

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).

5. Budget Work Session

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

ADJOURNMENT

6. Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, February 21, 2012.

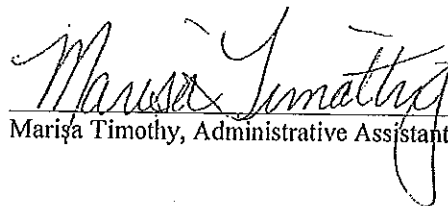
7. Review of Action Items.

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, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the January 25, 2012 Work Session of the Library Board of Trustees of the Placentia Library District was posted on January 18, 2012.


Marisa Timothy, Administrative Assistant

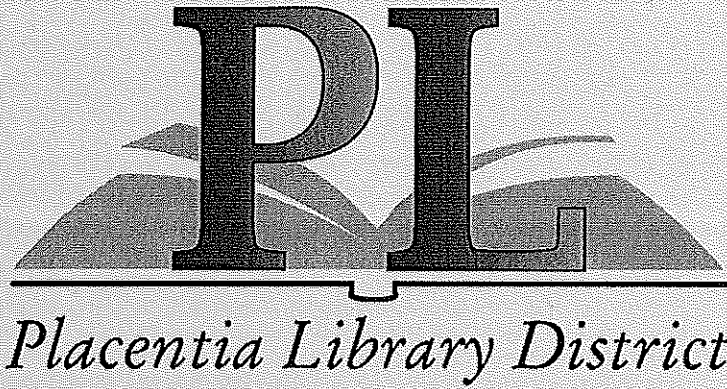


REVENUE

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2012-2013

| Object Code | Category | FY2010-2011 BUDGET | FY 2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|-------------|--|-----------------------|------------------------|--------------------------|
| 6210-00 | Current Secured | | 1,705,891 | 1,771,932 |
| 6210-01 | Public Utility | | 24,521 | 25,284 |
| 6210-04 | Teeter Plan - Current Delinquent | 0 | 0 | |
| | SUB-TOTAL CURRENT SECURED | 1,668,964 | 1,730,412 | 1,797,216 |
| 6230-00 | Prior Secured | 0 | 0 | |
| | TOTAL SECURED | 1,668,964 | 1,730,412 | |
| 6220-00 | Current Unsecured | 61,932 | 69,801 | 76,781 |
| 6240-00 | Prior Unsecured | 0 | 0 | |
| | TOTAL UNSECURED | 61,932 | 69,801 | 76,781 |
| 6690 | HOMEOWNER | 12,476 | 15,368 | 16,905 |
| | TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR | 1,743,372 | 1,815,581 | 1,890,902 |
| 6250 | SPECIAL DISTRICT AUGMENTATION | 3,962 | | 3,870 |
| 6260/6540 | PENALTIES/DELINQUENCIES | 1,563 | | 1,620 |
| 6280-00 | SUPPLEMENTAL - CURRENT | 14,621 | 22,366 | 24,602 |
| 6300 | SUPPLEMENTAL - PRIOR | 5,847 | | |
| 6610-00 | INTEREST | 8,456 | | |
| | TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR | 34,449 | | 30,092 |
| | TOTAL PROPERTY TAX REVENUE | 1,777,821 | 1,837,977 | 1,920,994 |
| 6970 | STATE LIBRARY & STATE | 18,844 | 0 | 0 |
| 7130 | BANKRUPTCY RECOVERY DISTRIBUTIONS | 0 | | |
| 7615 | TRANSFER FROM OTHER LIBRARY FUNDS | 0 | | |
| 7670 | LOCAL REVENUE | | | |
| | Fines & Fees | 30,000 | 60,000 | 35,000 |
| | Passports | 62,800 | 60,000 | 55,000 |
| | Meeting Room Fees | 4,000 | 7,000 | 5,500 |
| | DVD Rentals | 4,000 | 5,500 | 5,000 |
| | Test Proctor | 0 | 2,000 | 3,000 |
| | TOTAL STATE & LOCAL REVENUE | 100,800 | 134,500 | 103,500 |
| | SURPLUS FROM 2010-2011 FISCAL YEAR | 262,712 | 140,000 | 70,000 |
| 7680 | 6 MO. EXPIRED (OUTLAW) CHECKS | 0 | | |
| | TOTAL REVENUE | 2,160,178 | 2,082,447 | 2,094,494 |



EXPENDITURES

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (No change in personnel & 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|---|---|-----------------------|-----------------------|--------------------------|
| 0100 | Salaries & Wages (SS&MDCRE) | 1,080,094 | 1,006,657 | 1,050,862 |
| 0200 | Retirement (Pension Contribution) | 77,295 | 77,589 | 75,920 |
| 0301 | Unemployment Insurance | 6,000 | 15,000 | 11,000 |
| 0306 | Health Insurance | 106,622 | 146,979 | 166,441 |
| 0308 | Dental Insurance | 15,274 | 16,028 | 15,500 |
| 0309 | Life Insurance | 8,324 | 7,928 | 7,400 |
| 0310 | Long Term Disability Insurance | 4,737 | 4,308 | 4,000 |
| 0319 | Vision Insurance | 2,486 | 2,734 | 2,600 |
| | EAP | 787 | 822 | 800 |
| | Total Employee Insurance | 138,230 | 178,799 | 196,741 |
| 0350 | Workers Compensation - General | 10,000 | 10,500 | 10,000 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | | 1,318,619 | 1,288,545 | 1,341,523 |
| 0700-0700 | Communications - Telephone | 9,000 | | |
| 0700-0701 | Communications - Modem/Fax/T1/DSL | 3,000 | | |
| 0700-0702 | Communications - Internet Access | 5,000 | | |
| 0700 | Total Communications | 17,000 | 13,000 | 12,000 |
| 0900 | Food - General Fund | 1,000 | | |
| 0900 | Total Food | 1,000 | 1,000 | 1,500 |
| 1000 | Household Expense | 7,500 | | |
| 1001 | Trash | 500 | | |
| 1000 | Total Household Expense | 8,000 | 8,000 | 10,000 |
| 1100 | Insurance | 15,000 | 15,000 | 13,000 |
| 1300 | Maintenance of Equipment - General Fund | 25,000 | | |
| 1300 | Total Maintenance of Equipment | 25,000 | 20,000 | 20,000 |
| 1400-0710 | HVAC | 0 | | |
| 1400-0711 | Carpet Cleaning | 0 | | |
| 1400-0712 | Groundskeeping, City of Placentia | 0 | | |
| 1400-0713 | Plumbing | 0 | | |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (No change in personnel & 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|-----------------------------------|---|-----------------------|-----------------------|--------------------------|
| 1400-0714 | Electrical | 0 | | |
| 1400-0714 | Cleaning Service | 0 | | |
| 1400-0716 | Locksmith | 0 | | |
| 1400-0717 | Other | 65,000 | | |
| 1400 | Total Maintenance of Building & Grounds | 65,000 | 131,400 | 135,000 |
| 1600 | Memberships - General Fund | 4,700 | | |
| 1600 | Total Memberships | 4,700 | 12,000 | 10,000 |
| 1700 | Miscellaneous Expense - General Fund | 0 | | |
| 1700 | Total Miscellaneous Expense | 0 | 0 | |
| 1800-0724 | Library Supplies | 20,000 | | 13,000 |
| 1800-0726 | Printing | 1,500 | | 1,500 |
| 1800-0727 | Paper | 1,000 | | 1,000 |
| 1800-0728 | Other Office Supplies | 12,500 | | 9,500 |
| 1800 | Total Office Supply Expense - General Fund | 35,000 | 21,486 | 25,000 |
| 1803 | Postage Expense - General Fund | 5,000 | | |
| 1803 | Total Postage Expense | 5,000 | 4,000 | 5,000 |
| Employee Assistance Program/SDRMA | | | | |
| 1900-0736 | Pension Fund Operating & Investment Mgmt. Expenses | 10,000 | | 11,000 |
| 1900-0737 | Anaheim Library Automated Library System | 35,000 | | 35,000 |
| 1900-0738 | Library Board Consultants & Legal | 25,000 | | 20,000 |
| 1900-0739 | Computer Services | 33,600 | | 30,000 |
| 1900-0740 | Tax Collection Services & Fees by Orange County & LAFCO | 18,000 | | 19,000 |
| | Medical Exams | 0 | | 500 |
| 1900-0741 | Collection Services - Accounts Receivable | 2,000 | | 2,200 |
| 1900-0742 | Audit & Accounting Services | 10,000 | | 13,000 |
| 1900-0743 | Payroll Preparation | 8,500 | | 7,000 |
| 1900-0744 | Election Expenses | | | 15,000 |
| 1900-0745 | Staff Training in Library | | | 0 |
| 1900-0746 | Grants | | | 0 |
| 1900-0747 | Program | | | 0 |
| 1900-0748 | Other | 7,000 | | 0 |
| 1900 | Total Specialized Services - General Fund | 149,100 | 119,500 | 152,700 |
| 1912 | Investment Administrative fees for Orange County | 1,500 | 1,500 | 1,500 |
| 2000-0754 | Legal Notices - General Fund | 1,000 | | |
| 2000-0756 | Legal Notices - Grants | 0 | | |
| 2000 | Total Legal Notices | 1,000 | 1,000 | 1,000 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013

