



Board of Trustees

Regular Meeting

March 18, 2013

6:30 P.M.

**Placentia Library
Meeting Room**

Administration



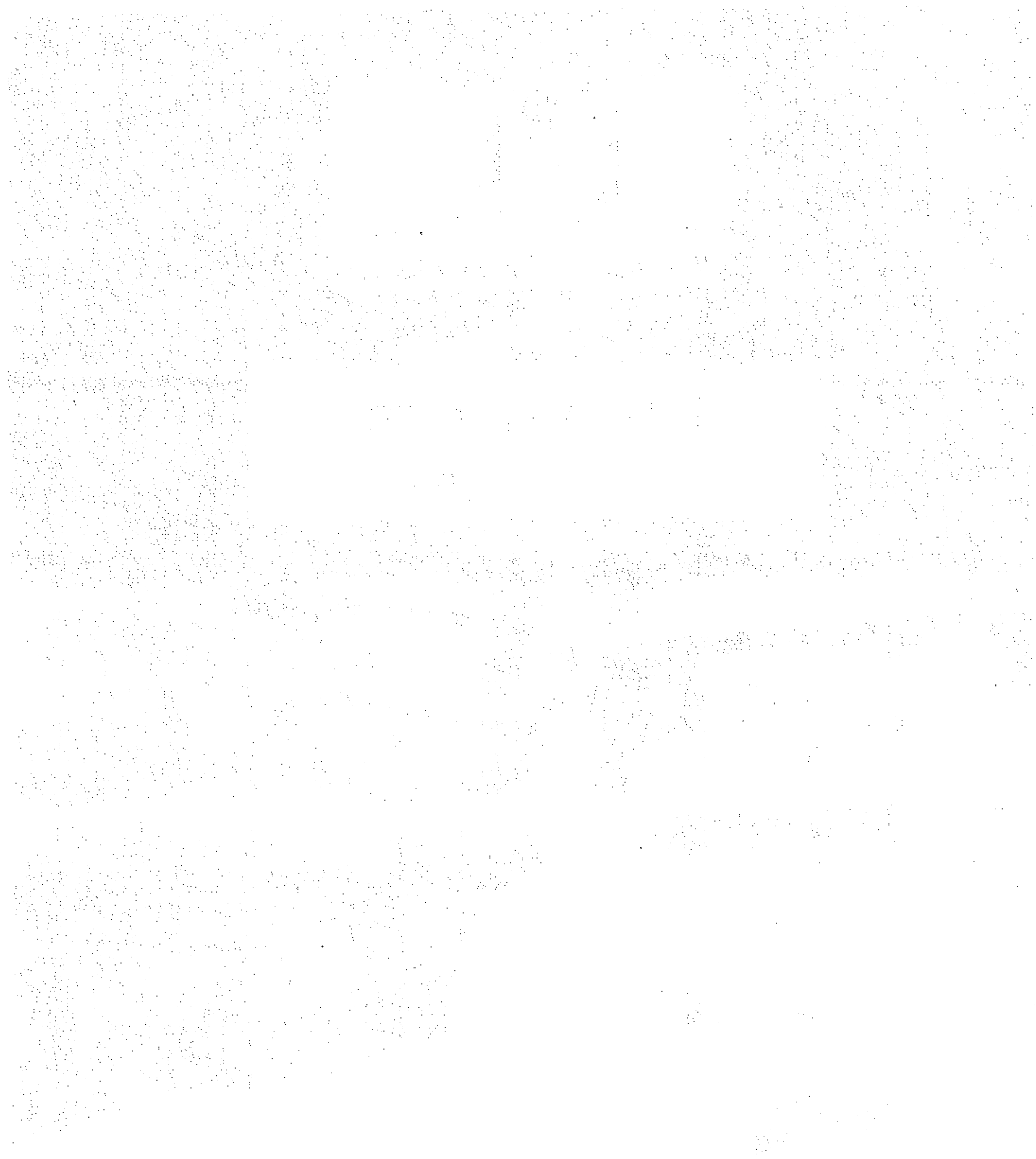
**Budget Work Session
March 18, 2013**



Inspire Exploration

Open Minds

Bring People Together



Budget Work Session – March 18, 2013

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
- 13% decrease in total Supplies & Services
 - Copier lease for staff use
 - IT Services
 - Increase broadband
 - Upgrades of public and staff computers
 - Self-service checkout machine
 - Regular scheduled cleaning of carpets
 - 33% increase in travel
 - 18% decrease in book budget & program
- 2% reserves
- 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
- 13% increase in total Supplies & Services
 - Copier lease for staff use
 - Maintain IT Services
 - Maintain broadband upgrade
 - Regular scheduled cleaning of carpets
 - 3% increase in travel
 - 4% increase in book budget & program
 - Election expense
- No reserves
- Proposed Library Hour changes:
 - Monday – Thursday 9am – 8pm
 - Friday & Saturday 9am – 5pm
 - Sunday 1pm – 5pm

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	25,596
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	40,000	45,000
	Passports	60,000	55,000	70,000	75,000
	Meeting Room Fees	7,000	5,500	7,000	8,000
	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	127,000	138,500
	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	2,126,414	2,167,102

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	28,000	30,000
0900	Food	1,745	1,500	2,000	2,000
1000	Household Expense	12,491	10,000	12,000	14,000
1100	Insurance	11,929	13,000	12,000	13,000
1300	Maintenance of Equipment	16,873	20,000	30,000	33,000
1400-0710	HVAC	3,844	4,000	4,000	4,200
1400-0711	Carpet Cleaning	200	800	1,200	1,000
1400-0712	Groundskeeping, city of Placentia	19,140	28,000	25,000	25,000
1400-0713	Plumbing	904	50,000	10,000	10,000
1400-0714	Electric	1,972	0	500	500
1400-0715	Cleaning Services	612	0	700	700
1400-0716	Locksmith	1,607	300	300	300
1400-0717	Other	2,093	1,900	1,500	1,000
	1400 Total Maintenance of Building & Grounds	30,372	85,000	43,200	42,700
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	15,000	17,000
1800-0726	Printing	10,624	11,000	14,000	14,500
1800-0727	Paper		1,000	1,000	1,500
1800-0728	Other Office Supplies	8,607	5,000	3,000	3,000
1800	Office Supply Expense	28,883	30,000	33,000	36,000
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	57,000	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	15,000	15,000
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	5,000	5,000
1900	Total Specialized Services - General Fund	98,394	173,900	151,700	174,000
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	166,800	170,500
2400-0761	Special Department Expense - Programs	16,933	8,000	7,000	7,000
2400	Total Special Department Expense	218,949	211,731	173,800	177,500
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	6,500	7,000

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

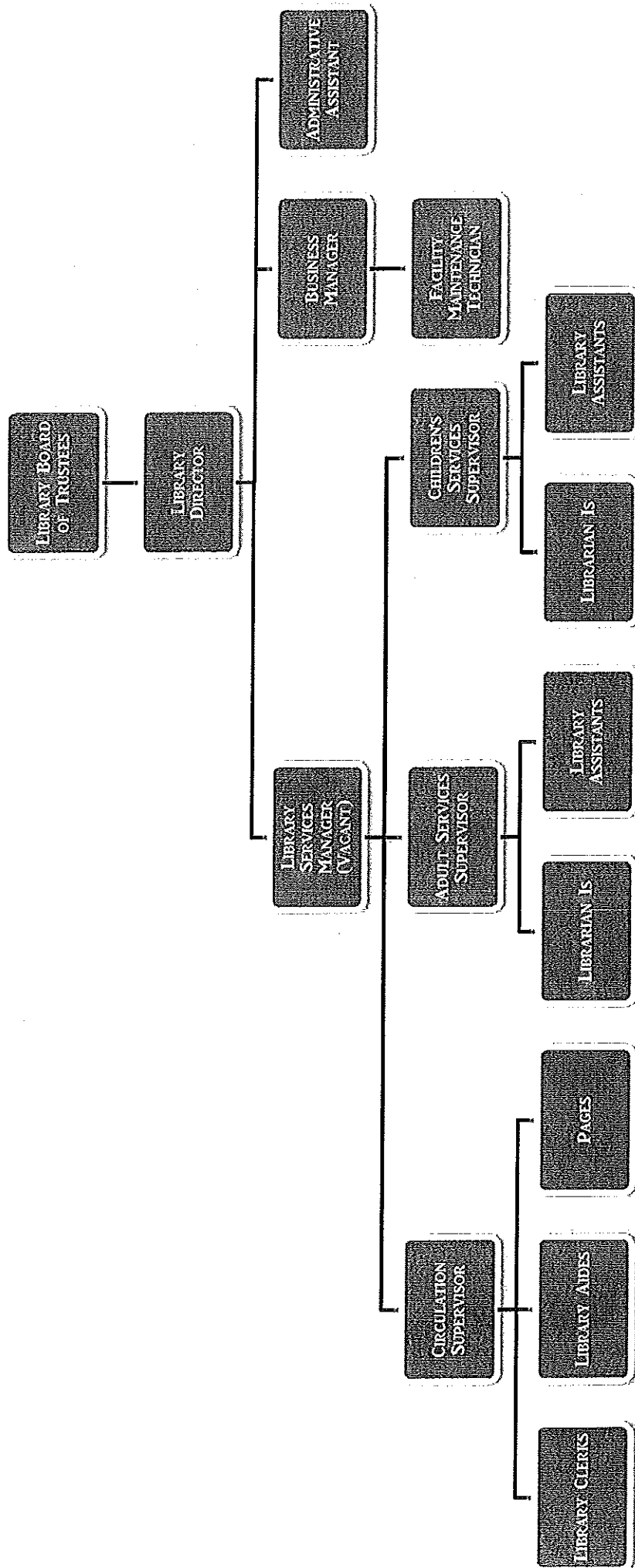
OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
2700-0766	Transportation/Travel - Meetings, Staff Local	1,435	600	2,000	2,100
2700-0767	Transportation/Travel - Meetings, Board Out of Town	1,348	5,000	2,000	2,100
2700-0768	Transportation/Travel - Meetings, Board Local	2,765	400	3,000	3,000
2700	Total Transportation/Travel - Meetings	11,122	9,000	13,500	14,200
2800-2801	Electricity	50,221	75,000	55,000	57,000
2800-2802	Gas	7,090	9,000	9,000	9,500
2800-2803	Water	8,084	13,500	12,000	13,000
2800	Total Utilities	65,395	97,500	76,000	79,500
TOTAL SUPPLIES & SERVICES		552,964	717,631	613,200	639,400
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	8,139	8,300	8,500	8,700
4000	Total Equipment	59,248	21,000	65,000	50,000
4200	Structures/Improvements	20,000	10,000	5,000	5,000
TOTAL FIXED ASSETS		87,387	39,300	78,500	63,700
4700	Payment to Refunded Debt Escrow Ags				
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND				
5200	Cotingencies/Reserves	23,780	0	44,872	
TOTAL EXPENSES		1,855,675	2,083,494	2,126,414	2,167,102

March 18, 2013

PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART

FISCAL YEAR 2013-2015



Position title	MONTHLY / FT - Lowest reported low step		MONTHLY / FT - Highest reported high step		Placentia Library District
	\$	\$	\$	\$	
Director / Library Director / Director of Library Services	\$ 6,146.59	\$ 13,535.60	\$ 10,830.30	\$ 10,830.30	Library Director Policy #2300
City Librarian	\$ 6,602.00	\$ 16,386.93	\$ 12,161.98	\$ 12,161.98	
Library Services Manager / Library Services Administrator	\$ 6,305.00	\$ 10,228.40	\$ 9,700.20	\$ 9,700.20	Library Services Manager Policy #2305 \$5,897 - \$7,544
Business Officer	\$ 4,296.93	\$ 5,881.20	\$ 5,881.20	\$ 5,881.20	Business Manager Policy #2308 \$4,739 - \$6,063
Library Supervisor / Library Services Supervisor	\$ 4,547.00	\$ 7,640.00	\$ 7,127.50	\$ 7,127.50	Adult / Children's Supervisor Policy #2315 \$4,526 - \$5,790
Librarian / Librarian	\$ 3,328.00	\$ 6,178.05	\$ 5,359.66	\$ 5,359.66	Librarian I Policy #2317 \$3,884 - \$4,969 or \$22.41/hr. - \$28.67/hr.
Library Associate	\$ 3,171.79	\$ 3,946.16	\$ 3,946.16	\$ 3,946.16	Library Assistant Policy #2319 \$3,286 - \$4,204 or \$18.96/hr. - \$24.26/hr.

