
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize postponement of the request for proposals (RFP) for the Ceiling and Lighting Seismic Assessment until Fiscal Year 2013-2014.

DATE: April 22, 2013

BACKGROUND

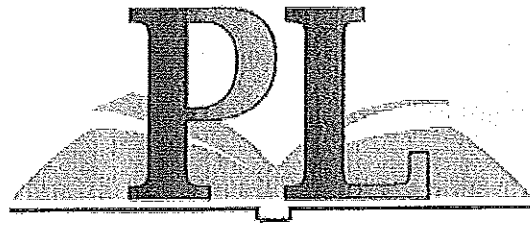
The Placentia Library District solicited RFPs for the ceiling and lighting seismic assessment RFP on October 16, 2012. The concern for a ceiling and lighting seismic assessment was discussed as a result of the dislodging of the existing canister lights due to earthquakes. When the ceiling was replaced due to the Chino earthquake in 2008, the City approved the final inspection. Since the 5.39 earthquake, the Library has experienced a couple of smaller earthquakes which caused the canister lights to be dislodged. The City has recommended an assessment of the existing ceiling and lighting to determine what work needs to be performed to ensure the security of the ceiling lights.

The Library received three responses for the October 2012 RFP. At this time, Library staff request that the ceiling and lighting seismic assessment RFP be postponed until Fiscal Year 2013-2014 for additional consultation and research.

Fiscal Impact: To be determined

RECOMMENDATION

Authorize postponement of the request for proposals (RFP) for the Ceiling and Lighting Seismic Assessment until Fiscal Year 2013-2014.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Approve the amendments to the Placentia Library District Policy Series 2300 – Job Descriptions

DATE: April 22, 2013

BACKGROUND

At the March 18, 2013 Regular Meeting Date of the Library Board of Trustees, the Placentia Library District Policy Series 2300 – Job Descriptions was presented with recommendations from library staff.

The job descriptions included can be found according on the pages designated:

- Library Director – Pages 88-90
- Library Services Manager – Pages 91-94
- Business Manager – Pages 95-98
- Administrative Assistant – Pages 99-102
- Facility Maintenance Technician – Pages 103-106
- Adult/Children’s Services Supervisor – Pages 107-110
- Librarian I – Pages 111-114
- Library Assistant – Pages 115-118
- Circulation Supervisor – Pages 119-122
- Library Clerk – Pages 123-126
- Library Aid – Pages 127-130
- Page – Pages 131-134

Attachment A is the amended Placentia Library District Policy Series 2300 – Job Descriptions.

At the direction of the Library Board of Trustees, the job descriptions were forwarded to a Human Resources consultant to review. Liebert Cassidy and Whitmore were unable to review the documents as part of the consortium service agreement. The cost for one of firm’s attorney to review such documents would be approximately \$200 per hour.

Fiscal Impact: \$500 for Human Resources Consultant Fee

RECOMMENDATION

Approve the amendments to the Placentia Library District Policy Series 2300 – Job Descriptions, reviewed by a Human Resources consultant, as presented inclusive of feedback from the Library Board of Trustees.

Placentia Library District - Policy #2300

Library Director

DEFINITION:

Under policy direction from the Board of Trustees, the Library Director is the Executive Officer of the District and for the Board; administers the District's policies, and exercises exclusive management and control of the operations and works of the District, subject to approval by the Board of Trustees; and provides day-to-day leadership for the District.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Board of Trustees. Directs, manages, supervises, and oversees all staff of the Library District.

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.

- Attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.
- Employs such assistants and other employees as necessary for the proper administration of the District and the proper operation of the works of the District.
- Delegates authority over and directs all employees, including terminating for cause or lack of worthwhile work.
- Provides a motivating work climate for District employees.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Encourages citizen participation in the affairs of the District.
- Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium, and long-term work program for the District, facilitating constructive and harmonious Board relations.
- Translates the goals and objectives of the Board to the community.
- Prepares and manages the District budget; conducts studies, and makes oral and written budget presentations; prepares the library budget for Board review and administers the adjusted budget.
- Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services, and programs.

- Serves as liaison between the Library District, other libraries, organizations, and individuals in the community in order to aid in the development, coordination, and classification of the library programs.
- Plans and organizes the development of long-range library building programs, additions to library services, and related activities.
- Recruits, interviews, selects, and evaluates the performance of library personnel.
- Conducts labor negotiations.
- Directs and coordinates the public relations activities of the library.
- Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.
- Formulates library personnel policies for Library Board review, plans and organizes training programs, and oversees personnel actions, work assignments, and related matters.
- Prepares and submits reports of library activities to the Library Board, the State Library of California, and other governmental agencies as required.
- Plans and directs the acquisition, implementation, and usage of data processing systems.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The principles and practices of modern public librarianship.
- Planning, administering, and appraising a public library program.

Ability to:

- Efficiently prepare annual budgets and long-term revenue/outlay plans.
- Effectively communicate, both written and verbal, with the Library Board, staff, constituents, and representatives of other agencies.
- Meet and serve the public courteously and efficiently.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's Degree in library or information science from a school accredited by the American Library Association plus five (5) years' experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity is required.

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 vision to read printed materials and a computer screen. Must possess stamina to move about the Library. Must possess hearing and speech to communicate in person, before groups and over the telephone.

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:

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

FLSA STATUS:

This is an exempt executive classification.

Placentia Library District- Policy #2305

Library Services Manager

DEFINITION:

Under the general direction of the Library Director, manages the Adult, Children, Literacy, Technical, Volunteer, and Young Adult departments of the Library; 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.

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.

- Attends all meetings of the District's Board of Trustees and such other meetings as the Library Director specifies from time to time.
- Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.
- Solicits, prepares, submits, and secures grants for the District with the consent of the Library Director; may serve as project manager for selected grants.
- Oversees the preparation of staff schedules and the assignments of substitute hours for the Adult, Children, Literacy, Technical, Volunteer, and Young Adult departments.
- Identifies, coordinates, develops, and evaluates the continuing education and in-service training program for library staff to include professional, paraprofessional, technical, and clerical personnel.
- Maintains cordial relations with all persons entitled to the services of the District; attempts to resolve all public and employee complaints; encourages citizen participation in the affairs of the District.
- Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.
- Prepares monthly and annual reports on the Adult, Children, Literacy, Technical, Volunteer, and Young Adult activities of the Library.

- Coordinates the Adult, Children, Literacy, Volunteer, and Young Adult programming activities and exhibits that highlight and promote the Library's collection.
- Assists in the development of the District budget, policies and procedures related to the activities of the Adult, Children, Literacy, Technical, Volunteer, and Young Adult activities.
- Represents the District at various community events and meetings to promote library services and programs when assigned by the Library Director.
- Attends workshops, continuing education programs, library conferences, and other professional training opportunities at the direction of the Library Director.
- Directs, coordinates, and reviews the activities of the Adult, Children, Literacy, Technical, Volunteer, and Young Adult activities concerning personnel, resources, equipment, services, and programs.
- Coordinates Library services projects with the City of Placentia and other outside organizations.
- Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Manages the development and maintenance of the Library's web page ensuring current, accurate, and appropriate information.
- Ensures monthly exhibits in the public area are displayed in a timely manner to promote library services and programs including other major events related to the District.
- Participates in recruiting, interviewing, selecting, and evaluating of the Adult, Children, Literacy, Technical, Volunteer, and Young Adult personnel.
- Makes recommendations to the Library Director concerning the public relations activities for the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.
- 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 Adult, Children, Literacy, Technical, Volunteer, and Young Adult staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares and submits reports of Public Services activities to the Library Director, the State Library of California, and other governmental agencies as required.
- 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:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's Degree in Library or Information Science from a school accredited by the American Library Association plus five (5) years of increasingly responsible experience in public library management positions, including a minimum of three (3) years as a supervisor.

Licenses and Certifications:

Possession of a valid California driver's license.

Possession of, or ability to obtain, a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

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.

Placentia Library District- Policy #2308

Business Manager

DEFINITION:

Under the general direction of the Library Director, performs a wide variety of complex analytical and administrative tasks requiring specialized knowledge involving broadly defined library policies and procedures. These managerial responsibilities include data gathering, statistical and financial reporting, technology planning, and strategic planning.

SUPERVISION RECEIVED AND EXERCISED:

Exercises direct supervision over the Administrative Assistant. May be designated in charge of the Library during the absence of the Library Director and the Library Services Manager.

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.

- Conducts library needs assessment and current library trends including technology, programming, and services and report findings and recommendations to the Library Director and the Library Services Manager.
- Develops and implements policies and procedures that ensure the fiscal well-being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.
- Examines library and automation vendors to determine the contents of their product line, how their products work, their product strengths and weaknesses and makes recommendation to the Library Director and the Library Services Manager.
- Works with the Library Services Manager to develop library migration plans and other software utilities.
- Forecasts library vendor development including technology and the marketplace movement so that the District can respond to changes.
- Manages the operations of the passport service including scheduling, supervising, completing performance evaluations and conducting evaluation reviews.
- Implements the fiscal management program of the District, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.
- Prepares financial statements, reports and analyses of the District's budget.

- Implements employee health insurance, PARS and money purchase pension plan information.
- Reviews contracts and vendors proposals for compliance with Library District policy, procedures and goals and submits them to the Library Director for approval.
- Ensures proper accounting for fixed assets, revenue and expense accruals.
- Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.
- Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.
- Prepares monthly and annual reports on the administrative activities of the District.
- Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and the Library Services Manager.
- Administers grant-related projects and assists in the preparation of data gathering for grants and other proposals.
- Reviews, analyzes and suggests revisions to library processes and procedures affecting the District's patron groups including adult, children, literacy, technical, volunteer and young adult services.
- Researches, examines and analyzes the operations of the District, including adult, children, literacy, technical, volunteer and young adult services.
- Provides logistical support in the management of books and other library materials.
- Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.
- Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.
- Establishes and reviews insurance requirements for District contracts and prescreens agreements, leases and purchase documents to eliminate or minimize potential risk liability.
- Plans, organizes and manages insured and self-insured programs for the District.
- Prepares and submits financial and personnel reports of to the Library Director, to the State Library of California, and to other governmental agencies as required.
- Maintains checkbooks for the District.
- Participates in interviewing and selecting of administrative staff.
- Manages the recruitment process for all District positions.
- Coordinates bid processes and purchasing including books and library materials.
- Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.
- Makes recommendations to the Library Director concerning public relations and administrative activities.

- Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes in the absence of the Administrative Assistant.
- Develops and writes standardized and specialized bid specifications through researching and analyzing information to determine product and/or service need and availability.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Library vendors, trends, and marketplace.
- Horizon software, cataloging, online databases, and library organizational structure.
- The principles and practices of research and analysis.
- The initiation, development, accomplishment, and evaluation of public programs or services.
- The tools of management, such as procedural manuals, training materials, records and reports, and studies applicable in evaluating library programs and services.