(No change in personnel & 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|--------------------------------------|--|-----------------------|-----------------------|--------------------------|
| 2100 | Rents/Leases-Equipment | 1,000 | 500 | 500 |
| 2200 | Semi-Annual Bond Payment, Energy Loan & Civic Center Loa | 35,000 | 35,000 | 30,000 |
| 2400-076 | Special Department Expense - Library Materials | 147,000 | 226,736 | 170,000 |
| 2400-0761 | Special Department Expense - Programs | 3,000 | 10,000 | 4,581 |
| 2400 | Total Special Department Expense | 150,000 | 236,736 | 174,581 |
| 2600 | Transportation/Travel - Local Mileage | 2,000 | 2,000 | 2,000 |
| 2700-076 | Transportation/Travel - Meetings, Staff Out of Town | | | |
| 2700-076 | Transportation/Travel - Meetings, Staff Local | | | |
| 2700-076 | Transportation/Travel - Meetings, Board Out of Town | | | |
| 2700-076 | Transportation/Travel - Meetings, Board Local | | | |
| 2700 | Total Transportation/Travel - Meetings | 6,500 | 11,000 | 6,000 |
| 2800-2801 | Electricity | 70,500 | | |
| 2800-2802 | Gas | 9,000 | | |
| 2800-2803 | Water | 11,000 | | |
| 2800 | Total Utilities | 85,000 | 85,000 | 85,000 |
| TOTAL SUPPLIES & SERVICES | | 606,800 | 718,122 | 684,781 |
| 3700 | Taxes, Assessments (Sales Tax & Sewer Assessment) | 7,000 | 7,000 | 8,300 |
| 4000 | Equipment | 10,000 | | |
| | Total Equipment | 10,000 | 25,000 | 5,000 |
| 4200 | Structures/Improvements | 100,000 | 20,000 | 10,000 |
| TOTAL FIXED ASSETS | | 110,000 | 52,000 | 23,300 |
| 4700 | Payment to Refunded Debt Escrow Ags | 0 | | |
| 4807 | OPERATING TRANSFER TO ANOTHER DISTRICT FUND | 0 | | |
| 5200 | Contingencies/Reserves | 124,759 | 23,780 | 41,890 |
| TOTAL EXPENDITURES | | 2,160,176 | 1,082,447 | 2,019,494 |
| | | | | 2,094,494 |
| | | | | 0 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013

(No change in personnel, 4% PARS, 4% reserves & 1% property tax)

| OBJECT CODE DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|---|-----------------------|-----------------------|--------------------------|
| 0100 Salaries & Wages (SS&MDCRE) | 1,080,094 | 1,006,657 | 1,050,862 |
| 0200 Retirement (Pension Contribution) | 77,295 | 77,589 | 37,960 |
| 0301 Unemployment Insurance | 6,000 | 15,000 | 11,000 |
| 0306 Health Insurance | 106,622 | 146,979 | 166,441 |
| 0308 Dental Insurance | 15,274 | 16,028 | 15,500 |
| 0309 Life Insurance | 8,324 | 7,928 | 7,400 |
| 0310 Long Term Disability Insurance | 4,737 | 4,308 | 4,000 |
| 0319 Vision Insurance | 2,486 | 2,734 | 2,600 |
| EAP | 787 | 822 | 800 |
| Total Employee Insurance | 138,230 | 178,799 | 196,741 |
| 0350 Workers Compensation - General | 10,000 | 10,500 | 10,000 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | | | |
| | 1,311,619 | 1,288,545 | 1,306,563 |
| 0700-0700 Communications - Telephone | 9,000 | | |
| 0700-0701 Communications - Modem/Fax/T1/DSL | 3,000 | | |
| 0700-0702 Communications - Internet Access | 5,000 | | |
| 0700 Total Communications | 17,000 | 13,000 | 12,000 |
| 0900 Food - General Fund | 1,000 | | |
| 0900 Total Food | 1,000 | 1,000 | 1,500 |
| 1000 Household Expense | 7,500 | | |
| 1001 Trash | 500 | | |
| 1000 Total Household Expense | 8,000 | 8,000 | 10,000 |
| 1100 Insurance | 15,000 | 15,000 | 13,000 |
| 1300 Maintenance of Equipment - General Fund | 25,000 | | |
| 1300 Total Maintenance of Equipment | 25,000 | 20,000 | 20,000 |
| 1400-0710 HVAC | 0 | | |
| 1400-0711 Carpet Cleaning | 0 | | |
| 1400-0712 Groundskeeping, City of Placentia | 0 | | |
| 1400-0713 Plumbing | 0 | | |

PLACENTIA LIBRARY DISTRICT**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013**

(No change in personnel, 4% PARS, 4% reserves & 1% property tax)

| OBJECT CODE DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|--|-----------------------|-----------------------|--------------------------|
| 1400-071 Electrical | 0 | | |
| 1400-071 Cleaning Service | 0 | | |
| 1400-071 Locksmith | 0 | | |
| 1400-071 Other | 65,000 | | |
| 1400 Total Maintenance of Building & Grounds | 65,000 | 131,400 | 135,000 |
| 1600 Memberships - General Fund | 4,700 | | |
| 1600 Total Memberships | 4,700 | 12,000 | 10,000 |
| 1700 Miscellaneous Expense - General Fund | 0 | | |
| 1700 Total Miscellaneous Expense | 0 | 0 | |
| 1800-072 Library Supplies | 20,000 | | 13,000 |
| 1800-072 Printing | 1,500 | | 1,500 |
| 1800-072 Paper | 1,000 | | 1,000 |
| 1800-072 Other Office Supplies | 12,500 | | 9,500 |
| 1800 Total Office Supply Expense - General Fund | 35,000 | 21,486 | 25,000 |
| 1803 Postage Expense - General Fund | 5,000 | | |
| 1803 Total Postage Expense | 5,000 | 4,000 | 5,000 |
| Employee Assistance Program/SDRMA | | | |
| 1900-073 Pension Fund Operating & Investment Mgmt. Expenses | 10,000 | | 11,000 |
| 1900-073 Anaheim Library Automated Library System | 35,000 | | 35,000 |
| 1900-073 Library Board Consultants & Legal | 25,000 | | 20,000 |
| 1900-073 Computer Services | 33,600 | | 30,000 |
| 1900-074 Tax Collection Services & Fees by Orange County & LAFCO | 18,000 | | 19,000 |
| Medical Exams | 0 | | 500 |
| 1900-074 Collection Services - Accounts Receivable | 2,000 | | 2,200 |
| 1900-074 Audit & Accounting Services | 10,000 | | 13,000 |
| 1900-074 Payroll Preparation | 8,500 | | 7,000 |
| 1900-074 Election Expenses | | | 15,000 |
| 1900-074 Staff Training in Library | | | 0 |
| 1900-074 Grants | | | 0 |
| 1900-074 Program | | | 0 |
| 1900-074 Other | 7,000 | | 0 |
| 1900 Total Specialized Services - General Fund | 149,100 | 119,500 | 152,700 |
| 1912 Investment Administrative fees for Orange County | 1,500 | 1,500 | 1,500 |
| 2000-075 Legal Notices - General Fund | 1,000 | | |
| 2000-075 Legal Notices - Grants | 0 | | |
| 2000 Total Legal Notices | 1,000 | 1,000 | 1,000 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
(No change in personnel, 4% PARS, 4% reserves & 1% property tax)