MONTHLY / FT -- Lowest reported low step
 MONTHLY / FT -- Highest reported high step
 MONTHLY / FT -- Mean high step

Placentia Library District

Position title	MONTHLY / FT -- Lowest reported low step	MONTHLY / FT -- Highest reported high step	MONTHLY / FT -- Mean high step	Additional Information
Administrative Assistant	\$ 3,126.00	\$ 5,429.00	\$ 5,113.00	Administrative Assistant Policy #2309 \$3,782 - \$4,839
Maintenance Worker I	\$ 2,969.98	\$ 3,700.28	\$ 3,700.28	Facility Maintenance Technician Policy #2310 \$3,144 - \$4,023
Library Circulation Supervisor / Circulation Supervisor	\$ 3,780.86	\$ 6,615.00	\$ 5,930.22	Circulation Supervisor Policy #2321 \$2,768 - \$3,541
Library Clerk / Library Clerk I / Library Support Clerk	\$ 2,408.94	\$ 3,430.00	\$ 3,225.97	Library Clerk Policy #2323 \$2,447 - \$3,131 or \$14.12/hr. - \$18.06/hr.
Library Aide / Library Aide I / Library Support Aide	\$ 2,375.00	\$ 3,326.00	\$ 3,326.00	Library Aide Policy #2325 \$1,669 - \$2,135 or \$9.63/hr. - \$12.32/hr.
Page / Library Page / Library Assistant Page	\$ 1,906.00	\$ 2,444.00	\$ 2,444.00	Library Page Policy #2327 \$1,442 - \$1,845 or \$8.32/hr. - \$10.64/hr.

SUMMARY FROM STRATEGIC PLAN MEETING & STAFF DEVELOPMENT DAY

FY 2013-2014

- 1. Regular cleaning of carpets & upholstery Administration
- 2. IT staff Adult Services
- 3. Children’s desk hours Children’s Services
- 4. Laptop express stations Children’s Services
- 5. Book carts Circulation
- 6. Additional substitution hours Circulation
- 7. Demolish exterior bookdrop Circulation

From 2006 Strategic Plan

- 8. Expand homework clubs for Title I middle schools in Placentia Children’s Services
- 9. Establish a four-year replacement schedule for computers and printers Administration

FY 2014-2015

- 1. Increase broadband Administration
- 2. Reupholster furniture Administration
- 3. New children’s desk Children’s Services
- 4. New 20 hr. Library Assistant position Children’s Services
- 5. ILL shelves Circulation

From 2006 Strategic Plan

- 6. Create a business center with a self-service e-fax and copier with a self-service debit/credit point of sale system Circulation
- 7. Select and hire a public agency finance consultant to work with staff to develop a capital improvement budget for the next five years Administration
- 8. Establish a procedure for conducting an environmental audit of the Facility every five years to ensure safe public service and staff working condition Administration
- 9. Establish a system to work with the Library’s website manager to ensure that information is current and comprehensive Administration
- 10. Establish an all-staff server file for District proper protocol, determine file managers and how files are to be maintained and managed Administration
- 11. Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options for remodeling, renovation and/or expansion Administration
- 12. The District will expand its library hours of service to 7 days per week Administration

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).

BUDGET WORK SESSION

5. Library Board of Trustees and Library Staff to discuss the 2013-2015 Budget.

Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

6. Agenda Preparation for the April Regular Meeting which will be held on Monday, April 15, 2013.

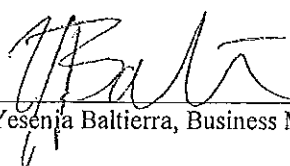
7. Review of Action Items.

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

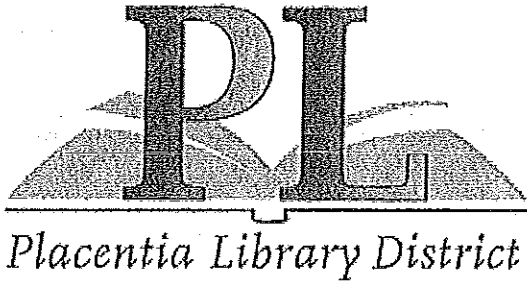
8. Adjourn

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

I, Yesenia Baltierra, Business Manager of Placentia Library District, hereby certify that the Agenda for the March 18, 2013 Work Session of the Library Board of Trustees of the Placentia Library District was posted on March 12, 2013.



Yesenia Baltierra, Business Manager



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, March 18, 2013
6:30 p.m.
History Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the February 25, 2013 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2012-2013 Cash Flow Analysis through February 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for February 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for February 2013. (Receive & File)
15. Acquisitions Report for February 2013. (Receive & File)
16. Entrepreneurial Activities Report for February 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for February 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for February 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for February 2013.
21. Children's Services Report for February 2013.
22. Adult Services Report for February 2013.
23. Placentia Library Web Site & Technology Report for February 2013.

PRESENTATION

24. Presentation to Trustee Escobosa for her service with the Placentia Library District
Presentation: Library Board of Trustees President

OLD BUSINESS

25. Report on Actions taken at the Library Board of Trustees Closed Session March 11, 2013 Meeting
Presentation: Library Board of Trustees President

NEW BUSINESS

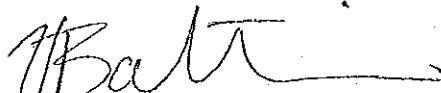
26. Review Placentia Library Policy 2300 Series – Job Descriptions
Presentation: Library Director
Recommendation: Authorize amendments as presented inclusive of feedback received from the Library Board of Trustees.

ADJOURNMENT

27. Agenda Preparation for the April Regular Date Meeting which will be held on Monday, April 15, 2013 unless re-scheduled by the Library Board of Trustees.
28. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
29. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the March 18, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 12, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 25, 2013

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 25, 2013 at 6:30 P.M.

ROLL CALL
Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Richard DeVecchio, Trustee Elizabeth Minter

Excused Absent: Trustee Betty Escobosa
Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, and Lori Worden; guest Gerardo Paras

ADOPTION OF AGENDA President Al Shkoler requested that agenda item 24 be addressed before Trustees & Organizational Reports. It was moved by Trustee Minter and seconded by Secretary Carline to adopt the agenda as presented:

AYES:	Shkoler, Carline, DeVecchio, Minter
NOES:	None
ABSTAIN:	None
ABSENT:	Escobosa

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

TRUSTEE REPORTS President Shkoler reported he attended the Oversight Committee Meeting. (Item 5)

Secretary Carline reported that she attended the PLFF meeting. PLFF approved request to send Adult Services Librarian II to ALA. Secretary Carline met with the security staff for the Authors Luncheon.

Trustee DeVecchio had nothing to report.

Trustee Minter reported that she attended the ISDOC Meeting. Speaker was Orange County Supervisor Shawn Nelson. She also attended the Local Agency Formation Commission (LAFCO) meeting which included discussions of the 2013-2018 Municipal Service Review and Sphere of Influence Updates for Orange County Cities and Special Districts. (Item 6)

PLFF REPORT Secretary Barbara Hemmerling reported the activities of the PLFF Meeting that included discussions of the Author's Luncheon tickets which were sold out and have a waiting list. (Item 7)

CONSENT CALENDAR It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-23:

AYES: Shkoler, Carline, DeVecchio, Minter

NOES: None

ABSTAIN: None

ABSENT: Escobosa

MINUTES Minutes of the January 28, 2013 Library Board of Trustees Unusual Date Meeting and the February 20, 2013 Closed Session Meeting (Item 8)

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

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

Current Claims and Payroll (Item 11)

FY2012-2013 Cash Flow Analysis through January 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT Financial Reports for January 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for January 2013 (Item 14)

Acquisitions Report for January 2013 (Item 15)

Entrepreneurial Activities Report for January 2013 (Item 16)

GENERAL CONSENT Personnel Report for January 2013 (Item 17)

Circulation Report for January 2013 (Item 18)

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

STAFF REPORTS Library Director's Report for January 2013 (Item 20)

Children's Services Report for January 2013 (Item 21)

Adult Services Report for January 2013 (Item 22)

Web Site & Technology Report for January 2013 (Item 23)

OLD BUSINESS

Closed Session

President Shkoler reported that the action taken by the Board at the Closed Session was to retain the services of Mr. David DeBerry, legal counsel, to handle a personnel related matter (Item 24)

Presentation of Fiscal Year 2011-2012 Financial Audit

Mr. Gerardo Paras, Managing Partner of Macias Gini & O'Connell, presented the final findings of the Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District and also distributed a final report to the Board. He stated that District received a qualified rating, highest level in financial accounting principles. He stated that there are no new accounting pronouncements and there were significant estimates in depreciation and compensated absences. He also stated that there were no issues or disagreements with management. Mr. Paras confirmed that the biggest issue to be addressed continues to be the consolidation of the District's two accounting systems. Trustee Minter questioned if it is legal for the District as a non-enterprise to leave the County's accounting system. Mr. Paras will find out and will provide answer to Administration. (Item 25)

It was moved by Secretary Carline and seconded by Trustee DeVecchio to receive and file the Fiscal Year 2011-2012 Audit for the Placentia Library District of Orange County:

AYES: Shkoler, Carline, DeVecchio
NOES: None
ABSTAIN: Minter
ABSENT: Escobosa

NEW BUSINESS

SDRMA Election Notification

Library Director Contreras presented information on the four seats up for election on the Special District Risk Management Authority (SDRMA) Board of Directors. There was no interest from the Trustees (Item 26)

CALTAC Workshop

Library Director Contreras presented information on the CALTAC Spring workshop in Library Leadership on March 2, 2013. Library Director reminded Trustees that the date is the same as the Authors Luncheon. There will be no participation this year due to the Author's Luncheon commitment (Item 27)

Policy Series 5000

Library Director Contreras presented Placentia Library District Policy Series 5000. Board of Trustee reviewed policies; suggested changes included remove title Library Services Manager from policies. In addition, Policy 5020.2.4 will reflect an amendment of a 20 minute maximum allowed for each topic matter (Item 28)

It was moved by Trustee DeVecchio and seconded by Trustee Minter

to approve Placentia Library District Policy 5000 Series as amended.

- AYES: Shkoler, Carline, DeVecchio, Minter
- NOES: None
- ABSTAIN: None
- ABSENT: Escobosa

Policy 6065 & 6060

Library Director Contreras presented amendments to the Placentia Library Policy #6065 Library Rules of Conduct and elimination of the Placentia Library Policy #6060 Patron Behavior & Latchkey Children Policy. Trustees discussed possible wording for Policy #6065. It was requested by the Board that Policy #6065 and Policy #6060 be presented to Trustees at a future meeting (Item 29)

Investigation Services Procurement

President Shkoler requested approval to retain the services of Ms. Debra Reilly for investigative services into a personnel matter (Item 30)

It was moved by Trustee Minter and seconded by Secretary Carline to approve the services of Mr. Debra Reilly as presented:

- AYES: Shkoler, Carline, DeVecchio, Minter
- NOES: None
- ABSTAIN: None
- ABSENT: Escobosa

ADJOURNMENT

Agenda Preparation

Agenda Preparation for the March Board of Trustees Meeting to be held on Monday, March 18, 2013 at 6:30 P.M.

It was moved by Secretary Carline and seconded by Trustee DeVecchio to adjourn The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on February 25, 2013 at 7:28 P.M.

The next meeting will be on March 18, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for February 2013
DATE: March 18, 2013

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL \$0

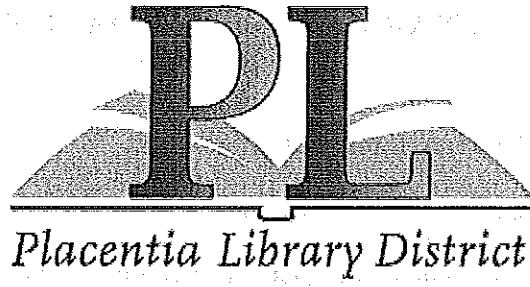


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: March 18, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	03/11/13	5613	\$29,619.02
FUND 707	03/11/13	5614	\$ 9,047.45
		TOTAL	\$38,666.47



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: March 18, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	03/18/13	5615	3,280.70
707	03/18/13	5616	1,028.15
707	03/18/13	5617	2,923.35
707	03/18/13	5618	2,679.64

Subtotal for Claims *9,911.84*

Payroll

On Demand Wire	03/18/13	69	\$40,000.00
On Demand Wire	03/18/13	70	\$40,000.00

Subtotal for Payroll *\$80,000.00*

**TOTAL CURRENT
CLAIMS & PAYROLL** ***89,911.84***

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5615

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	2/14/13	2400	0760		\$44.09		
	90760827	2400	0760		\$76.27		
	2/15/13	90765913	2400	0760	\$22.09		
	2/8/13	90747442	2400	0760	\$34.09		
	2/21/13	90779519	2400	0760	\$27.09		
	2/21/13	90779661	2400	0760	\$64.09		
	2/5/13	90735756	2400	0760	\$26.09		
	2/20/13	90775049	2400	0760	\$217.25		
	2/22/13	90782069	2400	0760	\$52.64		
	2/14/13	90760828	2400	0760	\$57.28		
	2/22/13	90782102	2400	0760	\$101.36		
	2/22/13	90782101	2400	0760	\$27.09		
	2/28/13	90796939	2400	0760	\$52.64		
	2/28/13	90797340	2400	0760	\$7.51		
VC-0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	2/26/13	74678346	2400	0760	\$2,471.12		
VC-2883 World Book, Inc. World Book School and library P.O. Box 856009 Louisville, KY 40285-6009	2/12/13	0001461167	2400	0760			
TOTAL REMITTANCE:					\$3,280.70		
The claims listed above (\$3,280.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5616

