of seven years of experience in Information Technology or a related field.**
- A minimum of three (3) years as a supervisory or management experience; preferably with a public library.
- Ability to demonstrate vision, strategic thinking, collaboration and inclusive leadership skills; flexibility and adaptability; and a willingness to embrace and drive change initiatives.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization for the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 25-28, 2017

DATE: August 10, 2017

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Monterey, California from September 25-28, 2017. The expense will be drawn from the General Fund.

A keynote speaker has not yet been confirmed. Pre-conferences include Governance Foundations and Building Your District Stronger. The complete conference schedule will be available next month.

Fiscal Impact: \$1,600 per attendee

RECOMMENDATIONS

1. Motion to Authorize the Library Director to attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 25-28, 2017.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization for the Business Manager to Attend the California Special District Association (CSDA) Board Secretary/Clerk Conference in Anaheim, California, October 22-24, 2017**

DATE: August 10, 2017

BACKGROUND

The California Special District Association (CSDA) Board Secretary/Clerk Conference will be held in Anaheim, California from October 22-24, 2017. The expense will be drawn from the General Fund.

The conference will provide the new Business Manager, Mr. Tim Hino, with an introduction to the operations and management of a special district while gaining knowledge about the roles and responsibilities of his employee.

There are several outstanding breakout sessions that will serve to further develop Mr. Hino's understanding of special districts:

- Staying in Compliance: Understanding Fundamental Special District Laws
- Board Secretary/Clerk Foundations
- Understanding Board Member and District Liability Issues
- Work It! Personnel Matters & The Brown Act
- Common Records Management Issues and How to Solve Them
- Like or Unlike? Discipline in the Digital World

Fiscal Impact: \$600

RECOMMENDATIONS

1. Motion to Authorize the Business Manager to attend the California Special District Association (CSDA) Board Secretary/Clerk Conference in Anaheim, California, October 22-24, 2017.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize an Amendment to the Placentia Library District Policy 6035 – Fee Schedule

DATE: August 10, 2017

BACKGROUND

Policy 6035 – Fee Schedule was approved at the June 28, 2017 Unusual Date Library Board meeting. It was noted that the “re-shelving” fee was not reflected on the approved policy. Library staff recommends continuing the re-shelving fee.

Attachment A is Policy 6035 – Fee Schedule.

RECOMMENDATIONS

1. Motion to authorize an amendment to the Placentia Library District Policy 6035 – Fee Schedule as presented.
2. Motion to approve the amendment by a roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fee Schedule

POLICY NUMBER: 6035

Effective July 1, 2017, the Placentia Library District will no longer collect overdue fines, as approved by the Library Board of Trustees on June 28, 2017.

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$ 1.25 each
Tables, 6' (24 hr. period)	\$ 8.50 each
Meeting Room	
- Non-profit organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff
- Clean-up fee	\$20.00
- Refundable security deposit / cleaning fee	\$50.00
- Set-up fee	\$20.00
LOST OR DAMAGED MATERIALS	
<p>An item that is 30 days overdue will become a "Lost" item. If a lost item is returned in its exact condition and damaged-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with lost items will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.000 collection services fee plus the \$10.00 processing fee.</p>	

SPECIAL SERVICES & REPLACEMENTS	
Collection Services Fee	\$ 25.00 per transaction
Re-Shelving Fee	\$ 1.00
Library Card replacement	\$ 2.00 each
Barcode replacement	\$ 1.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each

Earbuds	\$ 2.00 each
Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
Passport Application	\$25.00 per application
Passport Photos	\$12.00 per person
Library of Things (LOTS)	\$ 25.00 Cleaning Fee per item Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

(Adopted by the Library Board of Trustees, July 1, 2017.)



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