| OBJECT CODE DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|---|-----------------------|-----------------------|--------------------------|
| 2100 Rents/Leases-Equipment | 1,000 | 500 | 500 |
| 2200 Semi-Annual Bond Payment, Energy Loan & Civic Center Loa | 35,000 | 35,000 | 30,000 |
| 2400-076 Special Department Expense - Library Materials | 147,000 | 226,736 | 169,581 |
| 2400-0761 Special Department Expense - Programs | 3,000 | 10,000 | 5,000 |
| 2400 Total Special Department Expense | 150,000 | 236,736 | 174,581 |
| 2600 Transportation/Travel - Local Mileage | 2,000 | 2,000 | 2,000 |
| 2700-076 Transportation/Travel - Meetings, Staff Out of Town | | | |
| 2700-076 Transportation/Travel - Meetings, Staff Local | | | |
| 2700-076 Transportation/Travel - Meetings, Board Out of Town | | | |
| 2700-076 Transportation/Travel - Meetings, Board Local | | | |
| 2700 Total Transportation/Travel - Meetings | 6,500 | 11,000 | 6,000 |
| 2800-2801 Electricity | 70,500 | | |
| 2800-2802 Gas | 9,000 | | |
| 2800-2803 Water | 11,000 | | |
| 2800 Total Utilities | 85,000 | 85,000 | 85,000 |
| TOTAL SUPPLIES & SERVICES | 606,800 | 718,122 | 684,781 |
| 3700 Taxes, Assessments (Sales Tax & Sewer Assessment) | 7,000 | 7,000 | 8,300 |
| 4000 Equipment | 10,000 | | |
| Total Equipment | 10,000 | 25,000 | 5,000 |
| 4200 Structures/Improvements | 100,000 | 20,000 | 10,000 |
| TOTAL FIXED ASSETS | 110,000 | 25,000 | 23,300 |
| 4700 Payment to Refunded Debt Escrow Ags | 0 | | |
| 4807 OPERATING TRANSFER TO ANOTHER DISTRICT FUND | 0 | | |
| 5200 Contingencies/Reserves | 124,750 | 23,780 | 79,850 |
| TOTAL EXPENDITURES | 2,100,178 | 2,088,407 | 2,094,494 |
| | | | 0 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (Reclassifications, BM, PARS 4% & 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|---|---|-----------------------|-----------------------|--------------------------|
| 0100 | Salaries & Wages (SS&MDCRE) | 1,080,094 | 1,006,657 | 1,084,987 |
| 0200 | Retirement (Pension Contribution) | 77,295 | 77,589 | 39,228 |
| 0301 | Unemployment Insurance | 6,000 | 15,000 | 11,000 |
| 0306 | Health Insurance | 106,622 | 146,979 | 166,441 |
| 0308 | Dental Insurance | 15,274 | 16,028 | 15,686 |
| 0309 | Life Insurance | 8,324 | 7,928 | 7,500 |
| 0310 | Long Term Disability Insurance | 4,737 | 4,308 | 4,000 |
| 0319 | Vision Insurance | 2,486 | 2,734 | 2,200 |
| | EAP | 787 | 822 | 700 |
| | Total Employee Insurance | 138,230 | 178,799 | 196,527 |
| 0350 | Workers Compensation - General | 10,000 | 10,500 | 10,179 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | | 1,341,619 | 1,328,543 | 1,341,921 |
| 0700-0700 | Communications - Telephone | 9,000 | | |
| 0700-0701 | Communications - Modem/Fax/T1/DSL | 3,000 | | |
| 0700-0702 | Communications - Internet Access | 5,000 | | |
| 0700 | Total Communications | 17,000 | 13,000 | 12,000 |
| 0900 | Food - General Fund | 1,000 | | |
| 0900 | Total Food | 1,000 | 1,000 | 1,500 |
| 1000 | Household Expense | 7,500 | | |
| 1001 | Trash | 500 | | |
| 1000 | Total Household Expense | 8,000 | 8,000 | 10,000 |
| 1100 | Insurance | 15,000 | 15,000 | 13,000 |
| 1300 | Maintenance of Equipment - General Fund | 25,000 | | |
| 1300 | Total Maintenance of Equipment | 25,000 | 20,000 | 20,000 |
| 1400-0710 | HVAC | 0 | | |
| 1400-0711 | Carpet Cleaning | 0 | | |
| 1400-0712 | Groundskeeping, City of Placentia | 0 | | |
| 1400-0713 | Plumbing | 0 | | |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013

