

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

WORK SESSION

5. Continue discussion on the proposed Information Technology Equipment Use Policy
6. Continue discussion on the proposed Patron Exclusion Policy.
7. Continue discussion on Placentia Library District Policy 2205 – Fingerprinting Policy.
8. Discuss and determine allocations for the Securitization Reimbursement and Fiscal Year 2012-2013 Surplus.
9. Discuss and determine a sound system to be installed in the community meeting room.

ADJOURNMENT

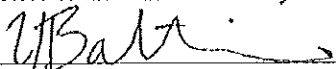
10. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

11. Adjourn

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

I, Yesenia Baltierra, Business Manager of Placentia Library District, hereby certify that the Agenda for the November 12, 2013 Work Session of the Library Board of Trustees of the Placentia Library District was posted on November 6, 2013.



Yesenia Baltierra, Business Manager

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Continue Discussion on the proposed Information Technology Equipment Use Policy**

DATE: November 12, 2013

BACKGROUND

At its September 11, 2013 Work Session, it was decided to postpone the discussion of the proposed Information Technology Equipment Use Policy until October 21, 2013. Discussion was held and recommendations made at the October 21, 2013 work session and staff was asked to schedule another work session in November to further discuss the proposed Information Technology Equipment Use Policy.

At the June 17, 2013 Library Board of Trustees meeting, library staff received approval to purchase technology tools for staff to use as learning and developmental resources. Library was directed by the Library Board of Trustees to develop a policy to address the loaning process and related issues for distributing these tools to staff. Attachment A is a copy of the proposed draft of the Information Technology Equipment Use Policy.

Attachment A is proposed draft of the Information Technology Equipment Use Policy with changes as recommended by the Library Board of Trustees at the October 21, 2013 Work Session.

RECOMMENDATION

Approve the proposed Information Technology Equipment Use Policy as a first reading as presented with inclusion of feedback from the Library Board of Trustees and to be adopted at a future Library Board of Trustees meeting.

Information Technology (IT) Equipment Use Policy

Policy Number: 2265

The Placentia Library District supports its employees by providing them with the tools they need to perform their jobs. The continued use of technology tools in the workplace is providing employees the opportunity to perform their daily tasks more efficiently and effectively, while conducting business inside and outside the Library.

IT equipment takes on two primary forms:

1. Computer and Related Tools

This includes such things as desktop PC's, tablets, laptops, projectors, servers, printers, scanners, modems, Internet access, e-mail, and the software that makes each tool functional. For policies related to Internet access and e-mail, please refer to Placentia Library District Policy 2270 – Internet, E-mail, and Electronics Communication Ethics, Usage and Security. Employees requesting use of computer and related tools to take outside the Library must checkout the device with Administration. No more than one unit is permitted for checkout, unless approved by the Library Director. Checkout period is one week with extension to be approved by the Library Director. Employees will be responsible for lost and/or damaged equipment.

2. Communications Related Tools

This includes equipment such as telephones, voicemail, and fax machines.

IT equipment has played an increasing role in a majority of our employee's daily tasks. The District's policy is to provide computer and communications equipment to those employees who need it to perform their job responsibilities. These tools are meant to be used on official District business. Furthermore, this policy is intended to supplement the District's Policy 2270 and other personnel policies, such as the Workplace Harassment Policy, that govern rules of conduct and performance in the workplace. Specific policies are adopted as follows:

1. Personal use -- The District recognizes that staff may need to use telephones for emergency use. Staff should use the computer in the staff lounge for personal matters. However, staff should keep such use to a minimum outside of breaks, and the District shall be reimbursed for any charges used for such purpose.

2. Unauthorized purposes -- IT equipment shall not be used for any commercial promotional purpose, to conduct personal business affairs, or to communicate any material of a political, religious, obscene or derogatory nature that would conflict with the District's policies.

3. Protecting IT equipment -- All employees share in the responsibility to protect District computer and telecommunications resources from physical and environmental damage and are responsible for the correct operation, security and maintenance of such equipment.