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	2/12/13	4010430561	2400	0760	\$116.09		
	2/20/13	4010429363	2400	0760	\$87.10		
	2/20/13	4010429364	2400	0760	\$34.25		
	2/20/13	4010429365	2400	0760	\$23.37		
	2/20/13	4010429366	2400	0760	\$35.34		
	2/20/13	4010429367	2400	0760	\$41.03		
	2/20/13	4010429368	2400	0760	\$19.03		
	2/20/13	4010429370	2400	0760	\$25.91		
	2/20/13	4010429371	2400	0760	\$62.45		
	2/20/13	4010429372	2400	0760	\$23.39		
	2/20/13	4010429373	2400	0760	\$22.08		
	2/20/13	4010429374	2400	0760	\$163.66		
	2/20/13	4010429375	2400	0760	\$132.08		
	2/20/13	4010429376	2400	0760	\$19.63		
	2/20/13	4010429377	2400	0760	\$50.08		
	2/20/13	4010429378	2400	0760	\$13.25		
	2/20/13	4010429379	2400	0760	\$20.64		
	2/20/13	4010429380	2400	0760	\$17.65		
	2/20/13	4010429381	2400	0760	\$17.69		
	2/20/13	4010429382	2400	0760	\$48.22		
2/20/13	4010429383	2400	0760	\$30.30			
2/20/13	4010429384	2400	0760	\$24.91			
TOTAL REMITTANCE:					\$1,028.15		
The claims listed above (\$1,028.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5617

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/21/13	2400	0760		\$26.63			
	1/21/13	W89665060	2400	0760	\$26.65			
	1/21/13	W89665070	2400	0760	\$47.56			
	1/21/13	W89665080	2400	0760	\$186.62			
	1/21/13	W89665090	2400	0760	\$56.68			
	1/21/13	W89665100	2400	0760	\$33.04			
	1/21/13	W89665110	2400	0760	\$41.68			
	2/19/13	4010437814	2400	0760	\$18.34			
	2/20/13	4010429385	2400	0760	\$28.75			
	2/20/13	4010429386	2400	0760	\$194.34			
	2/21/13	4010438922	2400	0760	\$35.07			
	2/25/13	4010435160	2400	0760	\$187.98			
	2/14/13	4010444321	2400	0760	\$115.54			
	2/14/13	4010424058	2400	0760	\$1,442.78			
	2/14/13	4010424059	2400	0760	\$270.16			
	2/14/13	4010424060	2400	0760	\$56.00			
	2/15/13	4010424061	2400	0760	\$20.21			
	2/15/13	4010424064	2400	0760	\$84.62			
	2/15/13	4010424065	2400	0760	\$21.48			
	2/15/13	4010424066	2400	0760	\$19.57			
	2/15/13	4010424067	2400	0760	\$9.65			
	2/15/13	4010424068	2400	0760				
	TOTAL REMITTANCE:					\$2,923.35		
	The claims listed above (\$2,923.35) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5618

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	2/15/13	4010424070	2400	0760	\$155.97		
	2/15/13	4010424071	2400	0760	\$50.33		
	2/15/13	4010424072	2400	0760	\$13.23		
	2/15/13	4010424073	2400	0760	\$95.56		
	2/15/13	4010424074	2400	0760	\$82.08		
	2/15/13	4010424075	2400	0760	\$29.04		
	2/15/13	4010424076	2400	0760	\$29.04		
	2/15/13	4010424077	2400	0760	\$93.56		
	2/15/13	4010424078	2400	0760	\$87.74		
	2/15/13	4010424079	2400	0760	\$37.12		
	2/15/13	4010424080	2400	0760	\$48.40		
	2/15/13	4010424081	2400	0760	\$30.44		
	2/15/13	4010424082	2400	0760	\$80.81		
	2/15/13	4010424083	2400	0760	\$18.01		
	2/15/13	4010424084	2400	0760	\$420.89		
	2/15/13	4010424085	2400	0760	\$477.67		
	2/15/13	4010424086	2400	0760	\$78.81		
	2/15/13	4010424087	2400	0760	\$146.02		
	2/15/13	4010424088	2400	0760	\$565.49		
	2/15/13	4010424089	2400	0760	\$30.70		
2/15/13	4010424090	2400	0760	\$38.02			
2/18/13	4010423785	2400	0760	\$70.71			
TOTAL REMITTANCE:					\$2,679.64		
The claims listed above (\$2,679.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 69

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-25-13 Payroll #15 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	

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

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 70

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-08-13 Payroll #16 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	

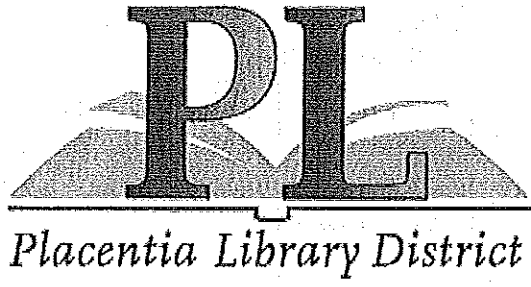
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government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

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

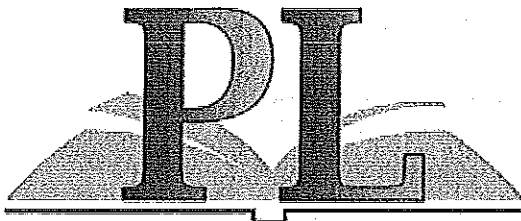
TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: March 18, 2013

	Fiscal Year 2012-2013						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/13	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00
	Fiscal Year 2011-2012						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through February 2013 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger

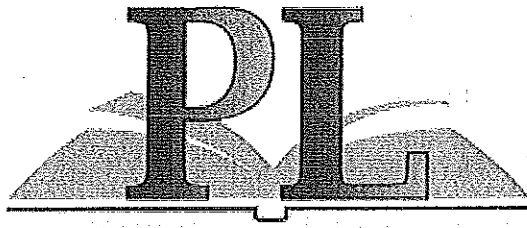
DATE: March 18, 2013

Summary of Cash and Investments as of February 28, 2013

Cash with Orange County Treasurer Fund 707	1,255,373.08
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	13,796.45
General Fund Savings – Bank of the West	532,886.12
Payroll Checking – Wells Fargo Bank	32,844.98
Total Cash and Investments	2,624,109.03

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

Jeanette Contreras
Library Director



Placentia Library District

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PLACENTIA LIEBOWITZ DISTRICT
YTD REVENUE REPORT
 February 28, 2013

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	1,007,568	789,648	56.1%
6220		Property Taxes - Current Unsecured	76,781	54,828	21,953	71.4%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	3,982	(112)	0.0%
6280		Property Taxes - Curr Supplemental	24,602	13,402	11,200	54.5%
6290		Other Taxes	0	1,746	(1,746)	100.0%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
		Sub Total		1,083,963		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	4,419	(4,419)	100.0%
		Sub Total		4,419		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	7,387	9,518	43.7%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		7,387		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	23,088	11,912	66.0%
		Passport/Photos	55,000	54,641	359	99.3%
		Meeting Room Fees	5,500	3,220	2,280	58.5%
		DVD Rentals	5,000	3,995	1,005	79.9%
		Test Proctor	3,000	3,000	-	100.0%
		Sub Total		87,943		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		1,183,712		
		FY 11/12 Funds Available	70,000	70,000		
TOTAL REVENUES FY 12/13:			2,094,494	1,253,712	840,782	59.9%

MISCELLANEOUS REVENUES (Restricted)	Impact Fees	City of Placentia Tax Sharing Agreement				
	0	0	-	-	-	0%
	0	0	-	-	-	0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 February 28, 2013
 67% of year completed

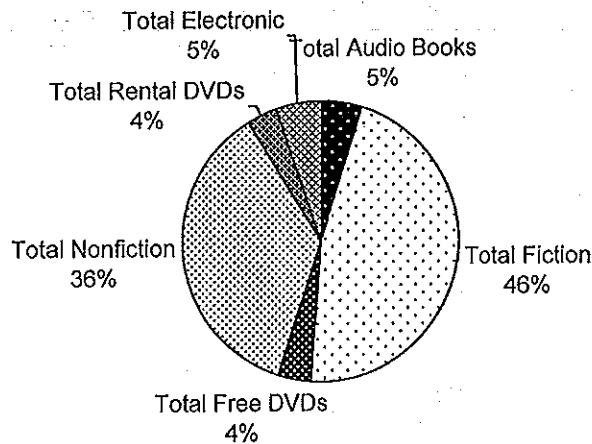
Agenda Item 14

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	685,816	0.64	\$385,046
0200	Retirement	37,960	22,158	0.58	\$15,802
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	92,709	0.56	\$73,732
0306-0770	Employee Assistance Program	800	413	0.52	\$387
0308	Dental Insurance	15,500	8,832	0.57	\$6,668
0309	Life Insurance	7,400	4,264	0.58	\$3,136
0310	AD & D Insurance	4,000	2,275	0.57	\$1,725
0319	Vision Insurance	2,600	1,394	0.54	\$1,206
0350	Workers' Compensation Insurance	10,000	4,460	0.45	\$5,540
	TOTAL	\$1,326,563	\$822,321	0.62	\$504,242
SERVICES & SUPPLIES					
0700	Communications	12,000	5,962	0.50	\$6,038
0900	Food	1,500	898	0.60	\$602
1000	Household Expenses	10,000	8,102	0.81	\$1,898
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	15,598	0.78	\$4,402
1400	Maintenance, Buildings & Improvements	85,000	15,624	0.18	\$69,376
1600	Memberships	14,000	11,919	0.85	\$2,081
1800	Office Expenses	30,000	26,133	0.87	\$3,867
1803	Postage	5,000	5,862	1.17	-\$862
1900	Prof./Specialized Services	184,900	33,457	0.18	\$151,443
1912	Investment Administrative Fees	1,500	689	0.46	\$811
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	282	0.56	\$218
2200	Rents & Leases - Buildings & Improvements	30,000	21,134	0.70	\$8,866
2400	Books/Library Materials	211,731	110,320	0.52	\$101,411
2600	Transportation & Travel	2,000	402	0.20	\$1,598
2700	Meetings	9,000	10,343	1.15	-\$1,343
2800	Utilities	97,500	43,938	0.45	\$53,562
	TOTAL	\$728,631	\$322,581	0.44	\$406,050
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$7,455	0.90	\$845
	OPERATING EXPENSES	\$2,063,494	\$1,152,358	0.56	\$911,136
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$463	0.02	\$20,537
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$463	0.01	\$30,537
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$1,152,821	0.55	\$941,673
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF FEB. 2013

	Amount	Title	Volumes
Total Fiction	\$51,370	3,125	3,547
Total Non-Fiction	\$39,918	1,553	2,470
Total Electronic	\$5,759	52	51
Total Audio Books	\$5,057	133	133
Total Free DVDs	\$4,144	185	196
Total Rental DVDs	\$3,878	127	138
TOTAL MATERIALS	\$110,127	5,175	6,535



