



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

BUDGET WORK SESSION

Monday, March 23, 2015

5:00 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Administrative Assistant

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 Director will present the proposed Fiscal Years 2015-2017 Budget, including recommendations for amendments to policies 2300 Series – Job Descriptions, 6030 – Circulation Policy and 6035 – Fines & Fees Schedule

ADJOURNMENT

6. Review of Action Items.

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

7. Adjourn

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

I, Diane Warner, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the March 23, 2015 Budget Work Session of the Library Board of Trustees of the Placentia Library District was posted on March 19, 2015.



Diane Warner, Administrative Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Fiscal Year 2015-2017 Budget Work Session
DATE: March 23, 2015

BACKGROUND

The Library Director will present a proposed Budget for the 2015-2017 Fiscal Year. The Budget will include changes to the following policies:

1. Policy 2305 Job Description – Library Services Manager
2. Policy 2315 Job Description – Adult / Children’s Supervisor
3. Policy 2317 Job Description – Librarian I
4. Policy 2319 Job Description – Library Assistant
5. Policy 2323 Job Description – Library Clerk
6. Policy 2325 Job Description – Library Aide
7. Policy 2327 Job Description – Library Page
8. Policy 6030 Circulation Policy
9. Policy 6035 Fines & Fees Schedule

Attachment A is the proposed Budget for 2015-2017 Fiscal Year.

Attachment B is the proposed Organizational Chart for 2015-2017 Fiscal Year.

Attachment C are the proposed Salary Scale for 2015-2017 Fiscal Year

Attachment D are the proposed amendments to the above policies.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2015-2017

FY 2013-2014 FY 2014-2015 FY 2014-2015 2015-2016 2016-2017

Project Code	Category	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
6210-00	Current Secured	1,843,281	1,843,518	1,928,033	2,005,154	2,085,360
6210-01	Public Utility	28,596	26,306	31,456	32,714	34,023
6210-04	Teeter Plan - Current Delinquent					
	SUB-TOTAL CURRENT SECURED	1,871,877	1,869,824	1,959,489	2,037,868	2,119,383
6230-00	Prior Secured					
	TOTAL SECURED	1,871,877	1,869,824	1,959,489	2,037,868	2,119,383
6220-00	Current Unsecured	65,970	79,883	55,415	57,632	59,936
6240-00	Prior Unsecured					
	TOTAL UNSECURED	65,970	79,883	55,415	57,632	59,936
6690	HOMEOWNER	12,082	17,588	8,454	8,792	9,144
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,949,929	1,967,295	2,023,358	2,104,292	2,188,463
6250	SPECIAL DISTRICT AUGMENTATION	8,331	4,026	12,746	13,256	13,786
6260/6540	PENALTIES/DELINQUENCIES		1,685	975	1,014	1,055
6280-00	SUPPLEMENTAL - CURRENT	46,818	25,596	63,204	65,732	68,361
6290	OTHER TAXES	3,289		3,000	3,120	3,245
6300	SUPPLEMENTAL - PRIOR	639		0		
6610-00	INTEREST	5,496		5,500	5,720	5,949
	TOTAL CATEGORIES NOTE ESTIMATED BY ORANGE COUNTY AUDITOR	64,573	31,307	85,425	88,842	92,396
	TOTAL PROPERTY TAX REVENUE	2,014,502	1,998,602	2,108,783	2,193,134	2,280,859
6970	STATE LIBRARY & STATE					
7130	OTHER GOVERNMENTAL AGENCIES	1,761	0	1,761	2,000	2,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS					
7670	LOCAL REVENUE					
	PLFF Grants	185,773	0	35,000	45,000	36,000
	Newsletter Ads	1,100	0	700	700	700
	Fines & Fees	37,130	50,000	40,000	45,000	45,000
	Passports	125,200	75,000	125,000	122,000	123,000
	Meeting Room Fees	4,142	10,000	4,500	5,000	5,000
	DVD Rentals	6,641	6,000	7,000	0	0
	Test Proctor	6,150	4,500	6,200	7,000	9,000
	TOTAL STATE & LOCAL REVENUE	366,136	145,500	218,400	224,700	218,700
	SURPLUS FROM PREVIOUS FISCAL YEAR	25,000	30,000	107,978	10,000	10,000
	Contingencies/Reserves				80,000	100,000
780	6 MO. EXPIRED (OUTLAW) CHECKS					
	TOTAL REVENUE	2,407,399	2,174,102	2,436,922	2,509,834	2,611,559