(Reclassifications, BM, PARS 4% & 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|----------------|---|-----------------------|-----------------------|--------------------------|
| 1400-071 | Electrical | 0 | | |
| 1400-071 | Cleaning Service | 0 | | |
| 1400-071 | Locksmith | 0 | | |
| 1400-071 | Other | 65,000 | | |
| 1400 | Total Maintenance of Building & Grounds | 65,000 | 131,400 | 135,000 |
| 1600 | Memberships - General Fund | 4,700 | | |
| 1600 | Total Memberships | 4,700 | 12,000 | 10,000 |
| 1700 | Miscellaneous Expense - General Fund | 0 | | |
| 1700 | Total Miscellaneous Expense | 0 | 0 | |
| 1800-072 | Library Supplies | 20,000 | | 13,000 |
| 1800-072 | Printing | 1,500 | | 1,500 |
| 1800-072 | Paper | 1,000 | | 1,000 |
| 1800-072 | Other Office Supplies | 12,500 | | 9,500 |
| 1800 | Total Office Supply Expense - General Fund | 35,000 | 21,486 | 25,000 |
| 1803 | Postage Expense - General Fund | 5,000 | | |
| 1803 | Total Postage Expense | 5,000 | 4,000 | 5,000 |
| | Employee Assistance Program/SDRMA | | | |
| 1900-073 | Pension Fund Operating & Investment Mgmt. Expenses | 10,000 | | 11,000 |
| 1900-073 | Anaheim Library Automated Library System | 35,000 | | 35,000 |
| 1900-073 | Library Board Consultants & Legal | 25,000 | | 20,000 |
| 1900-073 | Computer Services | 33,600 | | 30,000 |
| 1900-074 | Tax Collection Services & Fees by Orange County & LAFCO | 18,000 | | 19,000 |
| | Medical Exams | 0 | | 500 |
| 1900-074 | Collection Services - Accounts Receivable | 2,000 | | 2,200 |
| 1900-074 | Audit & Accounting Services | 10,000 | | 13,000 |
| 1900-074 | Payroll Preparation | 8,500 | | 7,000 |
| 1900-074 | Election Expenses | | | 15,000 |
| 1900-074 | Staff Training in Library | | | 0 |
| 1900-074 | Grants | | | 0 |
| 1900-074 | Program | | | 0 |
| 1900-074 | Other | 7,000 | | 0 |
| 1900 | Total Specialized Services - General Fund | 149,100 | 119,500 | 152,700 |
| 1912 | Investment Administrative fees for Orange County | 1,500 | 1,500 | 1,500 |
| 2000-075 | Legal Notices - General Fund | 1,000 | | |
| 2000-075 | Legal Notices - Grants | 0 | | |
| 2000 | Total Legal Notices | 1,000 | 1,000 | 1,000 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (Reclassifications, BM, PARS 4% & 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|--------------------------------------|--|-----------------------|-----------------------|--------------------------|
| 2100 | Rents/Leases-Equipment | 1,000 | 500 | 500 |
| 2200 | Semi-Annual Bond Payment, Energy Loan & Civic Center Loa | 35,000 | 35,000 | 30,000 |
| 2400-076 | Special Department Expense - Library Materials | 147,000 | 226,736 | 177,183 |
| 2400-0761 | Special Department Expense - Programs | 3,000 | 10,000 | 0 |
| 2400 | Total Special Department Expense | 150,000 | 236,736 | 177,183 |
| 2600 | Transportation/Travel - Local Mileage | 2,000 | 2,000 | 2,000 |
| 2700-076 | Transportation/Travel - Meetings, Staff Out of Town | | | |
| 2700-076 | Transportation/Travel - Meetings, Staff Local | | | |
| 2700-076 | Transportation/Travel - Meetings, Board Out of Town | | | |
| 2700-076 | Transportation/Travel - Meetings, Board Local | | | |
| 2700 | Total Transportation/Travel - Meetings | 6,500 | 11,000 | 6,000 |
| 2800-2801 | Electricity | 70,500 | | |
| 2800-2802 | Gas | 9,000 | | |
| 2800-2803 | Water | 11,000 | | |
| 2800 | Total Utilities | 85,000 | 85,000 | 85,000 |
| TOTAL SUPPLIES & SERVICES | | 606,800 | 718,122 | 687,383 |
| 3700 | Taxes, Assessments (Sales Tax & Sewer Assessment) | 7,000 | 7,000 | 8,300 |
| 4000 | Equipment | 10,000 | | |
| | Total Equipment | 10,000 | 25,000 | 5,000 |
| 4200 | Structures/Improvements | 100,000 | 20,000 | 10,000 |
| TOTAL FIXED ASSETS | | 110,000 | 52,000 | 23,300 |
| 4700 | Payment to Refunded Debt Escrow Ags | 0 | | |
| 4807 | OPERATING TRANSFER TO ANOTHER DISTRICT FUND | 0 | | |
| 5200 | Contingencies/Reserves | 124,759 | 23,780 | 41,890 |
| TOTAL EXPENDITURES | | 741,559 | 820,902 | 800,073 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (Reclassifications, BM, 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|---|---|-----------------------|-----------------------|--------------------------|
| 0100 | Salaries & Wages (SS&MDCRE) | 1,080,094 | 1,006,657 | 1,084,987 |
| 0200 | Retirement (Pension Contribution) | 77,295 | 77,589 | 75,920 |
| 0301 | Unemployment Insurance | 6,000 | 15,000 | 11,000 |
| 0306 | Health Insurance | 106,622 | 146,979 | 166,441 |
| 0308 | Dental Insurance | 15,274 | 16,028 | 15,686 |
| 0309 | Life Insurance | 8,324 | 7,928 | 7,500 |
| 0310 | Long Term Disability Insurance | 4,737 | 4,308 | 4,000 |
| 0319 | Vision Insurance | 2,486 | 2,734 | 2,200 |
| | EAP | 787 | 822 | 700 |
| | Total Employee Insurance | 138,230 | 178,799 | 196,527 |
| 0350 | Workers Compensation - General | 10,000 | 10,500 | 10,179 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | | 1,301,619 | 1,288,545 | 1,378,613 |
| 0700-0700 | Communications - Telephone | 9,000 | | |
| 0700-0701 | Communications - Modem/Fax/T1/DSL | 3,000 | | |
| 0700-0702 | Communications - Internet Access | 5,000 | | |
| 0700 | Total Communications | 17,000 | 13,000 | 12,000 |
| 0900 | Food - General Fund | 1,000 | | |
| 0900 | Total Food | 1,000 | 1,000 | 1,500 |
| 1000 | Household Expense | 7,500 | | |
| 1001 | Trash | 500 | | |
| 1000 | Total Household Expense | 8,000 | 8,000 | 10,000 |
| 1100 | Insurance | 15,000 | 15,000 | 13,000 |
| 1300 | Maintenance of Equipment - General Fund | 25,000 | | |
| 1300 | Total Maintenance of Equipment | 25,000 | 20,000 | 20,000 |
| 1400-0710 | HVAC | 0 | | |
| 1400-0711 | Carpet Cleaning | 0 | | |
| 1400-0712 | Groundskeeping, City of Placentia | 0 | | |
| 1400-0713 | Plumbing | 0 | | |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (Reclassifications, BM, 1% property tax)

| OBJECT CODE | DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|----------------|---|-----------------------|-----------------------|--------------------------|
| 1400-071 | Electrical | 0 | | |
| 1400-071 | Cleaning Service | 0 | | |
| 1400-071 | Locksmith | 0 | | |
| 1400-071 | Other | 65,000 | | |
| 1400 | Total Maintenance of Building & Grounds | 65,000 | 131,400 | 135,000 |
| 1600 | Memberships - General Fund | 4,700 | | |
| 1600 | Total Memberships | 4,700 | 12,000 | 10,000 |
| 1700 | Miscellaneous Expense - General Fund | 0 | | |
| 1700 | Total Miscellaneous Expense | 0 | 0 | |
| 1800-072 | Library Supplies | 20,000 | | 13,000 |
| 1800-072 | Printing | 1,500 | | 1,500 |
| 1800-072 | Paper | 1,000 | | 1,000 |
| 1800-072 | Other Office Supplies | 12,500 | | 9,500 |
| 1800 | Total Office Supply Expense - General Fund | 35,000 | 21,486 | 25,000 |
| 1803 | Postage Expense - General Fund | 5,000 | | |
| 1803 | Total Postage Expense | 5,000 | 4,000 | 5,000 |
| | Employee Assistance Program/SDRMA | | | |
| 1900-073 | Pension Fund Operating & Investment Mgmt. Expenses | 10,000 | | 11,000 |
| 1900-073 | Anaheim Library Automated Library System | 35,000 | | 35,000 |
| 1900-073 | Library Board Consultants & Legal | 25,000 | | 20,000 |
| 1900-073 | Computer Services | 33,600 | | 30,000 |
| 1900-074 | Tax Collection Services & Fees by Orange County & LAFCO | 18,000 | | 19,000 |
| | Medical Exams | 0 | | 500 |
| 1900-074 | Collection Services - Accounts Receivable | 2,000 | | 2,200 |
| 1900-074 | Audit & Accounting Services | 10,000 | | 13,000 |
| 1900-074 | Payroll Preparation | 8,500 | | 7,000 |
| 1900-074 | Election Expenses | | | 15,000 |
| 1900-074 | Staff Training in Library | | | 0 |
| 1900-074 | Grants | | | 0 |
| 1900-074 | Program | | | 0 |
| 1900-074 | Other | 7,000 | | 0 |
| 1900 | Total Specialized Services - General Fund | 149,100 | 119,500 | 152,700 |
| 1912 | Investment Administrative fees for Orange County | 1,500 | 1,500 | 1,500 |
| 2000-075 | Legal Notices - General Fund | 1,000 | | |
| 2000-075 | Legal Notices - Grants | 0 | | |
| 2000 | Total Legal Notices | 1,000 | 1,000 | 1,000 |

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2012-2013
 (Reclassifications, BM, 1% property tax)

| OBJECT CODE DESCRIPTION | FY2010-2011 BUDGET | FY2011-2012 BUDGET | FY 2012-2013 PROPOSED |
|--|-----------------------|-----------------------|--------------------------|
| 2100 Rents/Leases-Equipment | 1,000 | 500 | 500 |
| 2200 Semi-Annual Bond Payment, Energy Loan & Civic Center Loan | 35,000 | 35,000 | 30,000 |
| 2400-076 Special Department Expense - Library Materials | 147,000 | 226,736 | 177,183 |
| 2400-076 Special Department Expense - Programs | 3,000 | 10,000 | 0 |
| 2400 Total Special Department Expense | 150,000 | 236,736 | 177,183 |
| 2600 Transportation/Travel - Local Mileage | 2,000 | 2,000 | 2,000 |
| 2700-076 Transportation/Travel - Meetings, Staff Out of Town | | | |
| 2700-076 Transportation/Travel - Meetings, Staff Local | | | |
| 2700-076 Transportation/Travel - Meetings, Board Out of Town | | | |
| 2700-076 Transportation/Travel - Meetings, Board Local | | | |
| 2700 Total Transportation/Travel - Meetings | 6,500 | 11,000 | 6,000 |
| 2800-2801 Electricity | 70,500 | | |
| 2800-2802 Gas | 9,000 | | |
| 2800-2803 Water | 11,000 | | |
| 2800 Total Utilities | 85,000 | 85,000 | 85,000 |
| TOTAL SUPPLIES & SERVICES | 606,800 | 718,122 | 687,383 |
| 3700 Taxes, Assessments (Sales Tax & Sewer Assessment) | 7,000 | 7,000 | 8,300 |
| 4000 Equipment | 10,000 | | |
| Total Equipment | 10,000 | 25,000 | 5,000 |
| 4200 Structures/Improvements | 100,000 | 20,000 | 10,000 |
| TOTAL FIXED ASSETS | 110,000 | 52,000 | 23,300 |
| 4700 Payment to Refunded Debt Escrow Acs | 0 | | |
| 4807 OPERATING TRANSFER TO ANOTHER DISTRICT FUND | 0 | | |
| 5200 Contingencies/Reserves | 124,750 | 23,780 | 41,890 |
| TOTAL EXPENSES | 861,550 | 822,492 | 760,183 |
| | | | 2,094,494 |
| | | | -36,692 |



