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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Review of Placentia Library District Policy 2300 Series Job Descriptions

**DATE:** April 18, 2011

**BACKGROUND**

The Placentia Library District Policy 2300 Series Job Descriptions were discussed and reviewed with the manager and supervisors of each department. Attached are the recommended changes for the job descriptions.

Attachment A is the proposed changes to Placentia Library District Policy 2308 – Job Description – Human Resources/Finance Analyst.

Attachment B is the proposed changes to the Placentia Library District Policy 2309 – Job Description – Administrative Assistant.

Attachment C is the proposed changes to the Placentia Library District Policy 2315 – Job Description – Librarian II.

Attachment D is the proposed changes to the Placentia Library District Policy 2317 – Job Description – Librarian I.

Attachment E is the proposed changes to the Placentia Library District Policy 2319 – Job Description – Library Assistant.

Attachment F is the proposed changes to the Placentia Library District Policy 2321 – Job Description – Circulation Supervisor.

Attachment G is the proposed changes to the Placentia Library District Policy 2323 – Job Description – Library Clerk.

Attachment H is the proposed changes to the Placentia Library District Policy 2325 – Job Description – Library Aide.

Attachment I is the proposed changes to the Placentia Library District Policy 2327 – Job Description – Library Page.

**RECOMMENDATIONS**

- 1) Approve changes in the Placentia Library District Policy 2308 – Job Description – Human Resources/Finance Analyst as presented; and,
- 2) Approve changes in the Placentia Library District Policy 2309 – Job Description – Administrative Assistant as presented; and,
- 3) Approve changes in the Placentia Library District Policy 2315 – Job Description – Librarian II as presented; and,
- 4) Approve changes in the Placentia Library District Policy 2317 – Job Description – Librarian I as presented; and,
- 5) Approve changes in the Placentia Library District Policy 2319 – Job Description – Library Assistant as presented; and,
- 6) Approve changes in the Placentia Library District Policy 2321 – Job Description – Circulation Supervisor as presented; and,
- 7) Approve changes in the Placentia Library District Policy 2323 – Job Description – Library Clerk as presented; and,
- 8) Approve changes in the Placentia Library District Policy 2325 – Job Description – Library Aide as presented; and,
- 9) Approve changes in the Placentia Library District Policy 2327 – Job Description – Library Page as presented.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – ~~Human Resources/Finance Analyst~~Business  
~~Officer~~Manager  
**POLICY NUMBER:** 2308

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

**2308.1.1** Conducts library needs assessment and current library trends including technology, programming, and services and report findings and recommendations to the Library Director and the Library Services Manager.

**2308.1.2** Develops and implements policies and procedures that ensure the fiscal well being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.

**2308.1.3** Examines library and automation vendors to determine the contents of their product line, how their products work, their product strengths and weaknesses and makes recommendation to the Library Director and the Library Services Manager.

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

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

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

**2308.1.7** Implements the fiscal management program of the District, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.

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

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

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

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

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

**2308.1.13** Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

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

**2308.1.15** 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.

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

- 2308.2.6** Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.
- 2308.2.7** Establishes and reviews insurance requirements for District contracts and prescreens agreements, leases and purchase documents to eliminate or minimize potential risk liability.
- 2308.2.8** Plans, organizes and manages insured and self-insured programs for the District.
- 2308.2.9** Prepares and submits financial and personnel reports of to the Library Director, to the State Library of California, and to other governmental agencies as required.
- 2308.2.10** Maintains checkbooks for the District.
- 2308.2.11** Participates in interviewing and selecting of administrative staff.
- 2308.2.12** Manages the recruitment process for all District positions.
- 2308.2.13** Coordinates bid processes and purchasing including books and library materials.
- 2308.2.14** Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.
- 2308.2.15** Makes recommendations to the Library Director concerning the public relations activities for administrative activities.
- 2308.2.16** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.
- 2308.2.17** Develops and writes standardized and specialized bid specifications through researching and analyzing information to determine product and/or service need and availability.
- 2308.2.18** Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

**2308.3** Required Qualifications. ~~Master's Degree in Library or Information Science from a school accredited by the American Library Association 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. ~~Candidate currently enrolled in the MLIS program will be eligible and must receive his/her~~

~~MLIS degree within two years from the date of hire as the Human Resources/Finance Analyst with the District Master's Degree highly desirable. Excellent written and oral communication skills and the ability to lead a team. Possesses a valid California driver's license, and be a United States Citizen.~~

**2308.4 Knowledge and abilities:**

**2308.4.1** Knowledge of library vendors, trends, and marketplace.

**2308.4.2** Familiarity with Horizon, cataloging, online databases and library organizational structure.

**2308.4.3** Knowledge of the principles and practices of research and analysis.

**2308.4.4** Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

**2308.4.5** Knowledge of the tools of management, such as procedural manuals, training materials, records and reports, and studies applicable in evaluating library programs and services.

**2308.4.6** Ability to construct and execute a variety of library surveys.

**2308.4.7** Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

**2308.4.8** Ability to develop a variety of ready reference materials in electronic and traditional formats.

**2308.4.9** Ability to respond to routine inquiries or complaints from Library customers.

**2308.4.10** Ability to supervise staff and implement personnel policies and procedures.

**2308.4.11** Ability to analyze difficult problems and recommend solutions.

**2308.4.12** Ability to take independent action.

**2308.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2308.4.14** Ability to present information to District management and the Library Board of Trustees.

**2308.4.15** Ability to organize and manage work flow for self and others.

**2308.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2308.4.17** Knowledge of library practices and procedures.

**2308.5** Physical Demands:

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

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

**2308.5.1.2** Must possess mobility to operate a motor vehicle.

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

**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 250 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 ~~Management Analyst~~ 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 ~~Schedules the use of the Meeting and Conference Rooms.~~
- 2309.2.23 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.
- 2309.2.34 Responds to questions from the Library Board of Trustees, District staff and the public involving an understanding of District policies, procedures and regulations.
- 2309.2.45 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.
- 2309.2.56 Types correspondence, such as letters, memos, reports, Library Board items and other materials on a variety of general and technical topics.
- 2309.2.67 Receives, screens, and acts upon requests and complains from visitors and telephone callers, from other staff and the public.
- 2309.2.78 Screens and distributes incoming correspondence to the Library Director and staff members.
- 2309.2.89 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.
- 2309.2.910 Responsible for ordering, receiving and confirming purchases for the Administrative Office.
- 2309.2.11 ~~Serves as a United States Passport Application Acceptance Agent.~~

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, and be a United States Citizen.

2309.4 Skills and Abilities:

- 2309.4.1 Proficiency in Word, Excel, Publishers, 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 sixty (560) 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 250 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  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Library Services Manager. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Schedules, supervises, trains and disciplines the adult and/or children personnel and volunteers. Supervises either the reference and adult services activities or the children's services activities including readers' advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

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

**2315.1.3** Prepares for the Library Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

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

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

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

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

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

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

**2315.2** Typical Tasks:

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.

**2315.2.2** Assists the Library Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2315.2.3** Allocates the library materials budget assigned to that department.

**2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials

**2315.2.5** Advises the Library Services Manager on catalog problems and recommends changes

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

**2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.

**2315.2.8** Establishes and implements work procedures for department staff.

**2315.2.9** Trains, schedules and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.

**2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at ~~Santiago Library System~~ Southern California Library Cooperative and the State Library of California.

**2315.2.11** Makes recommendations to the Library Services Manager concerning the public relations activities for adult services or children's services.

**2315.2.12** Coordinates programs and exhibits as assigned by the Library Services Manager.

**2315.2.13** Prepares and submits reports of activities to the Library Services Manager as required.

**2315.2.14** 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. Grant writing is highly desirable. Possesses a valid California driver's license and be a United States Citizen.

**2315.4** Knowledge and abilities:

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

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

**2315.4.3** Knowledge of personal computer and network hardware and software operations

**2315.4.4** Knowledge of skills required to perform reference work for 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 250 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 – Librarian I  
**POLICY NUMBER:** 2317

**2317.1** A non-exempt professional classification under the general direction of the Library Services Manager. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Library Services Manager and/or Librarian II. Supervises and trains public service desk personnel and volunteers.

**2317.1.1** Does specialized reference work using print and electronic formats.

**2317.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Library Services Manager.

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

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

**2317.1.5** Prepares monthly and annual reports as assigned by the Library Services Manager.

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

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

### **2317.2** Typical Tasks:

**2317.2.1** Answers reference questions at a public service desk.

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

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

**2317.3** Required Qualifications: A Master's Degree in library or information science from a school accredited by the American Library Association and a minimum of two years of library experience, or have qualified and served at the paraprofessional level at a library reference or children's desk for a minimum of three years.— A -valid California driver's license, and be a United States citizen.

**2317.4** Knowledge and abilities:

- 2317.4.1 Knowledge of modern public library organization, procedures and policies.
- 2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2317.4.3 Knowledge of personal computer hardware and software operations
- 2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

- 2317.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2317.4.6 Knowledge of current events, literature and standard works in various fields.
- 2317.4.7 Ability to apply the knowledge listed above.
- 2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2317.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2317.4.10 Ability to follow Library policies and procedures.
- 2317.4.11 Ability to analyze difficult problems and recommend solutions.
- 2317.4.12 Ability to take independent action.
- 2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2317.4.15 Ability to organize and manage work flow for self.
- 2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2317.5 Physical Demands:**

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

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

**2317.5.1.2** Must possess mobility to operate a motor vehicle.

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

**2317.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2317.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2317.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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

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

**2317.6** Work Environment:

**2317.6.1** 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.

**2617.6.2** 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 the ~~Library Director, Manager of Public Services or the Manager of Technical Services~~ Library Services Manager or Librarian II. 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 ~~Manager of Technical Services~~ Library Services Manager or Librarian II

**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 ~~Public Services Manager or Technical Services Manager~~ Library Services Manager or Librarian II.

**2319.1.6** May supervise clerical staff or volunteers.

**2319.1.7** ~~If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125~~ May be responsible for programming.

### 2319.2 Typical Tasks

~~2319.2.1~~ Answers reference questions at a public service desk.

~~2319.2.2~~ Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepares library materials invoices for payment.

~~2319.2.3~~ Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

~~2319.2.4~~ Works at the Circulation Desk as the supervisor.

~~2319.2.5~~ Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

~~2319.2.6~~ Manages the collection of fines and processing collection notices for delinquent accounts.

~~2319.2.7~~ Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.

~~2319.2.82~~ Manages Oversee the public photocopier machines and the Vendacard dispenser.

~~2319.2.9~~ Recommends policies for public services to the Manager of Public Services.

~~2319.2.103~~ Assists the public in making the most effective use of the Library's collection and facility.

~~2319.2.411~~ Assists the public with using the electronic databases and reference services.

~~2319.2.12~~ Serves as a United States Passport Application Acceptance Agent.

~~2319.2.1253~~ Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services Library Services Manager.

~~2319.2.6134~~ RRreviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services Library Services Manager or Librarian II.

~~2319.2.7145~~ RREstablishes and implements work procedures for department staff.



**2319.2.8.156** Makes recommendations to the ~~Manager of Public Services Library Services Manager~~ concerning the public relations activities for adult services or children's services.

**2319.2.9167** Prepares and submits reports of activities to the ~~Manager of Public Services or Manager of Technical Services Library Services Manager or Librarian II~~ as required.

**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, ~~and be a United States citizen.~~

**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 250 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 supervisory classification under the general direction of the Library Director and reports directly to the ~~Human Resources/Finance Analyst~~Business Officer/Manager. Performs supervisory and clerical library work in the Circulation Department. Performs performance evaluations and progressive discipline for the Circulation Department staff. Participates in the recruitment, orientation, training and assessment of staff in the Circulation Department.

**2321.1.1** Supervises the library system software for magazines.

**2321.1.2** Prepares delinquent accounts for reporting to the collection agency.

**2321.1.3** Processes incoming and outgoing interlibrary loan materials.

**2321.1.3** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and 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** Supervises, schedules, and evaluates the activities of the clerical staff, substitute clerks and volunteers.

**2321.1.6** He/she prepares monthly and annual reports as assigned by the Library Services Manager or ~~Human Resources/Finance Analyst~~Business Officer/Manager.

**2321.1.7** Makes recommendations to ~~Human Resources/Finance Analyst~~Business Officer/Manager, establishes and implements work procedures for department staff.

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

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

**2321.2 Typical Tasks:**

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

2321.2.61 ~~Locates, checks-in and checks-out library materials for customers.~~

2321.2.72 ~~Processes telephone renewals.~~

2321.2.83 ~~Files documents and library materials by library filing rules.~~

2321.2.94 ~~Issues and renews library cards.~~

2321.2.105 ~~Operates a variety of office and business equipment.~~

2321.2.116 ~~Calculates and collects fines and fees at the Circulation Desk. Prepares daily and monthly transaction statistics and reports any discrepancies to the Human Resources/Finance Analyst Business Officer. Manager.~~

2321.2.127 ~~Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Circulation Department.~~

2321.2.138 ~~Prepares and submits reports of activities to the Library Services Manager or Human Resources/Finance Analyst Business Officer. Manager.~~

2321.2.149 ~~Answers telephone and transfers calls to the appropriate staff or department.~~

2321.2.1510 ~~Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.~~

2321.2.1611 ~~Records daily statistics at the Circulation Desk.~~

**2321.2.1712** Receives cash and credit card transactions at the Circulation Desk.

**2321.2.1813** Processes overdue and collection notices according to the Anaheim Library and Placentia Library District policies and procedures.

**2321.2.1914** Prepares books and other library materials for public use.

**2321.2.2015** Repairs books and other library materials.

**2321.2.2116** Works in Technical Services in support of professional staff.

**2321.2.2217** Assists the public with using the public photocopier machine.

**2321.2.2318** Recommends policies for public services to the Library Services Manager or ~~Human Resources/Finance Analyst~~ Business Officer Manager.

**2321.2.2419** Assists the public in making the most effective use of the Library's collection and facility.

**2321.2.2520** Serves as a United States Passport Application Acceptance Agent.

**2321.2.2621** Performs other 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 be 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 250 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 Clerk  
**POLICY NUMBER:** 2323

**2323.1** A non-exempt clerical classification under the general direction of the ~~Management Analyst Business Officer~~ ~~Manager~~ and reports directly to the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

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

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

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

**2323.1.4** May supervise substitute clerks or volunteers.

**2323.2** Typical Tasks:

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

**2323.2.2** Processes telephone renewals.

**2323.2.3** Prepares the daily announcements for the telephone system.

**2323.2.4** Files documents and library materials by library filing rules.

**2323.2.5** Issues and renews library cards.

**2323.2.6** Operates a variety of office and business equipment.

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

**2323.2.8** Answers telephone and transfers calls to the appropriate staff or department.

**2323.2.9** Schedules the use of the Meeting and Conference Rooms.

**2323.2.10** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

**2323.2.10** Records daily statistics at the Circulation Desk.

**2323.2.11** Receives cash and credit card transactions at the Circulation Desk.

**2323.2.12** Processes overdue and collection notices according to the Anaheim Public Library Tri-City Library Consortium and Placentia Library District policies and procedures.

**2323.2.13** Prepares books and other library materials for public use.

**2323.2.14** Repairs books and other library materials.

**2323.2.15** Works in Technical Services in support of professional and paraprofessional staff.

**2323.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.

**2323.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services, Business Officer, Manager, or Library Services Manager.

**2323.2.18** Assists the public in making the most effective use of the Library's collection and facility.

**2323.2.19** Serves as a United States Passport Application Acceptance Agent.

**2323.2.20** Performs other duties as assigned.

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

**2323.4** Knowledge and abilities:

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

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

**2323.4.3** Ability to file accurately according to library filing rules.

**2323.4.4** Ability to meet the public with tact and courtesy.

**2323.4.5** Ability to follow oral and written instructions.

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

**2323.4.7** Ability to follow Library policies and procedures.

**2323.4.8** Ability to organize and manage work flow for self.

#### **2323.5** Physical Demands

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

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

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

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

**2323.5.1.4** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2323.5.1.5** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **2323.6** Work Environment:

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

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

# Placentia Library District

## POLICY HANDBOOK

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

**2325.1** A non-exempt clerical classification under the general direction of the Business Officer/Manager and reports directly to Library Director, Manager of Administrative Services, Manager of Public Services, Manager of Technical Services or 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.