Ability to:

- Construct and execute a variety of library surveys.
- Manage work flow in an orderly fashion while processing multiple simultaneous projects.
- Develop a variety of ready reference materials in electronic and traditional formats.
- Respond to routine inquiries or complaints from Library customers.
- Supervise staff and implement personnel policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Present information to District management and the Library Board of Trustees.
- Organize and manage work flow for self and others.
- Establish and maintain effective relations with co-workers, the public and community organizations.
- Demonstrate excellent written and oral communication skills
- Lead and manage a team.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's Degree plus three (3) years of increasingly responsible library experience including development of program and services, supervisory experience and an understanding of administrative and accounting principles. Master's Degree desirable.

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. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

Placentia Library District- Policy #2309

Administrative Assistant

DEFINITION:

Under the general direction of the Business Manager, performs a wide variety of complex clerical, administrative, office, and bookkeeping/accounting tasks, requiring specialized knowledge within a broadly set of defined policies and procedures.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from and works directly with the Library Director, the Business Manager, the Library Board of Trustees, and the Library Services Manager.

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.

- Attends meetings of the District's Board of Trustees and such other meetings as the Library Director specifies from time to time.
- Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees on a confidential basis, and coordinates these with the Library Director, the Library Services Manager and the Business Manager.
- Presents the image of the Placentia Library District to the public by demonstrating a welcoming, pleasant, courteous, and professional demeanor.
- Maintains District files, materials, and information of a confidential nature.
- Arranges appointments, conferences, and meetings, and maintains appointment calendar for the Library Director.
- Prepares monthly and annual reports on the administrative activities of the Library.
- Composes letters, memos, and other written communications on routine matters.
- Coordinates, designs, revises, and maintains overall office systems for records and documents related to District operations.
- Maintains and retains the District's files and records.
- Reviews and verifies material in connection with the paying of District bills; may prepare payroll and claim requests.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes, and preparing the minutes.
- Responds to questions from the Library Board of Trustees, District staff, and the public regarding District policies, procedures and regulations.

- Performs routine but specialized administrative duties related to District operations including report writing and coordination of special events; edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation and grammar.
- Generates correspondence such as letters, memos, reports, Library Board items, and other materials on a variety of general and technical topics.
- Receives, screens, and acts upon requests and complaints from visitors, telephone callers, other staff, and the general public.
- Screens and distributes incoming correspondence to the Library Director and staff members.
- Records proceedings of the District Library Board; transcribes, edits, and proofreads notes into the approved style of minutes used by the District following established guidelines and in accordance with general instructions.
- Orders, receives, and confirms purchases for the Library.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.
- Personal computer hardware and software operations.

Ability to:

- Use word processing software accurately by typing from clear copy at a speed of not less than forty-five (45) words per minute, and to create and use labels, data and formulas on an electronic spreadsheet.
- Manage work flow in an orderly fashion while processing multiple simultaneous projects.
- Perform difficult clerical work and make decisions based upon District policies and procedures.
- Respond to common inquiries or complaints that may be of sensitive nature from Library customers.
- Interpret and effectively communicate the District's policies, procedures, and regulations.
- Analyze difficult problems and recommend solutions.
- Prepare and present reports that conform to prescribed style and format.
- Communicate easily and rapidly in English with the Library Board of Trustees, the Library Director, the Library Services Manager, library staff and customers orally, via telephone, and in writing.
- Understand and execute both oral and written instructions in English independently.
- Establish and maintain effective relations with co-workers, the public, and community organizations.
- Perform mathematical computations rapidly and accurately.
- Demonstrate proficiency in Word, Excel, Publisher, Powerpoint, and Quickbooks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school plus two (2) years' post high school education. A minimum of three (3) years of increasingly responsible experience in an administrative office environment demonstrating effective writing skills, and using word processing, spreadsheet, database, and scheduling software is also required.

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. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The incumbent must have the physical ability to climb stairs and inclines, twist, reach, bend, grasp, and use a personal computer, keyboard, and related equipment. The incumbent must be able to lift and move boxes weighing 25 pounds or less, push or pull loaded book carts, and carry supplies weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS:

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

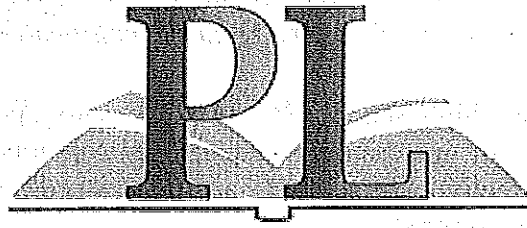
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt classification.



Placentia Library District

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Placentia Library District- Policy #2310

Facility Maintenance Technician

DEFINITION:

Under the general direction of the Business Manager, plans, organizes, oversees, coordinates and reviews a comprehensive program of maintenance, repair, and improvement of the District's facilities, including custodial and janitorial maintenance, rodent and pest control, grounds keeping, carpentry, electrical, plumbing, and HVAC activities; determines priorities and monitors completed work; schedules proposed projects and repairs; procures materials; handles special projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Business Manager. Does not supervise other employees.

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.

- Performs public building maintenance, construction, and landscaping duties and projects.
- Performs general maintenance duties, including cleaning and repairs.
- Monitors building maintenance projects to ensure timeliness, correctness, and completion.
- Recommends development and standardized maintenance and operating procedures and methods to improve the efficiency and effectiveness of facilities maintenance operations.
- Inspects District facilities and makes recommendations to modify, improve, and/or replace equipment when necessary to support demand and/or improve efficiency.
- Performs preventive/predictive maintenance per requirements, and performs non-scheduled or emergency maintenance when required.
- Assists with event/meeting/program set-up and clean-up.
- Maintains accurate records with regard to annual inspections of equipment and general preventative maintenance.
- Responds to emergencies as required; evaluates building damage, and coordinates activities with other responders to provide effective response to protect District property.
- Prepares preliminary time and material cost estimates on proposed projects.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Policies, procedures, equipment, materials, and supplies related to the construction, operation, maintenance, and repair operations of facility found in District setting, including HVAC maintenance, custodial and janitorial maintenance, rodent and pest control, carpentry, electrical, and plumbing activities.
- Safety principles, practices, and procedures for building and facility related projects.
- Building codes associated with painting, electrical, and mechanical equipment.

Ability to:

- Use power and hand tools and materials used in all facets of building maintenance, construction, and landscaping work.
- Exercise sound judgment in completing assignments.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Understand and follow oral and written instructions.
- Read and write at a level necessary for successful job performance.
- Lift items weighing up to 70 pounds.
- Use standard office equipment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to three (3) years of experience in facility or building maintenance plus some technical training and/or education in construction, engineering, or a field related to the work of facility or building management. Possession of an Associate of Arts degree is highly desirable.

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.

Incumbents must have the physical ability to stand, sit, walk, climb stairs and ladders, stoop, kneel, and use arms, hands, and legs. Incumbents must be able to lift items weighing up to 70 pounds.

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.

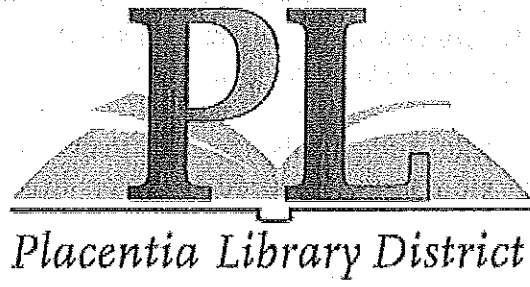
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

FLSA STATUS:

This is a non-exempt classification.



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Placentia Library District- Policy #2315
Adult/Children's Services Supervisor

DEFINITION:

Under the general direction of the Library Services Manager, performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and exceptional interpersonal communication skills. Supervises either the reference and adult services activities of the Library, or the children's services activities. Develops and presents programs and exhibits.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Services Manager. Schedules, supervises, trains and disciplines the adult and/or children's department personnel and volunteers. Supervises and trains public service desk personnel and volunteers.

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.

- Conducts specialized reference work using print and electronic formats.
- Maintains responsibility for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.
- Prepares for the Library Services Manager's approval of the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees. Translates the goals and objectives of the Board to the staff and the community.
- Prepares monthly and annual reports as assigned by the Library Services Manager.
- Assists in procuring, researching, writing, securing, and executing grants for the Library.
- Plans, organizes, conducts, implements, and evaluates programs that promote the Library's collection and services.
- Schedules, assigns, supervises, and evaluates the activities of the staff in the Children's or Adult Departments.
- Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.
- Assists the Library Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Allocates the library materials budget assigned to that department.
- Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials.

- Advises the Library Services Manager of catalog problems and recommends changes.
- Recommends policies and policy amendments for public services to the Library Services Manager.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- Establishes and implements work procedures for department staff.
- Trains, schedules and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.
- Represents the District's Adult Services Department or the Children's Department at consortium meetings.
- Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.
- Coordinates programs and exhibits as assigned by the Library Services Manager.
- Prepares and submits reports of activities to the Library Services Manager as required.
- Assists the public with using the public photocopier machine.
- Oversees readers' advisory; instructs the public in the use of library materials and equipment; selects print and audio/visual materials; and manages the adult services or children's services sections of the District's web site.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer and network hardware and software operations
- Skills required to perform reference work for adults and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adults and children.
- Current events, literature and standard works in various fields.
- Personnel, safety management and supervisory skills.

Ability to:

- Apply the knowledge listed above.
- Read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from Library customers.
- Supervise staff and implement personnel policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.

- Efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- Organize and manage work flow for self and others.
- Establish and maintain effective relations with co-workers, the public and community organizations.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's Degree in library and/or information science from a school accredited by the American Library Association and five (5) years' experience in a library of recognized standards, preferably including public service desk assignments. Grant writing experience is highly desirable.

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. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book cards weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Attendance at off-hours meetings and occasional travel are required.

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:

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

FLSA STATUS:

This is a non-exempt supervisory classification.



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Placentia Library District- Policy #2317

Librarian I

DEFINITION:

Under the general direction of the Adult/Children's Services Supervisor, performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills. Instructs the public in the use of library materials and equipment, and selects print and audio/visual materials as assigned by the Adult/Children's Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Adult/Children's Services Supervisor. Supervises and trains public service desk personnel and volunteers.

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.

- Conducts specialized reference work using print and electronic formats.
- Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Adult/Children's Services Supervisor.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Prepares monthly and annual reports as assigned by the Adult/Children's Services Supervisor.
- Assists in procuring, researching, writing, securing, and executing grants for the Library.
- Plans, organizes, conducts, implements, and evaluates programs that promote the Library's collection and services.
- Answers reference questions at a public service desk.
- Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.
- Advises the Adult/Children's Services Supervisor of catalog problems and recommends changes.
- Recommends policies for public services to the Library Services Manager.
- Assists the public in making the most effective use of the Library's collection and facility.
- Assists the public with using the electronic databases and reference services.