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017

OBJECT	FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
0100 Salaries & Wages (SS&MDCRE)	1,009,643	1,153,845	1,160,530	1,262,330	1,264,735
0200 Retirement (Pension Contribution)	36,499	43,848	43,351	47,890	48,022
0301 Unemployment Insurance	0	8,000	10,000	0	0
0306 Health Insurance	169,957	216,734	202,476	235,427	261,983
0308 Dental Insurance	14,937	16,192	15,523	14,437	15,303
0309 Life Insurance	7,342	7,870	8,351	7,670	7,670
0310 Long Term Disability Insurance	3,847	4,100	5,869	4,953	4,879
0319 Vision Insurance	2,406	2,626	2,600	2,833	2,833
EAP	530	787	720	715	715
Total Employee Insurance	199,019	248,309	235,539	266,035	293,383
0350 Workers Compensation - General	8,233	10,000	23,000	12,000	12,000
TOTAL SALARIES & EMPLOYEE BENEFITS	1,253,394	1,464,002	1,472,420	1,588,255	1,618,140
		0.673	0.604	0.633	0.620
0700 Communications	10,452	27,000	20,000	25,000	22,000
0900 Food	2,333	2,000	2,000	2,000	2,000
1000 Household Expense	12,113	13,000	19,000	20,000	22,000
1100 Insurance	11,123	13,000	13,000	15,000	15,000
1300 Maintenance of Equipment	24,952	20,000	34,000	32,000	35,000
1400-0710 HVAC	6,758	4,200	6,000	10,000	12,000
1400-0711 Carpet Cleaning	1,400	2,400	4,000	7,400	7,400
1400-0712 Groundskeeping, city of Placentia	23,785	25,000	25,000	25,000	25,000
1400-0713 Plumbing	6,519	5,000	8,000	10,000	10,000
1400-0714 Electric	13,768	2,500	5,000	7,000	7,000
1400-0715 Cleaning Services	7,158	700	40,000	42,000	42,000
1400-0716 Locksmith	381	300	300	300	300
1400-0717 Other	8,142	5,000	5,000	5,000	5,000
1400 Total Maintenance of Building & Grounds	67,911	45,100	93,300	106,700	108,700