**2325.1.3** 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.

**2325.1.4** 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.

**2325.1.5** Prepares library materials for public use.

**2325.1.6** 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.

**2325.1.7** 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~~ Patrols the public service areas and enforces the provisions of Placentia Library District Policies regarding patron behavior: ~~6025~~ Public Internet Use Policy; ~~6040~~ Beverage & Food Policy; ~~6060~~ Patron Behavior & Latchkey Children Policy; ~~6065~~ Public Behavior Policy; and any additional behavior policies that may be adopted by the Library Board of Trustees.
- 2325.2.67 Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.
- 2325.2.78 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- 2325.6.89 Searches for library materials on the shelves as assigned by Library staff.
- ~~2325.2.10~~ Runs errands for Library staff.
- 2325.2.0911 Retrieves newspapers and magazines from storage areas.
- 2325.2.102 Assists public with unloading gift books and magazines from their cars.
- ~~2325.2.13~~ Re-stocks the vending machines.
- 2325.2.114 Sets up and breaks down tables and chairs in the Meeting Room.
- 2325.2.15 Works in Technical Services in support of professional and paraprofessional staff.
- 2325.2.16 Recommends policies for public services to the Circulation Supervisor, ~~Manager of Technical Services or Manager of Public Services, Business Officer, Manager and Library Services Manager.~~
- 2325.2.17 Assists the ~~Friends of Placentia Library~~ Placentia Library Friends Foundation volunteers with book store and sorting room activities.
- 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 250 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.

**2327.1.3** 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.

**2327.1.4** 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** Runs errands for Library staff.~~

~~**2327.2.67** Retrieves newspapers and magazines from storage areas.~~

~~**2327.2.78** Assists the public with unloading gift books and magazines from their cars.~~

~~**2327.2.89** Sets-up and breaks-down tables and chairs in the Meeting Room.~~

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

**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.

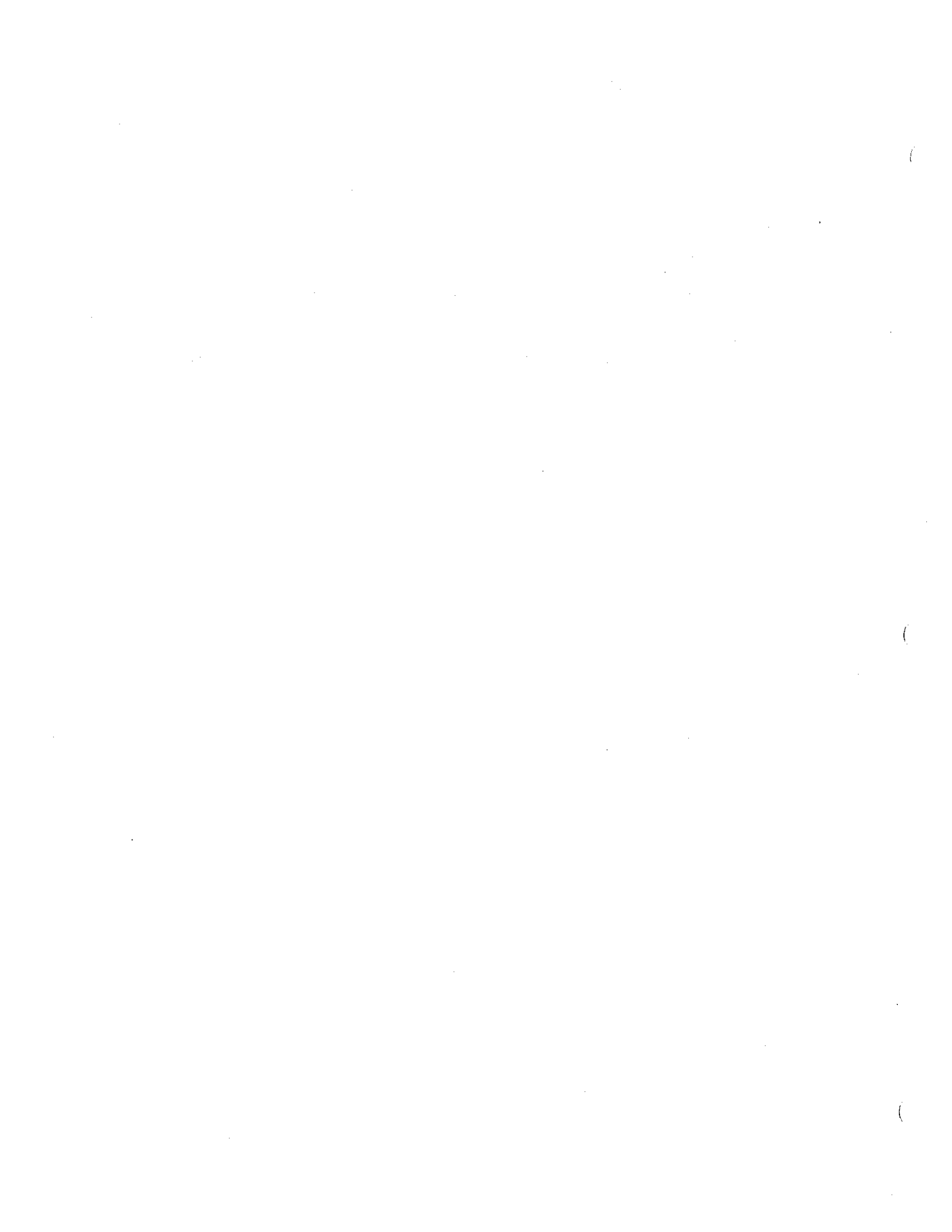
**2327.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**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.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Fiscal Year 2011-2012 Budget Preview. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2011-2012 Budget. The Fiscal Year 2011-2012 Budget may be set for Public Hearing.

**DATE:** April 18, 2011

### BACKGROUND

At the April 7, 2011 Work Session, the Library Director presented a proposed budget for Fiscal Year 2011-2012 for the Placentia Library District. The proposed budget of \$2,082,447, down 4% from Fiscal Year 2010-2011, is based on a flat decrease in property tax revenue. The Orange County Assessor's office predicts a 1% increase in tax revenue. The proposed Fiscal Year 2011-2012 Budget includes the following:

- 2% reduction or \$23,074 in salaries & employee benefits.
- 2% cost of living adjustment (COLA).
- 14% increase or \$111,322 in supplies & services. The increase is due to an anticipated need to replace the plumbing system and security camera system, installation of a library card accessed restroom system and replacements of 25 public PCs.
- 35% increase or \$79,736 in library materials (books, magazines, dvds, audiobooks, e-books & online databases).
- 70% increase or \$7,000 in library program.
- Projected \$110,000 surplus from Fiscal Year 2010-2011.

Attachment A is the proposed Revenue budget for Fiscal Year 2011-2012.

Attachment B is the proposed Expense budget for Fiscal Year 2011-2012.

Attachment C are the Department Budget Worksheets for Fiscal Year 2011-2012.

Attachment D is the proposed Organizational Chart for Fiscal Year 2011-2012.

Attachment E is the proposed Salary Schedule for Fiscal Year 2011-2012.

Attachment F is the powerpoint presentation of the proposed budget for Fiscal Year 2011-2012.

### RECOMMENDATIONS

1. Determine whether to incorporate the Library Director's recommendations for organizational changes and reclassification of staff positions into the Fiscal Year 2011-2012; and,
2. Determine whether to approve the Library Director's recommendations for a 2% COLA to be reflected in the salary schedule for the Fiscal Year 2011-2012 Budget; and,
3. Approve the Fiscal Year 2011-2012 Budget as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees.



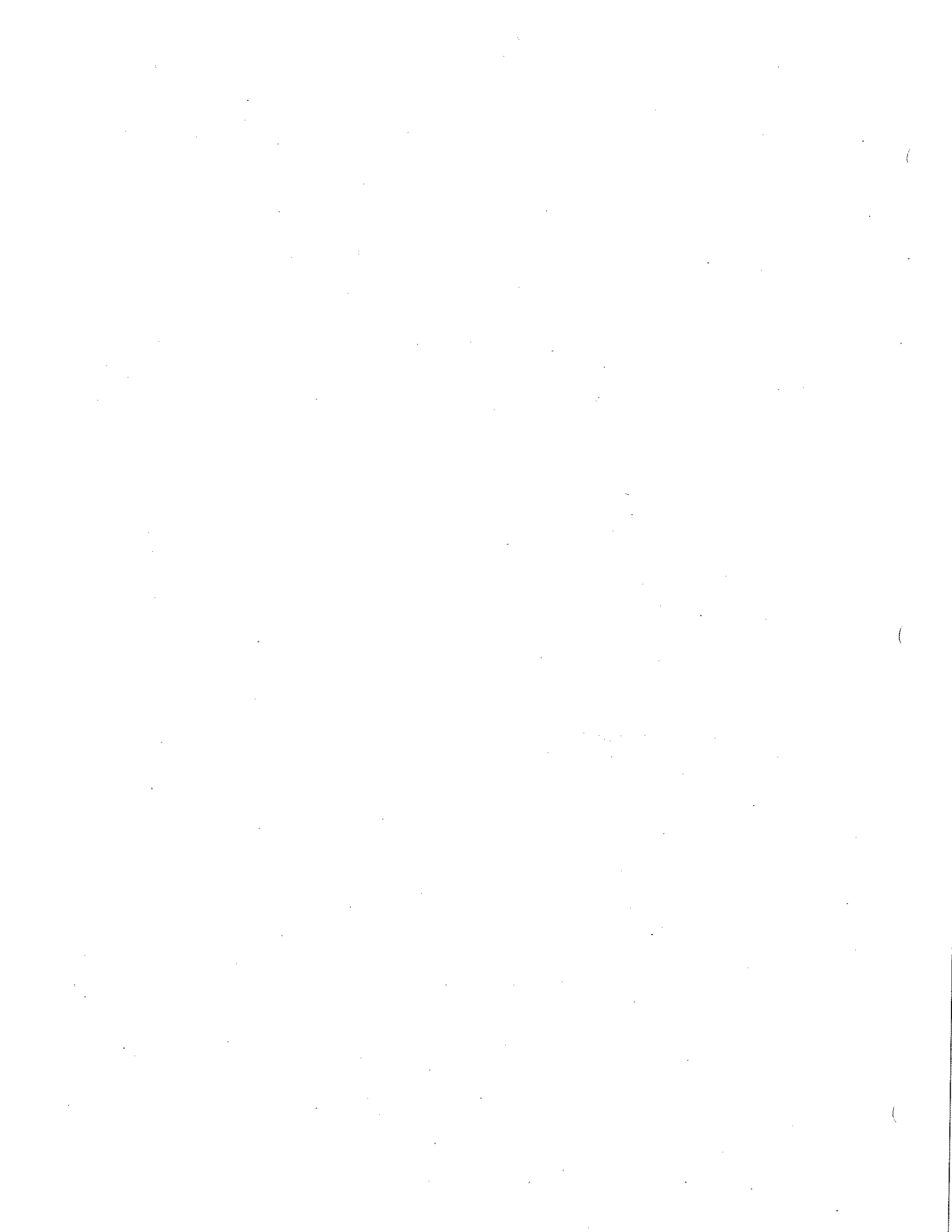


## Placentia Library District

### Proposed Revenue Budget for Fund 707 for Fiscal Year 2011-2012

Object Code	Category	FY2009-2010 ACTUAL	FY2010-2011 BUDGET	FY 2011-2012 PROPOSED
6210-00	Current Secured	1,569,828		1,705,891
6210-01	Public Utility	23,280		24,521
6210-04	Teeter Plan - Current Delinquent	0	0	0
	SUB-TOTAL CURRENT SECURED	1,593,108	1,668,964	1,730,412
6230-00	Prior Secured	0	0	0
	TOTAL SECURED	1,593,108	1,668,964	1,730,412
6220-00	Current Unsecured	73,640	61,932	69,801
6240-00	Prior Unsecured	940	0	0
	TOTAL UNSECURED	74,580	61,932	69,801
6690	HOMEOWNER	14,320	12,476	15,368
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,682,008	1,743,372	1,815,581
6250	SPECIAL DISTRICT AUGMENTATION	7,520	3,962	
6260/6540	PENALTIES/DELINQUENCIES	0	1,563	
6280-00	SUPPLEMENTAL - CURRENT	36,760	14,621	22,366
6300	SUPPLEMENTAL - PRIOR	1,104	5,847	
6610-00	INTEREST	21,800	8,456	
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	67,184	34,449	
<b>TOTAL PROPERTY TAX REVENUE</b>		<b>1,749,192</b>	<b>1,777,821</b>	<b>1,837,947</b>
6970	STATE LIBRARY & STATE	20,000	18,844	0
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS	0	0	
7670	LOCAL REVENUE	139,388		
	Fines & Fees		30,000	60,000
	Passports		62,800	60,000
	Meeting Room Fees		4,000	7,000
	DVD Rentals		4,000	5,500
	Test Proctor		0	2,000
<b>TOTAL STATE &amp; LOCAL REVENUE</b>			<b>100,800</b>	<b>134,500</b>
<b>SURPLUS FROM 2010-2011 FISCAL YEAR</b>			<b>262,703</b>	<b>110,000</b>
7680	6 MO. EXPIRED (OUTLAW) CHECKS	0	0	
<b>TOTAL REVENUE</b>		<b>1,908,580</b>	<b>2,160,178</b>	<b>2,082,447</b>

April 14, 2011



**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012**

OBJECT CODE DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
0100 Salaries & Wages	1,029,376	1,080,094	1,006,657
0200 Retirement (Social Security & Pension Contribution)	110,000	77,295	77,589
0301 Unemployment Insurance	5,000	6,000	15,000
0306 Health Insurance	105,900	106,622	146,979
0308 Dental Insurance	13,000	15,274	16,028
0309 Life Insurance	11,000	8,324	7,928
0310 Long Term Disability Insurance	7,000	4,737	4,308
0319 Vision Insurance	4,000	2,486	2,734
EAP		787	822
Total Employee Insurance	140,900	138,230	178,799
0350 Workers Compensation - General	10,000	10,000	10,500
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,290,276</b>	<b>1,311,619</b>	<b>1,288,545</b>
0700-0700 Communications - Telephone	4,500	9,000	
0700-0701 Communications - Modem/Fax/T1/DSL	3,000	3,000	
0700-0702 Communications - Internet Access	2,500	5,000	
0700 Total Communications	10,000	17,000	13,000
0900 Food - General Fund	1,300	1,000	
0900 Total Food	1,300	1,000	1,000
1000 Household Expense	8,500	7,500	
1001 Trash	500	500	
1000 Total Household Expense	9,000	8,000	8,000
1100 Insurance	13,000	15,000	15,000
1300 Maintenance of Equipment - General Fund	30,000	25,000	
1300 Total Maintenance of Equipment	30,000	25,000	20,000
1400-0710 HVAC	0	0	
1400-0711 Carpet Cleaning	0	0	
1400-0712 Groundskeeping, City of Placentia	0	0	
1400-0713 Plumbing	0	0	
1400-0714 Electrical	0	0	

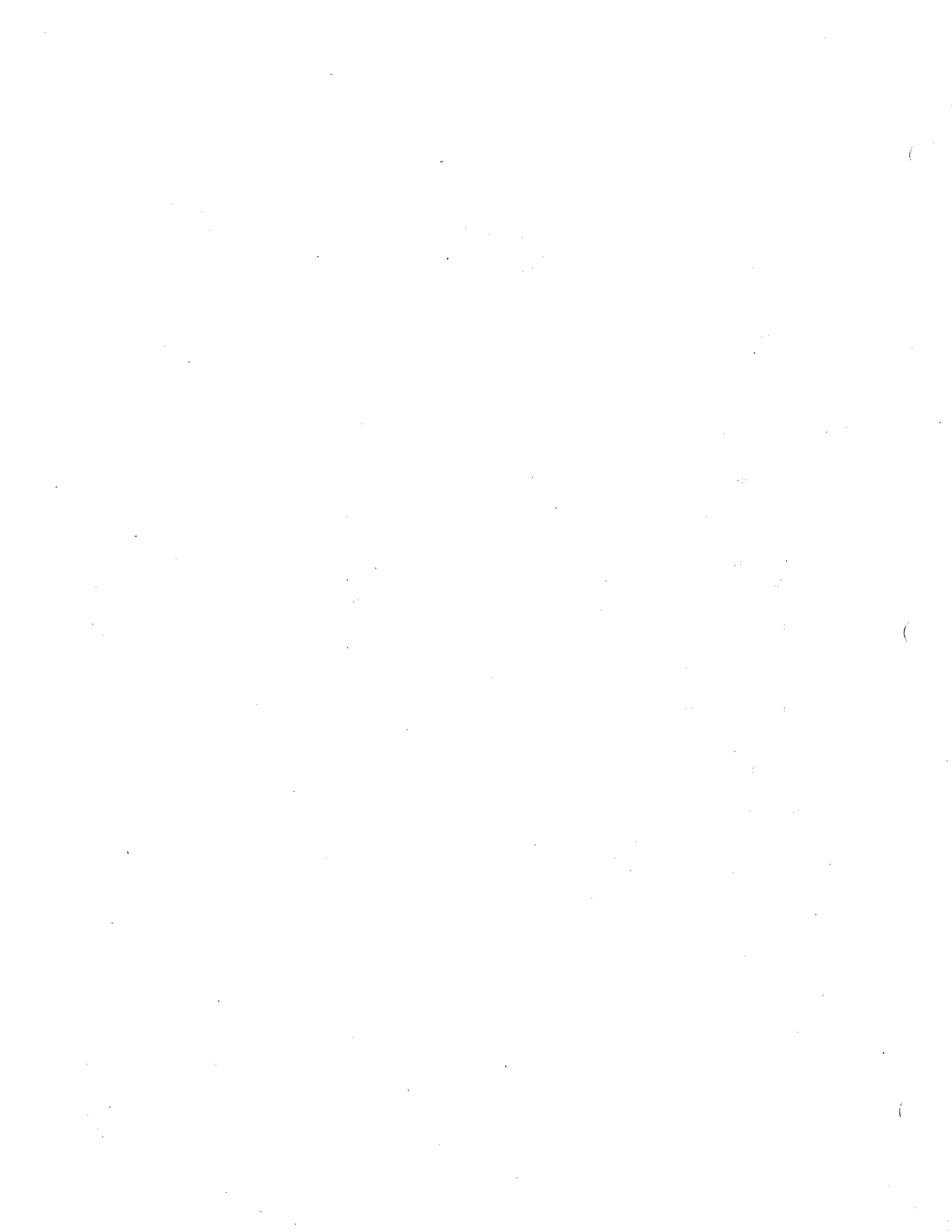
**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012**