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF FEBRUARY 2013

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$15,935	803	837	\$1,005	13	94	\$16,940	816	931	\$223	9	9	\$17,163	825	940
Adult Non-Fiction	\$17,369	796	803	\$143	7	7	\$17,512	803	810	\$434	22	22	\$17,946	825	832
Adult Reference	\$519	13	13	\$0	0	0	\$519	13	13	\$156	8	8	\$675	21	21
Adult magazines	\$5,264	90	844	\$0	0	0	\$5,264	90	844	\$0	0	0	\$5,264	90	844
Total Adult Non-Fiction	\$23,151	899	1,660	\$143	7	7	\$23,294	906	1,667	\$590	30	30	\$23,884	936	1,697
TOTAL ADULT PRINT MATERIALS	\$39,087	1,702	2,497	\$1,148	20	101	\$40,235	1722	2598	\$813	39	39	\$41,048	1,761	2,637
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$585	39	39	\$585	39	39
Adult Audio Books	\$4,256	101	101	\$236	6	8	\$4,492	107	109	\$0	0	0	\$4,492	107	109
Adult Free DVDs	\$1,196	42	46	\$0	0	0	\$1,196	42	46	\$0	0	0	\$1,196	42	46
Adult Rental DVDs	\$2,662	90	90	\$0	0	0	\$2,662	90	90	\$0	0	0	\$2,662	90	90
TOTAL ADULT NON-PRINT MATERIALS	\$8,114	233	237	\$236	6	8	\$8,350	239	245	\$585	39	39	\$8,935	278	284
TOTAL ADULT MATERIALS	\$47,201	1,935	2,734	\$1,384	26	109	\$48,585	1,961	2,843	\$1,398	78	78	\$49,983	2,039	2,921
Juvenile Fiction	\$24,392	1527	1909	\$14	1	1	\$24,406	1528	1910	\$539	39	40	\$24,945	1567	1950
Young Adult Fiction	\$11,043	795	801	\$0	0	0	\$11,043	795	801	\$175	17	17	\$11,218	812	818
Total Juvenile Fiction	\$35,435	2,322	2,710	\$14	1	1	\$35,449	2,323	2,711	\$714	56	57	\$36,163	2,379	2,768
Juvenile Non-Fiction	\$12,844	543	632	\$0	0	0	\$12,844	543	632	\$34	2	2	\$12,878	545	634
Young Adult Non-Fiction	\$2,073	95	97	\$30	2	2	\$2,103	97	99	\$50	2	2	\$2,153	99	101
Juvenile Reference	\$1,288	3	24	\$268	15	15	\$1,556	18	39	\$35	2	2	\$1,591	20	41
Juvenile Magazines	\$562	13	57	\$0	0	0	\$562	13	57	\$0	0	0	\$562	13	57
Total Juvenile Non-Fiction	\$16,767	654	810	\$298	17	17	\$17,065	671	827	\$119	6	6	\$17,184	677	833
TOTAL JUVENILE PRINT MATERIALS	\$ 52,202	2,976	3,520	\$312	18	18	\$52,514	2,994	3,538	\$ 833	62	63	\$53,347	3,056	3,601
Juvenile Music CDs	\$18	1	1	\$0	0	0	\$18	1	1	\$0	0	0	\$18	1	1
Juvenile Audio Books	\$801	32	32	\$0	0	0	\$801	32	32	\$0	0	0	\$801	32	32
Juvenile Free DVDs	\$2,948	143	150	\$0	0	0	\$2,948	143	150	\$0	0	0	\$2,948	143	150
Juvenile Rental DVDs	\$1,216	37	48	\$0	0	0	\$1,216	37	48	\$0	0	0	\$1,216	37	48
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,983	213	231	\$0	0	0	\$4,983	213	231	\$0	0	0	\$4,983	213	231
TOTAL JUVENILE MATERIALS	\$57,185	3,189	3,751	\$312	18	18	\$57,497	3,207	3,769	\$833	62	63	\$58,330	3,269	3,832
Online databases	\$1,245	2	0	\$0	0	0	\$1,245	2	0	\$0	0	0	\$1,245	2	0
E-books	\$4,514	50	51	\$0	0	0	\$4,514	50	51	\$0	0	0	\$4,514	50	51
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$5,759	52	51	\$0	0	0	\$5,759	52	51	\$0	0	0	\$5,759	52	51
Total Fiction	\$51,370	3,125	3,547	\$1,019	14	95	\$52,389	3,139	3,642	\$937	65	66	\$53,326	3,204	3,708
Total Non-Fiction	\$39,918	1,553	2,470	\$441	24	24	\$40,359	1,577	2,494	\$709	36	36	\$41,068	1,613	2,530
Total Electronic	\$5,759	52	51	\$0	0	0	\$5,759	52	51	\$0	0	0	\$5,759	52	51
Total Audio Books	\$5,057	133	133	\$236	6	8	\$5,293	139	141	\$0	0	0	\$5,293	139	141
Total Free DVDs	\$4,144	185	196	\$0	0	0	\$4,144	185	196	\$0	0	0	\$4,144	185	196
Total Rental DVDs	\$3,878	127	138	\$0	0	0	\$3,878	127	138	\$0	0	0	\$3,878	127	138
TOTAL MATERIALS	\$110,127	5,175	6,536	\$1,696	44	127	\$111,823	5,219	6,662	\$1,646	101	102	\$113,469	5,320	6,764

Outstanding Orders as of February 2013
Adopt-a-Book \$83

General Fund \$37,080

TOTAL \$37,163

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for February 2013

DATE: March 18, 2013

Net Revenue Summary for February 2013

			YTD	YTD
	Feb-13	Feb-12	2012-2013	2011-2012
Passport	8,000.00	9,250.00	44,600.00	42,975.00
Passport Photos	1,522.00	1,956.00	10,041.00	9,468.00
Test Proctor	650.00	150.00	3,000.00	2,950.00
Meeting Room	200.00	445.00	3,220.00	5,175.00
DVD Rentals	368.00	531.50	3,994.60	4,161.50
Total	10,740.00	12,332.50	64,855.60	64,729.50

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, the document highlights the need for regular audits. By conducting periodic reviews, any discrepancies can be identified and corrected promptly. This proactive approach helps in maintaining the integrity of the financial information.

Furthermore, it is noted that clear communication is essential. All stakeholders should be kept informed of the current status and any changes that may affect the records. This collaborative effort is key to the success of the project.

The second section details the specific procedures for data entry and validation. It outlines the steps from initial data collection to the final review process. Each step is designed to minimize errors and ensure that the data is both complete and accurate.

A key component of this process is the use of standardized formats. By adhering to these standards, the data becomes more consistent and easier to analyze. This consistency is particularly important when dealing with large volumes of information.

The document also addresses the issue of data security. It stresses the importance of protecting sensitive information from unauthorized access. This is achieved through the implementation of robust security protocols and the use of secure storage solutions.

Finally, the document concludes by reiterating the commitment to high-quality data management. It encourages all team members to take ownership of their data and to continuously seek ways to improve the overall process.

The third part of the document provides a comprehensive overview of the reporting requirements. It specifies the format, content, and frequency of the reports that will be generated. This ensures that all necessary information is provided in a clear and concise manner.

It is also noted that the reports should be accessible to all relevant parties. This transparency is crucial for building trust and ensuring that everyone has the information they need to make informed decisions.

The document further discusses the role of the reporting team. It outlines the responsibilities of each member and the process for reviewing and approving the reports. This structured approach helps in maintaining the quality and reliability of the information presented.

In conclusion, the document serves as a guide for all those involved in the data management process. It provides a clear framework for ensuring that the data is accurate, secure, and effectively communicated.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for February 2013

DATE: March 18, 2013

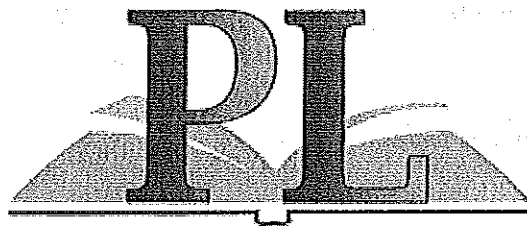
			YTD	YTD
	Feb-13	Feb-12	2012-2013	2011-2012
Separation	1	0	4	0
Retirement	0	0	0	1
Appointments	0	0	1	5
Open Positions	3	1	4	2
Workers' Compensation Leave	1	0	1	0
Total	5	1	10	8

SEPARATION:
Library Page (10 hrs.)

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Page (10 hrs.)
Library Aide (20 hrs./10 hrs)



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: March 18, 2013

MONTHLY STATISTICS

February 2013

CIRCULATION	Feb-13	Feb-12	Y-T-D	Y-T-D	Y-T-D
			2012-13	2011-12	% change
New Patron Registrations	290	322	2,437	2,691	-9.4%
Total Circulation	15,338	15,482	133,793	133,424	0.3%
Total Active Borrowers*	8,548	9,330			
Attendance	21,874	24,984	182,969	188,018	-2.7%
Registered Card Holders*	32,797	29,203			
Adult Fiction	2,619	2,578	23,046	23,066	-0.1%
Adult Nonfiction	1,645	1,833	14,552	15,416	-5.6%
Adult Magazines	188	257	1,854	2,141	-13.4%
Adult Music CDs	184	222	1,417	1,801	-21.3%
Adult Audio Books	589	536	4,346	4,597	-5.5%
Adult Free DVDs	210	325	2,132	2,440	-12.6%
Adult Rental DVDs	299	503	3,173	3,625	-12.5%
Overdrive E-Books	265	130	2,127	766	177.7%
Overdrive Audio Books	113	66	885	577	53.4%
JV Fiction	5,872	5,510	52,147	51,286	1.7%
YA Fiction	829	717	9,424	6,672	41.2%
JV Nonfiction	1,670	1,547	9,811	9,560	2.6%
YA Nonfiction	56	62	558	460	21.3%
JV Magazines	16	0	99	28	253.6%
JV Music CDs	18	55	181	246	-26.4%
JV Audio Books	40	36	339	302	12.3%
JV Free DVDs	514	667	5,243	5,886	-10.9%
JV Rental DVDs	185	172	1,614	1,663	-2.9%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		774	499	363	361	478	2,475
10:00		331	804	208	1,109	508	2,960
11:00		329	787	477	439	891	2,923
12:00		472	398	370	519	1,023	2,782
1:00	1,025	382	416	468	474	747	3,512
2:00	1,194	563	629	638	606	919	4,549
3:00	797	606	839	700	486	1,261	4,689
4:00	961	375	1,605	1,319	669	1,150	6,079
5:00		800	972	1,075	1,083		3,930
6:00		807	950	1,157	1,186		4,100
7:00		551	752	1,006	1,130		3,439
8:00		489	561	668	592		2,310
Total/Day	3,977	6,479	9,212	8,449	8,654	6,977	43,748
* Grand Total							21,874

*The patron count equipment counts each patron once every time they walk in & out of the library, therefore, the total reflected is larger than the grand total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	3	0	0	5	8
10:00		3	0	0	2	15	20
11:00		3	1	0	0	15	19
12:00		2	2	0	0	14	18
1:00	19	1	1	2	0	13	36
2:00	13	3	3	4	1	15	39
3:00	11	3	7	12	5	16	54
4:00	3	2	5	11	9	10	40
5:00		2	3	11	7		23
6:00		3	8	14	11		36
7:00		2	13	5	6		26
8:00		1	0	0	0		1
Total/Day	46	25	46	59	41	103	320
Grand Total							320

STAFF ACTIVITY

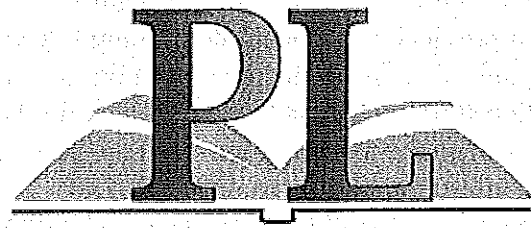
- February 02, 2013- Staff organized the meeting room for Family Flicks.
- February 05, 2013- Fernando provided new substitute training to Cynthia and Johnny.
- February 05, 2013- Staff organized chairs in the meeting room for Pre-School story time.
- February 07, 2013- Circulation staff hosted thank you pot luck for Tim Worden.
- February 07, 2013- Staff organized the meeting room for Lap-Sit story time.
- February 07, 2013- Staff organized the meeting room for P-Tac.
- February 09, 2013- Staff organized the Children's area for Valentines program.
- February 09, 2013- Staff organized the meeting room for Volunteer Orientation.
- February 10, 2013- Staff helped with Friends monthly book sale.
- February 11, 2013- Fernando held recruitment interviews for Library Aide.
- February 12, 2013- Fernando participated in supervisors meeting.
- February 12, 2013- Staff organized chairs in the meeting room for Pre-School story time.
- February 13, 2013- Staff organized chairs in the meeting room for Cops story time.
- February 14, 2013- Staff organized the meeting room for Lap-Sit story time.
- February 16, 2013- Staff organized the meeting room for Family Flicks.
- February 19, 2013- Staff organized the meeting room for Pre-School story time.
- February 21, 2013- Staff organized the meeting room for Lap-Sit story time.
- February 21, 2013- Staff organized the meeting room for P-Tac.
- February 21, 2013- Fernando attended Circulation Supervisors Consortium meeting in Anaheim.
- February 23, 2013- Staff organized chairs in the meeting room for Super Star story time.
- February 23, 2013- Staff organized the meeting room for Family Flicks.
- February 25, 2013- Fernando attended board meeting.
- February 26, 2013- Staff organized the meeting room for Pre-School story time.
- February 26, 2013- Fernando participated in supervisors meeting.
- February 26, 2013- Estella, Beatrice, Vanita, and Fernando attended all staff meeting.
- February 26, 2013- Estella, Beatrice, Vanita, and Laura D. attended Circulation department meeting.
- February 28, 2013- Staff organized the meeting room for Lap-Sit story time.
- February 28, 2013- Staff organized the meeting room for P-Tac.
- February 28, 2013- Staff organized the meeting room for Estate Planning event.

ONGOING PROJECTS

- Fernando continues to work on staff performance evaluations.
- Circulation staff continues performance measure assignment.
- Circulation Supervisor continues to participate in next fiscal years' department budget.

NEW PROJECTS AND ACTIVITIES

- Estella Wnek assisted Administration during Administrative Assistants' leave.
- Circulation will plan a passport marketing campaign.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

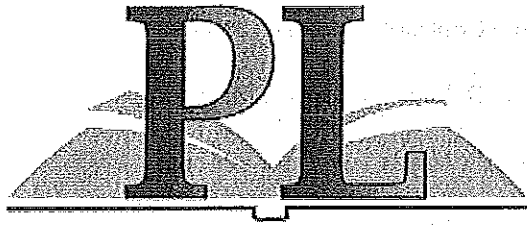
TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices, February 2013
DATE: March 18, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17			7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	
13-Feb	*	*		*	*	
13-Mar						
13-Apr						
13-May						
13-Jun						
	TOTAL	26,582.09	4,357.48	427.5	54.72	\$31,421.79
	AVG	4,430.35	726.25	71.25	9.12	\$5,236.97

* City Billing Not Received

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	9/15/2011	6,051.07	1,452.50	142.5	*	\$7,646.07
11-Sep	11/8/2011	6,088.46	1,452.50	142.5	7.61	\$7,691.07
11-Oct	1/4/2012	4,031.98	1,452.50	142.5	7.65	\$5,492.13
11-Nov	1/4/2012	3,223.99	1,452.50	142.5	7.65	\$4,684.14
11-Dec	1/31/2012	2,851.32	1,452.50	142.5	7.65	\$4,738.97
12-Jan	2/28/2012	3,052.45	1,452.50	142.5	7.76	\$4,655.21
12-Feb	4/9/2012	3,035.20	1,452.50	142.5	7.72	\$4,637.92
12-Mar	5/7/2012	3,049.37	1,452.50	142.5	7.72	\$4,652.09
12-Apr	6/7/2012	3,028.13	1,452.50	142.5	7.7	\$4,630.82
12-May	6/14/2012	3,346.82	1,452.50	142.5	15.4	\$4,957.22
12-Jun	8/22/2012	5,656.99	1,452.50	142.5	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.5	8.36	5,503.43



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for February 2013
DATE: March 18, 2013

Accomplishments

- Secured \$5,000 from Placentia Library Friends Foundation (PLFF) for the Children's Summer Reading Program.
- Attended the Local Agency Formation Commission (LAFCO) meeting on February 13th.
- Met with PLFF Board of Director member, Ms. Jo-Anne Martin and Business Manager, Yesenia Baltierra, to discuss the facility improvement bids.
- Met with Trustee Shkoler and Yesenia Baltierra to discuss the information technology bids.
- Retained a temporary Administrative Assistant from StaffMark, a Placentia employment agency, to perform the Administrative Assistant duties.
- Secured a sponsor for the Author's Luncheon event.
- Continued to assist PLFF with the Author's Luncheon event.