- Manages and assists the public with use of the public photocopier machines.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Library Services Manager.
- Establishes and implements work procedures for department staff.
- Trains and assists library assistants, volunteers, and other staff assigned to Reference Desk or Children's Services Desk.
- Makes recommendations to the Adult/Children's Services Supervisor concerning the public relations activities for adult services or children's services.
- Prepares and submits reports of activities to the Adult/Children's Services Supervisor as required.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer hardware and software operations
- Skills required performing reference work for adult and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adult and children.
- Current events, literature and standard works in various fields.

Ability to:

- Apply the knowledge listed above.
- Respond to common inquiries or complaints from Library customers.
- Follow Library policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- Organize and manage work flow for self.
- Establish and maintain effective relations with co-workers, the public and community organizations.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's Degree in library and/or information science from a school accredited by the American Library Association plus a minimum of two years of library experience.

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. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 25 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

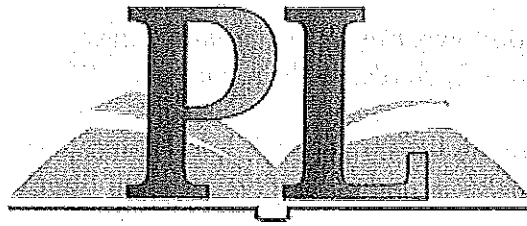
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

FLSA STATUS:

This is a non-exempt professional classification.



Placentia Library District

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Placentia Library District – Policy #2319

Library Assistant

DEFINITION:

Under the general direction of the Adult/Children's Services Supervisor, performs library work in the reference, circulation, technical services, and literacy or administration departments; and performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Adult/Children's Services Supervisor. May supervise clerical staff or volunteers.

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.

- Performs specialized reference work using print and electronic formats.
- Selects and de-selects books and other library materials for areas of the collection assigned by the Adult/Children's Services Supervisor.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Prepares monthly and annual reports as assigned by the Library Services Manager or Adult/Children's Services Supervisor.
- May be responsible for programming.
- Answers reference questions at a public service desk.
- Oversees and manages the public copier machines.
- Assists the public in making the most effective use of the Library's collection and facility.
- Assists the public with using the electronic databases and reference services.
- Plans and implements a component of the Literacy Department under the supervision of the Library Services Manager.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Adult/Children's Services Supervisor
- Makes recommendations to the Adult/Children's Services Supervisor concerning the public relations activities for Adult Services or Children's Services.

- Establishes and implements work procedures for department staff.
- Prepares and submits reports of activities to the Adult/Children's Services Supervisor as required.
- Assists the public with using the public photocopier machine.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer hardware and software operations.
- Skills required performing reference work for adult and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adults and children.
- Current events, literature and standard works in various fields.

Ability to:

- Apply the knowledge listed above.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from Library customers.
- Follow Library policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Efficiently use word processing, spreadsheet, database, and desktop publishing and library system software applications.
- Organize and manage work flow for self.
- Establish and maintain effective relations with co-workers, the public and community organizations.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in Library Science or a related field. Some technical library experience is highly desirable.

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. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

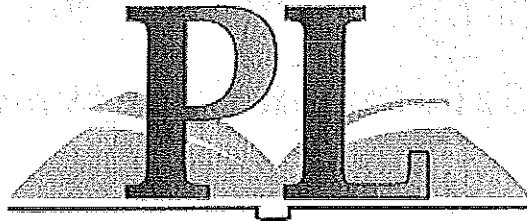
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt paraprofessional classification.



Placentia Library District

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Placentia Library District- Policy #2321

Circulation Supervisor

DEFINITION:

Under the general direction of the Library Director, performs supervisory and clerical library work in the Circulation Department; conducts performance evaluations and administers progressive discipline where necessary for the Circulation Department staff; and participates in the recruitment, orientation, training, and evaluation of staff in the Circulation Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Supervises, schedules, and evaluates the activities of the clerical staff, substitute clerks and volunteers.

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.

- Supervises the library system software for magazines.
- Prepares delinquent accounts for reporting to the collection agency.
- Processes incoming and outgoing interlibrary loan materials.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customer complaints and inquiries.
- Prepares monthly and annual reports as assigned by the Library Director or Library Services Manager.
- Makes recommendations to the Library Director and the Library Services Manager.
- Establishes and implements work procedures for department staff.
- Works with management to initiate and handle disciplinary actions for the clerical staff, substitute clerks, and volunteers.
- 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.
- Manages the collection of fines and processing collection notices for delinquent accounts.
- Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- Manages the public photocopier machines.
- Locates, checks-in, and checks-out library materials for customers.
- Processes telephone renewals.

- Files documents and library materials pursuant to library filing rules.
- Issues and renews library cards.
- Operates a variety of office and business equipment.
- Calculates and collects fines and fees at the Circulation Desk.
- Prepares daily and monthly transaction statistics and reports any discrepancies to the Business Manager.
- Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Circulation Department.
- Prepares and submits reports of activities to the Library Director or Library Services Manager.
- Answers telephone and transfers calls to the appropriate staff or department.
- Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- Records daily statistics at the Circulation Desk.
- Receives cash and credit card transactions at the Circulation Desk.
- Processes overdue and collection notices according to the Anaheim Library and Placentia Library District policies and procedures.
- Prepares books and other library materials for public use.
- Repairs books and other library materials.
- Recommends policies for public services to the Library Director or Library Services Manager.
- Assists the public in making the most effective use of the Library's collection and facility.
- Serves as a United States Passport Application Acceptance Agent.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Current events, literature, and standard works in Circulation System.
- Personal computer hardware and software operations.

Ability to:

- Type a minimum of thirty (30) words per minute.
- Perform general clerical work including word processing and spreadsheet data entry.
- File accurately according to library filing rules.
- Meet the public with tact and courtesy.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers, the public, and community organizations.
- Follow Library policies and procedures.
- Organize and manage work flow for self.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.

- Respond to common inquiries or complaints from Library customers.
- Analyze difficult problems and recommend solutions.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a high school diploma or the equivalent, plus a minimum of five (5) years of clerical experience in a library or public service setting with supervisory experience.

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. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

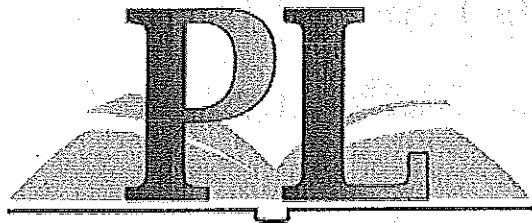
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt supervisory classification.



Placentia Library District

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Placentia Library District- Policy #2323

Library Clerk

DEFINITION:

Under the general direction of the Business Manager and the Circulation Supervisor, performs clerical library work in the Adult, Circulation, Children's, or Administration Departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Business Manager and direct supervision from the Circulation Supervisor. May supervise substitute clerks or volunteers.

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.

- Staffs the Circulation Desk checking-in and checking-out library materials, registering library borrowers, and collecting fines and fees.
- Maintains cordial relations with all persons entitled to the services of the District; attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to Library customers.
- Locates, checks-in and checks-out library materials for customers.
- Processes telephone renewals.
- Prepares the daily announcements for the telephone system.
- Files documents and library materials by library filing rules.
- Issues and renews library cards.
- Operates a variety of office and business equipment.
- Calculates and collects fines and fees at the Circulation Desk.
- Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- Answers telephone and transfers calls to the appropriate staff or department.
- Schedules the use of the Meeting and Conference Rooms.
- Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- Inspects the public restrooms on a regular basis and reports problems to the Circulation Supervisor or the Person-in-Charge.

- Records daily statistics at the Circulation Desk.
- Receives cash and credit card transactions at the Circulation Desk.
- Processes overdue and collection notices according to the Anaheim Public Library and Placentia Library District policies and procedures.
- Prepares books and other library materials for public use.
- Repairs books and other library materials.
- Works in Technical Services in support of professional and paraprofessional staff.
- Recommends policies for public services to the Circulation Supervisor.
- Serves as a United States Passport Application Acceptance Agent.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic office operations.

Ability to:

- Type a minimum of thirty (30) words per minute.
- Perform general clerical work including word processing and spreadsheet data entry.
- File accurately according to library filing rules.
- Meet the public with tact and courtesy.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers, the public, and community organizations.
- Follow Library policies and procedures.
- Organize and manage work flow for self.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or the equivalent plus a minimum of two (2) years of library experience.

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.

While performing the duties of this job, the incumbent is required to talk and hear. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

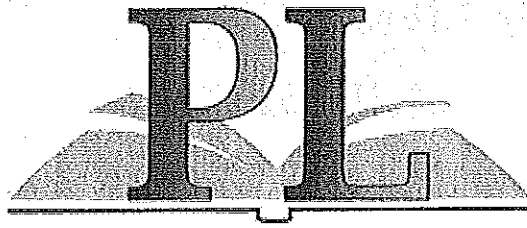
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt clerical classification.



Placentia Library District

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Placentia Library District- Policy #2325

Library Aide

DEFINITION:

Under the general direction of the Circulation Supervisor, shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the Adult, Circulation, Children's, or Administration Departments.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Circulation Supervisor and direct supervision from a Library Clerk. Does not supervise other employees.

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.

- Staffs the Circulation Desk by checking-in library materials and sorting materials for shelving and interlibrary loan.
- Staffs the Circulation Desk by checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines.
- Works in the Public Service areas monitoring library furnishings, equipment and patron activities with the authority to enforce written Library policies and report problems to the librarian or manager-in-charge.
- Prepares library materials for public use.
- Maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Checks-in library materials on the computer.
- Empties the book drop.
- Sorts and shelves incoming books, audio-visual materials, and periodicals.
- Repairs damaged library materials.
- Inspects the public restrooms on a regular basis and reports problems to the Circulation Supervisor or the Person-in-Charge.
- Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- Searches for library materials on the shelves as assigned by Library staff.

- Retrieves newspapers and magazines from storage areas.
- Assists public with unloading gift books and magazines from their cars.
- Sets up and breaks down tables and chairs in the Meeting Room.
- Recommends policies for public services to the Circulation Supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The Dewey and other shelving classifications

Ability to:

- File accurately according to library filing rules.
- Meet the public with tact and courtesy.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers, the public and community organizations.
- Follow Library policies and procedures.
- Organize and manage work flow for self.
- Perform book repair tasks and physical processing of new library materials.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school or the equivalent.

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. Must possess hearing and speech to communicate in person and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

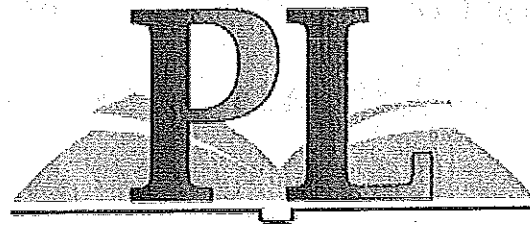
Most work is performed in an office setting.

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt clerical classification.