OBJECT CODE	DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
1400-0715	Cleaning Service	0	0	
1400-0716	Locksmith	0	0	
1400-0717	Other	17,197	65,000	
1400	Total Maintenance of Building & Grounds	17,197	65,000	131,400
1600	Memberships - General Fund	1,500	4,700	
1600	Total Memberships	1,500	4,700	12,000
1700	Miscellaneous Expense - General Fund	0	0	
1700	Total Miscellaneous Expense	0	0	0
1800-0725	Library Supplies	23,600	20,000	
1800-0726	Printing	500	1,500	
1800-0727	Paper	900	1,000	
1800-0728	Other Office Supplies	15,000	12,500	
1800	Total Office Supply Expense - General Fund	40,000	35,000	21,486
1803	Postage Expense - General Fund	5,000	5,000	
1803	Total Postage Expense	5,000	5,000	4,000
	Employee Assistance Program/SDRMA	0		
1900-0736	Pension Fund Operating & Investment Mgmt. Expenses	10,000	10,000	
1900-0737	Anaheim Library Automated Library System	35,000	35,000	
1900-0738	Library Board Consultants & Legal	30,000	25,000	
1900-0739	Computer Services	20,000	33,600	
1900-0740	Tax Collection Services & Fees by Orange County & LAFCO	18,000	18,000	
	Medical Exams	0	0	
1900-0741	Collection Services - Accounts Receivable	2,000	2,000	
1900-0742	Audit & Accounting Services	10,000	10,000	
1900-0743	Payroll Preparation	9,000	8,500	
1900-0744	Election Expenses	0		
1900-0745	Staff Training in Library	0		
1900-0746	Grants	0		
1900-0747	Program	0		
1900-0748	Other	0	7,000	
1900	Total Specialized Services - General Fund	134,000	149,100	119,500
1912	Investment Administrative fees for Orange County	2,000	1,500	1,500
2000-0755	Legal Notices - General Fund	1,000	1,000	
2000-0756	Legal Notices - Grants	0	0	
2000	Total Legal Notices	1,000	1,000	1,000
2100	Rents/Leases-Equipment	1,500	1,000	500

**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2011-2012**

OBJECT CODE	DESCRIPTION	FY2009-2010 BUDGET	FY2010-2011 BUDGET	FY2011-2012 PROPOSED
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	73,500	35,000	35,000
2400-076	Special Department Expense - Library Materials	130,307	147,000	226,736
2400-0761	Special Department Expense - Programs	30,000	3,000	10,000
2400	Total Special Department Expense	160,307	150,000	236,736
2600	Transportation/Travel - Local Mileage	2,000	2,000	2,000
2700-076	Transportation/Travel - Meetings, Staff Out of Town	0		
2700-076	Transportation/Travel - Meetings, Staff Local	2,000		
2700-076	Transportation/Travel - Meetings, Board Out of Town	2,000		
2700-076	Transportation/Travel - Meetings, Board Local	1,000		
2700	Total Transportation/Travel - Meetings	5,000	6,500	11,000
2800-2801	Electricity	60,500	70,500	
2800-2802	Gas	8,500	9,000	
2800-2803	Water	11,000	11,000	
2800	Total Utilities	80,000	85,000	85,000
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>536,304</b>	<b>606,800</b>	<b>718,122</b>
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	7,000	7,000
4000	Equipment	25,000	10,000	
	Total Equipment	25,000	10,000	25,000
4200	Structures/Improvements	0	100,000	20,000
<b>TOTAL FIXED ASSETS</b>		<b>25,000</b>	<b>110,000</b>	<b>52,000</b>
4700	Payment to Refunded Debt Escrow Ags	0	0	
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	
5200	Contingencies/Reserves		124,759	23,780
<b>TOTAL EXPENSES</b>		<b>1,908,580</b>	<b>2,160,178</b>	<b>2,082,446</b>

April 14, 2011



## Adult /Reference Services

<b>Statement of Purpose</b>				
<ul style="list-style-type: none"> <li>To serve the public by providing friendly and expeditious access to all materials in various formats, increasing awareness of materials and new technologies and encouraging lifelong learning through materials and programs.</li> </ul>				
<b>Accomplishments in FY 2010-2011</b>				
<ul style="list-style-type: none"> <li>Separated fiction into genres to promote browsability of collection.</li> <li>Shifted non-fiction books to incorporate Oversized collection into non-fiction to increase circulation of oversized books.</li> <li>Offered 29 Computer Workshops that were attended by 200 adults.</li> <li>Held weekly Tech Help program which helped 70 adults.</li> <li>Proctored 37 tests at \$50 per test which added \$1850 to the budget.</li> <li>Offered 3 Spanish/English programs attended by 46 adults</li> <li>History Room completed Historical Homes DVD project and provided a public showing that 40 people attended.</li> <li>Assisted the Placentia Historical Committee by providing materials for the Placentia History Wall which was unveiled in November.</li> </ul>				
<b>Action Plan for FY 2011-2012</b>				
<ul style="list-style-type: none"> <li>Increase browsability of DVD collection by weeding and shifting so all DVDs are accessible to patrons, thereby increasing the circulation of DVDs by 5%.</li> <li>Increase circulation of CDs by 5% by adding popular titles.</li> <li>Increase number of visitors to History Room by 10% by offering programming for the 22 PYLUSD elementary schools.</li> <li>Expand Adult Literacy to include computer literacy which will allow program to accommodate and assist 10% more students.</li> <li>Provide two training opportunities per staff.</li> </ul>				
<b>PERFORMANCE MEASURES</b>				
	<b>Actual FY 08-09</b>	<b>Actual FY 09-10</b>	<b>Estimated FY 10-11</b>	<b>Objective FY 11-12</b>
<b>Service Levels</b>				
Adult Books (volumes)Added	4,554	3,012	2,000	2,500
Books (volumes)Held	53,309	49,304	44,000	46,000
Audio Materials Added	321	54	68	60
Total Audio Materials	1,519	1,613	1,650	10,500
DVDs Added	654	152	200	225
Total DVDs	3174	3305	3500	3550
Overdrive- Use	0	0	150	200
Databases- Number/Use	11/36,939	9/36,625	5/11,392	5/11,500
Reference Questions (omit directional)	16,881	19,458	17,000	17,000
Total Circulation	NA	NA	85,372	86,000
Adult Programs – Number/Attendance	16/311	50/667	182/1000	57/1200
Tests Proctored	NA	NA	60	65
History Room Visitors	82	126	80	88
Adult Literacy Tutors	204	471	25	30
Adult Literacy Students	NA	NA	46	50
Users of Public Internet Computers	31,885	54,390	46,600	48,000
<b>Efficiency</b>				
Cost per item loaned (budget/turnover)	NA	NA	TBD	TBD
<b>Effectiveness</b>				
Total Registered Adult Borrowers	NA	NA	24,198	25,400

## Children's /Teen Services

### Statement of Purpose

- Provide quality and timely materials and programs to meet the educational, recreational, and cultural needs of children, teens and their families. Through our collection,entertaining and informative programs, and reference services we strive to inspire exploration, open minds, and bring people together.

### Accomplishments in FY 2010-2011

- Answered over 6,000 reference questions from children, teens, and adults in the Children's/ YA Department.
- Conducted weekly preschool and lapsitstorytimes, plus a weekly evening storytime with 6,370 attending.
- Planned and conducted a monthly storytime for children with autism and a family member, with 214 attending.
- Conducted a monthly family storytime and book discussion group, with 433 attending.
- Received a \$2,000Target Early Childhood grant for our Super S.T.A.R. program for programs, materials & publicity.
- Provided a successful summer reading program for children and teens. 1,291 children and teens participated.
- Provided 7 weekly programs for children during the summer with a total attendance of 1, 981 children& adults.
- Provided 6 weekly programs for teens during the summer with a total attendance of 77 teens.
- 237 children participated in the In-n-Out Cover to Cover Reading club.
- Offered an after-school homework help club for children with enrollment of 126 children.
- Received a \$250.00 mini-grant from the Orange County chapter of Reforma for the El Dia de los Ninos program in April.
- Conducted an El Dia De Los Ninos program for children with anticipated attendance of 100 persons.Shared stories and songs in Spanish and English.
- Received \$500.00 from PLFF for the Easter Eggcitement program in April. The library is collaborating with the Rotary Club and Placentia Roundtable Women's Club for this program at Kraemer Park, with anticipated approximate attendance of 1,000 persons.
- Conducted our annual library sleepover event for families. 60 children and adult attended.
- 49 teens served in P-TAC, the library's teen advisory club.
- Teen volunteers donated 1,143.5 service hours in the Children's department during the summer of 2010.
- Conducted school and scout group library visits and tours. Visit10 elementaryschools to promote this year's Summer Reading Program and invite approximately 500 students to join the program.
- Displayed artwork from children at Brookhaven Elementary School during Youth Art Month in March. Hosted a reception for students, teachers , and parents in March.
- Attended a Placentia-Yorba Linda Alliance for Arts Education breakfast with community leaders to discuss promoting the arts in the schools and community.
- Conducted a program for the county's Imagination Celebration, with singer and entertainer Dan Crow performing. Anticipated attendance is 75 persons.
- Supervised two interns from the San Jose State Library and Information Science department. The interns gained experience and training in Children's and Teen library services. Internship hours totaled 270 hours.
- Conducted a holiday program for children, with a visit from Santa; also purchased books with donated funds from PLFF for the city's Community Basket program for Placentia families with need. Attendance was 150 persons.



**Action Plan for FY 2011-2012**

- Increase participation in the Summer Reading Program by 5%.
- Increase school & class visits to the library by 5%.
- Increase Homework Help Club enrollment by 5%.
- Provide two training opportunities for staff.
- Submit one grant application.
- Add career book collection for YA non-fiction area.
- Provide 1 computer class series for teens.

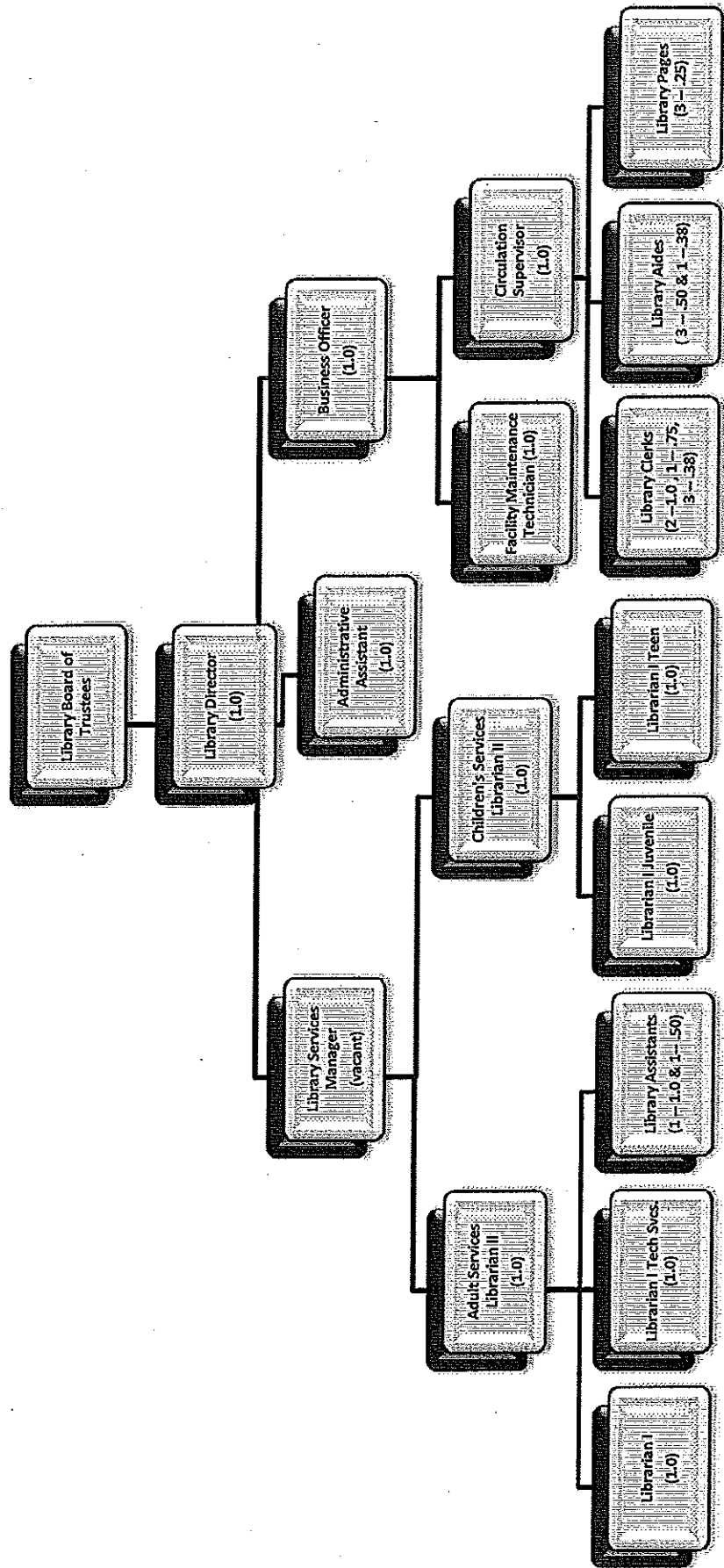
**PERFORMANCE MEASURES**

	Actual FY 08-09	Actual FY 09-10	Estimated FY 10-11	Objective FY 11-12
<b>Service Levels</b>				
Circulation of Children's Materials (Children's and Young Adult)	80,417	108,663	109,000	109,000
Info. requests	7,231	6,847	8,000	8,050
Pre-School Programs – Number/Attendance	153/ 4,203	184/ 5,395	178/6,380	180/ 6,500
School Age Programs – Number/Attendance	49/ 3,204	88/ 6,205	79/ 6,104	85/ 7,000
Young Adult Programs – Number/Attendance	24/ 282	39/ 648	41/ 781	45/ 785
<b>Efficiency</b>				
Cost per item loaned – Children's and Young Adult materials	N/A	N/A	N/A	N/A
<b>Effectiveness</b>				
Children's Library Cards	4,993	6,269	6,773	6,885