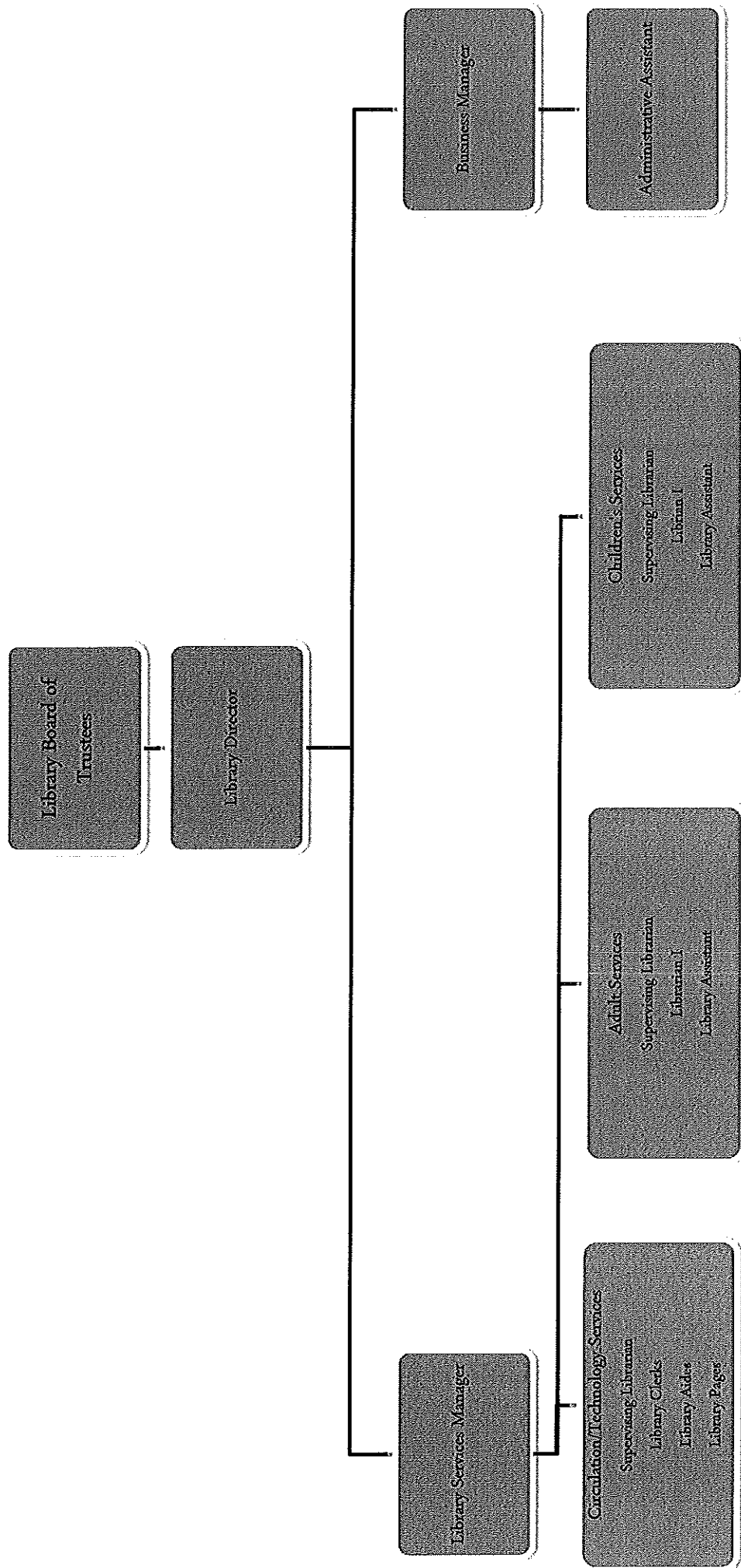
PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
1600	Memberships	7,059	12,000	9,000	9,000	9,000
1700	Miscellaneous Expense	334	500	2,000	2,500	2,500
1800-0725	Library Supplies	10,371	10,000	15,000	17,000	17,000
1800-0726	Printing	16,081	14,000	16,000	13,000	15,000
1800-0727	Paper	1,036	1,500	1,500	3,500	4,000
1800-0728	Other Office Supplies	10,366	5,000	12,000	16,500	15,000
1800	Office Supply Expense	37,854	30,500	44,500	50,000	51,000
1803	Postage Expense	10,398	6,000	12,000	14,000	15,000
	Employee Assistance Program/SDRMA					
1900-0737	Anaheim Library Automated Library System	33,482	35,000	33,500	32,000	32,000
1900-0738	Library Board Consultants & Legal	16,665	10,000	12,000	12,000	12,000
1900-0739	Computer Services	30,998	30,000	49,000	50,000	45,000
	Tax Collection Services & Fees by Orange					
1900-0740	County & LAFCO	18,103	19,000	19,000	19,000	19,000
	Medical Exams	49	500	500	300	300
1900-0741	Collection Services - Accounts Receivable	1,479	2,500	2,500	2,500	2,500
1900-0742	Audit & Accounting Services	14,000	14,500	15,000	19,000	20,000
1900-0743	Payroll Preparation	6,861	7,500	7,500	7,800	8,000
1900-0744	Election Expenses	0	19,000	19,000	0	25,000
1900-0745	Staff Training in Library	503	500	500	2,500	3,000
1900-0746	Grants	0	0	0		
1900-0747	Program	0	0	10,000	3,000	7,000
1900-0748	Other	57,992	10,000	7,500	10,000	25,000
1900	Total Specialized Services - General Fund	180,132	148,500	176,000	158,100	198,800
1912	Investment Administrative fees for Orange Cou	1,430	1,500	1,600	1,700	1,800
2000	Total Legal Notices	0	500	500	500	500
2100	Rents/Leases-Equipment	948	1,000	1,000	1,100	1,200
	Semi-Annual Bond Payment, Energy Loan &					
2200	Civic Center Loan	14,090	0	0		
2400-0760	Special Department Expense - Library Materia	166,793	171,200	255,602	240,479	275,919
2400-0761	Special Department Expense - Programs	5,223	3,000	35,000	45,000	36,000
2400	Total Special Department Expense	172,016	174,200	290,602	285,479	311,919
2600	Transportation/Travel - Local Mileage	2,524	2,000	3,500	4,500	4,500
2700-0765	Transportation/Travel - Meetings, Staff Out of	7,449	4,000	10,000	5,000	5,000
2700-0766	Transportation/Travel - Meetings, Staff Local	1,275	2,100	3,000	2,000	1,500

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
2700-0767	Transportation/Travel - Meetings, Board Out of Town	9,697	9,000	12,000	11,000	12,000
2700-0768	Transportation/Travel - Meetings, Board Local	1,650	3,000	3,000	2,500	3,000
2700	Total Transportation/Travel - Meetings	20,071	18,100	28,000	20,500	21,500
2800-2801	Electricity	57,546	56,000	60,000	61,500	62,000
2800-2802	Gas	8,856	9,500	12,000	13,000	13,000
2800-2803	Water	10,768	11,000	12,000	13,000	14,000
2800	Total Utilities	77,170	76,500	84,000	87,500	89,000
TOTAL SUPPLIES & SERVICES		652,910	591,400	834,002	835,579	911,419
			0.272	0.342	0.333	0.349
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	9,527	8,700	10,000	11,000	12,000
4000	Total Equipment	46,750	100,000	100,000	65,000	60,000
4200	Structures/Improvements	86,348	10,000	20,000	10,000	10,000
TOTAL FIXED ASSETS		142,625	118,700	130,000	86,000	82,000
4700	Payment to Refunded Debt Escrow Ags		0.055	0.053	0.034	0.031
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND					
5200	Cotigencies/Reserves	0		0		
TOTAL EXPENSES		2,048,929	2,174,102	2,436,422	2,509,834	2,611,559