4. Authorized Hardware and Software Configurations -- Computer hardware and software can be installed, configured and supported by the IT department or designated personnel as determined first by the Library Director with approval from the Library Board of Trustees. Only within those parameters is personal preference to be exercised. IT personnel or the Library Director may reconfigure systems and delete unauthorized software and data from time to time. Hardware and software is allowed to be installed on District computers if it is purchased / licensed by the District and installed and configured by the IT department.

5. Games – Games may not be installed on District-owned computers without approval from designated supervisors.
6. Data Backup -- Files stored on the District's computer networks shall be backed up periodically. Users shall utilize network resources to store their data files to the fullest extent possible to protect the District's data resources. Users are responsible for ensuring that critical data not stored on network servers is backed up and stored in a safe location.
7. Security -- The District shall establish information security policies to which employees are expected to adhere. Computers shall not be left unattended in a state that affords inappropriate access to records of the District, or otherwise compromises security.
8. Internet and E-mail Use – Please refer to Placentia Library District Policy 2270.
9. No expectation of privacy for voice and electronic mail – The tools provided by the District in accordance with this policy remain the property of the District and for purpose of business communications. Accordingly, the District retains the right to review employee usage of such equipment. Employees shall have no expectation of privacy for voice and electronic mail (e-mail) communications. Examples when management and systems administrators may, from time to time, have need to review employee usage and messages sent or received.
10. Encryption – Data will be encrypted. Encryption is a method of protecting data files from unauthorized access (e.g., passwording documents) above and beyond the network file security systems established by the IT department.

PLACENTIA LIBRARY DISTRICT
INFORMATION TECHNOLOGY EQUIPMENT USE POLICY

I have read and understand the Information Technology equipment use policy. I understand my obligations and rights governing use of such equipment and shall comply with the provisions of this policy. I further understand violations of any Placentia Library District Policy including Policy 2265 – Information Technology Equipment Use Policy may result in progressive discipline including termination.

Employee Signature

Print Name

Date



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Continue Discussion on the proposed Patron Exclusion Policy

DATE: November 12, 2013

BACKGROUND

At its September 11, 2013 Work Session, it was decided to postpone the discussion of the proposed patron Exclusion Policy until October 21, 2013. Discussion was held and recommendations made at the work session and staff was asked to reschedule another work session in November to further discuss the proposed Patron Exclusion Policy.

Libraries have long been an institution which provides access to information that benefits the educational, recreational, social, and research needs of communities they serve. Libraries must also maintain an environment that is safe and healthy in which patrons, volunteers, and staff can be free from harassment, intimidation, and threats to their safety and well-being. Libraries are faced with challenges of patron behavior that must be addressed to ensure the effective delivery of service and full access for patrons using the library. Libraries must maintain an environment that is conducive to all patrons' exercise of their constitutionally protected right to receive information. The American Library Association provides a framework as outlined in its Code of Ethics and the Library Bill of Rights which governs regulations of patron behavior.

In order to protect all library patrons' right of access to library facilities, to ensure the safety of patrons, volunteers, and staff, and to protect library resources and facilities from damage, it is recommended that the Library develop a policy that addresses the guidelines and procedures for excluding patrons from library premises. The policy would embody the principles stated in the Library Bill of Rights as well as guidelines set forth by the American Library Association Code of Ethics.

Attachment A is a proposed draft of the Patron Exclusion Policy.

Attachment B is the American Library Association Code of Ethics.

Attachment C is the Library Bill of Rights.

RECOMMENDATION

Approve the proposed Patron Exclusion Policy as a first reading as presented with inclusion of feedback from the Library Board of Trustees and to be adopted at a future Library Board of Trustees meeting.

PATRON EXCLUSION POLICY

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; the second occurrence earns loss of library privileges for two months; the third occurrence merits six months; any future occurrence earns twelve months.