Meetings

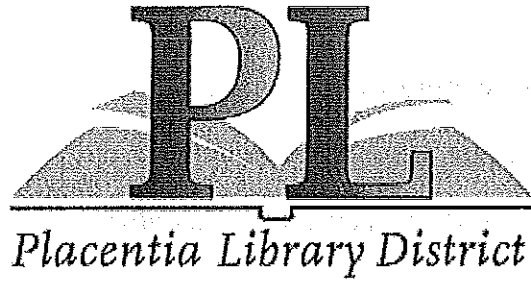
- Library Board of Trustees meetings – February 25th
- Supervisor's meeting – February 5th, 12th, 19th & 26th
- Staff meeting – February 26th
- Monday huddles – February 4th, 11th, 18th & 25th
- PLFF meetings – February 11th & 13th
- Rotary Club /Interact / Rotaract – February 5th, 6th, 13th, 20th, 25th & 27th
- Dixie Shaw – February 28th

Community Events / Functions

- Miss Placentia Scholarship Program – February 9th
- State of the City – February 28th

Projects in Progress

- Fiscal Years 2013-2015 Budget
- Facility Improvement & IT Services proposals
- JPA related projects with the City of Placentia
- Easter Eggcitement
- Summer Reading Celebration



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for February 2013

DATE: March 18, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	February 2013	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	43	47	280	327	-14.37%
In person reference/research:	860	749	6557	5299	23.74%
Total Reference	903	796	6837	5626	21.53%
Total Number of Programs	42	42	320	286	11.89%
Total Programs Attendance	1010	1272	10351	11057	-6.39%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. -- Family Interactive Reading and Sharing Time	1	22
Preschool Story Times I & II: 3-6 years	8	157
C.O.P.S.	1	19
Pocket Tales: Stories, music, and movement	4	123
Lap Sit 24 months & younger	4	209
P-TAC	2	46
Family Flicks	3	26
Family Game Day	1	12
Super S.T.A.R.	1	17
Homework Club	14	221
2/9 Eastside Christian Preschool Visit	1	26

2/20 Valentine's Day Stories and Crafts	1	102
Total February 2013	42	1,010
Total February 2012	42	1,272
Current FY to date	320	10,351
Previous FY to date	286	11,057

Achievements:

- Brenda Ramirez planned and conducted C.O.P.S., Preschool and Lapsit storytimes, and Family Flicks.
- Coleen Wakai supervised the Homework Club. She also conducted P-TAC meetings and planned the Valentine's Day program.
- Lori Worden planned and conducted the Super S.T.A.R. program.
- Lori Worden conducted the Easter Eggcitement planning committee meetings.
- Children's staff donated a "gardening theme" basket for the PLFF Author's Luncheon silent auction.
- Brenda Ramirez planned publicity for the upcoming program "R.A.D.D. : Read and Achieve with Dr. Domene!"
- The Children's Department staff prepared a Spring library display for the Easter Eggcitement program.
- Coleen Wakai attended a SCLC workshop on Young Adult literature.
- Lori Worden attended meetings with Jeanette Contreras and the other library supervisors.

In progress:

- Lori Worden and the Easter Eggcitement committee are making final plans for Easter Eggcitement on March 23.
- Children's staff continue to order materials and weed in their collections.
- Children's staff are making plans for Spring events, including in March the new R.A.D.D. program and a Teen Café program, and the El Dia de los Ninos program in April.
- Children's staff members are making plans for this Summer's "Reading is So Delicious" program for children and teens.
- Lori Worden is participating in an online SCLC class: "Evaluating Library Services, Programs, and Collections."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Librarian II
SUBJECT: Adult Services Monthly Activity Report for February 2013
DATE: MARCH 18, 2013

MONTHLY STATISTICS**Reference Desk Activity**

	February 2013	February 2012	Y-T-D 2012-2013	Y-T-D 2011-2012	Y-T-D % change
Reference -- in person	874	815	7816	6581	18.77%
Reference -- telephone	443	270	2819	2244	25.62%
Reference -- email/chat	0	3	18	25	-28.00%
Technology assistance	484	247	3336	2976	12.10%
Guest passes	104	125	1040	1368	-23.98%
Adult and Children's computer use (desktops)	2507	2700	20326	22172	-8.33%
Adult computer usage (desktop)	2080	2193	17423	18806	0.00%
Public computer use (express laptops)*	107	610	2360	6625	-64.38%
In library use -- cleanup	3071	3494	25692	25440	0.99%
Adult Program Attendance**	101	108	1315	778	69.02%
Number of Adult Programs	7	8	55	44	25.00%

*Only 1 Express Laptop Available

**1 Lab Computer Unavailable for Workshops

Adult Services Programs

	February 2013	
February 9, 2013	Volunteer Orientation	40
February 12, 2013	Book Discussion: Extremely Loud & Incredibly Close	9
February 14, 2013	Literacy: Conversation Club	3
February 19, 2013	Computer Workshop: Beginning Word Processing	6
February 24, 2013	Volunteer Orientation	6
February 28, 2013	Literacy: Conversation Club	6
February 28, 2013	Estate Planning and Living Trusts	31
	Total Program Attendance	101

Volunteer Hours

	February 2013	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	35.25	6	192.5	394	-51.14%
PLFF	437	455.75	3458.75	3604.75	-4.05%
General Library	330.25	432.75	2643.75	4860	-45.60%
Technology	25	67.5	776	443.75	74.87%
Homework Club	109	121.5	628.25	871.25	-27.89%
Adult Literacy Tutors	89.75	110.5	310.5	396.75	-21.74%
PTAC	131.75	215	1126.25	966	16.59%
Total Volunteer Hours	1158	1409	10449.3	11536.5	-9.42%

Adult Literacy

	February 2013	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	17	10	72	43	67.44%
Number of Students	25	20	98	68	44.12%
Total Number of Participants	42	30	170	111	53.15%

Computer Literacy

	February 2013	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	6	1	26	17	52.94%
Number of Students	9	1	34	24	41.67%
Total Number of Participants	18	2	62	39	58.97%

History Room Activity

	February 2013	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	8	6	51	63	-19.05%

ACHIEVEMENTS

- *Venessa Faber* planned crafts for Easter Eggcitement.
- *Venessa Faber* led the Conversation Club on February 14th and 28th.
- *Venessa Faber* helped Carol Fizzard create the program for the PLFF Author's Luncheon.
- *Venessa Faber and Wendy Townsend* led the Volunteer and Literacy Orientation on February 9th.
- *Venessa Faber* arranged book trough displays and materials.
- *Venessa Faber* created a slide show and bibliography for the Artist Masters Series.
- *Venessa Faber* created an in-house collection for Literacy tutors.
- *Jeannie Killianey* coordinated 1 computer workshop for "Beginning Word Processing."
- *Jeannie Killianey* led a book discussion for Jonathan Safran Foer's *Extremely Loud and Incredibly Close* on February 12th.
- *Jeannie Killianey* completed weeding of the 000s collection.
- *Katie Matas* proctored 13 exams in February.
- *Katie Matas* and Fernando Maldonado interviewed candidates for the 20 hour Library Aide position on February 11th.
- *Katie Matas* coordinated the February 28th Estate Planning workshop with speaker G. Keith deBrucky.
- *Katie Matas and Nadia Dallstream* coordinated with the Anaheim libraries and PLD staff to change the request rules on audiobooks.
- *Nadia Dallstream* worked with Anaheim staff to update the patron view on the online catalog.
- *Adult Services Staff* completed all print, audiovisual and electronic material orders.
- *Wendy Townsend* hosted a make-up volunteer orientation on February 24th.
- *Wendy Townsend* trained 2 new volunteers for the History Room.
- *Nadia Dallstream* contacted the State Library to find out statistical information on select OC Libraries including Placentia and to ask about definitions for the annual report.
- *Nadia Dallstream* updated the Contacts List for Library Staff.
- *Venessa Faber and Nadia Dallstream* worked on sending out publicity using Constant Contact.

MEETINGS

- *Venessa Faber* met with CSUF Intern Students to review goals and learning objectives for the program.
- *Venessa Faber and Nadia Dallstream* met on February 6th, 13th, 20th, & 27th.
- *Venessa Faber* attended the Easter Eggcitement meetings on Feb. 5th & 19th.
- *Venessa Faber* attended the Easter Eggcitement walk-through at Kraemer Park on Feb. 26th.
- *Nadia Dallstream and Wendy Townsend* met on February 7th, 14th, 21st & 28th.
- *Katie Matas* attended the Monday Huddle meetings on February 4th, 11th, and 25th.
- *Nadia Dallstream* attended the Supervisor/Manager Meetings on February 12th and 26th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on February 26th.
- *Nadia Dallstream and Katie Matas* met on February 6th, 13th, 21st and 27th.
- *Nadia Dallstream Venessa Faber, Katie Matas and Jeannie Killianey* attended the Reference Staff meeting on February 19th.
- *Nadia Dallstream, Venessa Faber, Katie Matas, Wendy Townsend, and Jeannie Killianey* attended the Reference USA training on February 19th.

- *Jeannie Killianey and Nadia Dallstream* met on February 20th.
- *Nadia Dallstream, Wendy Townsend, Venessa Faber, Katie Matas and Jeannie Killianey* attended the Staff Meeting on February 26th.
- *Nadia Dallstream* attended the PLD Board Meeting on February 25th.
- *Katie Matas* met with a new volunteer that will be helping with materials processing.
- *Wendy Townsend* interviewed the new Val Tech Intern to start summer 2013.

PROFESSIONAL DEVELOPMENT

- *Venessa Faber* participated in an online training with Constant Contact for the monthly newsletter on Feb. 26.
- *Nadia Dallstream* attended the Liebert, Cassidy, Whitmore Training on February 20th.

IN PROGRESS

- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* continues to plan the Summer Reading Kickoff.
- *Venessa Faber* is coordinating the Literacy Programs.
- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Wendy Townsend* is coordinating the Volunteer Program.
- *Wendy Townsend* is working with the History Room volunteers to scan new photos into the History Room collection and to collect Placentia related news for subject files.
- *Wendy Townsend* is researching grants for History Room projects.
- *Wendy Townsend* is working on the March book discussion.
- *Wendy Townsend* is working on the Ben Berkley's local author visit.
- *Wendy Townsend* is working on the History Room Donation Day and the Memorial Day program.
- *Wendy Townsend* is working on Volunteer Appreciation week.
- *Jeannie Killianey* is coordinating 3 Computer Workshops for March.
- *Jeannie Killianey* is working on the publicity materials for the "Saving Cents with Coupons" program.
- *Jeannie Killianey* is working on a beginner's Computer Workshop in Spanish.
- *Jeannie Killianey* is working on the July UCCE Master Gardeners of Orange County program.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Jeannie Killianey* is working on two bibliographies for dissemination to specific target groups.
- *Katie Matas* is weeding the Science Fiction collection.
- *Nadia Dallstream* is researching materials vendors for foreign language items and leasing plans.
- *Nadia Dallstream* is working on updates for the website's Online Resources page.
- *Nadia Dallstream* is working on completing a staff member's performance evaluation.
- *Nadia Dallstream* is creating a template for monthly e-news using Constant Contact.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for February 2013
DATE: March 18, 2013

MONTHLY STATISTICS

On-line database usage

	February 2013	Onsite Usage 2/13	Remote Usage 2/13	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	83	68	15	78	559	603	-7%
Biography In Context*	25	12	13	0	185	0	N/A
Opposing Viewpoints*	2	2	0	0	77	0	N/A
Freegal*	409	N/A	N/A	0	2,080	0	N/A
Heritage Quest	330	N/A	N/A	497	4,349	4,651	-6%
Novelist	21	N/A	N/A	53	390	321	21%
Shmoop*	0	N/A	N/A	0	100	0	N/A
Tumblebooks	639	N/A	N/A	404	3,852	3,071	25%
Reference USA	547	N/A	N/A	416	1,085	889	22%
TOTAL DATABASE USAGE	2,056	82	28	1448	9,707	6,733	44%

* New FY 12/13

Website Traffic

	February 2013	February 2012	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	20,172	18,951	168,475	164,986	2%
Page Hits	38,281	37,881	307,865	314,396	-2%

ACHIEVEMENTS

- *Nadia Dallstream* coordinated IT Repairs and issues including pricing of needed hardware and software.
- *Nadia Dallstream* is working with Legacy to coordinate patron scanning using existing copier.
- *Laura DeLeon, Fernando Maldonado and Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook and Twitter Accounts.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

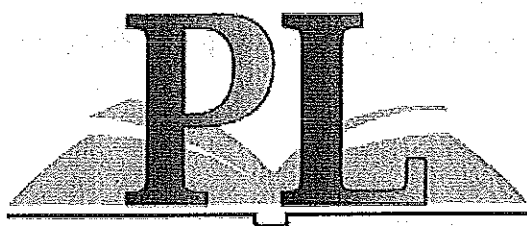


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: A Presentation to Trustee Betty Escobosa
DATE: March 18, 2013

President Shkoler will make a presentation to Trustee Betty Escobosa for her 11 years of service to 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: Report on Actions taken at the Library Board of Trustees Closed Session Meeting
DATE: March 18, 2013

BACKGROUND

President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on March 11, 2013.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Review Placentia Library Policy Series 2300 – Job Descriptions
DATE: March 18, 2013

BACKGROUND

The Placentia Library Policy Series 2300 consist of job descriptions for the following classifications:

- Library Director
- Library Services Manager
- Business Manager
- Administrative Assistant
- Facility Maintenance Technician
- Librarian II
- Librarian I
- Library Assistant
- Circulation Supervisor
- Library Clerk
- Library Aide
- Page

Attachment A are recommend amendments to policy series 2300 – Job Descriptions, as noted with asterisks (**). Changes are in bold and underlined.