PLACENTIA LIBRARY DISTRICT
 Organizational Chart
 Fiscal Year 2015-2017



PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2015-2017
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	10.00	10.25	10.51	10.77	11.04	11.31	11.60	11.89	12.18	12.79
PP	800.00	820.00	840.50	861.51	883.05	905.13	927.75	950.95	974.72	1,023.46
AN	20,800.00	21,320.00	21,853.00	22,399.33	22,959.31	23,533.29	24,121.62	24,724.66	25,342.78	26,609.92
MO	1,733.33	1,776.67	1,821.08	1,866.61	1,913.28	1,961.11	2,010.14	2,060.39	2,111.90	2,217.49
LIBRARY AIDE										
HR	12.42	12.73	13.05	13.37	13.71	14.05	14.40	14.76	15.13	15.89
PP	993.60	1,018.44	1,043.90	1,070.00	1,096.75	1,124.17	1,152.27	1,181.08	1,210.61	1,271.14
AN	25,833.60	26,479.44	27,141.43	27,819.96	28,515.46	29,228.35	29,959.06	30,708.03	31,475.73	33,049.52
MO	2,152.80	2,206.62	2,261.79	2,318.33	2,376.29	2,435.70	2,496.59	2,559.00	2,622.98	2,754.13
LIBRARY CLERK										
HR	14.69	15.06	15.43	15.82	16.22	16.62	17.04	17.46	17.90	18.79
PP	1,175.20	1,204.58	1,234.69	1,265.56	1,297.20	1,329.63	1,362.87	1,396.94	1,431.87	1,503.46
AN	30,555.20	31,319.08	32,102.06	32,904.61	33,727.22	34,570.40	35,434.66	36,320.53	37,228.54	39,089.97
MO	2,546.27	1,875.47	1,922.27	1,970.80	2,019.33	2,880.87	2,952.89	3,026.71	3,102.38	3,257.50
LIBRARY ASSISTANT										
HR	19.73	20.22	20.73	21.25	21.78	22.32	22.88	23.45	24.04	25.24
PP	1,578.40	1,617.86	1,658.31	1,699.76	1,742.26	1,785.81	1,830.46	1,876.22	1,923.13	2,019.28
AN	41,038.40	42,064.36	43,115.97	44,193.87	45,298.71	46,431.18	47,591.96	48,781.76	50,001.31	52,501.37
MO	3,419.87	3,505.36	3,593.00	3,682.82	3,774.89	3,869.27	3,966.00	4,065.15	4,166.78	4,375.11
ADMINISTRATIVE ASSISTANT										
HR	22.70	23.27	23.85	24.45	25.06	25.68	26.33	26.98	27.66	29.04
PP	1,816.00	1,861.40	1,907.94	1,955.63	2,004.52	2,054.64	2,106.00	2,158.65	2,212.62	2,323.25
AN	47,216.00	48,396.40	49,606.31	50,846.47	52,117.63	53,420.57	54,756.08	56,124.99	57,528.11	60,404.52
MO	3,934.67	4,033.03	4,133.86	4,237.21	4,343.14	4,451.71	4,563.01	4,677.08	4,794.01	5,033.71
LIBRARIAN I										
HR	23.32	23.90	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.83
PP	1,865.60	1,912.24	1,960.05	2,009.05	2,059.27	2,110.76	2,163.52	2,217.61	2,273.05	2,386.71
AN	48,505.60	49,718.24	50,961.20	52,235.23	53,541.11	54,879.63	56,251.63	57,657.92	59,099.36	62,054.33
MO	4,042.13	4,143.19	4,246.77	4,352.94	4,461.76	4,573.30	4,687.64	4,804.83	4,924.95	5,171.19
SUPERVISING LIBRARIAN										
HR	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10	34.76
PP	2,173.60	2,227.94	2,283.64	2,340.73	2,399.25	2,459.23	2,520.71	2,583.73	2,648.32	2,780.74
AN	56,513.60	57,926.44	59,374.60	60,858.97	62,380.44	63,939.95	65,538.45	67,176.91	68,856.33	72,299.15
MO	4,709.47	4,827.20	4,947.88	5,071.58	5,198.37	5,328.33	5,461.54	5,598.08	5,738.03	6,024.93