BENEFITS

BUDGET WORK SESSION – JANUARY 25, 2012
FISCAL YEAR 2012-2013
POLICY RECOMMENDATIONS – BENEFITS & JOB DESCRIPTIONS

| POLICY # | POLICY TITLE | STAFF'S RECOMMENDATION | DIRECTOR'S RECOMMENDATION | FISCAL IMPACT |
|-----------|-----------------------------|---|---|--|
| 2020 | VACATION | 2-tier to begin July 1, 2012 for recommendations listed below | No 2-tier. Changes to be effective for all existing and new employees | |
| 2020.2 a | Vacation Annual Accruals | 4 years – 80 hours (6.67 hrs/mo) to 4 years – 72 hours (6 hrs/mo) | Concur with staff's recommendation | Projected Annual Savings \$ 1,156 |
| 2020.2 b | Vacation Annual Accruals | 5-9 years – 120 hours(10 hrs/mo) to 5-9 years – 110 hours (9.17 hrs/mo) | 5-9 years – 120 hours (10 hrs/mo) to 5-9 years – 104 hours (8.67 hrs/mo) | Projected Annual Savings \$ 1,531 / \$ 2,452 |
| 2020.2 c | Vacation Annual Accruals | 9+ years – 160 hours (13.33 hrs/mo) to 9+ years – 144 hours (12 hrs/mo) | Concur with staff's recommendation | Projected Annual Savings \$ 1,178 |
| 2020.5 | Vacation Total Accumulation | From 30 days / 240 hours to 27 days / 216 hours | From 30 days / 240 hours to 20 days / 160 hours | Projected Annual Savings \$ 676 / \$ 1,767 |
| 2030 | HOLIDAYS | Keep current list (10 paid holidays) | Concur with staff's recommendation | |
| 2030.1 | Holidays Eligibility | 2 tier to begin July 1, 2012 for part-time employees only | | |
| | | No paid holidays for new part-time employees | No paid holidays for all current & new part-time employees | Projected Annual Savings \$ 4,896 |
| 2040 | SICK LEAVE | 2 tier. Effective for all new employees | No 2 tier. | |
| 2040.10.1 | Sick Leave payoff plan | 10+years – 25% to 10+ years – 20% | Concur with staff's recommendation & to be effective for all existing and new employees | No current employees are at this level. |
| 2040.10.2 | Sick Leave payoff plan | 15+ years – 37.5% to 15+ years – 30% | Concur with staff's recommendation & to be effective for all existing and new employee | No current employees are at this level. |

| | | | | |
|-----------|--|--|---|-------------------------------------|
| 2040.10.3 | Sick Leave payoff plan | 20+ years – 50% to 20+ years – 45% | Concur with staff's recommendation & to be effective for existing & new employees | Projected Annual Savings \$ 1,710 |
| 2040.10.4 | Sick Maximum Accumulation | From 800 hours to 500 hours | Concur with staff's recommendation | Projected Annual Savings \$ 1,190 |
| 2050 | <u>BEREAVEMENT</u> | 2 tier. Effective for all new employees | | |
| 2050.4 | Bereavement Definition of "immediate family" | Concur with Director's recommendation | Include legal domestic partner | |
| 2060 | <u>JURY DUTY</u> | 2 tier. Effective for all new employees | No 2 tier. Effective for all existing & new employees | |
| 2060.3 | Jury duty duration | Limit pay to 2 weeks for all employees | Concur with staff's recommendation | Projected Annual Savings \$ 29,711 |
| 2110.1 | <u>HEALTH AND WELFARE BENEFITS</u> | 2 tier. Effective for all new employees | Eligible existing & new employees wishing not to participate in the District's medical plans can have the option of receiving a monthly reimbursement of \$250 (full-time) or \$100 (part-time) | Projected Annual Savings \$ 125,799 |
| 2110.1.1 | Exempt employee premium | Reduce coverage to 50% for family | No change | Projected Annual Savings \$ 11,684 |
| 2110.1.3 | Annual Deductible/Co-Pay Reimbursements | Reduce from \$500 to \$300 with no restrictions. Pro-rata reimbursements for part-time employees. Reimbursements can be for deductible, co-pay, and/or major dental procedures | Concur with staff's recommendation & to be effective for all existing and new employees | Projected Annual Savings \$ 3,300 |
| 2110.5.2 | Money Purchase Pension Plan | No change | Reduce District contribution from 8% to 4% for all existing and new employees | Projected Annual Savings \$ 41,510 |
| 2120.1 | <u>EDUCATIONAL ASSISTANCE</u> | Restrict to MLIS related classes | Eliminate policy | Projected Annual Savings \$ 256 |

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy will apply to regular full-time and part-time employees in all classifications.

2020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first four years of continuous work, eighty (80) hours.
- (b) Five through nine years of service, one hundred twenty (120) hours.
- (c) After nine years of service, one hundred sixty (160) hours.
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.4 Vacation time is accrued at the second pay period of each month.

2020.5 Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 240 hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

2020.6 At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.7 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.8 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

2020.9 Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

2020.10 Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period, vacation time is calculated from the date of employment. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

2020.12 Employees who have taken seventy-five per cent (75%) of the vacation hours that they accrued in the previous twelve months have the option of requesting payment for the remaining twenty-five percent (25%) or any portion thereof.

2020.12.1 These requests may be submitted to the office of the Manager of Administrative Services on November 1 and May 1 of each year with payment to be made with the first pay period of December and June.

2020.12.2 The number of hours paid may not reduce the vacation balance to less than eighty (80) hours at the time of the request.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 When a holiday occurs on a Monday, the full-time and regular part-time staff will be subject to different work schedules for that work week so that each full-time and regular part-time staff member will work at least one holiday weekend per year and receive at least two four-day weekends per year. The scheduling supervisors will strive to give each full-time and regular part-time staff member who works on a holiday weekend, two days off in succession during the week with the Monday holiday.

2030.7 Any employee who works on any of the holidays listed above will be paid for all hours worked at the rate of time and one-half (1½) the regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy will apply to regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

2040.3 Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave.

2040.4 Sick leave is accrued at the second pay period of each month.

2040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.6.1 The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.7 In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.8 A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

2040.9 Illness while on paid vacation will be charged to vacation leave.

2040.10 The District provides a sick leave payoff plan upon resignation or retirement as follows:

2040.10.1 After ten (10) years of employment, twenty-five (25) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, thirty-seven and one half (37.5) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, fifty (50) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is eight hundred (800) hours before calculations.

2040.10.5 Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

2040.11 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.11.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.11.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.11.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.11.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.12 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.12.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.12.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.12.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

2040.13.1 Qualifying Situations: In order for an employee to receive donated leave from another employee, the following requirements must be met:

- 2040.13.1.1** Receiving Employee must:
- * be an employee of the Placentia Library District;
 - * be in a position that accrues leave;
 - * have passed the waiting period to use leave;
 - * have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
 - * be on an approved leave of absence;
 - * submit a Catastrophic Leave Request Form.
- 2040.13.1.2** The Receiving Employee's Absence must be due to:
- * the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or
 - * the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).
- 2040.13.1.3** Donating Employee must:
- * be an employee of the Placentia Library District;
 - * be in a position that accrues leave;
 - * have passed the waiting period to use leave;
 - * have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
 - * submit a Catastrophic Leave Donation Form.