Placentia Library District

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Placentia Library District- Policy #2327

Library Page

DEFINITION:

Under the general direction of the Circulation Supervisor, shelves library materials and empties the book drop.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Circulation Supervisor. Does not exercise supervision over other staff.

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.

- Staffs the Circulation Desk by checking-in library materials and sorting materials for shelving and interlibrary loans.
- Maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Checks-in library materials on the computer.
- Empties the book drop.
- Sorts and shelves incoming books, audio-visual materials, and periodicals.
- Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- Searches for library materials on the shelves as assigned by Library staff.
- Retrieves newspapers and magazines from storage areas.
- Assists the public with unloading gift books and magazines from their cars.
- Sets-up and breaks-down tables and chairs in the Meeting Room.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic office procedures.
- The Dewey Decimal System and other shelving classifications.

Ability to:

- File accurately according to library filing rules.
- Meet the public with tact and courtesy.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers, the public and community organizations.
- Follow Library policies and procedures.
- Organize and manage work flow for self.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of 10th grade.

Licenses and Certifications:

Possession of a valid California driver's license.

A work permit is required for applicants under 18 years of age.

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. Must possess hearing and speech to communicate in person and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 25 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

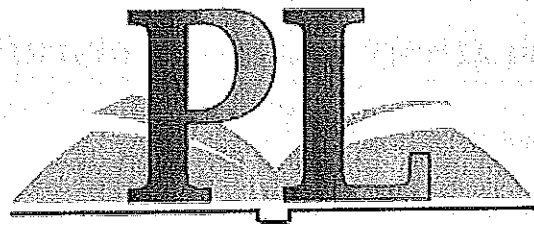
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt clerical classification.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adopt the Fiscal Year 2013-2015 Budget and set it for a Public Hearing at the May 20, 2013 Regular Meeting of the Library Board of Trustees.

DATE: April 22, 2013

BACKGROUND

At the March 18, 2013 Work Session, the Library Director presented a proposed budget for Fiscal Year 2013-2015 for the Placentia Library District. The proposed budget reflects a general fund of \$2,132,414 for the 2013-2014 operations and \$2,174,102 for 2014-2015. The proposed Fiscal Year 2013-2015 Budget includes the following projections:

Fiscal Year 2013-2014

- 2% increase in property tax projection
- 19% increase in local revenue projection
- 5% increase in total Salaries & Employee Benefits
 - 2% COLA
 - Reclassify full-time Library Assistant to Librarian I
 - Title changes for classification Librarian II
- 18% decrease in total Supplies & Services
 - Facility improvement – meeting room & staff lounge
 - Copier lease for staff use
 - IT Services
 - Increase broadband
 - Upgrades of public and staff computers
 - Self-service checkout machine
 - Facility improvements – meeting room & staff lounge
 - Cleaning of carpet regularly scheduled
 - 33% increase in travel
 - 25% decrease in book budget & program
- No reserves/contingencies
- No change in library hours

Fiscal Year 2014-2015

- 2% increase in Property Tax projection
- 8% increase in Local Revenue projection
- 5% increase in total Salaries & Employee Benefits
 - 2% COLA
 - Increase (1) Library Clerk from 15 hrs. to 19 hrs.
 - New 15 hrs. Children's Library Assistant position

- 6% decrease in total Supplies & Services
 - Generator
 - Copier lease for staff use
 - Maintain IT Services
 - Maintain broadband upgrade
 - Cleaning of carpets regularly scheduled
 - Generator
 - 3% increase in travel
 - 8% decrease in book budget & program
 - Election expense
- No reserves/contingencies
- Proposed Library Hour changes:
 - Monday – Thursday 9am – 8pm
 - Friday & Saturday 9am – 5pm
 - Sunday 1pm – 5pm

This report includes the following attachments:

Attachment A	Page 137	Projected Revenue
Attachment B	Pages 138-140	Projected Expenditures
Attachment C	Pages 141-144	Salary Scales
Attachment D	Page 145-146	Organizational Charts

Fiscal Impact: \$4,306,516 Total

\$2,132,414 -- Fiscal Year 2013-2014

\$2,174,102 -- Fiscal Year 2014-2015

RECOMMENDATION

Adopt the Fiscal Year 2013-2105 Budget as presented, including the Salary Schedule and the Organizational Chart, for a first reading and set it for a Public hearing at the May 20, 2013 Regular Meeting of the Library Board of Trustees.

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2013-2015

Object Code	Category	FY 2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2104 PROPOSED	FY 2014-2015 PROPOSED
6210-00	Current Secured	1,705,891	1,771,932	1,807,371	1,843,518
6210-01	Public Utility	24,521	25,284	25,790	26,306
6210-04	Teeter Plan - Current Delinquent	0			
	SUB-TOTAL CURRENT SECURED	1,730,412	1,797,216	1,833,161	1,869,824
6230-00	Prior Secured	0			
	TOTAL SECURED	1,730,412	1,797,216	1,833,161	1,869,824
6220-00	Current Unsecured	69,801	76,781	78,317	79,883
6240-00	Prior Unsecured	0			
	TOTAL UNSECURED	69,801	76,781	78,317	79,883
6690	HOMEOWNER	15,368	16,905	17,243	17,588
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,815,581	1,890,902	1,928,721	1,967,295
6250	SPECIAL DISTRICT AUGMENTATION		3,870	3,947	4,026
6260/6540	PENALTIES/DELINQUENCIES		1,620	1,652	1,685
6280-00	SUPPLEMENTAL - CURRENT	22,366	24,602	25,094	25,590
6300	SUPPLEMENTAL - PRIOR				
6610-00	INTEREST				
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR		30,092	30,693	31,307
TOTAL PROPERTY TAX REVENUE		1,837,947	1,920,994	1,959,414	1,998,602
6970	STATE LIBRARY & STATE	0	0		
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS				
7615	TRANSFER FROM OTHER LIBRARY FUNDS				
7670	LOCAL REVENUE				
	Fines & Fees	60,000	35,000	45,000	50,000
	Passports	60,000	55,000	70,000	75,000
	Meeting Room Fees	7,000	5,500	8,000	10,000
	DVD Rentals	5,500	5,000	6,000	6,000
	Test Proctor	2,000	3,000	4,000	4,500
TOTAL STATE & LOCAL REVENUE		134,500	103,500	133,000	145,500
SURPLUS FROM PREVIOUS FISCAL YEAR		110,000	70,000	40,000	30,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS				
TOTAL REVENUE		2,082,447	2,094,494	2,132,414	2,174,102

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
0100	Salaries & Wages (SS&MDCRE)	957,042	1,070,862	1,107,523	1,153,845
0200	Retirement (Pension Contribution)	62,783	37,960	41,644	43,848
0301	Unemployment Insurance	10,972	11,000	9,000	8,000
0306	Health Insurance	129,139	166,441	190,893	216,734
0308	Dental Insurance	15,460	15,500	15,917	16,192
0309	Life Insurance	6,727	7,400	7,568	7,870
0310	Long Term Disability Insurance	3,725	4,000	4,008	4,100
0319	Vision Insurance	2,409	2,600	2,574	2,626
	EAP	635	800	715	787
	Total Employee Insurance	158,095	196,741	221,675	248,309
0350	Workers Compensation - General	2,652	10,000	10,000	10,000
TOTAL SALARIES & EMPLOYEE BENEFITS		1,191,544	1,326,563	1,389,842	1,464,002
0700	Communications	8,237	12,000	25,000	27,000
0900	Food	1,745	1,500	2,000	2,000
1000	Household Expense	12,491	10,000	12,000	13,000
1100	Insurance	11,929	13,000	12,000	13,000
1300	Maintenance of Equipment	16,873	20,000	25,000	20,000
1400-0710	HVAC	3,844	4,000	4,000	4,200
1400-0711	Carpet Cleaning	200	800	2,400	2,400
1400-0712	Groundskeeping, city of Placentia	19,140	28,000	25,000	25,000
1400-0713	Plumbing	904	50,000	10,000	5,000
1400-0714	Electric	1,972	0	2,100	2,500
1400-0715	Cleaning Services	612	0	700	700
1400-0716	Locksmith	1,607	300	300	300
00-0717	Other	2,093	1,900	4,000	5,000
1400	Total Maintenance of Building & Grounds	30,372	85,000	48,500	45,100
1600	Memberships	12,549	14,000	12,000	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
1700	Miscellaneous Expense	0		500	500
1800-0725	Library Supplies	9,652	13,000	14,000	10,000
1800-0726	Printing	10,624	11,000	14,000	14,000
1800-0727	Paper		1,000	1,000	1,500
1800-0728	Other Office Supplies	8,607	5,000	7,000	5,000
1800	Office Supply Expense	28,883	30,000	36,000	30,500
1803	Postage Expense	4,708	5,000	5,500	6,000
	Employee Assistance Program/SDRMA				
1900-0737	Anaheim Library Automated Library System	31,554	35,000	35,000	35,000
1900-0738	Library Board Consultants & Legal	6,247	20,000	10,000	10,000
1900-0739	Computer Services	9,252	25,000	60,000	60,000
1900-0740	Tax Collection Services & Fees by Orange County & LAFCO	26,217	19,000	19,000	19,000
	Medical Exams	0	500	500	500
1900-0741	Collection Services - Accounts Receivable	4,498	2,200	2,200	2,500
1900-0742	Audit & Accounting Services	12,500	15,000	14,000	14,500
1900-0743	Payroll Preparation	7,558	7,000	7,500	7,500
1900-0744	Election Expenses	0	25,000	0	19,000
1900-0745	Staff Training in Library	0	200	500	500
1900-0746	Grants	0	0	0	
1900-0747	Program	0	0	0	
1900-0748	Other	568	25,000	20,000	10,000
1900	Total Specialized Services - General Fund	98,394	173,900	168,700	178,500
1912	Investment Administrative fees for Orange County	720	1,500	1,500	1,500
2000	Total Legal Notices	277	1,000	500	500
2100	Rents/Leases-Equipment	564	500	1,000	1,000
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	28,179	30,000	15,000	0
2400-0760	Special Department Expense - Library Materials	202,016	203,731	122,872	141,200
2400-0761	Special Department Expense - Programs	16,933	8,000	5,000	3,000
2400	Total Special Department Expense	218,949	211,731	127,872	144,200
2600	Transportation/Travel - Local Mileage	1,577	2,000	2,000	2,000
2700-0765	Transportation/Travel - Meetings, Staff Out of Town	5,574	3,000	8,500	4,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
2700-0766	Transportation/Travel - Meetings, Staff Local	1,435	600	2,000	2,100
2700-0767	Transportation/Travel - Meetings, Board Out of Town	1,348	5,000	12,000	9,000
2700-0768	Transportation/Travel - Meetings, Board Local	2,765	400	3,000	3,000
2700	Total Transportation/Travel - Meetings	11,122	9,000	25,500	18,100
2800-2801	Electricity	50,221	75,000	54,500	56,000
2800-2802	Gas	7,090	9,000	9,000	9,500
2800-2803	Water	8,084	13,500	10,000	11,000
2800	Total Utilities	65,395	97,500	73,500	76,500
TOTAL SUPPLIES & SERVICES		552,964	717,631	594,072	591,400
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	8,139	8,300	8,500	8,700
4000	Total Equipment	59,248	21,000	55,000	100,000
4200	Structures/Improvements	20,000	10,000	85,000	10,000
TOTAL FIXED ASSETS		87,387	39,300	148,500	118,700
4700	Payment to Refunded Debt Escrow Acs				
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND				
5200	Cotingencies/Reserves	23,780	0	0	
TOTAL EXPENSES		1,855,675	2,083,494	2,132,414	2,174,102