Signature _____ : Approved

Al Shkoler, President

Effective: July 1, 2015

**PLACENTIA LIBRARY DISTRICT
 PROPOSED SALARY SCALE FOR
 FISCAL YEAR 2015-2017
 EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR		35.40	36.29	37.19	38.12	39.07	40.05	41.05	42.08	43.13
PP		2,832.00	2,902.80	2,975.37	3,049.75	3,126.00	3,204.15	3,284.25	3,366.36	3,450.52
AN	125,000	73,632.00	75,472.80	77,359.62	79,293.61	81,275.95	83,307.85	85,390.55	87,525.31	89,713.44
MO		6,136.00	6,289.40	6,446.64	6,607.80	6,773.00	6,942.32	7,115.88	7,293.78	7,476.12
LIBRARY SERVICES MANAGER										
HR		35.40	36.29	37.19	38.12	39.07	40.05	41.05	42.08	43.13
PP		2,832.00	2,902.80	2,975.37	3,049.75	3,126.00	3,204.15	3,284.25	3,366.36	3,450.52
AN		73,632.00	75,472.80	77,359.62	79,293.61	81,275.95	83,307.85	85,390.55	87,525.31	89,713.44
MO		6,136.00	6,289.40	6,446.64	6,607.80	6,773.00	6,942.32	7,115.88	7,293.78	7,476.12
BUSINESS MANAGER										
HR		28.45	29.16	29.89	30.64	31.40	32.19	32.99	33.82	34.66
PP		2,276.00	2,332.90	2,391.22	2,451.00	2,512.28	2,575.09	2,639.46	2,705.45	2,773.08
AN		59,176.00	60,655.40	62,171.79	63,726.08	65,319.23	66,952.21	68,626.02	70,341.67	72,100.21
MO		4,931.33	5,054.62	5,180.98	5,310.51	5,443.27	5,579.35	5,718.83	5,861.81	6,008.35

Signature _____ : Approved _____ Effective: July 1, 2015

Al Shkoler, President

Placentia Library District

POLICY MANUAL

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

DEFINITION:

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

SUPERVISION RECEIVED AND EXERCISED:

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

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

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

- Represents the District at various community events and meetings to promote library services and programs when assigned by the Library Director.
- Attends workshops, continuing education programs, library conferences, and other professional training opportunities at the direction of the Library Director.
- Directs, coordinates, and reviews the activities and **performance** concerning personnel, resources, equipment, services, and programs for the **Children's, Adult and Circulation/Technology Departments.**
- **Hires, terminates, mentors, disciplines, and evaluates the Supervising Librarians.**
- Coordinates Library services projects with the City of Placentia and other outside organizations.
- Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Participates in recruiting, interviewing, selecting, and evaluating of **public service personnel.**
- **Participates in Library Management Team meetings.**
- Makes recommendations to the Library Director concerning the public relations activities for the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for the Adult, Children, Literacy, Technical, Volunteer, and Young Adult staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares and submits reports of Public Services activities to the Library Director, the State Library of California, and other governmental agencies as required.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

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

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.
- Organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.
- Analyze difficult problems, recommend solutions and take independent action.

- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and Experience:

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

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

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

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

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

FLSA STATUS:

This is an exempt managerial classification.



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Placentia Library District

~~POLICY NUMBER:~~

POLICY TITLE: Job Description – Supervising Librarian

POLICY NUMBER: 2315

~~Placentia Library District Policy #2315~~

~~Adult/Children's Services Supervisor~~

DEFINITION:

Under the general direction of the Library Services Manager, performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and exceptional interpersonal communication skills. Supervises the activities for the public service staff in either Children's, Adults, or Circulation/Technology Departments. Supervises either the reference and adult services activities of the Library, or the children's services activities. Develops and presents programs and exhibits. Supervising Librarian provides customer service at the single-point Information Desk which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

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

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

- Conducts specialized reference work using print and electronic formats.
- Maintains responsibility for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.
- Conducts presentations and participates in outreach activities.
- Prepares for the Library Services Manager's approval of the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees. Translates the goals and objectives of the Board to the staff and the community.
- Prepares monthly and annual reports as assigned by the Library Services Manager.
- Assists in procuring, researching, writing, securing, and executing grants for the Library.

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Adult/Children's Services Supervisor/Supervising Librarian

- Plans, organizes, conducts, implements, and evaluates programs that promote the Library's collection and services.
- Schedules, assigns, supervises, and evaluates the activities of the public service staff, in the Children's or Adult Departments.
- Plans, organizes, conducts, implements, and assesses the public services program of the Library at either the Reference Desk or the Children's Services Desk.
- Assists the Library Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Allocates the library materials budget assigned to that department.
- Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials.
- Advises the Library Services Manager of catalog problems and recommends changes.
- Recommends policies and policy amendments for public services to the Library Services Manager.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- Establishes and implements work procedures for department staff.
- Trains, schedules and supervises librarians, library assistants, volunteers and other staff assigned to the public service desk, to Reference Desk or Children's Services Desk.
- Represents the District's Adult Services Department or the Children's Department at consortium meetings.
- Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.
- Coordinates programs and exhibits as assigned by the Library Services Manager.
- Prepares and submits reports of activities to the Library Services Manager as required.
- ~~Assists the public with using the public photocopier machine.~~ Troubleshoots and assists the public with District equipment and machines.
- Oversees readers' advisory; instructs the public in the use of library materials and equipment; selects print and audio/visual materials,
- Provides recommendations regarding department's web pages to the Library Services Manager; and manages the adult services or children's services sections of the District's web site.
- Writes grants to support existing and introduce new library programs and services.
- Performs other duties as assigned.