## Circulation Services

<b>Statement of Purpose</b>				
To provide a qualified staff to organize and maintain a collection of print and non-print materials, and establish lending procedures for materials loaned, and issuance of library cards. Our vision will help deliver reliable, fast, fun and friendly service.				
<b>Accomplishments in FY 2010-2011</b>				
<ul style="list-style-type: none"> <li>Improved the departments' efficiency by restructuring staff schedules and responsibilities at work.</li> <li>Passed the U.S. Department of State passport acceptance facility audit.</li> <li>Maintained the established level of service during the re-flooring project.</li> <li>Set up a new ADA compliant circulation desk.</li> <li>Managed a new display monitor in the front lobby.</li> <li>Implemented a new process for claims returns to enhance customer service and minimize staff work.</li> </ul>				
<b>Action Plan for FY 2011-2012</b>				
<ul style="list-style-type: none"> <li>Maintain a 90% accuracy rate for submitted passport applications.</li> <li>Maintain claims return list under 5 books.</li> <li>Continue to sort, and shelve library materials 3 days from the day they are returned.</li> <li>Reorganize the workroom, front desk, and passport desk for better efficiency.</li> <li>Reduce the missing trace list by 17%.</li> <li>Fulfill ILL requests by 15%.</li> </ul>				
<b>PERFORMANCE MEASURES</b>	<b>Actual FY 08-09</b>	<b>Actual FY 09-10</b>	<b>Estimated FY 10-11</b>	<b>Objective FY 11-12</b>
<b>Service Levels</b>				
# of ILL sent to others	5,462	6,023	4,974	5,500
# of ILL received	4,495	6,069	6,547	6,000
# of items checked-out	212,040	165,205	218,725	200,000
# of items checked-in	212,194	165,543	220,921	210,000
# of passport applications processed	2,687	3,304	2,622	2,900
# of passport photos taken	1,205	1,129	1,144	1,300
# of new patrons registered	4,453	3,461	3,986	4,000
# of attendance	222,157	298,374	275,564	275,000
# of holds placed	7,508	9,618	9,133	9,000
# of phone renewals	3,264	8,800	9,524	9,000
<b>Efficiency</b>				
# of Staff per 10,000 Circulation	.36	.34	.34	.36
# of Staff per 1,000 Served	.14	.13	.14	.14
<b>Effectiveness</b>				
% of Placentia Library card holders	54.1%	41.6%	60.4%	65%

**PLACENTIA LIBRARY DISTRICT**  
**ORGANIZATIONAL CHART**  
**FISCAL YEAR 2011-2012**



April 6, 2011



**PLACENTIA LIBRARY DISTRICT**  
**PROPOSED SALARY SCALE FOR FISCAL YEAR 2011-2012**  
**NON-EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
HR	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50	12.08
PP	755.20	774.08	793.43	813.27	833.60	854.44	875.80	897.70	920.14	966.14
AN	19,635.20	20,126.08	20,629.23	21,144.96	21,673.59	22,215.43	22,770.81	23,340.08	23,923.58	25,119.76
MO	1,636.27	1,677.17	1,719.10	1,762.08	1,806.13	1,851.29	1,897.57	1,945.01	1,993.63	2,093.31
LIBRARY CLERK										
HR	13.84	14.19	14.54	14.90	15.28	15.66	16.05	16.45	16.86	17.71
PP	1,107.20	1,134.88	1,163.25	1,192.33	1,222.14	1,252.70	1,284.01	1,316.11	1,349.02	1,416.47
AN	28,787.20	29,506.88	30,244.55	31,000.67	31,775.68	32,570.07	33,384.33	34,218.93	35,074.41	36,828.13
MO	2,398.93	1,875.47	1,922.27	1,970.80	2,019.33	2,714.17	2,782.03	2,851.58	2,922.87	3,069.01
CIRCULATION SUPERVISOR										
HR	15.66	16.05	16.45	16.86	17.29	17.72	18.16	18.61	19.08	20.03
PP	1,252.80	1,284.12	1,316.22	1,349.13	1,382.86	1,417.43	1,452.86	1,489.19	1,526.42	1,602.74
AN	32,572.80	33,387.12	34,221.80	35,077.34	35,954.28	36,853.13	37,774.46	38,718.82	39,686.79	41,671.13
MO	2,714.40	2,782.26	2,851.82	2,923.11	2,996.19	3,071.09	3,147.87	3,226.57	3,307.23	3,472.59
FACILITY MAINTENANCE TECHNICIAN										
HR	17.78	18.22	18.68	19.15	19.63	20.12	20.62	21.13	21.66	22.75
PP	1,422.40	1,457.96	1,494.41	1,531.77	1,570.06	1,609.32	1,649.55	1,690.79	1,733.06	1,819.71
AN	36,982.40	37,906.96	38,854.63	39,826.00	40,821.65	41,842.19	42,888.25	43,960.45	45,059.46	47,312.44
MO	3,081.87	3,158.91	3,237.89	3,318.83	3,401.80	3,486.85	3,574.02	3,663.37	3,754.96	3,942.70
LIBRARY ASSISTANT										
HR	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.10	22.65	23.78
PP	1,487.20	1,524.38	1,562.49	1,601.55	1,641.59	1,682.63	1,724.70	1,767.81	1,812.01	1,902.61
AN	38,667.20	39,633.88	40,624.73	41,640.35	42,681.35	43,748.39	44,842.10	45,963.15	47,112.23	49,467.84
MO	3,222.27	3,302.82	3,385.39	3,470.03	3,556.78	3,645.70	3,736.84	3,830.26	3,926.02	4,122.32
LIBRARIAN I										
HR	21.97	22.52	23.08	23.66	24.25	24.86	25.48	26.12	26.77	28.11
PP	1,757.60	1,801.54	1,846.58	1,892.74	1,940.06	1,988.56	2,038.28	2,089.23	2,141.46	2,248.54
AN	45,697.60	46,840.04	48,011.04	49,211.32	50,441.60	51,702.64	52,995.21	54,320.09	55,678.09	58,461.99
MO	3,808.13	3,903.34	4,000.92	4,100.94	4,203.47	4,308.55	4,416.27	4,526.67	4,639.84	4,871.83
LIBRARIAN II										
HR	25.60	26.24	26.90	27.57	28.26	28.96	29.69	30.43	31.19	32.75
PP	2,048.00	2,099.20	2,151.68	2,205.47	2,260.61	2,317.12	2,375.05	2,434.43	2,495.29	2,620.05
AN	53,248.00	54,579.20	55,943.68	57,342.27	58,775.83	60,245.22	61,751.36	63,295.14	64,877.52	68,121.39
MO	4,437.33	4,548.27	4,661.97	4,778.52	4,897.99	5,020.44	5,145.95	5,274.59	5,406.46	5,676.78

PAGES

Starting Wage	6 Months	1 Year	18 Months
8.16	8.57	9.00	9.45

Signature \_\_\_\_\_

Gaeten Wood, President

: Approved

Effective: July 1, 2011

April 18, 2011

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2011-2012  
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	108,000									
MO										
LIBRARY SERVICES										
MANAGER										
HR	33.35	34.18	35.04	35.91	36.81	37.73	38.68	39.64	40.63	42.67
PP	2,668.00	2,734.70	2,803.07	2,873.14	2,944.97	3,018.60	3,094.06	3,171.41	3,250.70	3,413.23
AN	69,368.00	71,102.20	72,879.76	74,701.75	76,569.29	78,483.52	80,445.61	82,456.75	84,518.17	88,744.08
MO	5,780.67	5,925.18	6,073.31	6,225.15	6,380.77	6,540.29	6,703.80	6,871.40	7,043.18	7,395.34
BUSINESS										
MANAGER										
HR	26.80	27.47	28.16	28.86	29.58	30.32	31.08	31.86	32.65	34.29
PP	2,144.00	2,197.60	2,252.54	2,308.85	2,366.57	2,425.74	2,486.38	2,548.54	2,612.26	2,742.87
AN	55,744.00	57,137.60	58,566.04	60,030.19	61,530.95	63,069.22	64,645.95	66,262.10	67,918.65	71,314.58
MO	4,645.33	4,761.47	4,880.50	5,002.52	5,127.58	5,255.77	5,387.16	5,521.84	5,659.89	5,942.88
ADMINISTRATIVE										
ASSISTANT (Confidential)										
HR	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.06	27.36
PP	1,711.20	1,753.98	1,797.83	1,842.78	1,888.84	1,936.07	1,984.47	2,034.08	2,084.93	2,189.18
AN	44,491.20	45,603.48	46,743.57	47,912.16	49,109.96	50,337.71	51,596.15	52,886.06	54,208.21	56,918.62
MO	3,707.60	3,800.29	3,895.30	3,992.68	4,092.50	4,194.81	4,299.68	4,407.17	4,517.35	4,743.22

Signature \_\_\_\_\_ : Approved \_\_\_\_\_ Effective: July 1, 2011

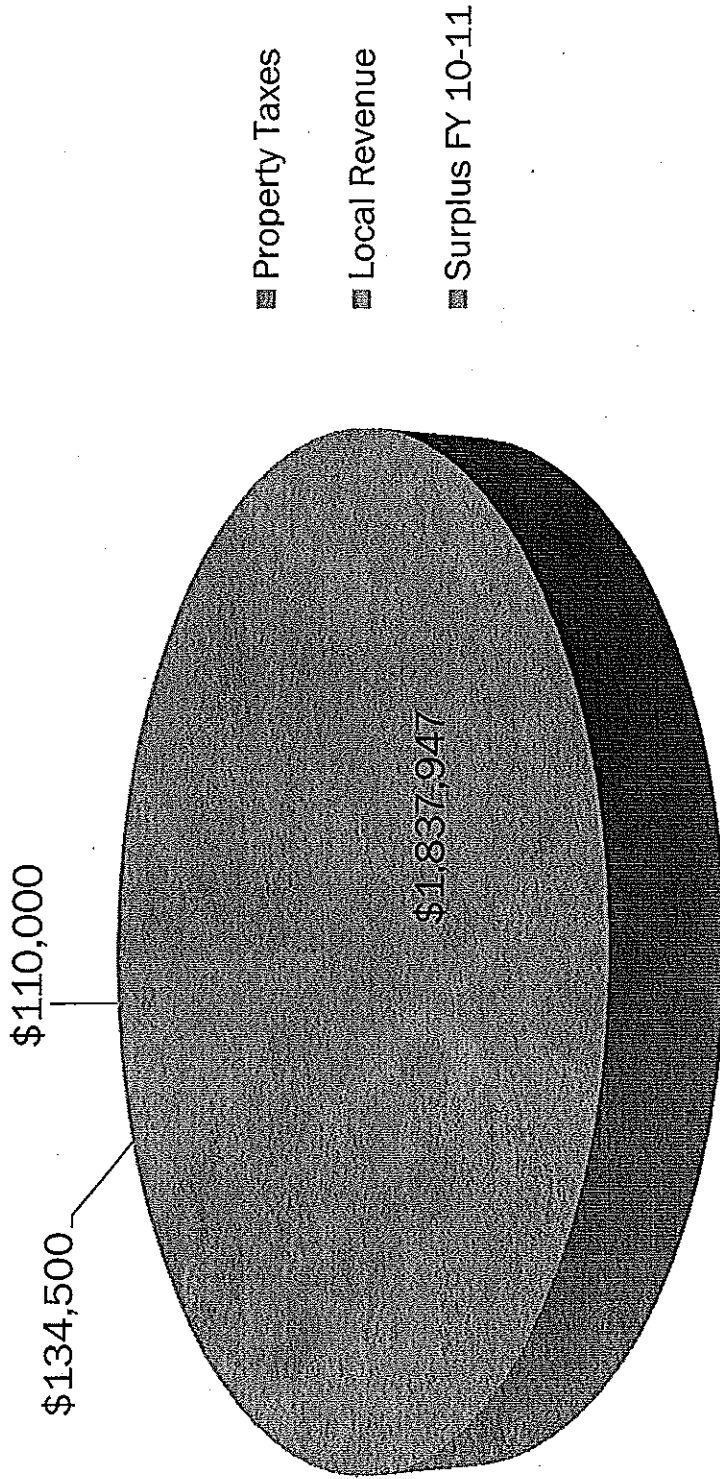
Gaeten Wood, President

April 18, 2011

**PLACENTIA LIBRARY DISTRICT**  
FISCAL YEAR 2011-2012 BUDGET  
APRIL 18, 2011

# REVENUE PROJECTIONS

\$2,082,447



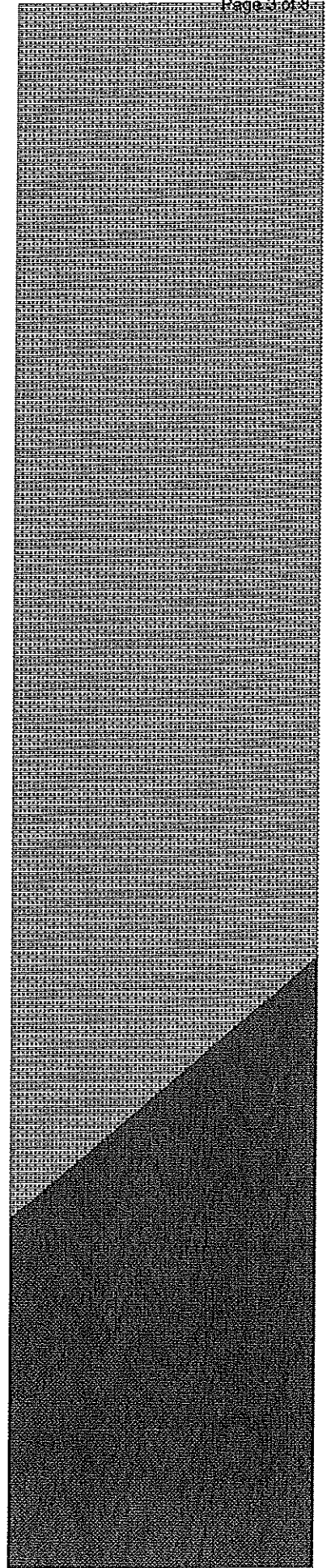
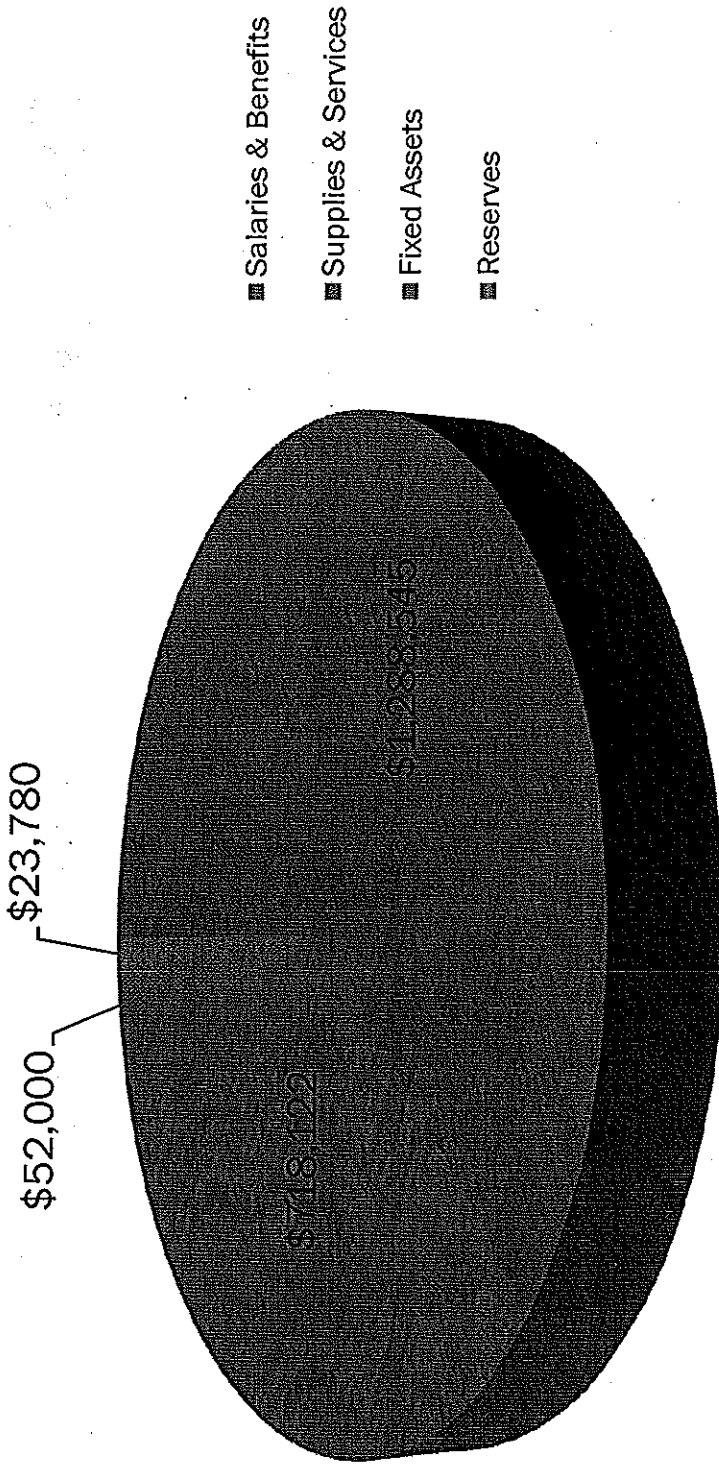
■ Property Taxes