April 17, 2013

PLACENTIA LIBRARY DISTRICT
 PROPOSED SALARY SCALE FOR FISCAL YEAR 2013-2014
 NON-EXEMPT

Agenda Item 30
 Attachment C

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	8.32	8.53	8.74	8.96	9.18	9.41	9.65	9.89	10.14	10.64
PP	665.60	682.24	699.30	716.78	734.70	753.07	771.89	791.19	810.97	851.52
AN	17,305.60	17,738.24	18,181.70	18,636.24	19,102.14	19,579.70	20,069.19	20,570.92	21,085.19	22,139.45
MO	1,442.13	1,478.19	1,515.14	1,553.02	1,591.85	1,631.64	1,672.43	1,714.24	1,757.10	1,844.95
LIBRARY AIDE										
HR	9.82	10.07	10.32	10.58	10.84	11.11	11.39	11.67	11.96	12.56
PP	785.60	805.24	825.37	846.01	867.16	888.83	911.06	933.83	957.18	1,005.04
AN	20,425.60	20,936.24	21,459.65	21,996.14	22,546.04	23,109.69	23,687.43	24,279.62	24,886.61	26,130.94
MO	1,702.13	1,744.69	1,788.30	1,833.01	1,878.84	1,925.81	1,973.95	2,023.30	2,073.88	2,177.58
LIBRARY CLERK										
HR	14.12	14.47	14.83	15.21	15.59	15.98	16.37	16.78	17.20	18.06
PP	1,129.60	1,157.84	1,186.79	1,216.46	1,246.87	1,278.04	1,309.99	1,342.74	1,376.31	1,445.12
AN	29,369.60	30,103.84	30,856.44	31,627.85	32,418.54	33,229.01	34,059.73	34,911.23	35,784.01	37,573.21
MO	2,447.47	1,875.47	1,922.27	1,970.80	2,019.33	2,769.08	2,838.31	2,909.27	2,982.00	3,131.10
CIRCULATION SUPERVISOR										
HR	15.97	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	20.43
PP	1,277.60	1,309.54	1,342.28	1,375.84	1,410.23	1,445.49	1,481.62	1,518.66	1,556.63	1,634.46
AN	33,217.60	34,048.04	34,899.24	35,771.72	36,666.02	37,582.67	38,522.23	39,485.29	40,472.42	42,496.04
MO	2,768.13	2,837.34	2,908.27	2,980.98	3,055.50	3,131.89	3,210.19	3,290.44	3,372.70	3,541.34
FACILITY MAINTENANCE										
HR	18.14	18.59	19.06	19.53	20.02	20.52	21.04	21.56	22.10	23.21
PP	1,451.20	1,487.48	1,524.67	1,562.78	1,601.85	1,641.90	1,682.95	1,725.02	1,768.15	1,856.55
AN	37,731.20	38,674.48	39,641.34	40,632.38	41,648.18	42,689.39	43,756.62	44,850.54	45,971.80	48,270.39
MO	3,144.27	3,222.87	3,303.45	3,386.03	3,470.68	3,557.45	3,646.39	3,737.54	3,830.98	4,022.53
LIBRARY ASSISTANT										
HR	18.96	19.43	19.92	20.42	20.93	21.45	21.99	22.54	23.10	24.26
PP	1,516.80	1,554.72	1,593.59	1,633.43	1,674.26	1,716.12	1,759.02	1,803.00	1,848.07	1,940.48
AN	39,436.80	40,422.72	41,433.29	42,469.12	43,530.85	44,619.12	45,734.60	46,877.96	48,049.91	50,452.41
MO	3,286.40	3,368.56	3,452.77	3,539.09	3,627.57	3,718.26	3,811.22	3,906.50	4,004.16	4,204.37
ADMINISTRATIVE ASSISTANT										
HR	22.26	22.82	23.39	23.97	24.57	25.19	25.81	26.46	27.12	28.48
PP	1,780.80	1,825.32	1,870.95	1,917.73	1,965.67	2,014.81	2,065.18	2,116.81	2,169.73	2,278.22
AN	46,300.80	47,458.32	48,644.78	49,860.90	51,107.42	52,385.11	53,694.73	55,037.10	56,413.03	59,233.68
MO	3,858.40	3,954.86	4,053.73	4,155.07	4,258.95	4,365.43	4,474.56	4,586.43	4,701.09	4,936.14
LIBRARIAN I										
HR	22.41	22.97	23.54	24.13	24.74	25.35	25.99	26.64	27.30	28.67
PP	1,792.80	1,837.62	1,883.56	1,930.65	1,978.92	2,028.39	2,079.10	2,131.08	2,184.35	2,293.57
AN	46,612.80	47,778.12	48,972.57	50,196.89	51,451.81	52,738.10	54,056.56	55,407.97	56,793.17	59,632.83
MO	3,884.40	3,981.51	4,081.05	4,183.07	4,287.65	4,394.84	4,504.71	4,617.33	4,732.76	4,969.40
ADULT/CHILDREN'S SUPERVISOR										
HR	26.11	26.76	27.43	28.12	28.82	29.54	30.28	31.04	31.81	33.40
PP	2,088.80	2,141.02	2,194.55	2,249.41	2,305.64	2,363.29	2,422.37	2,482.93	2,545.00	2,672.25
AN	54,308.80	55,666.52	57,058.18	58,484.64	59,946.75	61,445.42	62,981.56	64,556.10	66,170.00	69,478.50
MO	4,525.73	4,638.88	4,754.85	4,873.72	4,995.56	5,120.45	5,248.46	5,379.67	5,514.17	5,789.87

Signature _____ : Approved

Al Shkoler, President

Effective: July 1, 2013

April 17, 2013

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2013-2014
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	113,402									
MO										
LIBRARY SERVICES MANAGER										
HR	34.70	35.57	36.46	37.37	38.30	39.26	40.24	41.25	42.28	44.39
PP	2,776.00	2,845.40	2,916.54	2,989.45	3,064.18	3,140.79	3,219.31	3,299.79	3,382.29	3,551.40
AN	72,176.00	73,980.40	75,829.91	77,725.66	79,668.80	81,660.52	83,702.03	85,794.58	87,939.45	92,336.42
MO	6,014.67	6,165.03	6,319.16	6,477.14	6,639.07	6,805.04	6,975.17	7,149.55	7,328.29	7,694.70
BUSINESS MANAGER										
HR	27.89	28.59	29.30	30.03	30.79	31.55	32.34	33.15	33.98	35.68
PP	2,231.20	2,286.98	2,344.15	2,402.76	2,462.83	2,524.40	2,587.51	2,652.20	2,718.50	2,854.43
AN	58,011.20	59,461.48	60,948.02	62,471.72	64,033.51	65,634.35	67,275.21	68,957.09	70,681.01	74,215.06
MO	4,834.27	4,955.12	5,079.00	5,205.98	5,336.13	5,469.53	5,606.27	5,746.42	5,890.08	6,184.59

Signature _____ : Approved _____ Effective: July 1, 2013

AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
 PROPOSED SALARY SCALE FOR FISCAL YEAR 2014-2015
 NON-EXEMPT

Agenda Item 30
 Attachment C

	1	2	3	4	5	6	7	8	9	10	
LIBRARY PAGE	HR	8.49	8.70	8.92	9.14	9.37	9.61	9.85	10.09	10.34	10.86
	PP	679.20	696.18	713.58	731.42	749.71	768.45	787.66	807.36	827.54	868.92
	AN	17,659.20	18,100.68	18,553.20	19,017.03	19,492.45	19,979.76	20,479.26	20,991.24	21,516.02	22,591.82
	MO	1,471.60	1,508.39	1,546.10	1,584.75	1,624.37	1,664.98	1,706.60	1,749.27	1,793.00	1,882.65
LIBRARY AIDE	HR	9.82	10.07	10.32	10.58	10.84	11.11	11.39	11.67	11.96	12.56
	PP	785.60	805.24	825.37	846.01	867.16	888.83	911.06	933.83	957.18	1,005.04
	AN	20,425.60	20,936.24	21,459.65	21,996.14	22,546.04	23,109.69	23,687.43	24,279.62	24,886.61	26,130.94
	MO	1,702.13	1,744.69	1,788.30	1,833.01	1,878.84	1,925.81	1,973.95	2,023.30	2,073.88	2,177.58
LIBRARY CLERK	HR	14.40	14.76	15.13	15.51	15.89	16.29	16.70	17.12	17.55	18.42
	PP	1,152.00	1,180.80	1,210.32	1,240.58	1,271.59	1,303.38	1,335.97	1,369.37	1,403.60	1,473.78
	AN	29,952.00	30,700.80	31,468.32	32,255.03	33,061.40	33,887.94	34,735.14	35,603.52	36,493.60	38,318.28
	MO	2,496.00	1,875.47	1,922.27	1,970.80	2,019.33	2,823.99	2,894.59	2,966.96	3,041.13	3,193.19
CIRCULATION SUPERVISOR	HR	16.29	16.70	17.11	17.54	17.98	18.43	18.89	19.36	19.85	20.84
	PP	1,303.20	1,335.78	1,369.17	1,403.40	1,438.49	1,474.45	1,511.31	1,549.10	1,587.82	1,667.21
	AN	33,883.20	34,730.28	35,598.54	36,488.50	37,400.71	38,335.73	39,294.12	40,276.48	41,283.39	43,347.56
	MO	2,823.60	2,894.19	2,966.54	3,040.71	3,116.73	3,194.64	3,274.51	3,356.37	3,440.28	3,612.30
FACILITY MAINTENANCE	HR	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54	23.67
TECHNICIAN	PP	1,480.00	1,517.00	1,554.93	1,593.80	1,633.64	1,674.48	1,716.35	1,759.25	1,803.24	1,893.40
	AN	38,480.00	39,442.00	40,428.05	41,438.75	42,474.72	43,536.59	44,625.00	45,740.63	46,884.14	49,228.35
	MO	3,206.67	3,286.83	3,369.00	3,453.23	3,539.56	3,628.05	3,718.75	3,811.72	3,907.01	4,102.36
LIBRARY ASSISTANT	HR	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.74
	PP	1,547.20	1,585.88	1,625.53	1,666.17	1,707.82	1,750.51	1,794.28	1,839.13	1,885.11	1,979.37
	AN	40,227.20	41,252.88	42,263.70	43,220.29	44,403.30	45,513.38	46,651.22	47,817.50	49,012.94	51,463.58
	MO	3,352.27	3,436.07	3,521.98	3,610.02	3,700.28	3,792.78	3,887.60	3,984.79	4,084.41	4,288.63
ADMINISTRATIVE ASSISTANT	HR	22.71	23.28	23.86	24.46	25.07	25.69	26.34	27.00	27.67	29.05
	PP	1,816.80	1,862.22	1,908.78	1,956.49	2,005.41	2,055.54	2,106.93	2,159.60	2,213.59	2,324.27
	AN	47,236.80	48,417.72	49,628.16	50,868.87	52,140.59	53,444.10	54,780.21	56,149.71	57,553.45	60,431.13
	MO	3,936.40	4,034.81	4,135.68	4,239.07	4,345.05	4,453.68	4,565.02	4,679.14	4,796.12	5,035.93
LIBRARIAN I	HR	22.86	23.43	24.02	24.62	25.23	25.86	26.51	27.17	27.85	29.25
	PP	1,828.80	1,874.52	1,921.38	1,969.42	2,018.65	2,069.12	2,120.85	2,173.87	2,228.22	2,339.63
	AN	47,548.80	48,737.52	49,955.96	51,204.86	52,484.98	53,797.10	55,142.03	56,520.58	57,933.60	60,830.28
	MO	3,962.40	4,061.46	4,163.00	4,267.07	4,373.75	4,483.09	4,595.17	4,710.05	4,827.80	5,069.19
ADULT/CHILDREN'S SUPERVISOR	HR	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45	34.07
	PP	2,130.40	2,183.66	2,238.25	2,294.21	2,351.56	2,410.35	2,470.61	2,532.38	2,595.69	2,725.47
	AN	55,390.40	56,775.16	58,194.54	59,649.40	61,140.64	62,669.15	64,235.88	65,841.78	67,487.82	70,862.22
	MO	4,615.87	4,731.26	4,849.54	4,970.78	5,095.05	5,222.43	5,352.99	5,486.81	5,623.99	5,905.18