If a person exhibits behavior that violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library staff members have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.
2. In the event that a patron's behavior constitutes an imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.
3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.
4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District as well as from all telephone reference. The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.
5. If the individual who has been banned wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

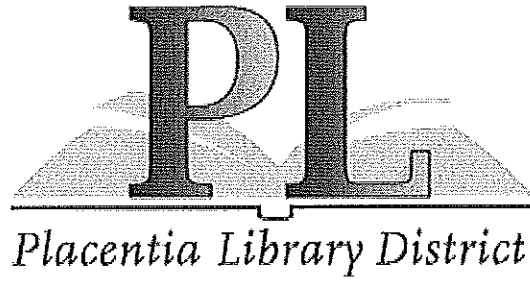
III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Continue discussion on the proposed Placentia Library District Policy 2205 – Fingerprinting Policy

DATE: November 12, 2013

BACKGROUND

At the June 17, 2013 Library Board of Trustees meeting, a proposed Policy 2205 – Fingerprinting Policy was presented. Trustees approved Policy 2205 as a first reading. Staff was asked to present recommendations to determine the classifications that need to be fingerprinted. Staff presented recommendations as requested by the Library Board of Trustees at the October 21, 2013 work session. The recommendations were not discussed and staff was asked to present them again at a November work session for further discussions.

Attachment A is Policy 2205 – Fingerprinting Policy

Attachment B is the Guide For Who Must Be Fingerprinted

Attachment B is information on Libraries That Fingerprint

The fingerprinting process will begin upon the Library receiving its originating agency identifier (ORI) number from the State of California.

Fiscal Impact: To Be Determined

RECOMMENDATION

Adopt Placentia Library District Policy 2205 – Fingerprinting Policy.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fingerprinting Policy
POLICY NUMBER: 2205

2205.1 POLICY STATEMENT

- 2205.1.1 To ensure that the interest of the Placentia Library District, its employees and members of the public are protected and to help minimize potential liability, the Placentia Library District has passed a resolution authorizing it to obtain from the Department of Justice summary criminal background information on applicants for employment and volunteer positions.
- 2205.1.2 The Placentia Library District desires to identify those prospective employees and volunteers who have a criminal history so that information about criminal history can be used in employment decisions.
- 2205.1.3 The Placentia Library District wishes to comply with Public Resources Code Section 5164 which requires that the Placentia Library District take reasonable steps to determine if a prospective employee or volunteer has been convicted of any crimes specified in Penal Code Section 11105.
- 2205.1.4 The Placentia Library District shall not consider a person who has been convicted of a felony or misdemeanor involving moral turpitude eligible for employment or to be a volunteer if the felony or misdemeanor is to a crime specified in Section 2205.3 below as being relevant to the employment in question or in the case of a crime not actually listed it is determined by the Placentia Library District's Attorney to be substantially similar in nature to those listed that a reasonable person would have had notice that such a crime would bar employment.

2205.2 AUTHORITY

California Penal Code Section 11105 allows cities, counties and districts to obtain state summary criminal background information from the Department of Justice if the Placentia Library District has given the Director of Personnel authority to obtain such records. The Library Director has such authority pursuant to Resolution No. 14-05 of the Placentia Library District.

2205.3 APPLICABILITY

2205.3.1 The Placentia Library District shall obtain criminal background information on all prospective full-time and part-time employees, trustees, and volunteers. The Placentia Library District shall not hire individuals if records show convictions of the following crimes of moral turpitude within ten (10) years of the date of application or after hiring:

Section 68:	Asking for or receiving bribes
Section 72:	Presentation of fraudulent claims
Section 73, 74:	Bribes for appointment to office
Section 187, 189:	Murder
Section 209:	Kidnapping for ransom, extortion or robbery
Section 211:	Robbery: taking personal property in possession of someone by force or fear
Section 245:	Assault with deadly weapon
Section 261:	Rape
Section 451:	Arson of structure, forest land or property
Section 459:	Burglary
Section 484:	Theft
Section 503:	Embezzlement: fraudulent appropriation of property by a person to whom it has been entrusted
Section 518:	Extortion: obtain property by a wrongful use of force or fear or under color of official right

2205.3.2 In addition to Section 2205.31 above, for positions relating to interaction with minors the following areas shall also be grounds to not hire or for discipline up to and including termination:

2205.3.2.1 Violations or attempted violations of Penal Code Sections 20, 261.5, 262, 273a, 273d, or 273.5, 288, or any sex Offense listed in Section 290.