■ Local Revenue

■ Surplus FY 10-11



# EXPENSE PROJECTIONS



# STAFFING

## Administration

- Upgrade a 30hr. Facility Maintenance Technician to a 40hr. position
- Library Services Manager position remains vacant

## Adult/Technical Services

- (1) 40hr. Library Assistant
- 624 substitute hours (12 hrs./week)

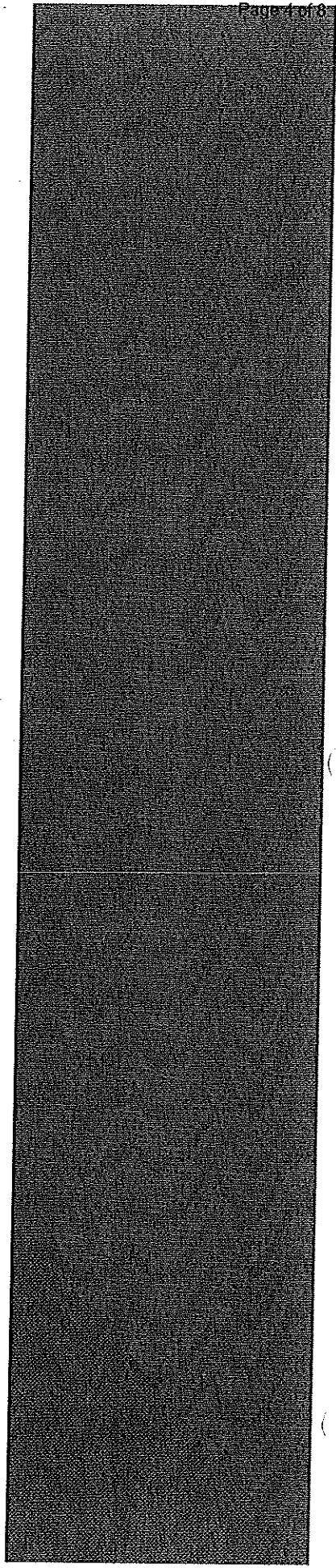
## Children's Services

- Upgrade (2) part-time Library Assistant positions to (2) 40hr. positions
- 364 substitute hours (7 hrs./week)

## Circulation Services

- Upgrade (1) 30hr. Library Clerk to a 40hr. position
- (1) 20hr. Library Aides
- 1,040 substitute hours (20 hrs./week)

2% COLA



**CAPITAL  
IMPROVEMENT  
PROJECTS**

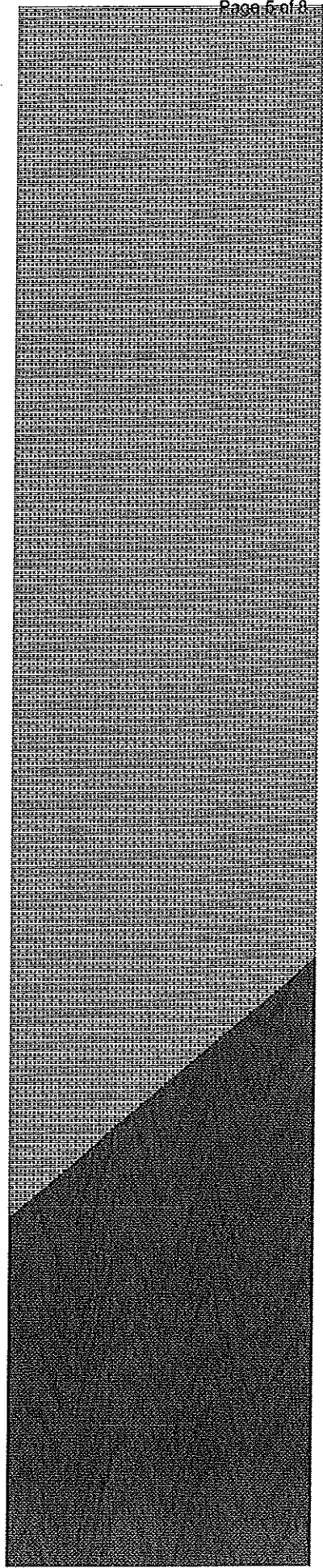
Plumbing system replacement  
\$ 100,000

Card key access restrooms (2)  
\$ 5,000

Security Camera System  
\$ 5,000

**TECHNOLOGY  
PROJECTS**

Public PC replacements (25)  
\$ 20,000



# LIBRARY COLLECTION & PROGRAM

Collection (books, periodicals, etc.) \$ 208,236

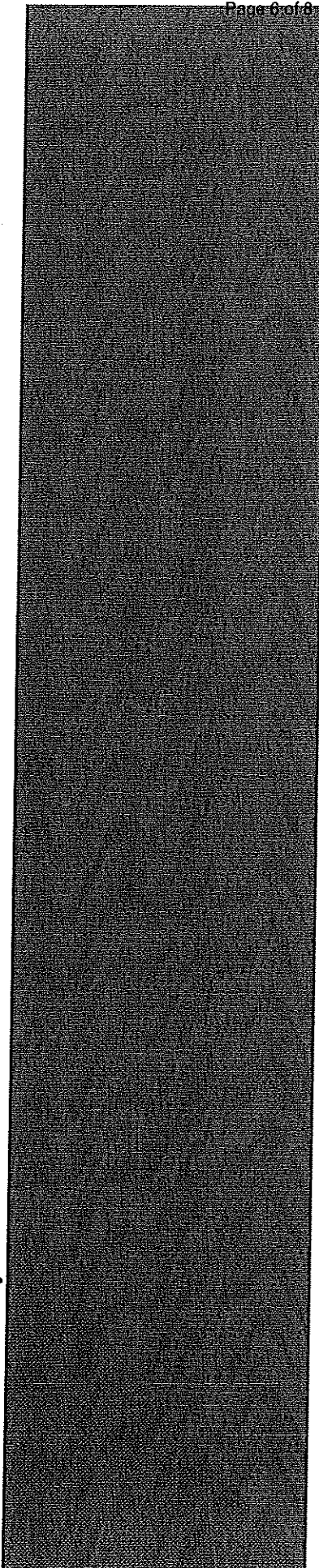
Databases \$ 15,500

- General Reference Center
- Heritage Quest
- Reference USA
- Novelist
- Tumblebooks

Overdrive (e-books) \$ 3,000

Program \$ 10,000

- Children's Summer Reading Programs
- Adult Summer Reading Programs
- History Room
- Literacy



# **TRAINING**

**Infopeople Workshops**

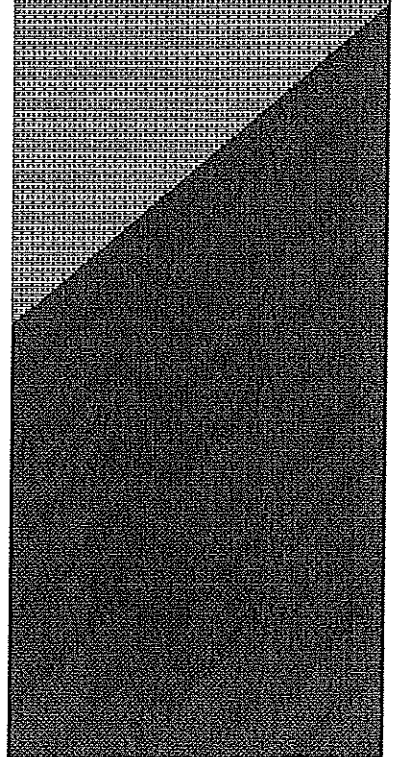
**Liebert Cassidy Whitmore Supervisor Workshops**

**American Library Association Conference**

**Public Library Association Conference**

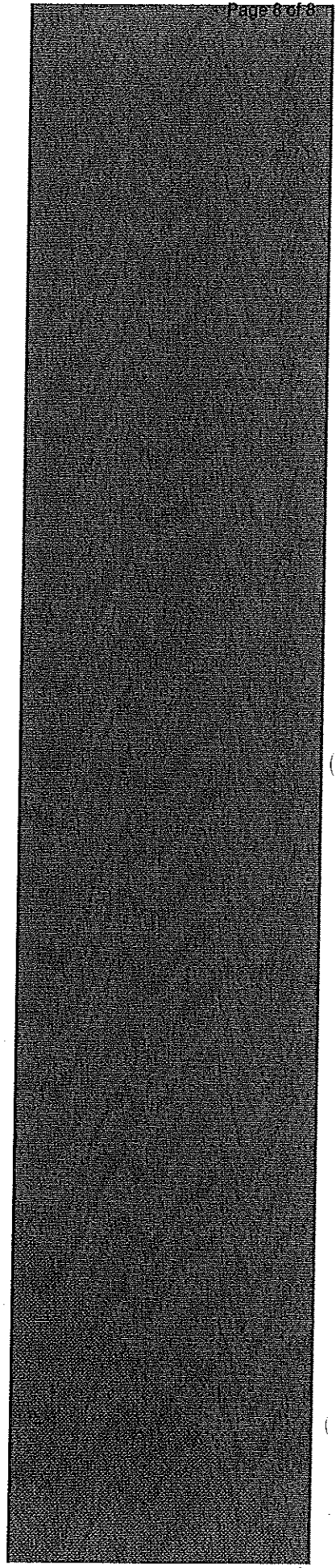
**Board Clerk Conference**

**Safety – In Service**



# OTHER CAPITAL PROJECT/EQUIPMENT ESTIMATES

- Meeting Room Expansion/Renovation \$ 100,000+
- History Room Expansion \$ 100,000+
- Children's Storytime Theatre \$ 100,000+
- Carpet Replacement \$ 100,000+
- Outdoor Book Drop Replacement & Relocation \$ 20,000
- Staff Lounge Upgrade \$ 15,000
- Furniture Upholstery \$ 15,000
- Ipads \$ 6,000



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Review the Placentia Library District Policy 6035 – Fines and Fees Schedule for Fiscal Year 2011-2012 and set for Public Hearing.

**DATE:** April 18, 2011

### BACKGROUND

Attachment A is the Placentia Library District Policy 6035 – Fines & Fees Schedule, adopted August 25, 2003 and revised August 15, 2005, August 20, 2007, February 17, 2009, and August 1, 2010.

Staff is recommending the following changes for Fiscal Year 2011-2012, effective July 1, 2011:

- Interlibrary loan fee – from \$5.00 to \$1.00
- Lost materials for cataloged items – from Item Cost + \$5.00 to Item Cost + \$10.00
- Lost materials for uncataloged paperbacks – from Item Cost + \$5.00 to Item Cost + \$10.00
- Lost materials for CDs, CD ROMS & Videos – from Item Cost + \$5.00 to Item Cost + \$10.00
- Lost materials for Audio Books (all formats) – from Item Cost + \$5.00 to Item Cost + \$10.00
- Add the following fees/fines to special services:
  - Ear buds -- \$2.00/each
  - Barcode replacements -- \$2.00
  - CD case replacement -- \$2.00
  - Playaway case replacement -- \$3.00
  - DVD case replacement -- \$2.00
  - CD from audio book replacement -- \$8.00
- Damages – Item Cost + \$10.00 with \$20.00 as a default.

### RECOMMENDATIONS:

1. Determine whether to incorporate the Library Director's recommendations for changes to be effective Fiscal Year 2011-2012; and,
2. Approve changes to the Placentia Library District Policy 6035 – Fines and Fees Schedule as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Effective October 1, 2007

Adopted August 25, 2003, Revised August 15, 2005, Revised September 17, 2007,

Revised February 17, 2009, Revised August 17, 2009, Revised June 21, 2010,

Revised July 19, 2010 – Effective August 1<sup>st</sup>, 2010

#### FINES PER DAY

##### DVD's:

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

~~There is a two-day grace period on fines. At the end of the grace period fines are calculated from the date that the item was due, not from the end of the grace period.~~

#### RENTAL FEE

##### DVD's (Non-educational):

New Feature Films .....	\$ 1.00 For Two (2) Days
<u>All Others .....</u> Old Feature Films .....	\$ 1.00 Per Week
Mini Series .....	\$ 1.00 Per Week

MAXIMUM FINE PER ITEM .....	MAXIMUM
All Items .....	\$ 20.00

RESERVES & SHELF CHECKS.....	PER ITEM
All Items .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus.....	\$15.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books .....	Item Cost + \$ 105.00 .....	\$ 30.00
Uncataloged Paperbacks .....	Item Cost + \$ 105.00 .....	\$20.00
Magazines/Pamphlets.....	No Processing Fee.....	\$3.00
Cassettes.....	No Processing Fee.....	\$10.00
CDs, CD ROMs & Videos .....	Item Cost + \$ 105.00 .....	\$20.00
Audio Books (all formats).....	Item Cost + \$ 105.00 .....	\$50.00

DVDs ..... Item Cost + \$ 10.00 ..... \$25.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$105.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES ..... PER ITEM

Headsets.....\$24.00  
 Library card replacement..... \$ 2.00  
Barcode replacement ..... \$ 2.00  
CD case replacement ..... \$ 2.00  
Play-away case replacement..... \$ 3.00  
DVD case replacement..... \$ 2.00  
CD from Audio Book replacement ..... \$ 8.00  
 Fax per document (outgoing or incoming) plus \$ .10 per page.....\$2.00  
 Photographs from Placentia History Room,  
 per photo plus actual packaging, postage and/or shipping..... \$10.00 for non-commercial use;  
 \$75.00 for commercial use  
 Printing & Photocopy, black ink, per page ..... \$ .15  
 Printing & Photocopy, color, per page ..... \$ .50  
 Passport Photos.....\$12.00  
 Test monitoring, per exam.....\$50.00

MEETING ROOM

Per hour. .... \$20.00  
 for non-profit and \$35 for other groups  
 Refundable Security Deposit/Cleaning fee.....\$50.00

Administrative Fee (for cancellation notices less than two weeks in advance).....\$25.00  
 After Hour Fee.....\$25.00  
 Staff Attendee.....\$25.00  
 Set-up fee ..... \$20.00  
 Clean-up fee ..... \$20.00

SURCHARGES

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

DAMAGES

All Damages .....Item Cost + \$ 10.00..... \$ 20.00

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.  
*(Adopted by the Library Board of Trustees, January 18, 1993.)*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Review Proposed Changes to the Orange County Special District Selection Committee Bylaws

**DATE:** April 18, 2011

**BACKGROUND**

The Orange County Special District Selection Committee is responsible for selecting special district members to the Local Agency Formation Commission (LAFCO) for Orange County. For the past 17 years, the Orange County Special District Selection Committee has successfully operated under the "*Independent Special Districts Selection Committee Rules of Procedure*".

Due to issues arising at the January 27, 2011 election, a working group was convened at the request of the Executive Committee of the Independent Special Districts of Orange County (ISDOC). This working group was tasked with drafting proposed new by-laws for the Orange County Special District Selection Committee. The draft by-laws, as developed by the working group and reviewed by the ISDOC Executive Committee, are attached.

Each independent special district is being asked to vote on the proposed by-laws.