RECOMMENDATION

Authorize amendments as presented inclusive of feedback received from the Library Board of Trustees.

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Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has 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. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2300.1.4 He/she 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. He/she will translate the goals and objectives of the Board to the community.

2300.1.5 He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review and administers the adjusted budget.

2300.2.3 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.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

2300.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2300.2.6 Conducts labor negotiations.

2300.2.7 Directs and coordinates the public relations activities of the library.

2300.2.8 Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

2300.2.9 Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2300.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as required.

2300.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2300.3 Required Qualifications. Possesses a master's degree in library or information science from a school accredited by the American Library Association and five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. Possesses a valid California drivers license and be a United States citizen.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a master's degree in public administration or a related field

2300.4.2 The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

2300.4.3 The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

2300.4.4 The ability to meet and serve the public courteously and efficiently

2300.4.5 Extensive knowledge of the principles and practices of modern public librarianship

2300.4.6 Extensive knowledge of planning, administering and appraising a public library program

2300.5 Other Requirements:

2300.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.2 Must possess mobility to operate a motor vehicle.

2300.5.3 Must possess vision to read printed materials and a computer screen.

2300.5.4 Must possess stamina to move about the Library.

2300.5.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.6 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2300.5.7 Attendance at off-hours meetings and occasional travel are required.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by appropriate documentation and receipts.

3. Regular reconciliation of accounts is necessary to identify any discrepancies or errors in a timely manner.

4. The second part of the document outlines the procedures for handling customer inquiries and complaints.

5. All staff members should be trained to provide prompt and courteous service to our customers.

6. It is our goal to ensure that every customer's needs are met and any issues are resolved satisfactorily.

7. The third part of the document details the process for managing inventory and stock levels.

8. Accurate inventory tracking is crucial for maintaining optimal stock levels and minimizing waste.

9. Regular audits should be conducted to verify the accuracy of inventory records.

10. The final part of the document provides information on the company's financial performance and goals.

11. We are committed to achieving sustainable growth and profitability through efficient operations.

12. Thank you for your attention and cooperation in implementing these guidelines.

13. Your commitment to excellence is our strength and success.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Services Manager
POLICY NUMBER: 2305

2305.1 Description: The Library Services Manager is an **exempt managerial** classification 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; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Library Services Manager works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Library Services Manager include the following:

2305.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2. Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 Solicits, prepares, submits and secures grants for the District with the consent of the Library Director. May serve as project manager for selected grants.

2305.1.4 Oversees the preparation of staff schedules and the assignments of substitute hours for the Adult, Children, Literacy, Technical, Volunteer and Young Adult departments.

2305.1.5 Identifies, coordinates, develops and evaluates the continuing education and in-service training program for library staff to include professional, paraprofessional, technical and clerical personnel.

2305.1.6 Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2305.1.7 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.

2305.1.8 Prepares monthly and annual reports on the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities of the Library.

2305.1.9 Coordinates the Adult, Children, Literacy, Volunteer and Young Adult programming activities and exhibits that highlight and promote the Library's collection

2305.1.10 Assist 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.

2305.1.11 Represents the District at various community events and meetings to promote library services and programs when assigned by the Library Director.

2305.1.12 Attends workshops, continuing education programs, library conferences and other professional training opportunities at the direction of the Library Director.

** **2305.1.13** Performs other duties as assigned. **(Add)**

2305.2 Typical Tasks:

2305.2.1 Directs, coordinates, and reviews the activities of the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities concerning personnel, resources, equipment, services and programs.

2305.2.2 Coordinates Library services projects with the City of Placentia and other outside organizations.

2305.2.3 Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

2305.2.4 Manages the development and maintenance of the Library's web page ensuring current, accurate, and appropriate information.

2305.2.5 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.

2305.2.6 Participates in recruiting, interviewing, selecting and evaluating of the Adult, Children, Literacy, Technical, Volunteer and Young Adult personnel.

2305.2.7 Makes recommendations to the Library Director concerning the public relations activities for the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.

2305.2.8 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2305.2.9 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.

2305.2.10 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

**** 2305.2.11** Performs other duties as assigned. **(Add)**

2305.3 Required Qualifications: Master's Degree in Library or Information Science from a school accredited by the American Library Association and five years of increasingly responsible experience in public library management positions, including a minimum of three years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2305.4 Skills and Abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2305.4.2 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

2305.4.3 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.4 Knowledge of basic fund accounting and budgeting.

2305.4.5 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.6 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2305.4.7 Ability to organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.

2305.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2305.4.9 Ability to 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.

2305.4.10 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2305.5 Physical Demands:

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 Must possess vision to read printed material and a computer screen.

2305.5.1.5 Must possess stamina to move about the Library.

2305.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2305.6 Working Environment and Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing (30) 25 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Business Manager
POLICY NUMBER: 2308

2308.1 The Business Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director and the Library Services Manager. Performs a wide variety of complex analytical and administrative tasks requiring specialized knowledge involving broadly defined library policies and procedures including data gathering, statistical and financial reports, technology plans and strategic planning. May be designated in charge of the Library during the absence of the Library Director and the Library Services Manager.

2308.1.1 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.

2308.1.2 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.

2308.1.3 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.

2308.1.4 Works with the Library Services Manager to develop library migration plans and other software utilities.

2308.1.5 Forecasts library vendor development including technology and the marketplace movement so that the District can respond to changes.

2308.1.6 Manages the operations of the passport service including scheduling, supervising, completing performance evaluations and conducting evaluation reviews.

2308.1.7 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.

2308.1.8 Prepares financial statements, reports and analyses of the District's budget.

2308.1.9 Implements employee health insurance, PARS and money purchase pension plan information.

2308.1.10 Reviews contracts and vendors proposals for compliance with Library District policy, procedures and goals and submits them to the Library Director for approval.

2308.1.11 Ensures proper accounting for fixed assets, revenue and expense accruals.

2308.1.12 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.

2303.1.13 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.

2308.1.14 Prepares monthly and annual reports on the administrative activities of the District.

2308.1.15 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.

2308.2 Typical Tasks:

2308.2.1 Administers grant-related projects and assists in the preparation of data gathering for grants and other proposals.

2308.2.2 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.

2308.2.3 Researches, examines and analyzes the operations of the District, including adult, children, literacy, technical, volunteer and young adult services.

2308.2.4 Provides logistical support in the management of books and other library materials.

2308.2.5 Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.

2308.2.6 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.

- 2308.2.7 Establishes and reviews insurance requirements for District contracts and prescreens agreements, leases and purchase documents to eliminate or minimize potential risk liability.
- 2308.2.8 Plans, organizes and manages insured and self-insured programs for the District.
- 2308.2.9 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.
- 2308.2.10 Maintains checkbooks for the District.
- 2308.2.11 Participates in interviewing and selecting of administrative staff.
- 2308.2.12 Manages the recruitment process for all District positions.
- 2308.2.13 Coordinates bid processes and purchasing including books and library materials.
- 2308.2.14 Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.
- ** 2308.2.15 Makes recommendations to the Library Director concerning the public relations activities (for) and administrative activities.
- ** 2308.2.16 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.
- 2308.2.17 Develops and writes standardized and specialized bid specifications through researching and analyzing information to determine product and/or service need and availability.
- ** 2308.2.18 Performs other duties as assigned. (Add)
- ** 2308.2.19 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures. (Remove)

2308.3 Required Qualifications. Bachelor's Degree and three 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. Excellent written and oral communication skills and the ability to lead a team. Possesses a valid California driver's license.

2308.4 Knowledge and abilities:

- 2308.4.1** Knowledge of library vendors, trends, and marketplace.
- 2308.4.2** Familiarity with Horizon, cataloging, online databases and library organizational structure.
- 2308.4.3** Knowledge of the principles and practices of research and analysis.
- 2308.4.4** Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- 2308.4.5** Knowledge of the tools of management, such as procedural manuals, training materials, records and reports, and studies applicable in evaluating library programs and services.
- 2308.4.6** Ability to construct and execute a variety of library surveys.
- 2308.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.
- 2308.4.8** Ability to develop a variety of ready reference materials in electronic and traditional formats.
- 2308.4.9** Ability to respond to routine inquiries or complaints from Library customers.
- 2308.4.10** Ability to supervise staff and implement personnel policies and procedures.
- 2308.4.11** Ability to analyze difficult problems and recommend solutions.
- 2308.4.12** Ability to take independent action.
- 2308.4.13** Ability to prepare and present reports that conform to prescribed style and format.
- 2308.4.14** Ability to present information to District management and the Library Board of Trustees.
- 2308.4.15** Ability to organize and manage work flow for self and others.
- 2308.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.
- 2308.4.17** Knowledge of library practices and procedures.

2308.5 Physical Demands:

2308.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2308.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2308.5.1.2 Must possess mobility to operate a motor vehicle.

2308.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

** **2808.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. **(Remove)**

** **2808.5.1.5** The employee is required to stand; walk, and stoop, kneel, or crouch. **(Remove and reflected in 2308.6)**

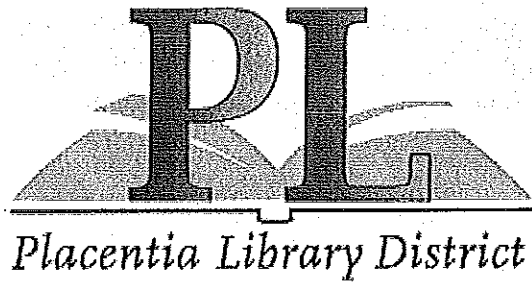
** **2308.5.1.6** The employee must be able to push or pull carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. **(Remove and reflected in 2308.6)**

** **2308.5.1.8** Attendance at off-hours meetings and occasional travel are required. **(Remove and reflected in 2308.6)**

2308.5.1.4 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.

2308.6 Work Environment and Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Business Manager sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 25 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.



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Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2309

2309.1 The Administrative Assistant is a confidential classification under the general direction of and reporting to the Library Director. Works directly with **and receives direction from** the Library Director, the Library Board of Trustees, the Library Services Manager **and the Business Manager**. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures.

- 2309.1.1** Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.
- ** 2309.1.2** Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director, the Library Services Manager and the Business Manager. **(Remove and add to 2308.1.15)**
- 2309.1.3** Presents the image of the Placentia Library District to the public by being welcoming, pleasant, courteous and professional.
- 2309.1.4** Maintains District files, materials and information of a confidential nature.
- 2309.1.5** Arranges appointments, conferences, meetings and maintains appointment calendar for the Library Director.
- 2309.1.6** Prepares monthly and annual reports on the administrative activities of the Library.
- 2309.1.7** Composes letters, memos and other written communications on routine matters.
- 2309.1.8** Coordinates, designs, revises and maintains overall office systems for records and documents related to District operations.
- 2309.1.9** Responsible for the maintenance and retention of the District's files.
- ** 2309.1.10** Responsible for maintaining District records. **(In accordance with 3090.1)**

2309.2 Typical Tasks

- 2309.2.1** Reviews and verifies material in connection with the paying of District bills. May prepare payroll and claim requests.
- 2309.2.2** 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.
- 2309.2.3** Responds to questions from the Library Board of Trustees, District staff and the public involving an understanding of District policies, procedures and regulations.
- 2309.2.4** 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.
- 2309.2.5** Types correspondence, such as letters, memos, reports, Library Board items and other materials on a variety of general and technical topics.
- ** 2309.2.6** Receives, screens, and acts upon requests and complain(t)s from visitors and telephone callers, from other staff and the public.
- 2309.2.7** Screens and distributes incoming correspondence to the Library Director and staff members.
- 2309.2.8** 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.
- ** 2309.2.9** Responsible for ordering, receiving and confirming purchases for the (~~Administrative Office~~) Library.
- ** 2309.2.10** Performs other duties as assigned. (Add)

2309.3 Required Qualifications. Equivalent of two years post high school education. Three years of increasingly responsible experience in an administrative office environment using word processing, spreadsheet, database, scheduling and writing skills. A valid California driver's license.