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EXAMPLES OF ESSENTIAL JOB FUNCTIONS -- CIRCULATION/TECHNOLOGY

SUPERVISING LIBRARIAN. In addition to the functions described above, this position is also responsible for the functions listed below:

- Oversees the District's technology development, implementation and policies related to technology including the ILS, Envisionware, e-rate program, tablets, equipment, website, and social media,
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customer complaints and inquiries,
- Prepares monthly and annual reports as assigned by the Library Services Manager.

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Adult/Children's Services Supervisor/Supervising Librarian

- Plans, organizes, conducts, implements, and evaluates programs that promote the Library's collection and services.
- Schedules, assigns, supervises, disciplines and evaluates the activities of the public service staff in the Children's or Adult Departments.
- Plans, organizes, conducts, implements, and assesses the public services program of the Library at either the Reference Desk or the Children's Services Desk.
- Assists the Library Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Allocates the library materials budget assigned to that department.
- Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials.
- Advises the Library Services Manager of catalog problems and recommends changes.
- Recommends policies and policy amendments for public services to the Library Services Manager.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- Establishes and implements work procedures for department staff.
- Trains, schedules and supervises librarians, library assistants, volunteers and other staff assigned to the public service desk, to Reference Desk or Children's Services Desk.
- Represents the District's Adult Services Department or the Children's Department at consortium meetings.
- Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.
- Coordinates programs and exhibits as assigned by the Library Services Manager.
- Prepares and submits reports of activities to the Library Services Manager as required.
- Assists the public with using the public photocopier machine. Troubleshoots and assists the public with District equipment and machines.
- Oversees readers' advisory; instructs the public in the use of library materials and equipment; selects print and audio/visual materials.
- Provides recommendations regarding department's web pages to the Library Services Manager; and manages the adult services or children's services sections of the District's web site.
- Writes grants to support existing and introduce new library programs and services.
- Performs other duties as assigned.

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EXAMPLES OF ESSENTIAL JOB FUNCTIONS -- CIRCULATION/TECHNOLOGY

SUPERVISING LIBRARIAN. In addition to the functions described above, this position is also responsible for the functions listed below:

- Oversees the District's technology development, implementation and policies related to technology including the ILS, Envisionware, e-rate program, tablets, equipment, website, and social media.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customer complaints and inquiries.
- Prepares monthly and annual reports as assigned by the Library Services Manager.

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Adult/Children's Services Supervisor/Supervising Librarian

- Makes policy recommendations to the Library Services Manager.
- Establishes and implements work procedures for department staff.
- Supervises and manages the library system software for circulation, patron registration, and delinquent account collections in compliance with Anaheim Library and Placentia Library District policies and procedures.
- Manages the collection of fines and processing collection notices for delinquent accounts.
- Manages the cash receipts and maintains accurate financial and statistical records for the Department.
- Manages the public photocopier machines.
- Locates, checks-in, and checks-out library materials for customers.
- Files documents and library materials pursuant to library filing rules.
- Issues and renews library cards.
- Operates a variety of office and business equipment.
- Calculates and collects fines and fees at the Information Desk.
- Prepares daily and monthly transaction statistics and reports any discrepancies to the Business Manager.
- Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Circulation/Technology Department.
- Prepares and submits reports of activities to the Library Director or Library Services Manager.
- Answers telephone and transfers calls to the appropriate staff or department.
- Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- Records daily statistics at the Information Desk.
- Receives cash and credit card transactions at the Information Desk.
- Processes overdue and collection notices according to the Anaheim Library and Placentia Library District policies and procedures.
- Prepares books and other library materials for public use.
- Repairs books and other library materials.
- Recommends policies for public services to the Library Director or Library Services Manager.
- Assists the public in making the most effective use of the Library's collection and facility.
- Serves as a United States Passport Application Acceptance Agent.
- Coordinates passport activities and requirements with the Department of State.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer and network hardware and software operations
- Skills required to perform reference work for adults and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adults and children.

~~Adult/Children's Services Supervisor~~ Supervising Librarian

- Current events, literature and standard works in various fields.
- Personnel, safety management and supervisory skills.

Ability to:

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

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

Education and Experience:

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

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

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups, and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book cards weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Attendance at off-hours meetings and occasional travel are required.