2205.3.2.2 Any crime described in the California Uniform Controlled Substances Act (Division 10, commencing with Section 11000, of the Health and Safety Code), provided that, except as otherwise provided in subdivision (c), no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

2205.3.2.3 Any felony or misdemeanor conviction within 10 years of the date of the employer's request under subdivision (a), for a violation or attempted violation of Chapter 3 of Title 8 of the California Penal Code (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 of Title 8 of the Penal Code (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period.

2205.3.2.4 Any felony or misdemeanor conviction under Penal Code Section 311, et se., photographic use of children relative to Sexual conduct.

2205.3.3 In addition to those crimes listed in Section 2205.3.1 above, for positions relating to use of public funds and public records, the following shall also be grounds not to hire or for discipline up to and including termination.

Section 115, 1153: Use of false or forged public record; alteration of certified copy of public record

Section 424: Embezzlement and falsification of accounts

Title 13, Chapter 4: Any violation of forgery or counterfeiting

2205.3.4 For positions requiring strict public confidence such as the Library Board of Trustees, the Library Director, and the Business Manager, in addition to Sections 2205.3.1, 2205.3.2 and 2205.3.3 above, any penal code violation which resulted in conviction shall be grounds not to hire and after hiring grounds for discipline up to and including termination.

2205.4 ASSIGNMENT RESPONSIBILITY

It is the applicant's responsibility to report any conviction or arrest pending final adjudication to the Placentia Library District. The information shall be included on all employment applications. Once a person has been hired under this procedure, convictions or arrests pending conviction which occur that are in the list specified for that employee under Section 2205.3 above, the employee, trustee or volunteer shall report that conviction or arrest to his or her supervisor who shall forward the information to the Library Director.

2205.5 PROCEDURES

- 2205.5.1 All prospective Placentia Library District employees and volunteers shall be subject to a criminal records check as a condition of employment.
 - 2205.5.1.1 The Placentia Library District shall submit a completed Applicant Fingerprint Card to the Department of Justice accompanied by any other forms or information required by the Department of Justice in order to obtain the criminal background information.
 - 2205.5.1.2 Any information obtained from the Department of Justice and shall be used to determine whether the applicant shall be offered a position with the Placentia Library District.
- 2205.5.2 For any employee, trustee or volunteer who has been hired subsequent to the adoption of the policy, who passed the initial screening, the individual must sign an acknowledgement that conviction of crimes listed in Section 2205.3 above under their job category or determined to be substantially similar by the Placentia Library District Attorney shall be grounds for disciplinary action up to and including termination. Further, any such individual has the responsibility to report any such conviction to the Library Director.
- 2205.5.3 The Placentia Library shall enter into a contract with the Department of Justice so that any subsequent conviction or arrest information concerning an employee or volunteer that was originally hired subject to this policy may be obtained.
 - 2205.5.3.1 Any information about existing employees', trustees' or volunteers' convictions and/or arrests pending adjudication shall be reported to the Library Director.

2205.5.3.2 Upon receipt of information regarding a conviction and/or arrest pending adjudication which is specified as not acceptable for the given position in Section 2205.3 above, the Library Director shall evaluate the effect and potential effect of the employee's or volunteer's record or arrest on their position of employment, fellow employees and the public, and shall take appropriate action to maximize public safety and minimize potential liability while respecting the rights of the employee, trustee or volunteer. The District's Attorney shall evaluate the trustee's record or arrest.

2205.6 CONFIDENTIALITY

State summary criminal history information is confidential and shall not be disclosed, except to those individuals designated to make employment decisions.

2205.6.1 Pursuant to California Penal Code Section 11077 the Attorney General is responsible for the security of Criminal Offender Record Information (CORI) and has the authority to establish regulations to assure the security of CORI from unauthorized disclosures. The following are requirements as prescribed by the State of California, Department of Justice, Bureau of Criminal Identification and Information, Field Operations and Record Security for any agency that maintains or receives history information.

2205.6.1.1 Record Security: Any inquiries regarding the release, security or privacy of Criminal Offender Record Information (CORI) are to be resolved by the Library Director.