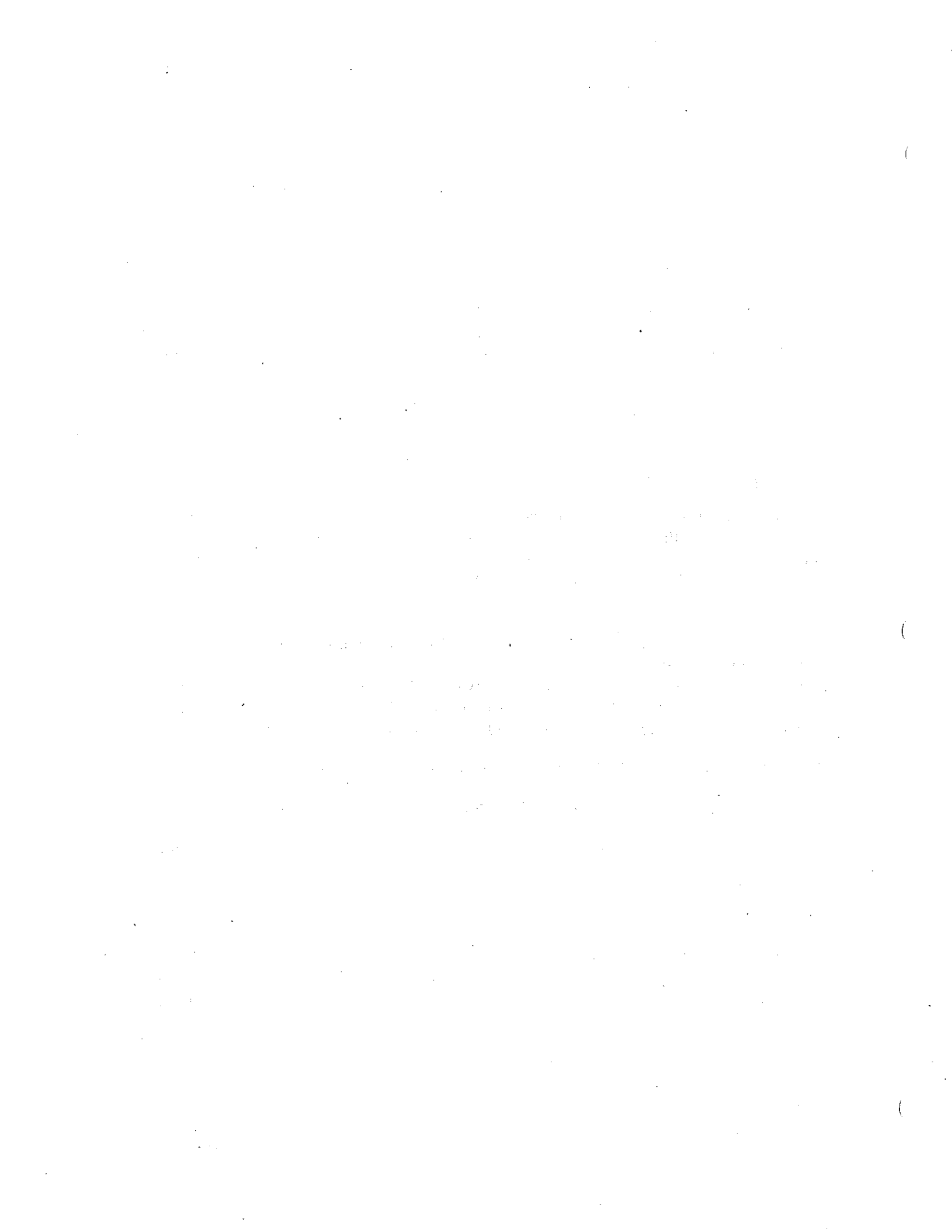
The deadline for returning the ballots to LAFCO is **Thursday May 26 before 3:00 pm.**

Attachment A is the proposed changes to the Bylaws of the Orange County Special District Selection Committee.

FISCAL IMPACT: N/A

**RECOMMENDATION**

Approve the Bylaws of the Orange County Special District Selection Committee as presented and authorize the Library Director to submit ballot on behalf of the Placentia Library District.



# **BYLAWS OF THE ORANGE COUNTY SPECIAL DISTRICT SELECTION COMMITTEE**

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## **ARTICLE I**

### **Name and Location**

#### *Section A Name*

This organization is the Orange County Special District Selection Committee, herein referred to as "The Special District Selection Committee."

## **ARTICLE II**

### **Nature and Purpose**

#### *Section A General Function*

The Special District Selection Committee shall consist of representatives from each independent special district in Orange County for purposes of the special districts acting jointly to appoint Special District representatives to the Orange County Local Agency Formation Commission (LAFCO).

#### *Section B Selection Responsibilities*

The Special Districts Selection Committee shall select two regular commissioners and one alternate commissioner from the special districts within the County (§56332). Such appointments shall be made in accordance with these bylaws as established by the Special Districts Selection Committee.

#### **1. Orange County Local Agency Formation Commission**

Two (2) regular members

One (1) alternate member

## ARTICLE III

### Membership and Government

#### *Section A Presiding Officer as Members*

The membership of the Special District Selection Committee shall consist of the presiding officer of each independent special district within Orange County (Government Code 56332 {a}). The Orange County LAFCO Executive Officer or designee shall provide a list of independent special districts to the Special District Selection Committee upon request.

#### *Section B Presiding Officer's Representatives*

If the Presiding Officer of an independent special district is unable to attend a Special District Selection Committee meeting, the legislative body of the district may appoint one of its members to attend the meeting of the special districts selection committee in the presiding officer's place (Government Code 56332{a}).

#### *Section C Declaration of Qualification*

The presiding officer or Board Secretary of each independent special district shall sign a "Declaration of Qualification" (*attached*) prior to receiving a copy of the ballot. No other written authorization to vote shall be required.

#### *Section D Necessary Quorum*

Representatives of a majority of the independent special districts shall constitute a quorum (Government Code 56332{a}). If a quorum is not present at a meeting of the Special District Selection Committee, the meeting shall be adjourned or postponed to a time and place determined by the Chair.

#### *Section E Voting and Other Actions*

All votes and actions of the Special District Selection Committee shall be recorded in writing by the Orange County LAFCO Executive Officer or designee. The record is public and ballots shall include the name of agency and of the member voting.

#### *Section F Election in Writing*

If the Orange County LAFCO Executive Officer or designee determines that a meeting of the Special District Selection Committee, for the



purpose of selecting the special district representatives or for filling a vacancy, is not feasible, the Orange County LAFCO Executive Officer or designee may conduct the business of the Special District Selection Committee in writing (Government Code 56332{c}).

(1) The Orange County LAFCO Executive Officer or designee may call for nominations to be submitted in writing within 30 days. At the end of the nominating period, the Orange County LAFCO Executive Officer or designee shall prepare and deliver, or send by certified mail, to each independent special district one ballot and voting instructions. If only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.

(2) As an alternative to the delivery by certified mail, the Orange County Executive Officer or designee, with the prior concurrence of the district, may transmit the ballot and voting instructions by electronic mail, provided that the Orange County LAFCO Executive Officer or designee shall retain written evidence of the receipt of that material.

(3) The ballot shall include the names of all nominees and the office for which each was nominated. The districts shall return the ballots to the Orange County LAFCO Executive Officer or designee by the date specified in the voting instructions, which shall be at least 30 days from the date on which the Orange County LAFCO Executive Officer or designee mailed the ballots to the districts.

(4) If the Orange County LAFCO Executive Officer or designee has transmitted the ballot and voting instructions by electronic mail, the districts may return the ballots to the Orange County LAFCO Executive Officer or designee by electronic mail, provided that the Orange County LAFCO Executive Officer or designee retains written evidence of the receipt of the ballot.

(5) Any ballot received by the Orange County LAFCO Executive Officer or designee after the specified date is invalid. The Orange County LAFCO Executive Officer or designee shall announce the results of the election within seven days of the specified date.

*Section G Compensation*

Members of the Special District Selection Committee shall serve without compensation.

*Section H Dues or Assessments*

No fixed dues or assessments shall be regularly levied on any Independent Special District for operation for the Special District

Selection Committee.

## ARTICLE IV

### Officers

#### *Section A Positions*

The elected officers of the Special District Selection Committee shall be a Chair and a Vice Chair. Both shall be Presiding Officers when elected. The Orange County LAFCO Executive Officer or designee shall act as the permanent Secretary and Recording Officer for the Special District Selection Committee.

#### *Section B Election*

The Chair and Vice Chair shall be elected at a Special District Selection Committee meeting to be held concurrently with the Independent Special Districts of Orange County (ISDOC) second quarterly meeting of odd-numbered years or whenever a vacancy occurs. The election of officers shall be by a majority vote of the members present.

#### *Section C Terms*

The terms of the Chair and Vice Chair shall be for a period of two years. A Chair or Vice Chair no longer serving as Presiding Officer of an Orange County special district shall be removed.

#### *Section D Duties*

The Chair shall preside at all meetings of the Special District Selection Committee, and perform all duties required by law or specified herein to facilitate the purposes of the Special District Selection Committee. The Vice Chair shall act in the place and stead of the Chair in the Chair's absence. If both the Chair and Vice Chair are absent from a meeting, a Chair Pro Tem shall be selected from the members present to conduct the proceedings. The Orange County LAFCO Executive officer or designee shall be present at all meetings and maintain the records of the Special District Selection Committee and transmit to each member notices and minutes of all meetings.

## ARTICLE V

## Meetings

### *Section A Regular Meetings*

The only scheduled regular meetings of the Special District Selection Committee shall be held concurrently with the Independent Special Districts of Orange County (ISDOC) second quarterly meeting of odd-numbered years. All other meetings shall be considered special meetings.

### *Section B Special Meetings*

The Orange County LAFCO Executive Officer or designee shall call and give written notice of all special meetings of the Special District Selection Committee (Government Code 56332 {b}). A meeting shall be called and held under one of the following circumstances:

(1) Whenever the Orange County LAFCO Executive Officer or designee anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the committee.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the Orange County LAFCO Commission.

(3) Upon receipt of a written request by one or more members of the Special District Selection Committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

### *Section C Meetings Notices*

At least six weeks prior to a regular or special meeting of the Special District Selection Committee, the Chair shall notify the Orange County LAFCO Executive Officer or designee of the date, time, and place of the meeting. At least three weeks prior to each meeting, the Orange County LAFCO Executive Officer or designee shall give written notice to each special district of the date, time and place of the meeting. The Orange County LAFCO Executive Officer or designee shall also give electronic notice to each member of the date, time and place to which any meeting of the Special District Selection Committee is continued.

*Section D Conduct of Meetings*

Unless otherwise specified herein, all meetings shall be conducted in accordance with prevailing parliamentary law.

**ARTICLE VI**

**Selection of Special District Representatives**

*Section A Nominations*

Any special district may submit nominations for the regular or alternate position on Orange County LAFCO. Such nominations shall be submitted on the attached forms. Nominations may be accompanied by resumes and any other written material if desired. All nominations shall be received by the Orange County Executive Officer or designee on or before 3:00 P.M. on the twentieth (20<sup>th</sup>) day prior to the date of the meeting of the Special District Selection Committee. The Orange County LAFCO Executive Officer or designee shall distribute a copy of the nominations and any accompanying material to each special district at least five (5) days prior to the meeting of the Special District Selection Committee. Each special district shall be responsible for distributing the nominations and accompanying material to its presiding officer and board.

*Section B Balloting*

Selection of Special District representatives shall be by written ballots which show the name and Special District of the member voting and the name of the nominee for whom the vote is cast. The completed ballots for each appointment shall be presented concurrently to the Orange County LAFCO Executive Officer or designee. When all ballots are in the hands of the Orange County LAFCO Executive Officer or designee, the results shall be tallied and announced to the membership. A separate balloting shall be held for each appointed position.

*Section C Appointment Requirements*

1. All appointees shall be elected or duly appointed officials and serve terms of four years, except as otherwise provided by law. Appointees no longer serving as elected or duly appointed officials are removed.
2. A majority vote of the representatives of the special districts present

at the Special District Selection Committee meeting is necessary for appointments. If there are three or more nominees and none receives a majority vote of the special districts present, the two nominees with the highest number of votes shall be the candidates for a run-off vote and the balloting repeated. In case of a tie, the tied candidates shall be included in the run-off election. If neither receives the required majority of the special districts present, after two additional ballots the meeting shall be continued to a subsequent time for further consideration. This rule limiting the number of ballots to a total of three (3) may be suspended upon a two-thirds vote of eligible special districts present.

*Section D Responsibilities of Special District Representatives*

All Special District representatives appointed by this Special District Selection Committee are responsible for exercising the duties of their positions with diligence, integrity and the highest regard for the public trust and the joint interest of the citizens of the cities within Orange County. Representatives are expected periodically to report regularly to the special districts on matters of interest or concern to the member districts.

All Special District representatives shall endeavor to attend all duly noticed meetings of the LAFCO Commission.

*Section E Removal of a Special District Representative*

Any Special District representative appointed by the Special District Selection Committee to LAFCO can be removed by the Special District Selection Committee through the same balloting procedure and majority vote required for appointment.

**ARTICLE VII**  
**Amendments**

*Section A Authority*

These bylaws may be amended at a meeting of the Special District Selection Committee where two-thirds of the members are present, and then by majority vote of those members present.

*Section B Notice*

Proposed amendments to these bylaws must first be submitted in writing to all members at least four weeks prior to the meeting at which adoption is considered.

**ARTICLE VIII**  
**Conduct of Meeting**

*Section A Notice of Meetings*

Notice of all regular and special meetings of the Special Districts Selection Committee shall be provided in accordance with the "Open Meeting Law", Section 54954.1 of the Government Code, and other applicable provisions of existing law.

*Section B Order of Business*

Though the order of business may vary slightly per the Chair of the Special District Selection Committee direction, conduct of the Special District Selection Committee meetings for the purposes of selecting representatives to the Orange County LAFCO Commission shall generally adhere to the following order of business:

- 1. Call to Order*
- 2. Pledge of Allegiance*
- 3. Roll Call*
- 4. Approval of Minutes*
- 5. Public Comment*
- 6. Candidate Statements*
- 7. Distribution of Ballots*
- 8. Counting of ballots*
- 9. Run-off ballots (if necessary)*
- 10. Announcement of results*
- 11. Other Business*
- 12. Adjournment*

**DECLARATION OF QUALIFICATION TO VOTE**

NAME OF DISTRICT  
Address  
City, State, Zip Code

I, \_\_\_\_\_,\* hereby attest that  
\_\_\_\_\_\*\*has been authorized by the Board of  
(name of district) to vote in the Orange County Special  
District Selection Committee election.

The Board also designated \_\_\_\_\_\*\*\*as the  
alternate voting member.

**Name and  
Title\*:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*Must be signed by either Board President or Board Secretary*

*\*\* Must be a member of the Board*

*\*\*\*Must be a member of the Board*

**Jeanette Contreras**

---

**From:** Joyce Crosthwaite <jcrosthwaite@oclafco.org>  
**Sent:** Friday, April 08, 2011 1:45 PM  
**To:** Bob Hill; David Noyes; Don Chadd; Donal S. Russell; Eugene Salegui; gm@mcsandst.com; Henry Taboada; Jeanette Contreras; Jim Ruth; John Kriss; John Schatz; John Woods; Ken Vecchiarelli; Kevin Hunt; Linda Gray; Lisa Ohlund; Louise Mazerov; Matthew Fertal; Michael Markus; Mike Dunbar; Paul Jones; Paul Shoenberger; Renae Hinchey; Robert Gumerman; Scott Carroll; Sil-Mod Parks & Rec; Susan Bell; Teresa Teichman; Tim Deutsch; Toni Schmidt; Viki Blaylock  
**Cc:** David Cordero; REnnis@ocwd.com; Patricia J. Quilizapa; Scott.Smith@bbklaw.com  
**Subject:** Proposed Special District Selection Committee By-laws  
**Attachments:** Final FAQs.pdf; Final DRAFT SPECIAL DISTRICTS Selection Committee bylaws and procedures.pdf

The Orange County Special District Selection Committee is responsible for selecting special district members to the Local Agency Formation Commission (LAFCO) for Orange County. For the past 17 years, the Orange County Special District Selection Committee has successfully operated under the "*Independent Special Districts Selection Committee Rules of Procedure*".

Due to issues arising at the January 27, 2011 election, a working group was convened at the request of the Executive Committee of the Independent Special Districts of Orange County (ISDOC). This working group was tasked with drafting proposed new by-laws for the Orange County Special District Selection Committee. The draft by-laws, as developed by the working group and reviewed by the ISDOC Executive Committee, are attached.

Each independent special district is being asked to vote on the proposed by-laws. A packet with the proposed by-laws and a ballot was mailed, via certified mail, to the presiding officer of your agency today. A copy was also mailed to each General Manager. I have attached a copy of the proposed by-laws and additional information to this email.

The deadline for returning the ballots to LAFCO is **Thursday May 26 before 3:00 pm**.

If you have any questions, please feel free to call me at 714-834-2556.

<<...>> <<...>>

**Joyce Crosthwaite**

**Executive Officer**

**Orange County LAFCO**

**714-834-2556**

**714-834-2643 (fax)**



[jcrosthwaite@oclafco.org](mailto:jcrosthwaite@oclafco.org)

\*\*\*\*\*

This email and any files transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you may have received this communication in error, please advise the sender via reply email and delete the email you received.

\*\*\*\*\*

## **Frequently Asked Questions**

### **1. Who is the Orange County Special District Selection Committee?**

The Orange County Special District Selection Committee is established by Government Code Section 56332 which states: (a) *The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district.*

### **2. What is the function of the Orange County Special District Selection Committee?**

The Orange County Special District Selection Committee appoints two regular members and one alternate member to the LAFCO Commission. (Government Code 56332{5}.d)

### **3. How is the Orange County Special District Selection Committee different from the Independent Special Districts of Orange County (ISDOC)?**

The **Special District Selection Committee** is comprised of the presiding officer (President or Chair) of each independent special district. It is established by the Government Code.