2309.4 Skills and Abilities:

- 2309.4.1** Proficiency in Word, Excel, Publisher, Powerpoint and Quickbooks.

- 2309.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.
 - 2309.4.3 Knowledge of personal computer hardware and software operations.
 - ** 2309.4.4 Ability to use word processing software accurately by typing from clear copy at a speed of not less than ~~fifty (50)~~ **forty-five (45)** words per minute, and to create and use labels, data and formulas on an electronic spreadsheet.
 - 2309.4.5 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.
 - 2309.4.6 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.
 - 2309.4.7 Ability to respond to common inquiries or complaints that may be of sensitive nature from Library customers.
 - 2309.4.8 Ability to interpret and communicate effectively the District's policies, procedures, and regulations.
 - 2309.4.9 Ability to analyze difficult problems and recommend solutions.
 - 2309.4.10 Ability to prepare and present reports that conform to prescribed style and format.
 - 2309.4.11 Ability to 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.
 - 2309.4.12 Ability to understand and execute both oral and written instructions in English independently.
 - 2309.4.13 Ability to establish and maintain effective relations with co-workers, the public and community organizations.
 - 2309.4.14 Ability to perform mathematical computations rapidly and accurately.
- 2309.5 Physical Demands:

2309.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2309.5.1.2 Must possess mobility to operate a motor vehicle.
- 2309.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2309.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2309.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.
- ** 2309.5.1.6 The employee 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 twenty pounds. **(Remove and reflected in 2309.6)**
- 2309.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- ** 2309.5.1.8 Attendance at off-hours meetings and occasional travel are required. **(Remove and reflected in 2309.6)**

2309.6 Work Environment and Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The incumbent must have the physical ability climb stairs and inclines, twist, reach, bend, grasp, and use a personal computer, keyboard and related equipment. The employee must be able to lift and move boxes weighing 25 pounds or less and push or pull loaded book carts. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Facility Maintenance Technician
POLICY NUMBER: 2310

2310.1 Description: (~~The Facility Maintenance Technician.~~) A non-exempt classification 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.

2310.2 Typical Tasks:

- 2310.2.1** Performs public building maintenance, construction, or landscaping duties and projects.
- 2310.2.2** Performs general maintenance duties, including cleaning and repairs.
- 2310.2.3** Monitors building maintenance projects to ensure timeliness, correctness, and completion.
- 2310.2.4** Recommends development and standardization maintenance and operating procedures and methods to improve the efficiency and effectiveness of facilities maintenance operations.
- 2310.2.5** Inspects District facilities and makes recommendations to modify, improve and/or replace equipment when necessary to support demand and/or improve efficiency.
- 2310.2.6** Performs preventive/predictive maintenance per requirements and performs non-scheduled or emergency maintenance when required.
- ** 2310.2.7** (~~Performs repairs on HVAC, motors, controls, plumbing, exhaust fans and similar equipment. Calibrate all controls for heating and air conditioning.~~) Assists with event/meeting/program set-up and clean-up.
- 2310.2.8** Maintains accurate records with regard to annual inspections of equipment and general preventative maintenance.

2310.2.9 Responds to emergencies as required, evaluates building damage, coordinates activities with other responders to provide effective response to protect District property.

2310.2.10 Prepares preliminary time and material cost estimates on proposed projects.

** **2310.2.11** Performs other related duties as assigned. **(Add)**

2310.3 Required Qualifications: Three years of experience in facility or building maintenance. 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. Possession of a valid California driver's license and a United States Citizen **(remove)**.

2310.4 Skills and Abilities:

2310.4.1 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.

2310.4.2 Knowledge of safety principles, practices and procedures for building and facility related projects.

2310.4.3 Ability to use power and hand and power tools and materials used in all facets of building maintenance construction, and landscaping work.

2310.4.4 Ability to exercise sound judgment in completing assignments.

2310.4.5 Knowledge of building codes associated with painting, electrical and mechanical equipment.

2310.4.6 Ability to communicate effectively both orally and in writing.

2310.4.7 Ability to establish and maintain cooperative working relationships.

2310.4.8 Ability to understand and follow oral and written instructions.

2310.4.9 Ability to read and write at a level necessary for successful job performance.

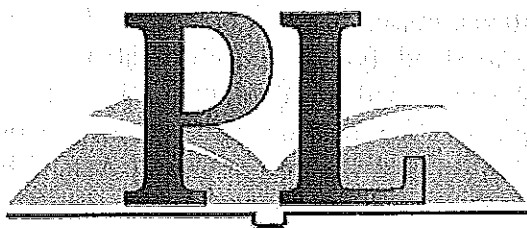
2310.4.10 Ability to lift items weighing up to 70 pounds.

2310.4.11 Ability to use standard office equipment.

2310.6 Working Environment and Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Incumbents must have the physical ability to stand, **(sit)**, walk, climb stairs and ladders, stoop, kneel, use both arms, hands and legs. 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.

2310.7 Fair Labor Standards Act Designation: Non-Exempt. **(Remove and reflected in 2310.1)**



Placentia Library District

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Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Adult / Children’s Services Supervisor
POLICY NUMBER: 2315

2315.1 A non-exempt supervisory classification 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 interpersonal communication skills. Schedules, supervises, trains and disciplines the adult and/or children’s department personnel and volunteers. Supervises either the reference and adult services activities or the children’s services activities including readers’ advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children’s services sections of the District’s web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

2315.1.1 Does specialized reference work using print and electronic formats.

2315.1.2 Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 Prepares for the 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.

2315.1.4 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2315.1.5 Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2315.1.6 Prepares monthly and annual reports as assigned by the Library Services Manager.

2315.1.7 Assists in procuring, researching, writing, securing and executing grants for the Library.

2315.1.8 Plans, organizes, conducts, implements and evaluates programs that promote the Library’s collection and services.

2315.1.9 Schedules, assigns, supervises and evaluates the activities of the staff in the Children’s or Adult Departments.

2315.2 Typical Tasks:

- 2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.
- 2315.2.2** 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.
- 2315.2.3** Allocates the library materials budget assigned to that department.
- 2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials
- 2315.2.5** Advises the Library Services Manager of catalog problems and recommends changes
- ** 2315.2.6** Recommends policies and policy amendments for public services to the Library Services Manager.
- 2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- ** 2315.2.8** Establishes and implements work procedures for department staff. (Added from 2319.2.9).
- 2315.2.9** Trains, schedules and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.
- ** 2315.2.10** Represents the District's ~~Reference and Adult Services Department or the Children's Department at (Southern California Library Cooperative and the State Library of California)~~ consortium meetings.
- 2315.2.11** Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.
- 2315.2.12** Coordinates programs and exhibits as assigned by the Library Services Manager.
- 2315.2.13** Prepares and submits reports of activities to the Library Services Manager as required.
- ** 2315.2.14** Assists the public with using the public photocopier machine. (Added from 2321.2.21)
- ** 2315.2.15** Performs other duties as assigned. (Add)

2315.3 Required Qualifications: Possesses a Master's Degree in library and/or information science from a school accredited by the American Library Association and five years experience in a library of recognized standards, preferably including public service desk assignments. Grant writing is highly desirable. Possesses a valid California driver's license and be a United States Citizen.

2315.4 Knowledge and abilities:

2315.4.1 Knowledge of modern public library organization, procedures and policies.

2315.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2315.4.3 Knowledge of personal computer and network hardware and software operations

2315.4.4 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and interactive searching.

2315.4.5 Knowledge of reference sources and methods to serve adults and children.

2315.4.6 Knowledge of current events, literature and standard works in various fields.

2315.4.7 Knowledge of personnel, safety management and supervisory skills.

2315.4.8 Ability to apply the knowledge listed above.

2315.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2315.4.10 Ability to respond to common inquiries or complaints from Library customers.

2315.4.11 Ability to supervise staff and implement personnel policies and procedures.

2315.4.12 Ability to analyze difficult problems and recommend solutions.

2315.4.13 Ability to take independent action.

2315.4.14 Ability to prepare and present reports that conform to prescribed style and format.

2315.4.15 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2315.4.16 Ability to organize and manage work flow for self and others.

2315.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2315.5 Physical Demands:

2315.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2315.5.1.2 Must possess mobility to operate a motor vehicle.

2315.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

** 2315.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. **(Remove and reflected in 2315.6)**

** 2315.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch. **(Remove and reflected in 2315.6)**

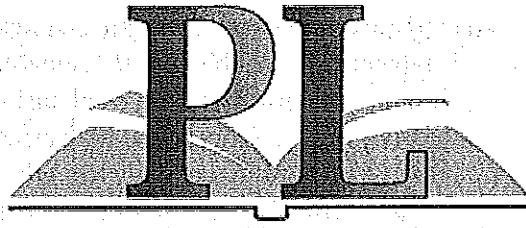
** 2315.5.6 The employee must be able to push or pull book cards weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. **(Remove and reflected in 2315.6)**

2315.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

** 2315.5.1.8 Attendance at off-hours meetings and occasional travel are required. **(Remove and reflected in 2315.6)**

2315.6 Work Environment and Conditions:

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. The employee must have the physical ability to stand, sit, walk, stoop, kneel, crouch, use both arms, hands, and legs to push or pull book cards weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Attendance at off-hours meetings and occasional travel are required.



Placentia Library District

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Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

2317.1 A non-exempt professional classification under the general direction of the (~~Library Services Manager~~) 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, selects print and audio/visual materials as assigned by the (~~Library Services Manager and/or~~) Librarian II. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

** **2317.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the (~~Library Services Manager~~) Adult / Children's Services Supervisor.

2317.1.3 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2317.1.4 Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

** **2317.1.5** Prepares monthly and annual reports as assigned by the (~~Library Services Manager~~) Adult / Children's Services Supervisor.

2317.1.6 Assists in procuring, researching, writing, securing and executing grants for the Library.

2317.1.7 Plans, organizes, conducts, implements and evaluates programs that promote the Library's collection and services.

2317.2 Typical Tasks:

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

- ** 2317.2.3 Advises the (~~Library Services Manager~~) Adult / Children's Services Supervisor of catalog problems and recommends changes.
- 2317.2.4 Recommends policies for public services to the Library Services Manager.
- 2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.
- 2317.2.6 Assists the public with using the electronic databases and reference services.
- ** 2317.2.7 Manages the public photocopier machines. (Added from 2321.2.3)
- 2317.2.8 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Library Services Manager.
- 2317.2.9 Establishes and implements work procedures for department staff.
- 2317.2.10 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.
- 2317.2.11 Makes recommendations to the (~~Library Services Manager~~) Adult / Children's Services Supervisor concerning the public relations activities for adult services or children's services.
- 2317.2.12 Prepares and submits reports of activities to the Library Services Manager as required.
- ** 2317.2.13 Assists the public with using the public photocopier machine. (Added from 2321.2.21)
- ** 2317.2.14 Performs other related duties as assigned. (Add)

2317.3 Required Qualifications: A Master's Degree in library and/or information science from a school accredited by the American Library Association and a minimum of two years of library experience. A valid California driver's license.

2317.4 Knowledge and abilities:

- 2317.4.1 Knowledge of modern public library organization, procedures and policies.
- 2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

2317.4.6 Knowledge of current events, literature and standard works in various fields.

2317.4.7 Ability to apply the knowledge listed above.

**** 2317.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. **(Remove)**

2317.4.9 Ability to respond to common inquiries or complaints from Library customers.

2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2317.4.15 Ability to organize and manage work flow for self.

2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands:

2317.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2317.5.1.2 Must possess mobility to operate a motor vehicle.

2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

** **2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. **(Remove and reflected in 2317.4-6)**

** **2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch. **(Remove and reflected in 2317.6)**

** **2317.5.1.6** The employee 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 twenty 25 pounds.

2317.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2317.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2317.6 Work Environment and Conditions:

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. Incumbents must have the physical ability to stand, walk, sit, use hands to finger, handle, or feel objects, twist and reach with hands and arms. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Assistant
POLICY NUMBER: 2319

2319.1 A non-exempt paraprofessional classification under the general direction of the (~~Library Services Manager or~~) Adult / Children's Services Supervisor. Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

2319.1.1 Does specialized reference work using print and electronic formats.

** **2319.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the (~~Library Services Manager or~~) Adult / Children's Services Supervisor.

** **2319.1.3** (~~He/she~~) Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

** **2319.1.4** (~~He/she~~) Seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

** **2319.1.5** (~~He/she~~) Prepares monthly and annual reports as assigned by the Library Services Manager or Adult / Children's Services Supervisor.

2319.1.6 May supervise clerical staff or volunteers.

2319.1.7 May be responsible for programming.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Oversees the public copier machines.