~~Adult/Children's Services Supervisor~~ Supervising Librarian

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt supervisory classification.

Placentia Library District

POLICY MANUAL

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

DEFINITION:

Under the general direction of the Supervising Librarian, performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills. Instructs the public in the use of library materials and equipment, and selects print and audio/visual materials as assigned by the Library Services Manager. Librarian I provides customer service at the single-point Information Desk which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

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

- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the **Supervising Librarian**.
- Makes recommendations to the **Supervising Librarian** concerning the public relations activities for adult services or children's services.
- **Troubleshoots and assists the public with District equipment and machines.**
- **Conducts presentations and participates in outreach activities.**
- **Attends consortium meetings.**
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

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

Ability to:

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

Education and Experience:

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

Equivalent to a Master's Degree in library and/or information science from a school accredited by the American Library Association. **Library experience is highly desirable.**

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

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

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt professional classification.



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Placentia Library District

POLICY MANUAL

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

DEFINITION:

Under the general direction of the **Supervising Librarian**, performs library work in the reference, circulation, technical services, and literacy or administration departments; and performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills. **Library Assistant provides customer service at the single-point Information Desk which includes circulation duties.**

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the **Supervising Librarian**.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

- Performs specialized reference work using print and electronic formats.
- Selects and de-selects books and other library materials for areas of the collection assigned by the **Supervising Librarian**.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Responsible for programming.
- Answers reference questions at **the Information Desk**.
- **Troubleshoots and assists the public with District equipment and machines.**
- Assists the public in making the most effective use of the Library's collection and facility.
- Assists the public with using the electronic databases and reference services.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the **Supervising Librarian**.
- Makes recommendations to the Supervising Librarian concerning the public relations activities for the **Children's, Adult, and/or Circulation/Technology Departments**.
- **Conducts presentations and participates in outreach activities.**
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

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

Ability to:

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

Education and Experience:

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

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

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to

25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt paraprofessional classification.



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Placentia Library District

POLICY MANUAL

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

DEFINITION:

Under the general direction of the Supervising Librarian, performs clerical library work in the Children's, Adult, Circulation/Technology, or Administration Departments. Library Clerk provides customer service at the single-point Information Desk which includes general and directional questions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

- Staffs the Information Desk checking-in and checking-out library materials, registering library borrowers, and collecting fines and fees.
- Prepares delinquent accounts for reporting to the collection agency.
- Processes incoming and outgoing interlibrary loan materials.
- Maintains cordial relations with all persons entitled to the services of the District; attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to Library customers.
- Locates, checks-in and checks-out library materials for customers.
- Processes telephone renewals.
- Prepares the daily announcements for the telephone system.
- Files documents and library materials by library filing rules.
- Issues and renews library cards.
- Operates a variety of office and business equipment.
- Calculates and collects fines and fees at the Information Desk.
- Handles cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- Answers telephone and transfers calls to the appropriate staff or department.
- Schedules the use of meeting rooms.

- **Sets up and breaks down tables and chairs in the meeting rooms.**
- Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- Inspects the public restrooms on a regular basis and reports problems to the Person-in-Charge.
- Records daily statistics at the **Information** Desk.
- Receives cash and credit card transactions at the **Information** Desk.
- Processes overdue and collection notices according to the Anaheim Public Library and Placentia Library District policies and procedures.
- Prepares books and other library materials for public use.
- Repairs books and other library materials.
- Works in Technical Services in support of professional and paraprofessional staff.
- **Troubleshoots and assists the public with District equipment and machines.**
- Recommends policies for public services to the **Librarian II**.
- Serves as a United States Passport Application Acceptance Agent.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic office operations.

Ability to:

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

Education and Experience:

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

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

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

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

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

N/A.

FLSA STATUS:

This is a non-exempt clerical classification.



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Placentia Library District

POLICY MANUAL

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

DEFINITION:

Under the general direction of the Supervising Librarian, shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the Children's, Adult, Circulation/Technology, or Administration Departments. Library Aide provides customer service at the single-point Information Desk which includes general and directional questions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

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

- Searches for library materials on the shelves as assigned by Library staff.
- Retrieves newspapers and magazines from storage areas.
- Assists public with unloading gift books and magazines from their cars.
- Sets up and breaks down tables and chairs in the meeting rooms.
- **Troubleshoots and assists the public with District equipment and machines.**
- Recommends policies for public services to the **Supervising Librarian.**
- **Serves as a United States Passport Application Acceptance Agent.**
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The Dewey and other shelving classifications

Ability to:

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

Education and Experience:

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

Equivalent to graduation from high school or the equivalent.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

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

ENVIRONMENTAL ELEMENTS:

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

Most work is performed in an office setting.