2205.6.1.2 Record Storage: CORI shall be under lock and key and accessible only to the Library Director and the Business Manager who shall be committed to protect CORI from unauthorized access, use or disclosure.

2205.6.1.3 Record Dissemination: CORI shall be used only for the purpose for which the Library Director requested it.

2205.6.1.4 Record Destruction: CORI and copies of the same shall be destroyed after employment determination has been made in such a way and to the extent that the employee's name can no longer be identified.

- 2205.6.1.5 Record Reproduction: CORI may not be reproduced for dissemination.
- 2205.6.1.6 Training: The Library Director and the Business Manager with access to CORI are required:
 - 2205.6.1.6.1 To read and abide by this policy.
 - 2205.6.1.6.2 To be fingerprinted and have a clearance check completed.
 - 2205.6.1.6.3 To have on file a signed copy of the Employee Statement Regarding the use of Criminal Record Information, which acknowledges an understanding of laws prohibiting misuse of CORI.
- 2205.6.1.7 Penalties: Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or criminal or civil prosecution.

2205.7 MONITORING OF THIS PROGRAM

The Library Director will monitor compliance with this policy and all other manager and supervisors shall assist the Library Director as needed.

This policy is adopted by the Placentia Library District and shall be effective _____.

2205.8 REFERENCES

California Penal Code

GUIDE FOR WHO MUST BE FINGERPRINTED

The following table can be used as a guide to help determine which employees, volunteers, and/or applicants can, and must be fingerprinted. All applicants must be 18 years or older.

Must Fingerprint	At Discretion of Agency
<p>Classifications:</p> <ul style="list-style-type: none"> • Library Board of Trustees • Employees • Placentia Library Friends Foundation (PLFF) Board of Directors • Interns • Employees from other agencies, e.g., One Stop Center 	<p>Classifications:</p> <ul style="list-style-type: none"> • Literacy Tutors • Homework Club Tutors • Supervisors of third party groups, e.g., Easter Seals Volunteers • Read to the Dog Handlers • Computer workshop Helpers • History Room Volunteers • Special Event Volunteers • PLFF Volunteers

LIBRARIES THAT FINGERPRINT

LIBRARY	EMPLOYEES	VOLUNTEERS	BOARDS	ELECTED OFFICIALS	COST
Altadena Library District	No fingerprinting but they conduct background checks on all employees and volunteers. These checks include: education verification, County criminal records, Social Security trace, and Employment verification.				\$100.20 per person
Anaheim Public Library	Public Safety Employees Only	No	No	No	Information not avail.
Buena Park Library District	No	No	No	No	N/A
County of Orange	All employees except Pages	They are considering volunteers and interns	N/A	N/A	Information not avail.
Fullerton Public Library	Thinks "yes but am not sure"	No	No	N/A	Information not avail.
Huntington Beach Public Library	Yes	Yes Volunteers pay for cost	N/A	N/A	Information not avail.
Mission Viejo Public Library	Yes	Yes Anyone who works with money and/or children	N/A	N/A	Information not avail.
Newport Beach Public Library	Yes	Yes	N/A	N/A	Information not avail.
Orange City Public Library	Yes	Yes	N/A	N/A	Information not avail.
Palos Verdes Library District	Currently no. They are considering once Passport Services is offered.				
Yorba Linda Public Library	Yes	Yes	N/A	N/A	Information not avail.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and determine allocations for the Securitization Reimbursement and Fiscal Year 2012-2013 Surplus

DATE: November 12, 2013

BACKGROUND

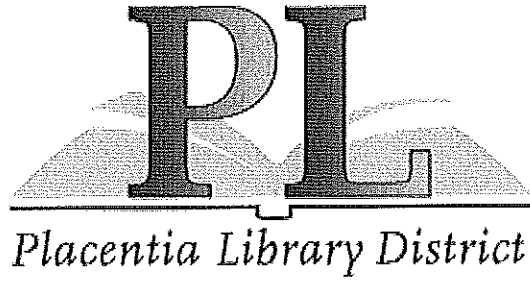
At the September 11, 2013 Library Board of Trustees, it was decided to postpone discussion of this item to the October 21, 2013 Library Board of Trustees meeting. The discussion was postponed again to a November work session.