2040.13.2 Nature of Donations. Donations must be:

- * anonymous. Management will not identify the donor; the donor may choose to self-identify;
- * approved by both the donor's and the recipient's department;
- * entirely voluntary;
- * donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

2040.13.3 Process. The following steps need to be taken to assure proper processing of leave donations:

- 2040.13.3.1** Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.
- 2040.13.3.2** Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.
- 2040.13.3.3** Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.
- 2040.13.3.4** Administration will notify the donor and recipient in writing that the debit or credit has taken place.

2040.13.4 Termination of Catastrophic Leave. Catastrophic Leave terminates when:

- * the recipient receives any type of disability pay (LTD, Workers' Compensation)
- * the recipient and/or donor terminates employment with the District.
- * the District terminates the recipient and/or donor.
- * the need no longer exists (based on physician's recommendation).

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

2050.1 This policy will apply to regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. The Library Director may require certification.

2050.3 Bereavement leave is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

2060.1 This policy will apply to regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director.

2060.3 While serving on a jury, the employee will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal from jury duty each day if the amount of time spent on jury duty is more than two hours less than the normally scheduled work day. The employee will be able to complete his/her workday without the requirement of split hours.

2060.4 Pay for jury duty is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.5 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

2110.0.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Life Insurance. Life Insurance in the amount of \$100,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

2110.5 Money Purchase Pension Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

2110.5.2 The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

2110.5.3 Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.65 Deferred Compensation/457 Plan.

2110.6.1 Regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of Administrative Services.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

2120.2 The District will reimburse regular employees for approved courses of study up to \$2,500 per calendar year by the following criteria:

2120.2.1 The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of “B” or higher for the class.

2120.2.2 The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of “C” for the class.

2120.2.3 The District will make no refund to employees who receive a grade below “C” for the class.

2120.2.4 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.5 Class time will not be considered part of the work week.

2120.3 Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:

2120.5.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5.2 Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.5.3 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.



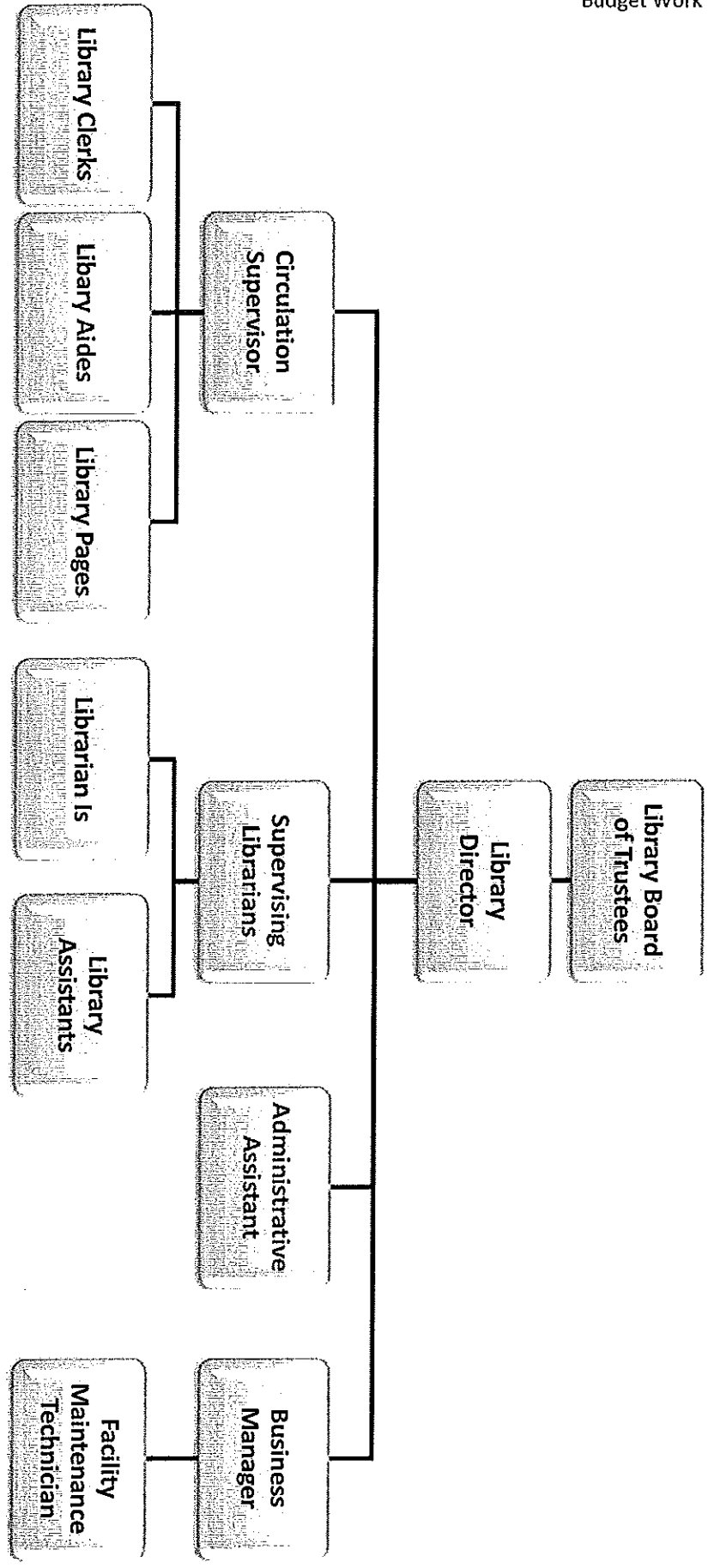
JOB DESCRIPTIONS

BUDGET WORK SESSION – JANUARY 25, 2012
FISCAL YEAR 2012-2013
POLICY RECOMMENDATIONS – BENEFITS & JOB DESCRIPTIONS

| JOB DESCRIPTIONS | |
|-------------------------|--------------------------------------|
| 2308 | Business Manager |
| 2309 | Administrative Assistant |
| 2315 | Librarian II – Supervising Librarian |
| 2319 | Library Assistant |
| 2321 | Circulation Supervisor |
| 2325 | Library Aide |
| 2327 | Library Page |

PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART FISCAL YEAR 2012-2013



Placentia Library District

POLICY HANDBOOK

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~~ Director and the department supervisors 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.~~

2308.1.67 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.

2308.1.78 Prepares financial statements, reports and analyses of the District's budget.

2308.1.89 Implements employee health insurance, PARS and money purchase pension plan information.

2308.1.910 Reviews contracts and vendors proposals for compliance with Library District policy, procedures and goals and submits them to the Library Director for approval.

2308.1.110 Ensures proper accounting for fixed assets, revenue and expense accruals.

2308.1.121 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.

2303.1.123 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.

2308.1.143 Prepares monthly and annual reports on the administrative activities of the District.

2308.1.154 Performs other related duties as assigned.

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.~~

2308.2.54 Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.

2308.2.56 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.

2308.2.67 Establishes and reviews insurance requirements for District contracts and prescreens agreements, leases and purchase documents to eliminate or minimize potential risk liability.

2308.2.78 Plans, organizes and manages insured and self-insured programs for the District.

2308.2.89 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.

2308.2.190 Maintains checkbooks for the District.

2308.2.110 Participates in interviewing and selecting of administrative staff.

2308.2.121 Manages the recruitment process for all District positions.

2308.2.132 Coordinates bid processes and purchasing including books and library materials.

2308.2.134 Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.

2308.2.145 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2308.2.156 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.

2308.2.167 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 related duties as assigned.

~~**2308.2.18** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.~~

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, accounting and financial principles and best practices.

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.~~

~~**2308.4.89** Ability to respond to routine inquiries or complaints from Library customers vendors and/or suppliers.~~

~~**2308.4.190** Ability to supervise staff and implement personnel policies and procedures.~~

~~**2308.4.101** Ability to analyze difficult problems and recommend solutions.~~

~~**2308.4.112** Ability to take independent action.~~

~~**2308.4.123** Ability to prepare and present reports that conform to prescribed style and format.~~

~~**2308.4.134** Ability to present information to District management and the Library Board of Trustees.~~

~~**2308.4.145** Ability to organize and manage work flow for self and others.~~

~~**2308.4.156** Ability to establish and maintain effective relations with co-workers, the public and community organizations.~~

~~**2308.4.167** 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.