The **Independent Special Districts of Orange County (ISDOC)** is a membership association representing Orange County's independent special districts. ISDOC is the affiliated Orange County chapter of the California Special District Association (CSDA).

### **4. Who wrote the new bylaws?**

The Executive Committee of ISDOC established a working group comprised of the following individuals to revise the by-laws for the Special Districts Selection Committee:

- David Cordero—MWDOC/ISDOC
- Patricia J. Quilizapa--- ISDOC
- Robert Ennis—OCWD/ISDOC
- Joyce Crosthwaite—Orange County LAFCO
- John Schatz—Santa Margarita Water District
- Scott Smith—Orange County LAFCO

The ISDOC Executive Committee is comprised by: Rich Freschi (Serrano Water District), John Withers (Irvine Ranch Water District), Bob Moore (South Coast Water District),

Patty Quilizapa (McCormick, Kidman & Behrens), Joan Finnegan (Municipal Water District of Orange County), and Sandra Jacobs (Santa Margarita Water District).

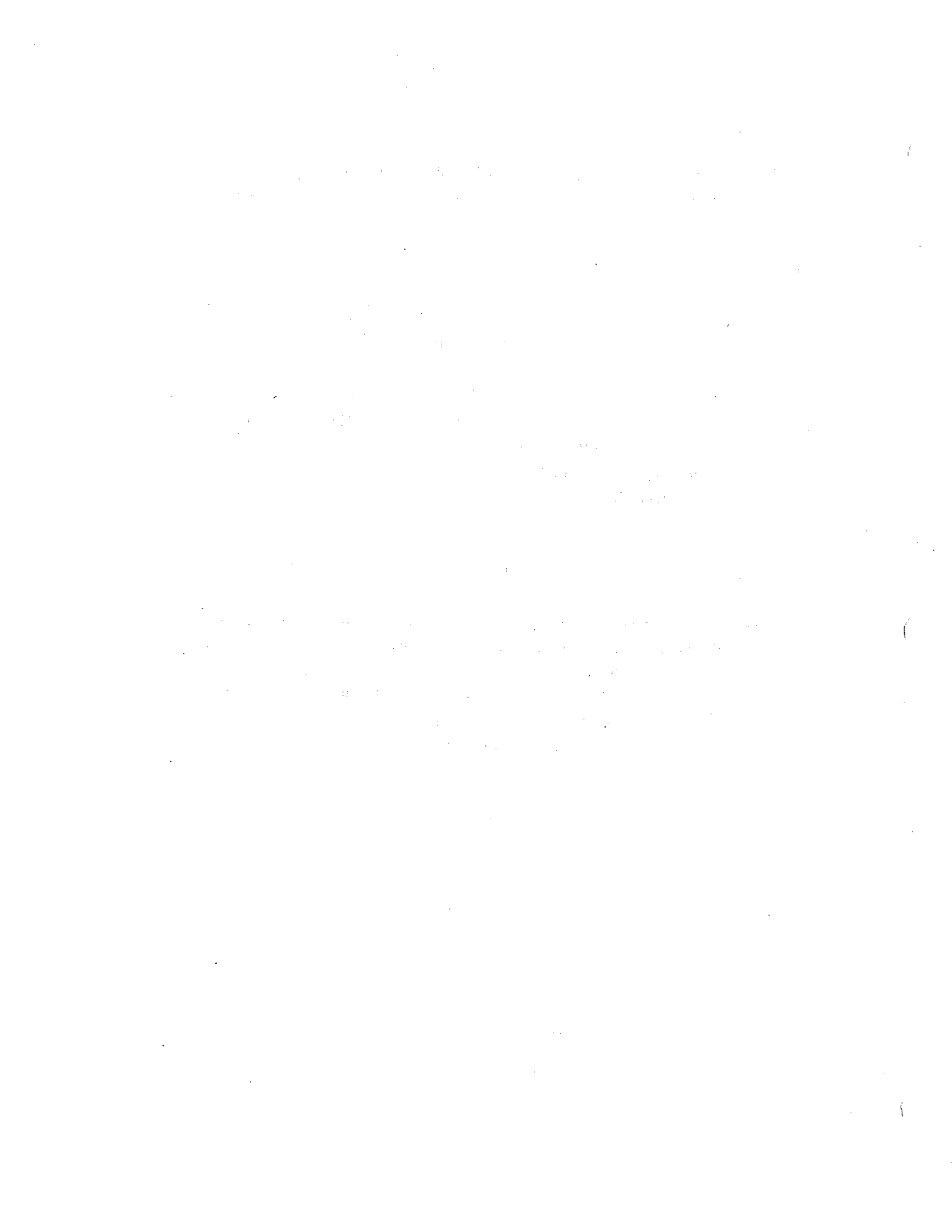
**5. How are the proposed bylaws different from the 1994 "Rules of Procedure"?**

The proposed bylaws:

- Specify that ballots shall be public with the name of special district voting on each ballot.
- Provide a form to be signed by the Presiding Officer or Secretary of the district attesting that the person voting has been designated by the district's governing body. No other authorization will be required.
- Provide a process for mail-in ballots.
- Clarify the voting process.

**6. What is the process for approval of the bylaws?**

Ballots were sent to the presiding officer of each independent special district via certified mail. The board of each independent special district will be asked to meet, discuss, and vote on the proposed by-laws. LAFCO must receive the ballots before 3:00 pm, Thursday, May 26, 2011. Districts may use certified mail, Fed-Ex or another delivery service that provides proof of receipt. Adoption of the proposed bylaws requires the approval of a majority (14 or more) of the districts.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review Proposed FY 2011-2012 LAFCO Budget  
**DATE:** April 18, 2011

**BACKGROUND**

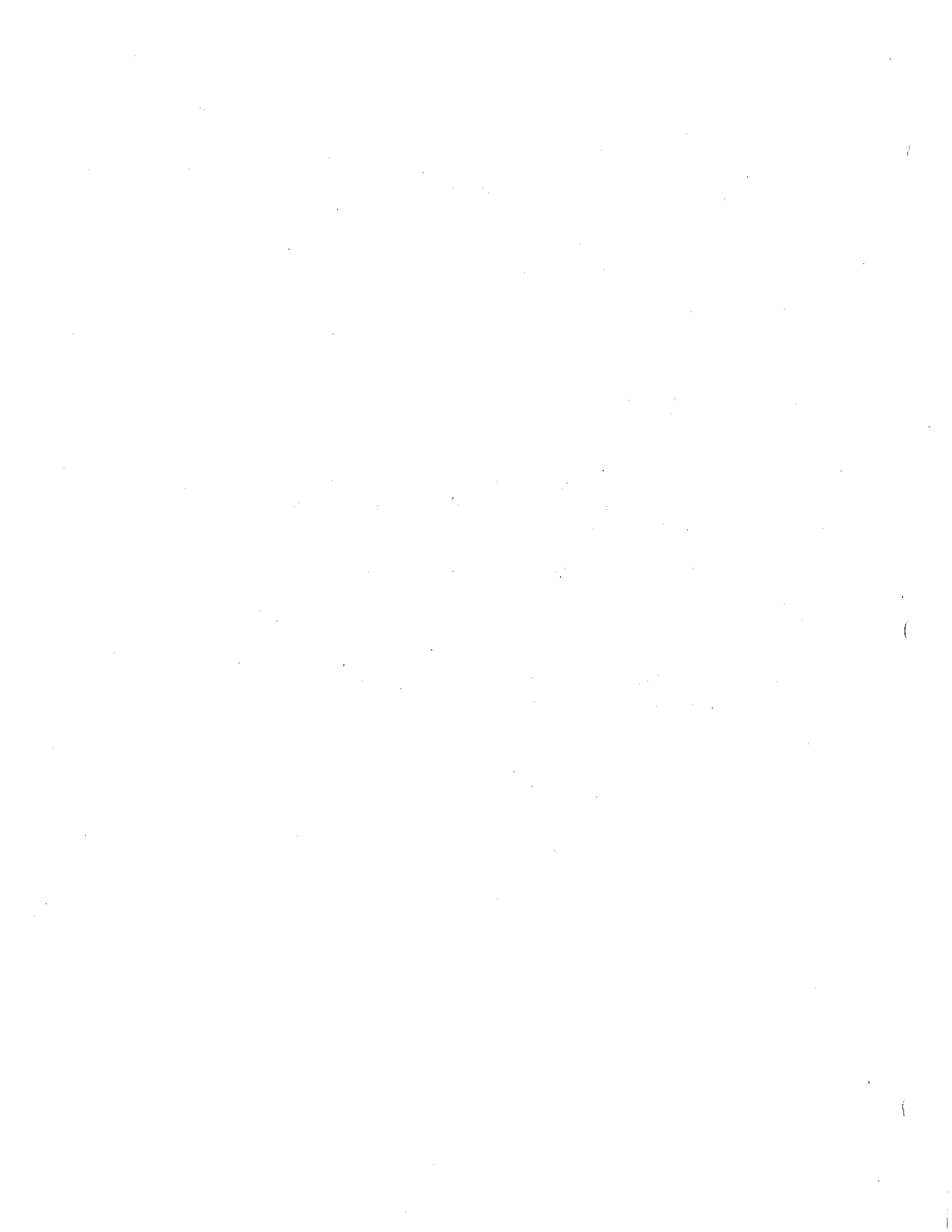
LAFCO approved a proposed FY 2011-2012 budget on April 13, 2011. They are asking LAFCO members to review the proposed budget and provide comments to the Assistant Executive Officer by May 3, 2011.

Attachment A is the proposed FY 2011-2012 budget for LAFCO.

FISCAL IMPACT: N/A

**RECOMMENDATION**

Authorize the Library Director to submit comments on behalf of the Placentia Library District as communicated at the meeting.





LOCAL AGENCY FORMATION COMMISSION

ORANGE COUNTY

April 13, 2011

CHAIR  
**JOHN MOORLACH**  
Supervisor  
2<sup>nd</sup> District

**To:** Distribution

VICE CHAIR  
**CHARLEY WILSON**  
Director  
Santa Margarita  
Water District

**From:** Carolyn Emery, Assistant Executive Officer

**PAT BATES**  
Supervisor  
5<sup>th</sup> District

**Subject:** Request for Comments – Proposed FY 2011-2012 LAFCO Budget

**PETER HERZOG**  
Councilmember  
City of Lake Forest

On April 13, 2011, LAFCO approved a proposed budget for all LAFCO operations for Fiscal Year 2011-2012. At the meeting, the Commission directed staff to distribute the proposed budget for review and comment to our funding agencies – the County, cities, and special districts. A final 2011-2012 LAFCO budget will be considered for adoption at the Commission's May 11, 2011 meeting.

**SUSAN WILSON**  
Representative of  
General Public

**JOHN WITHERS**  
Director  
Irvine Ranch Water District

Over the past four years, the agency's budget has remained largely static and has experienced minor decreases in expenditures due to prudent and conservative fiscal management. Recognizing the challenging fiscal situation facing many of our local agencies, LAFCO recently reduced the funding apportionment for two consecutive fiscal years (2008-2010). The first reduction included an overall decrease of approximately 13% and the second year the LAFCO apportionment for the County, city, and special districts was reduced by approximately 2%.

ALTERNATE  
**BILL CAMPBELL**  
Supervisor  
3<sup>rd</sup> District

ALTERNATE  
**JAMES FISLER**  
Director  
Mesa Consolidated  
Water District

During last year's budget preparation for the FY 2010-2011 budget, the Commission requested the funding apportionments be frozen at the 2010 apportionment levels. The FY 2011-2012 proposed budget continues to maintain the 2010 apportionment levels totaling \$926,683. This amount is equally divided between our funding agencies – the County, cities, and special districts – each paying \$308,895.

ALTERNATE  
**DEREK J. MCGREGOR**  
Representative of  
General Public

ALTERNATE  
**BOB RING**  
Councilmember  
City of Laguna Woods

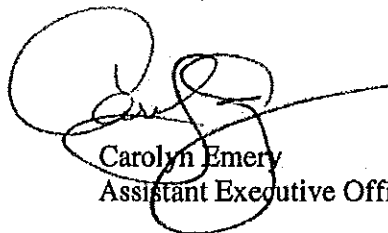
Staff continues to use allocation formulas previously adopted by the Independent Special Districts of Orange County (ISDOC) and the Orange County City Selection Committee to calculate individual city and special district contributions. For your review, please find attached the proposed budget along with charts indicating FY 2011-2012 city and special district contributions.

**JOYCE CROSTHWAITE**  
Executive Officer

Please review the proposed budget and provide any comments to me no later than **May 3, 2011**. Comments may be in writing or via email at [cemery@oclafco.org](mailto:cemery@oclafco.org).

If you have any questions regarding this issue, please feel free to contact me by email at [cemery@oclafco.org](mailto:cemery@oclafco.org) or phone at (714) 834-2556.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carolyn Emery', is written over the typed name and title.

Carolyn Emery  
Assistant Executive Officer

**Attachments:**

- A. Proposed FY 2011-2012 LAFCO Budget
- B. FY 2011-2012 LAFCO Budget Expenditure Categories
- C. FY 2011-2012 City Allocations
- D. FY 2011-2012 Special District Allocations

**Distribution:**

Orange County Board of Supervisors  
Orange County Cities  
Orange County Special Districts



**Local Agency Formation Commission  
Proposed Budget**

Revenues:

Transfer from Unreserved equity  
4000 LAFCO Apportionment  
4050 Filing Fees  
4200 Interest  
4150 Miscellaneous Revenue

Total Revenues

Expenditures:

Salaries and Benefits

5150 Information Technology  
5151 Telephone  
5200 County charges  
5250 General liability insurance  
5301 Repairs and maintenance  
5350 Membership/Subscriptions  
5450 Office equipment/supplies  
5490 Office contract labor

Professional services:

5510 Legal  
5520 Audit/Accounting  
5530 Human Resources  
5535 Mapping  
5540 Other professional  
5550 Investment Admin Fees  
5600 Public Noticing  
5625 Postage  
5650 Rents/Maintenance  
5675 Equipment Leases  
5700 Commissioner/Staff Expenses  
5750 Staff Training  
5800 Transportation/Travel  
5850 Commission meeting expenses

Subtotal Services & Supplies

Total Expenditures

FY 11/12 Proposed	
	211,617
	926,683
	-
	8,200
	1,146,500
	657,900
	13,200
	10,100
	5,100
	14,900
	2,000
	20,200
	20,200
	25,000
	65,800
	35,400
	2,000
	15,200
	136,600
	500
	15,200
	3,000
	37,400
	9,100
	20,000
	5,100
	30,500
	2,100
	488,600
	1,146,500

Revenues over expenditures

-

	<u>6/30/12</u>
Reserves:	
Contingency reserve	100,000
Reserve for litigation	75,000
Unfunded liability reserve	30,000
Reserved for project deposits	31,503
Unreserved equity at the End of FY	<u>457,687</u>
	<u>694,190</u>

Attachment B

## **LAFCO Budget Expenditure Categories FY 2011-2012**

### **REVENUE**

The following summarizes what is included in each of the revenue categories used in the proposed FY 2011-2012 LAFCO Budget:

#### **4000 LAFCO Apportionment**

These funds are provided by the County, special districts and cities. LAFCO uses the cost allocation formulas previously adopted by the Independent Special Districts of Orange County (ISDOC) and the Orange County League of Cities, calculated individual city and special district contributions, to determine the allocation apportionment for each funding agency. The County pays 1/3 of the total apportionment cost.

#### **4050 Filing Fees**

These funds are provided by incoming project applications, including but not limited to annexations, incorporations, dissolutions, and consolidations.

#### **4200 Interest**

These funds are the interest earned from the agency's bank accounts and investment portfolio, including the Local Agency Investment Fund (LAIF) and the Orange County Fund.

#### **4150 Miscellaneous Revenue**

These funds are incurred by nonoperational income including but not limited to reimbursement.

### **EXPENDITURES**

The following summarizes what is included in each of the expenditure categories used in the proposed FY 2011-2012 LAFCO Budget:

#### **5000-5124 Salaries and Benefits**

These accounts are used to pay for LAFCO employee salaries and benefits, including retirement, unemployment insurance, health and dental insurance, workers compensation and Medicare.

#### **5150 Information Technology**

This account is used to pay for the maintenance and repair costs of office computers, modem lines, Internet access, archival system (On-Base Client), and technical support. LAFCO contracts with County IT services and Data Center for these functions.

#### **5151 Telephone**

Office and cellular phone charges are paid out of this account.