Signature

: Approved

Al Shkoler, President

Effective: July 1, 2014

April 17, 2013

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2014-2015
EXEMPT**

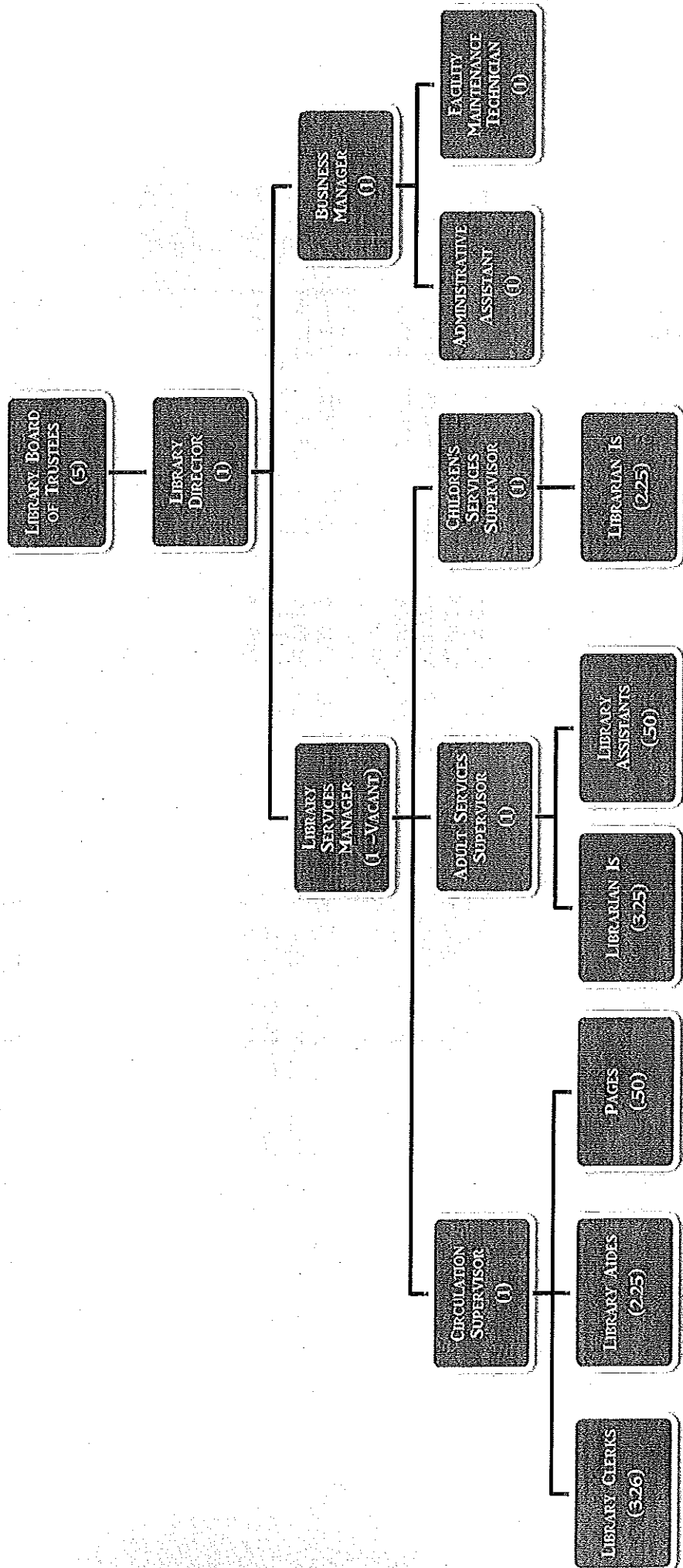
	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
	113,402									
LIBRARY SERVICES										
MANAGER										
	35.39	36.27	37.18	38.11	39.06	40.04	41.04	42.07	43.12	45.28
	2,831.20	2,901.98	2,974.53	3,048.89	3,125.12	3,203.24	3,283.52	3,365.41	3,449.54	3,622.02
	73,611.20	75,451.48	77,337.77	79,271.21	81,252.99	83,284.32	85,366.42	87,500.58	89,688.10	94,172.50
	6,134.27	6,287.62	6,444.81	6,605.93	6,771.08	6,940.36	7,113.87	7,291.72	7,474.01	7,847.71
BUSINESS										
MANAGER										
	28.45	29.16	29.89	30.64	31.40	32.19	32.99	33.82	34.66	36.40
	2,276.00	2,332.90	2,391.22	2,451.00	2,512.28	2,575.09	2,639.46	2,705.45	2,773.08	2,911.74
	59,176.00	60,655.40	62,171.79	63,726.08	65,319.23	66,952.21	68,626.02	70,341.67	72,100.21	75,705.22
	4,931.33	5,054.62	5,180.98	5,310.51	5,443.27	5,579.35	5,718.83	5,861.81	6,008.35	6,308.77

Signature _____ : Approved _____ Effective: July 1, 2014

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT ORGANIZATIONAL CHART FISCAL YEAR 2013-2014

Agenda Item 30
Attachment D

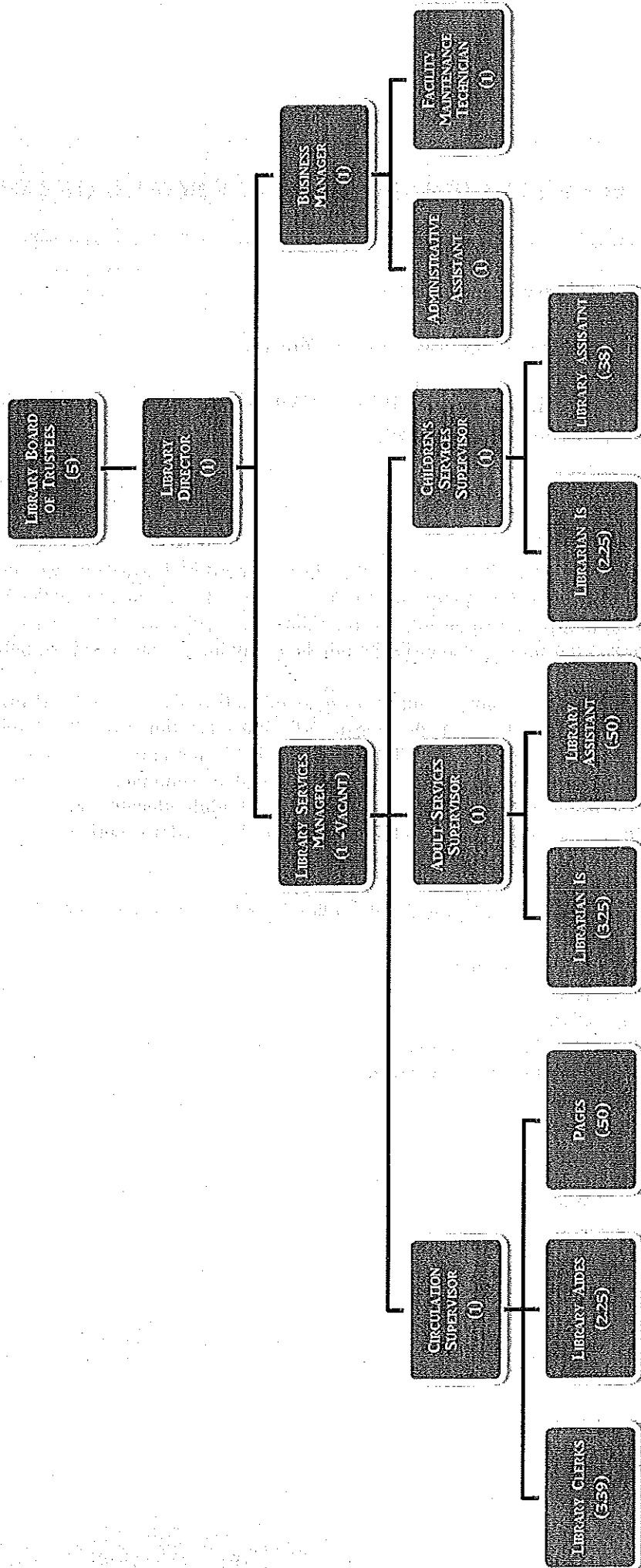


PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART

FISCAL YEAR 2014-2015

Agenda Item 30
Attachment D



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Shifting of responsibility of Adult Education Programs from K-12 schools to community colleges

DATE: April 22, 2013

BACKGROUND

At the March 18, 2013 Work Session of the Library Board of Trustees, it was mentioned that federal funding for adult education programs has been shifted to community colleges. The K-12 school system will no longer be responsible for providing the service to adult learners. Trustee Minter had inquired whether the shift in responsibility will have any impact on the role of public libraries.