2319.2.3 Assists the public in making the most effective use of the Library's collection and facility.

**** 2319.2.4** **Manages the public photocopier machines. (Added from 2321.2.3)**

2319.2.5 Assists the public with using the electronic databases and reference services.

2319.2.6 Plans and implements a component of the Literacy Department under the supervision of the Library Services Manager.

**** 2319.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the (~~Library Services Manager or~~) **Adult / Children's Services Supervisor**

**** 2319.2.8** Makes recommendations to the **Adult / Children's Services Supervisor** concerning the public relations activities for Adult Services or Children's Services.

**** 2319.2.9** Establishes and implements work procedures for department staff. (**Remove and reflected in 2315.2.8**)

**** 2319.2.10** Prepares and submits reports of activities to the (~~Library Services Manager or~~) **Adult / Children's Services Supervisor** as required.

**** 2319.2.11** Assists the public with using the public photocopier machine. (**Add from 2321.2.21**)

**** 2319.2.12** Performs other duties as assigned. (**Add**)

2319.3 Required Qualifications. (~~He/she~~) Possess a B.A. or B.S. degree. (~~He/she~~) Will possess a valid California driver's license.

2319.4 **Knowledge and abilities:**

2319.4.1 Knowledge of modern public library organization, procedures and policies.

2319.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2319.4.3 Knowledge of personal computer hardware and software operations

2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2319.4.5 Knowledge of reference sources and methods to serve adults and children.

2319.4.6 Knowledge of current events, literature and standard works in various fields.

2319.4.7 Ability to apply the knowledge listed above.

2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2319.4.9 Ability to respond to common inquiries or complaints from Library customers.

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2319.4.15 Ability to organize and manage work flow for self.

2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2319.5.1.2 Must possess mobility to operate a motor vehicle.

2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

** **2319.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. **(Remove and reflected in 2319.6)**

** **2319.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch. **(Remove and reflected in 2319.6)**

2319.5.1.4 The employee 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 twenty pounds.

2319.5.1.5 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2319.5.1.6 Attendance at off-hours meetings and occasional travel are required.

2319.6 Work Environment and Conditions:

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. The incumbent must have the physical ability to stand, walk, stoop, kneel, crouch, sit, use hands to finger, handle, or feel objects, twist and reach with hands and arms. Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Circulation Supervisor
POLICY NUMBER: 2321

2321.1 A non-exempt supervisory classification under the general direction of and reports to the Library Director. Performs supervisory and clerical library work in the Circulation Department. Performs performance evaluations and progressive discipline for the Circulation Department staff. Participates in the recruitment, orientation, training and assessment of staff in the Circulation Department.

2321.1.1 Supervises the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customers.

2321.1.5 Supervises, schedules, and evaluates the activities of the clerical staff, substitute clerks and volunteers.

** **2321.1.6** (He/She) Prepares monthly and annual reports as assigned by the Library Director or Library Services Manager.

** **2321.1.7** Makes recommendations to the Library Director and the Library Services Manager, establishes and implements work procedures for department staff.

2321.1.8 Works with management to initiate and handle disciplinary actions for the clerical staff, substitute clerks and volunteers.

2321.1.9 Supervises the library system software for circulation, patron registration and delinquent account collections in compliance with Anaheim Library and Placentia Library District policies and procedures.

2321.2 Typical Tasks:

- 2321.2.1** Manages the library system software for circulation, patron registration and delinquent account collections in compliance with City of Anaheim Consortium and Placentia Library District policies and procedures.
- 2321.2.2** Manages the collection of fines and processing collection notices for delinquent accounts.
- 2321.2.3** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- ** **2321.2.4** Manages the public photocopier machines ~~and the Vendacard dispenser.~~
(Remove and add to 3217.2.7 and 2319.2.4)
- 2321.2.5** Locates, checks-in and checks-out library materials for customers.
- 2321.2.6** Processes telephone renewals.
- 2321.2.7** Files documents and library materials by library filing rules.
- 2321.2.8** Issues and renews library cards.
- 2321.2.9** Operates a variety of office and business equipment.
- 2321.2.10** Calculates and collects fines and fees at the Circulation Desk. Prepares daily and monthly transaction statistics and reports any discrepancies to the Business Manager.
- 2321.2.11** Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Circulation Department.
- ** **2321.2.12** Prepares and submits reports of activities to the **Library Director** or Library Services Manager.
- 2321.2.13** Answers telephone and transfers calls to the appropriate staff or department.
- 2321.2.14** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.15** Records daily statistics at the Circulation Desk.
- 2321.2.16** Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.17** Processes overdue and collection notices according to the Anaheim Library and Placentia Library District policies and procedures.

2321.2.18 Prepares books and other library materials for public use.

2321.2.19 Repairs books and other library materials.'

** 2321.2.20 Works in Technical Services in support of professional staff. **(Remove)**

** 2321.2.21 Assists the public with using the public photocopier machine. **(Remove and add to 2317.2.13, 2315.2.14, and 2319.2.21)**

** 2321.2.22 Recommends policies for public services to the Library Director or Library Services Manager.

2321.2.23 Assists the public in making the most effective use of the Library's collection and facility.

2321.2.24 Serves as a United States Passport Application Acceptance Agent.

** 2321.2.25 Performs other duties as assigned. **(Add)**

2321.3 Required Qualifications: Possesses a high school diploma or the equivalent. Has five years of clerical experience in a library or public service setting with supervisory experience. Possesses a valid California driver's license and is a United States citizen.

2321.4 Knowledge and abilities:

2321.4.1 Ability to type a minimum of thirty (30) words per minute.

2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2321.4.3 Ability to file accurately according to library filing rules.

2321.4.4 Ability to meet the public with tact and courtesy.

2321.4.5 Ability to follow oral and written instructions.

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.4.9 Ability to take independent action.

2321.4.10 Ability to prepare and present reports that conform to prescribed style and format.

2321.4.11 Ability to respond to common inquires or complaints from Library customers.

2321.4.12 Ability to analyze difficult problems and recommend solutions.

2321.4.13 Knowledge of current events, literature and standard works in Circulation System.

2321.4.14 Knowledge of personal computer hardware and software operations.

2321.5 Physical Demands:

2321.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2321.5.1.2 Must possess mobility to operate a motor vehicle.

2321.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

** **2321.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. **(Remove)**

** **2321.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch. **(Remove)**

2321.5.1.6 The employee 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 twenty pounds.

2321.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2321.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment and Conditions:

2321.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Clerk
POLICY NUMBER: 2323

2323.1 A non-exempt clerical classification under the general direction of the Business Manager and reports directly to the Circulation Supervisor. Performs clerical library work in the (reference, circulation, technical services, literacy or administration departments) Adult, Circulation, Children's, or Administration Departments.

2323.1.1 Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

2323.1.2 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

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

2323.1.4 May supervise substitute clerks or volunteers.

2323.2 Typical Tasks:

2323.2.1 Locates, checks-in and checks-out library materials for customers.

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

2323.2.7 Calculates and collects fines and fees at the Circulation Desk.

**** 2323.2.8** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department. (Added from 2321.2.3)

- 2323.2.9 Answers telephone and transfers calls to the appropriate staff or department.
- 2323.2.10 Schedules the use of the Meeting and Conference Rooms.
- 2323.2.11 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- ** 2323.2.12 Inspects the public restrooms on a regular basis and reports problems to the Circulation Supervisor or the Person-in-Charge. (Added from 2325.2.6)
- 2323.2.13 Records daily statistics at the Circulation Desk.
- 2323.2.14 Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.15 Processes overdue and collection notices according to the Anaheim Public Library and Placentia Library District policies and procedures.
- 2323.2.16 Prepares books and other library materials for public use.
- 2323.2.17 Repairs books and other library materials.
- 2323.2.18 Works in Technical Services in support of professional and paraprofessional staff.
- ** 2323.2.19 Assists the public with using the public photocopier machines. (Remove)
- ** 2323.2.20 Recommends policies for public services to the Circulation Supervisor, ~~(Business Manager, or Library Services Manager)~~.
- ** 2323.2.21 Assists the public in making the most effective use of the Library's collection and facility. (Remove)
- 2323.2.22 Serves as a United States Passport Application Acceptance Agent.
- ** 2323.2.23 Performs other duties as assigned. (Add)

2323.3 Required Qualifications: Possesses a high school diploma or the equivalent. A minimum of two years of library experience. Possesses a valid California driver's license and is a United States citizen.

2323.4 Knowledge and abilities:

- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.

2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2323.4.3 Ability to file accurately according to library filing rules.

2323.4.4 Ability to meet the public with tact and courtesy.

2323.4.5 Ability to follow oral and written instructions.

2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

2323.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.5.1.1 While performing the duties of this job, the employee is required to talk and hear.

** 2323.5.1.2 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. (Remove)

** 2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch. (Remove)

** 2323.5.1.4 The employee 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 twenty pounds. (Remove)

2323.5.1.5 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.

2323.6 Work Environment and Conditions:

2323.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Aide
POLICY NUMBER: 2325

2325.1 A non-exempt clerical classification under the general direction of the (Business Manager) Circulation Supervisor and reports directly to 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 (reference, circulation, technical services, literacy or administration departments) Adult, Circulation, Children's, or Administration Departments.

2325.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2325.1.2 Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

2325.1.3 – 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.

2325.1.4 Prepares library materials for public use.

2325.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2325.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

2325.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

**** 2325.2.4** Processes new and gift library materials for public use. **(Remove)**

- 2325.2.5 Repairs damaged library materials.
- ** 2325.2.6 Inspects the public restrooms on a regular basis and reports problems to the Circulation Supervisor or the Person-in-Charge. (Add to 2323.2.12)
- 2325.2.7 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- 2325.6.8 Searches for library materials on the shelves as assigned by Library staff.
- 2325.2.9 Retrieves newspapers and magazines from storage areas.
- 2325.2.10 Assists public with unloading gift books and magazines from their cars.
- 2325.2.11 Sets up and breaks down tables and chairs in the Meeting Room.
- ** 2325.2.12 Works in Technical Services in support of professional and paraprofessional staff. (Remove)
- ** 2325.2.13 Recommends policies for public services to the Circulation Supervisor, ~~(Business Manager and Library Services Manager.)~~
- ** 2325.2.14 Assists the Placentia Library Friends Foundation volunteers with book store and sorting room activities. (Remove)
- ** 2325.2.15 Performs other duties assigned. (Add)
- 2325.3 Required Qualifications: He/she will possess knowledge of the Dewey and other shelving classifications. Possesses a high school diploma or the equivalent. (Added from 2323.3)
- 2325.4 Knowledge and abilities:
 - 2325.4.1 Ability to file accurately according to library filing rules.
 - 2325.4.2 Ability to meet the public with tact and courtesy.
 - 2325.4.3 Ability to follow oral and written instructions.
 - 2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
 - 2325.4.5 Ability to follow Library policies and procedures.

2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

2325.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2325.5.1.1 Must possess mobility to work in a standard office setting.

2325.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2325.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2325.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

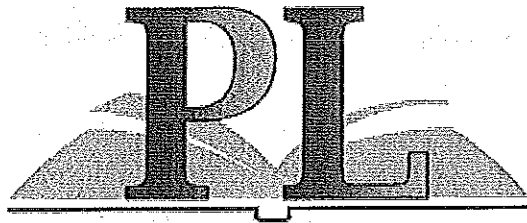
2325.5.1.5 The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2325.5.1.6 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.

2325.6 Work Environment and Conditions:

2325.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2625.6.2 Most work is performed in an office setting. Although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. (Remove)



Placentia Library District

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Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

2327.1 A non-exempt clerical classification under the general direction of and reports directly to the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

2327.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

** **2327.1.2** He/She Maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

** **2327.1.3** He/She Seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

2327.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2327.2.4 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2327.6.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Retrieves newspapers and magazines from storage areas.

2327.2.7 Assists the public with unloading gift books and magazines from their cars.

2327.2.8 Sets-up and breaks-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications: He/she will possess knowledge of the Dewey and other shelving classifications. Requires a work permit.

2327.4 Knowledge and Abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

2327.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

**** 2327.4.7** Performs other duties as assigned. **(Add)**

2327.5 Physical Demands

2327.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2327.5.1.1 Must possess mobility to work in a standard office setting.

2327.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

**** 2327.5.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. **(Remove)**

**** 2327.5.4** The employee is required to stand; walk; and stoop, kneel, or crouch. **(Remove)**

2327.5.1.5 The employee 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.

2327.5.1.6 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.

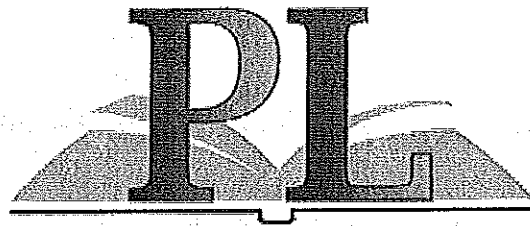
2327.6 Work Environment or Conditions:

2327.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2327.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



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Placentia Library District

Publications

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 Dougherty at 800.537.7790 or by email at edougherty@sdrrma.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

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%
<i>Estimated Quarterly Deposit</i>	<i>\$2,184</i>			
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.

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.