The Placentia Library District received \$162,050 from the State of California from the Proposition 1A Securitization loan. Staff seeks directions from the Board with regards to allocations of the securitization reimbursement including the following considerations:

- Reserves
- Book Budget
- Technology Improvement
- Library Expansion
- New Website
- Cost of Living Allowance Increase
- Benefits Increase
- Solar Panels
- RFID system

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and determine a sound system to be installed in the community meeting room

DATE: November 12, 2013

BACKGROUND

The community meeting room was recently remodeled with a projector installed with the intent use for presentations and programs such as family flicks. Library staff was asked to obtain estimates for a sound system to be installed in the community meeting room. The current portable sound system is setup by circulation staff and the system has already experienced malfunction.

President Shkoler and Library Director Contreras met with Mr. Lee Castner and Mr. Jeremy Yamaguchi to inquire about sound systems and costs for the community meeting room.

Attachment A are quotes for three different systems.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Budget PA Quotation
 October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

Client
Placentia Library District
411 E., Chapman Ave.
Placentia, CA 92870

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	2	\$ 240.00	\$ 480.00
Microphone	Shure CVC 18 B/C	8	\$ 99.98	\$ 799.84
Mixer/Amp	Yamaha EMX 312	1	\$ 470.00	\$ 470.00
Wireless Mic	Shure Wireless BLX	1	\$ 440.00	\$ 440.00
Microphone Cable	XLR Cable & Conectors	1	\$ 200.00	\$ 200.00
Speaker Cable	12 Guage /2 conductor	1	\$ 150.00	\$ 150.00
Labor	Instalation and Training	1	\$ 750.00	\$ 750.00

Sub total	\$ 2,539.84
Tax	\$ 203.19
Labor	\$ 750.00
Total	\$ 3,493.03

2 Speaker Quotation
 October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

Client
Placentia Library District
411 E., Chapman Ave.
Placentia, CA 92870

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	2	\$ 240.00	\$ 480.00
Microphone	Anchor Councilman	8	\$ 233.00	\$ 1,864.00
Mixer/Amp	Yamaha EMX 312	1	\$ 470.00	\$ 470.00
Wireless Mic	sennheiser wireless	1	\$ 990.00	\$ 990.00
Microphone Cable	XLR Cable & Conectors	1	\$ 200.00	\$ 200.00
HDMI De-embedder	Atlona AT HD570	1	\$ 200.00	\$ 200.00
Speaker Cable	12 Guage /2 conductor	1	\$ 150.00	\$ 150.00
Labor	Instalation and Training	1	\$ 1,000.00	\$ 1,000.00

Sub total	\$	3,874.00
Tax	\$	309.92
Labor	\$	1,000.00
Total	\$	5,183.92

4 Speaker Quotation
 October 21, 2013

Contractor
Eagle Multi-Media
411 Park Industrial dr.
La Habra, CA 90631
(714) 345-2513
Productions@jeremyyamaguchi.com

Client
Placentia Library District
411 E., Chapman Ave.
Placentia, CA 92870

Item	Description	Quantity	Unit Price	Sub-Total
Speaker	JBL Control 28- white	4	\$ 240.00	\$ 960.00
Microphone	Anchor Councilman	8	\$ 233.00	\$ 1,864.00
Wireless Mic	sennheiser wireless	1	\$ 990.00	\$ 990.00
Microphone Cable	XLR Cable & Connectors	2	\$ 200.00	\$ 400.00
Speaker Cable	12 Gauge /2 conductor	2	\$ 150.00	\$ 300.00
Mixer	Berhenger x32 Rack	1	\$ 1,400.00	\$ 1,400.00
HDMI De-embedder	Atlona AT HD570	1	\$ 200.00	\$ 200.00
Amplifier	QSC CX404	1	\$ 1,300.00	\$ 1,300.00
Labor	Installation and Training	1	\$ 1,500.00	\$ 1,500.00

Sub total	\$ 7,414.00
Tax	\$ 593.12
Labor	\$ 1,500.00
Total	\$ 9,507.12