According to the Community College League of California, Governor Brown has allocated an additional \$300 million to begin the transfer of adult education from K-12 schools to community colleges, and an additional \$15.7 million from the K-12 apprenticeship program to the community college apprenticeship programs. The Governor's budget summary sites inefficient and redundant systems as the reasons for the shift in responsibility of adult education programs. The proposal does not require K-12 schools to give up adult education if they wish to continue using the flexed dollars to fund them.

The Placentia Library District provides the following adult education services:

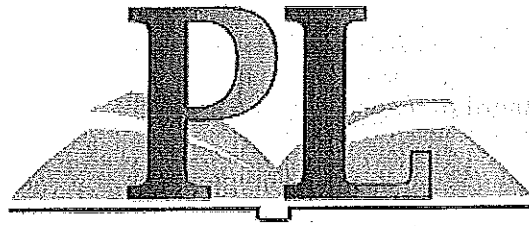
- Computer literacy
 - Microsoft Word
 - E-Mail
 - Pinterest
 - Introduction to Computers
 - Introduction to LinkedIn
 - iPhone Basics
- Online databases
 - Reference USA
 - Heritage Quest
 - Wall Street Journal
 - Freegal
- Adult Literacy
- Job Skills workshops

There is no current information to support the need for changing the services and programs to address the shifting responsibility of adult education from K-12 system to community colleges.

Fiscal Impact: N/A

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Updates on the most recent facility issues and solutions
DATE: April 22, 2013

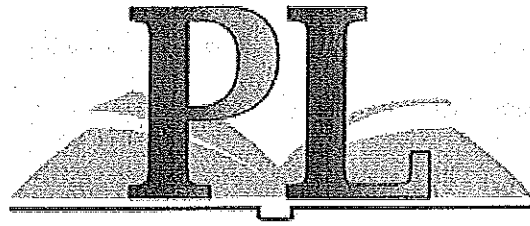
BACKGROUND

The Business Manager will provide a report at the April 22, 2013 Unusual Date Meeting of the Library Board of Trustees.

Fiscal Impact: \$10,736

RECOMMENDATION

Action to be determined by the Library Board of Trustees



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Worker's Compensation and Property/Liability Insurance Incentive Program
DATE: April 22, 2013

BACKGROUND

The Special District Risk Management Authority (SDRMA) provides its members with incentive programs that result in reimbursements to the Library. An element of the incentive program is to support and encourage members to maintain a safe environment for employees and the public. Members can reduce future premiums up to 15% for completion of approved risk management and training programs through the credit incentive program. Members belonging to the property/liability program can also earn an additional 15% discount on their Auto and General Liability. SDRMA Board approved longevity credits in 2008. We received our first credit FY08/09. SDRMA reports can be found on pages 152-157.

Below is a chart of reimbursement the Library received through SDRMA's incentive program.

SDRMA-Credit Incentive Program

<u>Fiscal Year</u>	<u>Workers' Compensation Credit</u>	<u>Property/Liability Credit</u>	<u>TOTAL</u>
2011/2012	\$517.00	\$695.00	\$ 1,212
2010/2011	\$706.00	\$408.00	\$ 1,114
2009/2010	\$418.00	\$488.00	\$ 906
2008/2009	\$1,117.00	\$692.00	\$ 1,809

Library staff will continue to comply with the incentives to ensure that our district is minimizing its liability, maximizing its risk prevention procedures and providing additional needed training to our employees.

Fiscal Impact: Savings of \$1,212

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Special District Risk
Management Authority

Maximizing Protection.
Minimizing Risk.

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
T 800.537.7790
F 916.231.4111
www.sdrma.org



February 22, 2013

Ms. Yesenia Baltierra
Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

Dear Ms. Baltierra:

GOOD NEWS FOR YOUR 2013-14 FISCAL YEAR BUDGET!

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 6, 2013, keeping rates flat for the Property/Liability Program Package for 2013-14! This will be the fourth year in a row with no rate increases. Any resulting revenue shortfall will be funded from Rate Stabilization Reserves which have been set aside for that purpose. Your agency's actual annual contribution amount for 2013-14 may vary compared to 2012-13 as a result of any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Also starting July 1, the Board approved lowering member's property deductible from \$2,000 to \$1,000.

Other Important Items to Note:

- SDRMA's Safety/Claims Education Day/Annual Membership Meeting will be held on Thursday, March 28 at the Hilton Sacramento Arden West Hotel in Sacramento. For more information, please visit our website at www.sdrma.org and click on Register for a Training Workshop on the right side of the page.
- Our Multi-Program Discount provides members a great opportunity to save money! Members are eligible for an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation only) when they belong to both programs. Please contact Manager of Member Services Ellen Doughty at 800.537.7790 or by email at edoughty@sdrma.org if you would like a quote on another program.
- Members intending to withdraw for the 2013-14 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2013-14 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs and we hope you experience a claims free year!

Sincerely,
Special District Risk Management Authority

David Aranda, President
Board of Directors

Special District Risk
Management Authority

Maximizing Protection.
Minimizing Risk.

1112 I Street, Suite 300
Sacramento, California 95814-2855
T 916.231.4141
T 800.537.7790
F 916.231.4111
www.sdrma.org



February 22, 2013

Ms. Yesenia Baltierra
Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870-6198

Dear Ms. Baltierra,

IMPORTANT INFORMATION FOR YOUR 2013-14 FISCAL YEAR BUDGET!

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 6, 2013, approving no rate increase for the Workers' Compensation Program for 2013-14! Any resulting revenue shortfall will be funded from Rate Stabilization Reserves which have been set aside for that purpose.

While the Board took action to keep rates as low as possible, each Member has their own Experience Modification Factor (EMOD) which contributes to their overall annual contribution amount. The increase in your EMOD is the primary cause of your overall annual contribution increase for 2013-14 (worksheet attached).

To assist your agency in their budgeting process, SDRMA has estimated 2013-14 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD) and prior year Estimated Payroll Wages. Your agency's actual annual contribution amount will vary from 2012-13 as a result of increases/decreases in your reported payroll, EMOD (worksheet attached) and Credit Incentive Program (CIP) points earned.

Summary	2013-14	2012-13	\$ Change	% Change
Estimated Annual Contribution	\$8,735	\$5,543	\$3,192	58%
Estimated Quarterly Deposit	\$2,184			
Detail	2013-14	2012-13	\$ Change	
2012-13 Estimated Payroll Wages	\$978,834	\$978,834		
Member's Individual Class Code Rates	See attached	See attached	\$0	
EMOD	197%	125%	\$3,734	
Advanced Credit Incentive Program (CIP)	10%	10%	-\$373	
5% Multi-Program Discount - <i>if applicable</i>	-\$460	-\$292	-\$168	

Other Important Items to Note:

- SDRMA's Safety/Claims Education Day/Annual Membership Meeting will be held on Thursday, March 28 at the Hilton Sacramento Arden West Hotel in Sacramento. For more information, please visit www.sdrma.org.
- Our Multi-Program Discount provides members a great opportunity to save money! Members are eligible for an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation only) when they belong to both programs. Please contact Manager of Member Services Ellen Doughty at 800.537.7790 or by email at edoughty@sdrma.org if you would like a quote on another program.
- Members intending to withdraw for the 2013-14 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2013-14 will be ineligible to receive the longevity distribution credit recently approved by the Board.

Thank you for your continued participation in helping make SDRMA the premier risk management program in California! If you have any questions, please contact Nicole Rushing, Finance Manager at 800.537.7790 or nrushing@sdrma.org.

Sincerely,
Special District Risk Management Authority

David Aranda, President of the Board of Directors



Special District Risk Management Authority
Workers' Compensation Program

Placentia Library District

Reported Class Codes for Program Years 2013-14 and 2012-13

Class Code	Description	Base Rate for PY 2013-14	Base Rate for PY 2012-13	% Change	\$ Change
8742-P	Agency Directors	19.26	19.26	0%	0.00
8810	Clerical; Librarians and Clerks	0.52	0.52	0%	0.00

Per Capita Rate

Note: Base rate is before experience modification factor (EMOD) and CIP discount adjustments are applied.



Special District Risk Management Authority
 Workers' Compensation Program
 Program Year 2013-14

EMOD Calculation Form

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92870-6198

Summary

PY 2013-14 EMOD - 197%
 PY 2012-13 EMOD - 125%

Expected Losses Detail Calculations for PY 2013-14

Class Codes	2009-10 Payroll	2010-11 Payroll	2011-12 Payroll	Total Payroll	Expected Loss Rate	Expected Losses	Expected Primary Losses	Expected Excess Losses
8742-P	\$0	\$0	\$0	\$0	0.0020	\$3	\$1	\$2
8810	\$930,976	\$897,498	\$875,104	\$2,703,579	0.0019	\$5,137	\$1,181	\$3,955
						\$5,140	\$1,182	\$3,958

Actual Losses Detail Calculations for PY 2013-14 valued as of 12/31/2012

Year	Claims Count	Actual Incurred Losses	Actual Losses	Actual Primary Losses	Actual Excess Losses
2009-10	1	\$1,175	\$1,175	\$1,175	0
2010-11	4	\$3,338	\$3,338	\$3,338	0
2011-12	2	\$1,672	\$1,672	\$1,672	0
				\$6,186	\$0

* Actual Losses are capped at \$175,000 per claim for purposes of EMOD calculations.

Rating Procedure**

Total Expected Primary Losses	*	1 - Credibility Primary	=	Adjusted Expected Primary Losses
\$1,182		0.00		\$0

Total Expected Excess Losses	*	1 - Credibility Excess	=	Adjusted Expected Excess Losses
\$3,958		1.00		\$3,958

Total Actual Primary Losses	*	Credibility Primary	=	Adjusted Actual Primary Losses
\$6,186		1.00		\$6,186

Total Actual Excess Losses	*	Credibility Excess	=	Adjusted Actual Excess Losses
\$0		0.00		\$0

Adjusted Expected Primary Losses	+	Adjusted Expected Excess Losses	+	Adjusted Actual Primary Losses	+	Adjusted Actual Excess Losses	=	Total Adjusted Losses
\$0		\$3,958		\$6,186		\$0		\$10,143

Total Adjusted Losses	/	Total Expected Losses	=	2013-14 EMOD
\$10,143		\$5,140		197%

** Based on Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model.

Property/Liability Credit Incentive Program



Placentia Library District

CIP Points Earned as of: 2/8/2013

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2012-13. These credits are applied toward the invoice for the 2013-14 program year. The following earned credits have been documented:

CIP Criteria Description*	Maximum Available	CIPs Earned to Date
Special District Administrator designation from SDLF	2	0
Staff Attendance at SDRMA Workshop	1	1
Additional Staff Attendance at SDRMA Workshop	1	1
Management Staff Attendance at CSDA Sponsored Training	1	1
Additional Management Staff Attendance at CSDA Sponsored Training	1	1
Attendance at Approved Legal Seminar	1	0
Additional Attendance at Approved Legal Seminar	1	0
TargetSolutions Online Training Program	3	0
Use of SDRMA Safety Video Library	2	0
ADMINISTRATION TRACK TOTALS - 8 POINTS MAXIMUM		4
SDLF District of Distinction designation	4	0
Single Board Member Attendance at SDRMA Workshop	1	1
Additional Board Member Attendance at SDRMA Workshop	1	1
Single Board Member Attendance at CSDA Training	1	1
Additional Board Member Attendance at CSDA Training	1	1
Completion of two CSDA Education / Webinar sessions	3	3
GOVERNANCE TRACK TOTALS - 5 POINTS MAXIMUM		5
No Claims during the year	2	2
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM		2
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	15	11
5 YEAR NO CLAIMS BONUS	3	0
TOTAL CREDIT INCENTIVE POINTS	18	11

*For detailed information, please see the 2012-13 Property/Liability CIP criteria. For questions, please contact Dennis Timoney at 800.537.7790.