2308.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2308.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2308.5.1.6 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.

2308.5.1.7 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.

2308.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2308.6 Work Environment:

2308.6.1 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.

2308.6.2 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 HANDBOOK

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 the Library Director, the Library Board of Trustees and the Library Services 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.
- 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.

2309.2 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 complains 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.
- 2309.2.10** Performs other related duties as assigned.

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) 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.
- 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.

2309.6 Work Environment:

2309.6.1 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.

2609.6.2 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 HANDBOOK

POLICY TITLE: Job Description – ~~Librarian II~~ Supervising Librarian
POLICY NUMBER: 2315

2315.1 A non-exempt supervisory classification under the general direction of and reporting to the Library Services Manager/Director. 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 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~~ Provides specialized reference work using print and electronic formats.

2315.1.2 Prepares and submits departmental financial and personnel reports to the Library Director.

2315.1.3 Provides logistical support in the management of books and other library materials.

2315.1.4 Assist in the development of and monitor the District budget policies and procedures related to the activities of the Adult and/or Children's Departments.

2315.1.5 Oversees the preparation of staff schedules and the assignments of substitute hours for the Adult and/or Children's Departments.

2315.1.6 Manages and handles inquiries and complains from library customers.

2315.1.7 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 the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.~~

2315.1.84 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2315.1.95 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.

2315.1.106 Prepares monthly and annual reports as assigned by the Library Services Manager/Director.

2315.1.117 Assists in procuring, researching, writing, securing and executing grants for the Library.

2315.1.128 Plans, organizes, conducts, implements and evaluates programs that promote the Library's collection and services.

2315.1.139 Schedules, ~~a~~Assigns, supervises and evaluates the activities of the staff in the Children's or Adult Departments.

2315.1.14 Attends all meetings of the District's Board of Trustees and such other meetings as the Library Director specifies from time to time.

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~~ Recommends to the Library Services Manager/Director with the development and implementation 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/Director~~ on catalog problems and recommends changes

2315.2.6 Recommends policies for public services to the Library Services Manager/Director.

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.

2315.2.9 Trains, ~~schedules and supervises,~~ disciplines and evaluates 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.

2315.2.11 Makes recommendations to the Library Services ~~Manager~~ Director 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~~ Director as required.

2315.2.14 Responsible for the development and implementation of technology services and products for the Adult and/or Children's Departments as assigned by the Library Director.

2315.2.154 Performs other related duties as assigned.

2315.3 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 a library of recognized standards, preferably including public service desk assignments. Minimum of two years of supervisory experience. 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 including Horizon, cataloging, online databases and library organizational structure.

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 including current technology trends and library services and products.

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

2315.4.5 Knowledge of reference sources and methods to serve adult 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.

2315.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2315.5.1.6 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.

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.

2315.6 Work Environment:

2315.6.1 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.

2315.6.2 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 HANDBOOK

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

2319.1 A non-exempt paraprofessional classification under the general direction of and reporting to the Library Services Manager or Librarian II Supervising Librarian. 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 Librarian II Supervising Librarian.

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 Librarian II Supervising Librarian

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

2319.2.5 Plans and implements a component of the Literacy Department under the supervision of the ~~Library Services Manager~~ Supervising Librarian.

2319.2.6 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the ~~Library Services Manager or Librarian~~ Supervising Librarian.

2319.2.7 Establishes and implements work procedures for department staff.

2319.2.8 Makes recommendations to the ~~Supervising Librarian~~ Library Services Manager concerning the public relations activities for adult services or children's services.

2319.2.9 Prepares and submits reports of activities to the ~~Library Services Manager or Librarian~~ Supervising Librarian as required.

2319.2.10 Performs other related duties as assigned.

2319.3 Required Qualifications. He/she will 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 adult 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.

2319.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2319.5.1.6 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.

2319.5.1.7 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.

2319.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2319.6 Work Environment

2319.6.1 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.

2619.6.2 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 HANDBOOK

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

2321.1 A non-exempt supervisorial classification under the general direction of and reporting to the Library Director ~~and reports directly to the Business Manager~~. Performs supervisorial 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 employee complaints.

2321.1.4 Seeks to carry into effect the expressed policies of the Board of Trustees and will translate the goals and objectives of the Board to Library customers.

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

2321.1.6 ~~P~~He/she prepares monthly and annual reports including Board reports, state reports and other reports as assigned by the Library Services Manager or Business Manager. ~~Director~~

2321.1.7 Makes recommendations to ~~Business Manager~~the Library Director, 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.

2321.1.10 Participates in library board meetings, by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2321.1.11 Prepares and submits departmental financial and personnel reports to the Library Director.

2321.2 Typical Tasks:

2321.2.1 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with ~~Tri City Library~~the Anaheim Public Library 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.

2321.2.5 Recommends policies for public services to the ~~Manager of Public Services~~the Library Director.

2321.2.6 Locates, checks-in and checks-out library materials for customers.

2321.2.7 Processes telephone renewals.

2321.2.8 Files documents and library materials by library filing rules.

2321.2.9 Issues and renews library cards.

2321.2.10 Operates a variety of office and business equipment.

2321.2.11 Calculates and collects fines and fees at the Circulation Desk. Prepares daily and monthly transaction statistics and reports any discrepancies to the Business Manager.

2321.2.12 Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Circulation Department.

2321.2.13 Prepares and submits reports of activities to the ~~Library Services Manager or Business Manager~~Library Director

2321.2.14 Answers telephone and transfers calls to the appropriate staff or department.

2321.2.15 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

2321.2.16 Records daily statistics at the Circulation Desk.

2321.2.17 Receives cash and credit card transactions at the Circulation Desk.

2321.2.18 Processes overdue and collection notices according to the Anaheim Public Library and Placentia Library District policies and procedures.

2321.2.19 Prepares books and other library materials for public use.

2321.2.20 Repairs books and other library materials.

2321.2.21 Works in Technical Services in support of professional staff.

2321.2.22 Assists the public with using the public photocopier machine.

2321.2.23 Recommends policies for public services to the ~~Library Services Manager or Business Manager~~ Library Director.

2321.2.24 Manage the library's technology information including the website, electronic marketing devices, public copiers, faxes, passport, meeting room and circulation desk equipment.

2321.2.245 Assists the public in making the most effective use of the Library's collection and facility.

2321.2.265 Serves as a United States Passport Application Acceptance Agent.

2321.2.27 Attendance at off-hours meetings and occasional travel are required.

2321.2.268 Performs other related duties as assigned.

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.

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

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:

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.

Placentia Library District

POLICY HANDBOOK

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

2325.1 A non-exempt clerical classification under the general direction of the Business Manager 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.

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 staff 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.

2325.2.5 Repairs damaged library materials.

- 2325.2.6 Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.
 - 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.
 - 2325.2.09 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.
 - 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.
 - 2325.2.15 Performs other related duties as assigned.
- 2325.3 Required Qualifications. He/she will possess knowledge of the Dewey and other shelving classifications.
- 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

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.

Placentia Library District

POLICY HANDBOOK

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.

2327.2.5 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.

2327.2.9 Performs other related duties as assigned.

2327.3 Required Qualifications. He/she will possess knowledge of the Dewey and other shelving classifications.

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.

2327.5 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.

2327.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2327.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

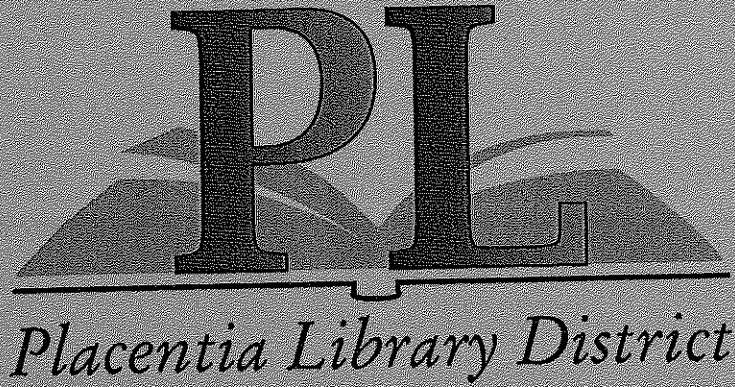
2327.5.1.5 The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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.