WORKING CONDITIONS:

N/A.

FLSA STATUS:

This is a non-exempt clerical classification.



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Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Page

POLICY NUMBER: 2327

DEFINITION:

Under the general direction of the Supervising Librarian, shelves library materials and empties the book drop.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

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

QUALIFICATIONS:

Knowledge of:

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

Ability to:

- File accurately according to library filing rules.

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

Education and Experience:

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

Equivalent to completion of 10th grade.

Licenses and Certifications:

Possession of a valid California driver's license.

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

PHYSICAL DEMANDS:

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

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

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

N/A.

FLSA STATUS:

This is a non-exempt clerical classification.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Circulation
POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due as reflected when items are check out per loan periods below:

6030.1.1 Loan Periods for Library Materials are as follows:

Item Type	Loan Period
<ul style="list-style-type: none"> • Books • Audio Books • Magazines • CDs • Video Games • E-books/downloadable audio books 	2 Weeks
<ul style="list-style-type: none"> • DVDs 	1 Week

Books	3 weeks
Audio Books	3 weeks
Magazines	3 weeks
CDs	3 weeks
Video Games	3 weeks
Ebooks / downloadable audio books	2
weeks DVDs, educational	1 week
DVDs, rental	1 week
DVDs, rental-new releases	2 days

6030.1.2 Item Loan Limits are as follows:

Amendments

- 25 items at one time
- 5 Ebooks, downloadable audio books, DVD new releases

Delete

5 items out at one time (for the first month)

25 items out at one time (after the first month) 3 books on the same subject, author, or series 5 Ebooks and downloadable audio books

5 magazines of the same title

5 books on CD

5 music CDs

5 free/rental DVDs combined

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

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

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

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

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

6030.3 Notification Process:

6030.3.1 Reminder notices are either (~~delete~~ mailed), emailed or telephoned to cardholders 7 days after an item's due date.

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

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

- 6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$25.00 surcharge added to the account's balance.
- 6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.
- 6030.3.3.3 Borrowers who return overdue/lost items remain responsible for the accumulated fines and service charges. Borrowers returning any lost items within **30** days from the original due date, will be refunded the lost and processing fees. Borrowers will still be responsible for overdue fines. Notices are mailed for fine accounts.
- 6030.3.3.4 Accounts for cardholders having more than \$40.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.
- 6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.
- 6030.5 Returned Checks
 - 6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.
 - 6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.
- 6030.6 The **Supervising Librarian, Library Services Manager, or Business Manager** may clear accounts of any type that have been reported to the collection agency.
- 6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution,

for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

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

6030.8 Telephone renewals and inquiries (online access available 24/7)

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

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

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

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

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

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

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

6030.10 Placentia Library District will issue a library card to California residents with a valid driver's license or U.S. government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.

6030.11 Current Placentia Library Friends Foundation Jewel members and employees are exempt from hold fees and overdue fines.



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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective January 1, 2014

FINES (delete PER DAY)		
DVDs	\$ 1.00/day	
All other items	\$.20/day	
Maximum fines per item	\$20.00/day	
Re-shelving fee for reserve items not picked up	\$ 1.00	
RENTAL FEE		
Canopies (24 hr. period)	\$10.00 each	
Folding chairs (24 hr. period)	\$ 1.25 each	
Tables, 6' (24 hr. period)	\$ 8.50 each	
Meeting Room		
- Non-profit organizations	\$20.00 per hour	
- Other groups	\$35.00 per hour	
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00	
- After hour fee / Staff attendee	\$25 per hour, per staff	
- Clean-up fee	\$20.00	
- Refundable security deposit / cleaning fee	\$50.00	
- Set-up fee	\$20.00	
LOST OR DAMAGED MATERIALS (Item cost plus the Processing Fee or Default Cost)*		
	Processing Fee	Default Cost
Audio books (all formats)	\$10.00	\$50.00
Cataloged adult & children's books	\$10.00	\$30.00
CDs	\$10.00	\$10.00
DVDs	\$10.00	\$25.00
Magazines, pamphlets	N/A	\$10.00
Uncataloged paperbacks	\$10.00	\$20.00
* Borrowers may replace a lost item with the same ISBN number within 30 days of lost status and item cost will be waived. Overdue fines and processing fee will still be applied.		

SPECIAL SERVICES & REPLACEMENTS	
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each
Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Library card replacement	\$ 2.00 each
Passport photos	\$12.00
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non commercial use \$75.00 – commercial use
Playaway case replacement	\$ 3.00 each
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
SURCHARGES	
Report to Collection Agency	\$25.00 per report
Returned check, up to 30 days	\$25.00 per check
Returned check, over 30 days	\$100.00 or the greater of three (3) times the value of a check, per check

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

(Adopted by the Library Board of Trustees, January 18, 1993.)