Workers' Compensation Credit Incentive Program



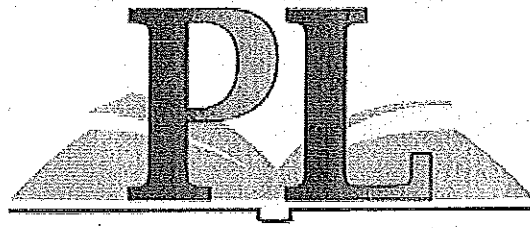
Placentia Library District

CIP Points Earned as of: 2/8/2013

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2012-13. These credits are applied toward the final audit invoice for the 2012-13 program year. The following earned credits have been documented:

CIP Criteria Description*	Maximum Available	CIPs Earned to Date
Special District Administrator designation from SDLF	2	0
Staff Attendance at SDRMA Workshop	1	1
Additional Staff Attendance at SDRMA Workshop	1	1
Management Staff Attendance at CSDA Sponsored Training	1	1
Additional Management Staff Attendance at CSDA Sponsored Training	1	1
Attendance at OSHA/Safety Management Seminar	1	0
Injury, Illness and Prevention Program	2	0
TargetSolutions Online Training Program	3	0
Use of SDRMA Safety Video Library	2	0
ADMINISTRATION TRACK TOTALS - 8 POINTS MAXIMUM		4
SDLF District of Distinction designation	4	0
Single Board Member Attendance at SDRMA Workshop	1	1
Additional Board Member Attendance at SDRMA Workshop	1	1
Single Board Member Attendance at CSDA Training	1	1
Additional Board Member Attendance at CSDA Training	1	1
Completion of two CSDA Education / Webinar sessions	3	3
GOVERNANCE TRACK TOTALS - 5 POINTS MAXIMUM		5
No Claims during the year	2	2
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM		2
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	15	11
5 YEAR NO CLAIMS BONUS	3	0
TOTAL CREDIT INCENTIVE POINTS	18	11

*For detailed information, please see the 2012-13 Workers' Compensation CIP criteria. For questions, please contact Dennis Timoney at 800.537.7790.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy 6030 – Circulation Policy
DATE: April 22, 2013

BACKGROUND

Placentia Library District is a consortium partner with the Anaheim Public Library through the integrated library system (ILS). The Anaheim Public Library is seeking to make a change that will affect the Placentia Library District's Circulation Policy.

The change is to increase the unpaid fines/fees limit to \$10.00 for borrowing privileges. Currently patrons can check out if they have less than \$5.00 outstanding fines/fees on their library account. The recommended change will increase the limit to \$10.00 with the anticipation that more patrons will be able to check out.

Library staff agrees with the change and recommends an amendment to Placentia Library District Policy 6030 – Circulation Policy to read as follow:

6030.9 Unpaid fines/fees in excess of \$10.00 will result in the suspension of borrowing privileges until the account is cleared.

Attachment A is a copy of Policy 6030 – Circulation Policy.

Fiscal Impact: N/A

RECOMMENDATION

Approve the amendment to the Placentia Library District Policy 6030 – Circulation Policy as presented with an effective date of May 1, 2013.

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Agenda Item 35

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

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

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

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

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

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

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

6030.2.2.3. There is no grace period for videos.

6030.3 Notification Process

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

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

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

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

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Agenda Item 36

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

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

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

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

6030.5 Returned Checks

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

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

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

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

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

6030.8 Telephone renewals and inquiries

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 Agenda Item 36

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

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

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

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

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

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

6030.9 Unpaid fines/fees in excess of \$510.00 will result in the suspension of borrowing privileges until the account is cleared.

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

6030.11 Current employees are exempt from hold fees and overdue fines.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy 6035 – Fines & Fees Schedule
DATE: April 22, 2013

BACKGROUND

Library recommends an amendment to reflect “Breakdown fee” in lieu of “clean-up fee” which may be confused with the Refundable Security Deposit/Cleaning fee.

Attachment A is a copy of Policy 6035 – Fines & Fees Schedule

Fiscal Impact: N/A

RECOMMENDATION

Approve the amendment to the Placentia Library District Policy 6035 – Fines & Fees Schedule as presented with an effective date of July 1, 2013.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective July 1st, 2013

FINES PER DAY

DVD's:

New Feature Films.....	\$ 1.00
Old Feature Films	\$ 1.00
Mini Series	\$ 1.00
All Other Items \$.20	

RENTAL FEE

DVD's (Non-educational):

New Feature Films.....	\$ 1.00 for two (2) Days
All Others	\$ 1.00 per week

MAXIMUM FINE PER ITEM

All Items.....	\$ 20.00
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RESERVES & SHELF CHECKS PER ITEM

All Items.....	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$1.00

LOST MATERIALS DEFAULT COST*

Cataloged Adult & Children's Books	Item Cost + \$ 10.00.....	\$ 30.00
Uncataloged Paperbacks	Item Cost + \$ 10.00.....	\$20.00
Magazines/Pamphlets.....	No Processing Fee.....	\$3.00
Cassettes.....	No Processing Fee.....	\$10.00
CDs, CD ROMs & Videos	Item Cost + \$ 10.00.....	\$20.00
Audio Books (all formats).....	Item Cost + \$ 10.00	\$50.00
DVDs	Item Cost + \$ 10.00	\$25.00

**Default cost will be used in the event the item cost is not available. The processing fee of \$10.00 is not part of the default cost and needs to be added for the total amount due.*

SPECIAL SERVICES PER ITEM

Headsets.....	\$2.00
Library card replacement \$2.00	
Barcode replacement .. \$2.00	
Book jacket cover/nylon replacement.....	\$2.00
CD case replacement .. \$2.00	
Play-away case replacement.....	\$3.00
DVD case replacement \$2.00	
CD from Audio Book replacement.....	\$8.00
Fax per document (outgoing or incoming) plus \$.10 per page.....	\$2.00
Photographs from Placentia History Room, per photo plus actual packaging, postage and/or shipping costs.....	\$10.00 for non-commercial use; \$75.00 for commercial use
Printing & Photocopy, black ink, per page.....	\$.15
Printing & Photocopy, color, per page.....	\$.50
Passport Photos.....	\$12.00
Test Proctoring, per exam.....	\$50.00

MEETING ROOM

Per hour.....	\$20.00 for non-profits and \$35 for other groups
Refundable Security Deposit/Cleaning fee.....	\$50.00
Administrative Fee (for cancellation notices less than two weeks in advance).....	\$25.00
After Hours Fee.....	\$25.00
Staff Attendee.....	\$25.00
Set-up fee.....	\$20.00
** Breakdown fee	\$20.00

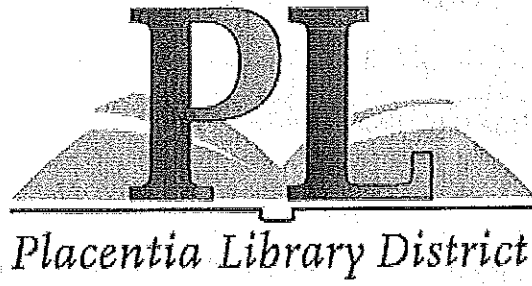
SURCHARGES

Returned check, up to 30 days.....	\$25.00
Returned check, 30th day and over: the greater of 3 times value of check or.....	\$100.00
Report to Collection Agency, per report.....	\$25.00

DAMAGES

All Damages.....	Item Cost + \$10.00.....	\$20.00
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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 video cassettes, audio cassettes, or other library materials or equipment of any type.
(Adopted by the Library Board of Trustees, January 18, 1993.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and decide on the possible procurement of a Human Resources Consulting firm

DATE: April 22, 2013

BACKGROUND

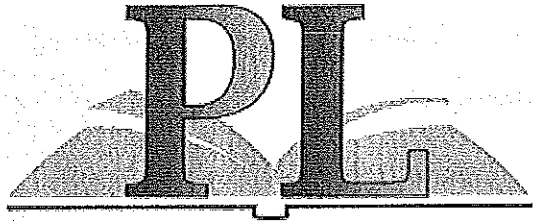
At the Placentia Library Board of Trustees March 18, 2013 meeting, there was discussion regarding the amendments proposed to Policy Series 2300 – Job Descriptions. Trustee Minter requested that the documents be reviewed by a law firm and/or human resources expert. As a continuation to the review of the job descriptions, Trustee Minter also requested that a classification and compensation study be conducted. The last study was conducted over five years ago.

The classification and compensation study provides the Library an opportunity to review existing classification and compensation policies and practices, assess external and internal best practices within the industry, and recommend changes to the systems, policies, and practices that will benefit the employees of the Placentia Library District.

Fiscal Impact: N/A

RECOMMENDATION

Discuss and decide on the possible procurement of a Human Resources Consulting firm to conduct a comprehensive compensation and classification study for the Placentia Library District.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and decide on the possible procurement of a strategic planning consultant

DATE: April 22, 2013

BACKGROUND

The Placentia Library District with the help of a strategic consultant produced a strategic plan on May 9, 2006. The plan was to be the roadmap for the Library for the year 2010. Since its completion, the trustees and library staff on January 28, 2013 to review and discuss the document. The meeting provided an opportunity to assess the Library's budget needs and anticipate new service models and technology programs for our community.

The strategic plan serves a dual purpose as a reality checkpoint and an action plan for library staff. It also enables the public to understand the direction the Library is taking and the strategic implementation for services and programs the Library would like to offer over the next three to five years. The last strategic plan was over 7 years.

Library staff recommends the Library Board of Trustees to consider procuring a strategic planning consultant. The consultant will facilitate, design, develop, assist in the implementation, and assess a new strategic plan to guide service development and resource allocation to reflect the needs of our community.

Fiscal Impact: \$25,000

RECOMMENDATION

Discuss and decide on the possible procurement of a strategic planning consultant and present a request for proposal with recommendation at the May 20, 2013 Regular Meeting of the Library Board of Trustees.