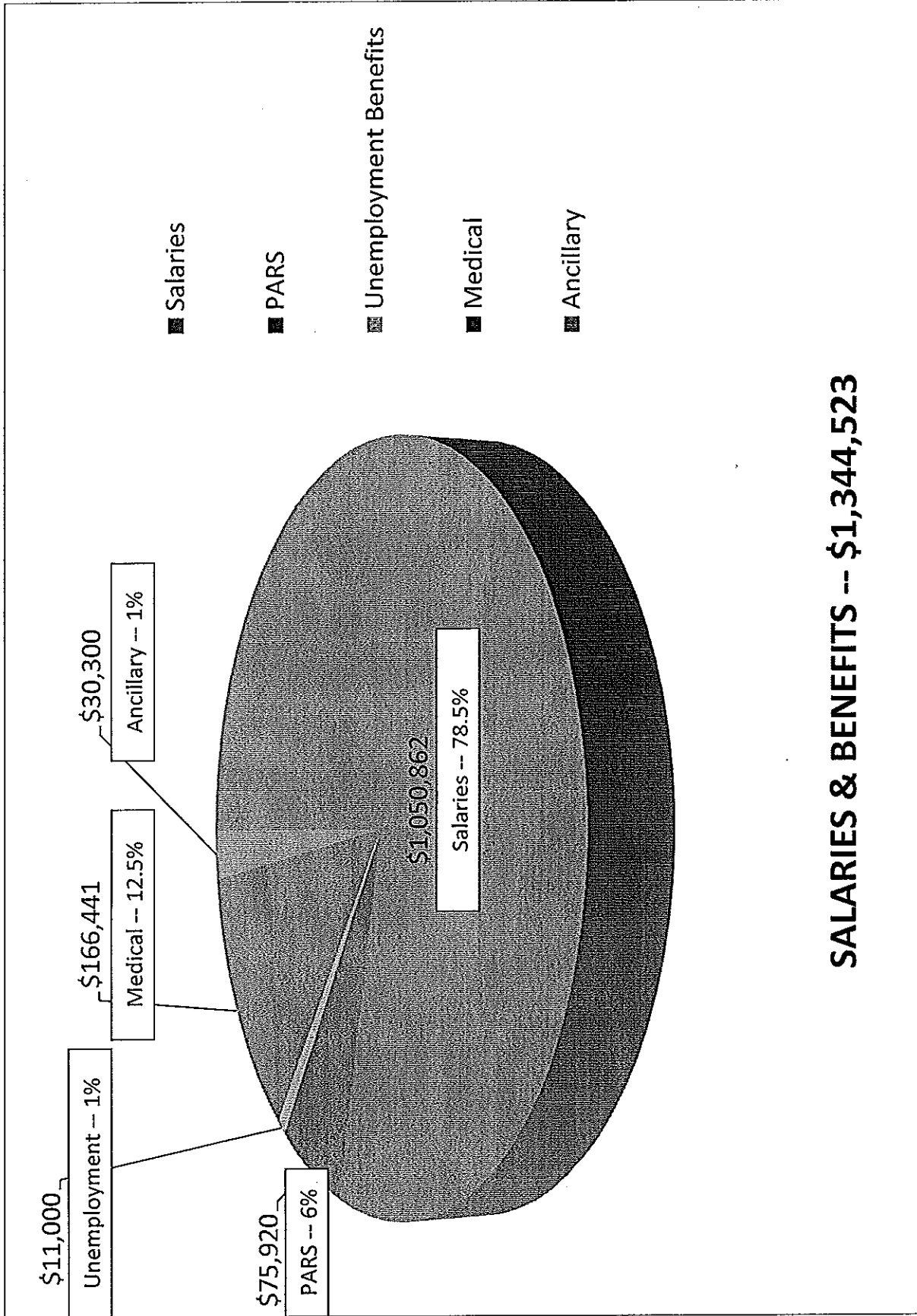
2327.6 Work Environment

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.

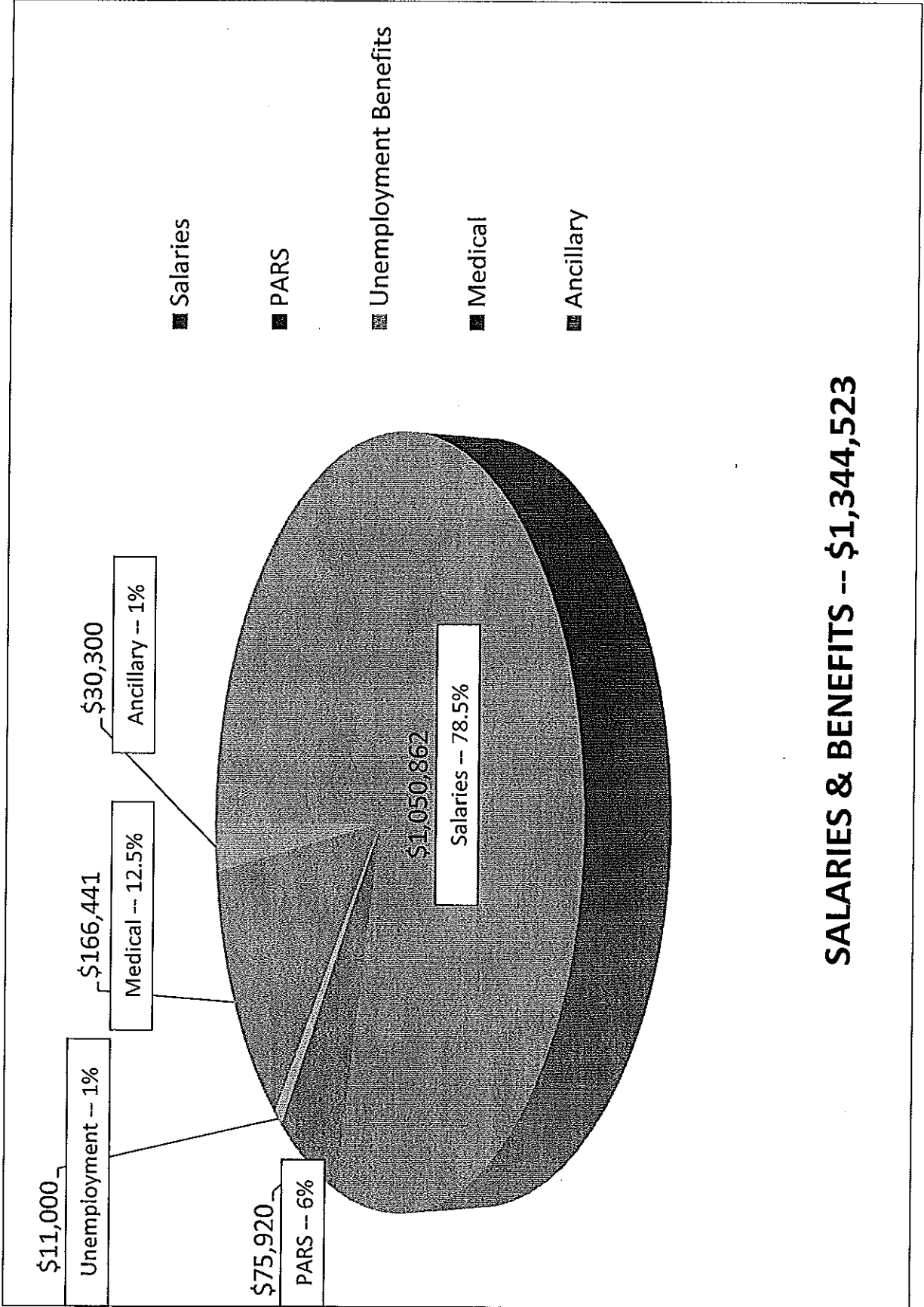
2327.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



OPERATING HOURS



SALARIES & BENEFITS -- \$1,344,523



SALARIES & BENEFITS -- \$1,344,523