**5200 County Charges**

LAFCO contracts with the County to provide internal “pony” mail service within County departments, payroll services, warehouse storage for LAFCO files and records, and billing and collection of County, city and special district allocations.

**5250 General Liability Insurance**

LAFCO contracts with County (Risk Management) for insurance coverage for general liability, worker’s compensation, and automobile, as well as instances related to crimes, (i.e., theft, forgery, fraud) that occur during the general operation of the agency.

**5301 Repairs and Maintenance**

This account is used to pay for repairs and maintenance to the LAFCO offices.

**5350 Membership**

CALAFCO, OCLS, CDR and other applicable membership fees are paid out of this account.

**5450 Office Equipment/Supplies**

This category provides for the purchase of computer and office supplies/equipment and software for on-going office automation requirements.

**5500 Professional Services**

This category covers the costs for professional services provided to LAFCO. The following are subcategories for professional services:

- ✓ **5510** - LAFCO legal counsel through the law offices of Best, Best & Krieger
- ✓ **5520** - Bookkeeping and accounting services through Conrad Business Services, Inc. This account also pays for a certified public accounting firm to conduct mandated annual audits of LAFCO’s financial statements and consultant assistance to implement
- ✓ **5535** - LAFCO’s archiving and GIS mapping programs
- ✓ **5540** - Other professional services

**5550 Investment Admin Fees**

Minor administrative fee charged by County for financial services.

**5600 Public Noticing**

Legal publication costs for Commission-initiated projects (e.g., municipal service reviews, annual budget adoption, etc.).

**5625 Postage**

This account pays for mail postage when distributing LAFCO correspondence, invoices, letters, staff reports and other documents.

**5650 Office Lease**

LAFCO leases its office space from the County. Lease payments are paid out of this account. Repairs and maintenance of office space are paid out of *Account 5301*.

**5675 Equipment Leases/Maintenance**

LAFCO leases a copier and postage meter for office use. Lease payments are paid out of this account.

**5700 Commissioner/Staff Expenses**

This account pays for Commissioner meeting stipends, mileage, parking, and staff educational reimbursement expenses.

**5750 Staff Training**

This account pays mandatory or job-related staff training, workshops, courses (i.e., sexual harassment, ethics in the workplace, software courses, etc.).

**5800 Transportation/Travel/Registration**

Funds from this account category are used to pay for registration and travel expenses for commissioners and staff to the CALAFCO annual conference and staff workshop.

**5850 Commission Meeting Expenses**

Funds to pay for coffee, water, nameplates and other miscellaneous items used during Commission meetings are paid for out of this fund.

**LAFCO Budget Reserve Categories  
FY 2011-2012**

**Contingency Reserve**

Restricted funds used to cover any unforeseen future agency loss and/or urgency (i.e., property or equipment damage, loss or theft).

**Reserve for Litigation**

Restricted funds used for costs related to agency legal challenges.

**Unfunded Liability Reserve**

Restricted funds used to offset anticipated agency liabilities (i.e., employee vacation and administrative leave payouts).

Attachment C

FY 2011-2012  
City Allocations

City	2010 Population	Area Sq. Miles <sup>2</sup>	2/3rd Allocation Based on Population	%	1/3rd Allocation Based on Sq. Miles	%	Combined City Allocation
Aliso Viejo	46,123	6.9	\$ 3,133.42	1.51%	\$ 1,352.02	1.33%	\$ 4,485.44
Anaheim	353,643	50.3	\$ 24,025.16	11.61%	\$ 9,817.53	9.63%	\$ 33,842.69
Brea	40,377	12.4	\$ 2,743.06	1.33%	\$ 2,418.05	2.37%	\$ 5,161.11
Buena Park	84,141	10.1	\$ 5,716.22	2.76%	\$ 1,965.81	1.93%	\$ 7,682.03
Costa Mesa	117,178	15.5	\$ 7,960.63	3.85%	\$ 3,033.99	2.98%	\$ 10,994.61
Cypress	49,981	6.9	\$ 3,395.52	1.64%	\$ 1,352.80	1.33%	\$ 4,748.32
Dana Point	37,326	6.7	\$ 2,535.79	1.23%	\$ 1,318.42	1.29%	\$ 3,854.21
Fountain Valley	58,741	9.6	\$ 3,990.64	1.93%	\$ 1,869.31	1.83%	\$ 5,859.95
Fullerton	138,610	22.6	\$ 9,416.64	4.55%	\$ 4,411.21	4.33%	\$ 13,827.84
Garden Grove	175,618	17.9	\$ 11,930.82	5.76%	\$ 3,496.97	3.43%	\$ 15,427.79
Huntington Beach	203,484	27.4	\$ 13,823.93	6.68%	\$ 5,352.41	5.25%	\$ 19,176.33
Invine	217,686	66.3	\$ 14,788.76	7.15%	\$ 12,947.24	12.70%	\$ 27,736.00
Laguna Beach	25,354	7.8	\$ 1,722.45	0.83%	\$ 1,529.59	1.50%	\$ 3,252.05
Laguna Hills	33,593	6.6	\$ 2,282.18	1.10%	\$ 1,296.93	1.27%	\$ 3,579.11
Laguna Niguel	67,666	14.7	\$ 4,596.97	2.22%	\$ 2,879.66	2.82%	\$ 7,476.63
Laguna Woods	18,747	3.3	\$ 1,273.60	0.62%	\$ 646.61	0.63%	\$ 1,920.21
La Habra	63,184	7.3	\$ 4,292.48	2.07%	\$ 1,431.92	1.40%	\$ 5,724.40
Lake Forest	78,720	16.8	\$ 5,347.94	2.58%	\$ 3,280.91	3.22%	\$ 8,628.85
La Palma	16,304	2.0	\$ 1,107.63	0.54%	\$ 393.63	0.39%	\$ 1,501.26
Los Alamitos	12,270	4.3	\$ 833.58	0.40%	\$ 831.41	0.82%	\$ 1,664.99
Mission Viejo	100,725	17.4	\$ 6,842.87	3.31%	\$ 3,404.37	3.34%	\$ 10,247.24
Newport Beach	86,738	25.3	\$ 5,892.65	2.85%	\$ 4,946.27	4.85%	\$ 10,838.92
Orange	142,708	25.2	\$ 9,695.04	4.68%	\$ 4,928.69	4.84%	\$ 14,623.73
Placentia	52,305	6.6	\$ 3,553.40	1.72%	\$ 1,290.48	1.27%	\$ 4,843.89
Rancho Santa Margarita	49,945	13.1	\$ 3,393.07	1.64%	\$ 2,553.62	2.51%	\$ 5,946.69
San Clemente	68,763	18.3	\$ 4,671.50	2.26%	\$ 3,574.91	3.51%	\$ 8,246.41
San Juan Capistrano	37,233	14.5	\$ 2,529.47	1.22%	\$ 2,826.53	2.77%	\$ 5,355.99
Santa Ana	357,754	27.3	\$ 24,304.44	11.74%	\$ 5,342.25	5.24%	\$ 29,646.69
Seal Beach	26,010	12.2	\$ 1,767.02	0.85%	\$ 2,383.28	2.34%	\$ 4,150.30
Stanton	39,799	3.1	\$ 2,703.79	1.31%	\$ 611.45	0.60%	\$ 3,315.24
Tustin	75,773	11.0	\$ 5,147.73	2.49%	\$ 2,157.45	2.12%	\$ 7,305.18
Villa Park	6,307	2.1	\$ 428.47	0.21%	\$ 407.89	0.40%	\$ 836.37
Westminster	94,294	10.2	\$ 6,405.98	3.10%	\$ 1,990.62	1.95%	\$ 8,396.60
Yorba Linda	69,273	19.9	\$ 4,706.14	2.27%	\$ 3,890.79	3.82%	\$ 8,596.94
<b>TOTALS</b>	<b>3,046,373</b>	<b>521.8</b>	<b>\$ 206,958,98</b>	<b>100.00%</b>	<b>\$ 101,935,02</b>	<b>100.00%</b>	<b>\$ 308,894.00</b>

<sup>1</sup> Center for Demographic Research at Cal State Univ. Fullerton  
<sup>2</sup> Orange County Geomatics/Land Information Systems (current to June 30, 2010)

Special District  
FY 11-12  
Cost Allocations

District	Category	Percentage per Original Formula	Adjustment to 100%	Adjusted Percentage	SPDC Formula Calculation
Rossmoor/Los Alamitos Sewer	N-E 2	--			\$500
Silverado-Modjeska Rec. & Park	N-E 2	--			\$500
Surfside Colony Stormwater	N-E 2	--			\$500
Surfside Colony CSD	N-E 2	--			\$500
Capistrano Bay CSD	N-E 3	--			\$1,000
Buena Park Library	N-E 4	--			\$2,000
Orange County Vector Control	N-E 4	--			\$2,000
Orange County Cemetery	N-E 4	--			\$2,000
Placentia Library	N-E 4	--			\$2,000
Rossmoor CSD	N-E 4	--			\$2,000
Three Arch Bay CSD	N-E 4	--			\$2,000
<b>Total Non-Enterprise Districts</b>					<b>\$15,000</b>
Sunset Beach Sanitary	A	1.7%	-0.3%	1.4%	\$4,223.33
Emerald Bay CSD	B	3.7%	-0.6%	3.1%	\$9,191.95
Serrano Water	B	3.7%	-0.6%	3.1%	\$9,191.95
East Orange Co. Water	C	5.6%	-0.9%	4.7%	\$13,912.14
Trabuco Canyon Water	C	5.6%	-0.9%	4.7%	\$13,912.14
Costa Mesa Sanitary	D	7.6%	-1.2%	6.4%	\$18,880.76
Midway City Sanitary	D	7.6%	-1.2%	6.4%	\$18,880.76
Mesa Consolidated Water	D	7.6%	-1.2%	6.4%	\$18,880.76
El Toro Water & Sewer	D	7.6%	-1.2%	6.4%	\$18,880.76
Yorba Linda Water	D	7.6%	-1.2%	6.4%	\$18,880.76
Irvine Ranch Water & Sewer	E	10.0%	-1.5%	8.5%	\$24,843.11
Moulton Niguel Water & Sewer	E	10.0%	-1.5%	8.5%	\$24,843.11
MWDOC Water	E	10.0%	-1.5%	8.5%	\$24,843.11
OCWD Water	E	10.0%	-1.5%	8.5%	\$24,843.11
Santa Margarita Water & Sewer	E	10.0%	-1.5%	8.5%	\$24,843.11
South Coast Water	E	10.0%	-1.5%	8.5%	\$24,843.11
<b>Total Enterprise Districts</b>		<b>118.3%</b>	<b>-18.3%</b>	<b>100.0%</b>	<b>\$293,894.00</b>

TOTAL NON-ENTERPRISE DISTRICT CONTRIBUTION \$15,000  
 TOTAL ENTERPRISE DISTRICT CONTRIBUTION \$293,894  
**TOTAL '11-'12 LAFCO CONTRIBUTION \$308,894**

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Shields Consulting Services for SB90 Reimbursement  
**DATE:** April 18, 2011

### BACKGROUND

SB90 allows local government to secure full reimbursement for programs mandated by the state. The reimbursement includes:

- Agenda preparation  
Preparing an agenda for each meeting of a “legislative body” of a local agency or school district. The agenda must contain a description of each item to be discussed, items to be discussed in closed session, the time and location of the meeting, and a statement that the public may comment.
- Agenda posting  
Agenda must be posted 72 hours before the meeting in an accessible location.
- Closed session disclosures  
Before holding a closed session, agencies must disclose each item to be discussed. Reconvene in open session before adjournment to disclose actions taken in the closed session relating to real estate negotiations, litigation, and labor negotiations. Provide copies of contracts, settlement agreements, and other documents approved or adopted in the closed session as requested.

Local agencies have the opportunity to seek reimbursement for SB90 Open Meetings Act/Brown Act Reform. The deadline to submit for reimbursement is May 20, 2011.

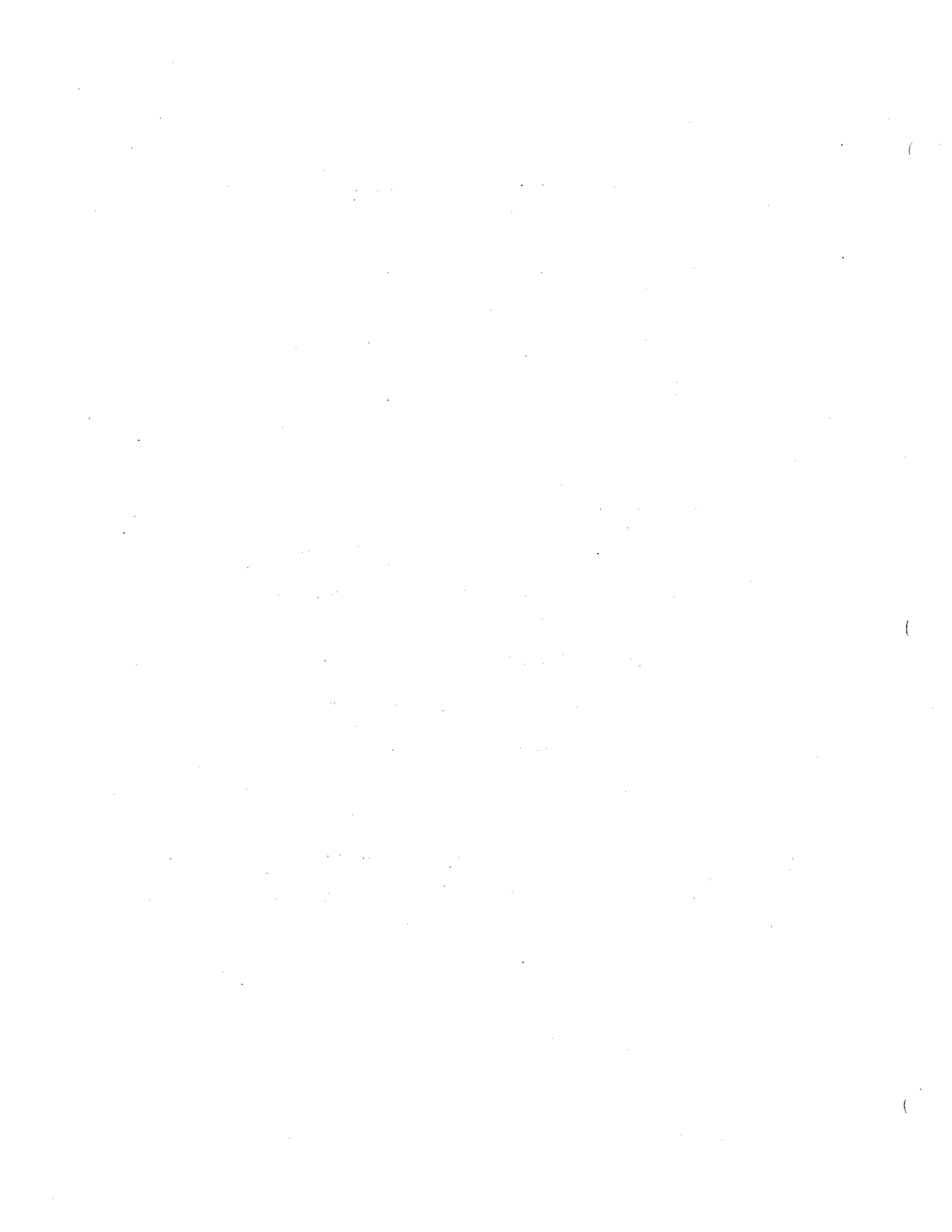
Shields Consulting Group, Inc. provided SB90 service to the Placentia Library District in 2002. Steve Shields, founder, has over 16 years of industry experience and is considered an expert in the area of mandated cost consulting.

Attachment A is the proposed agreement for procuring Shields Consulting Group, Inc. services.

**FISCAL IMPACT:** 10% of reimburseable amount.

### RECOMMENDATION

Authorize library staff to proceed with procuring Shields Consulting Services to process SB90 Reimbursement for the Placentia Library District as per attachment A.



## AGREEMENT FOR MANDATED COST CLAIMING SERVICES

This Agreement is made and entered into, by and between the Placentia Library District (hereinafter "Agency") and Shields Consulting Group, Inc., hereinafter "Consultant").

Whereas, Agency has determined that mandated cost consulting services are desirable and;

Whereas, Consultant is an expert in the field of California's mandated cost program;

The parties hereby enter into this Agreement for consulting services in consideration of and pursuant to the terms and conditions set forth herein.

### **Section 1 Services of Consultant**

Consultant under this Agreement will perform the following services, in consideration of the payment hereinafter set forth:

- A. Prepare and file mandated cost claims for the following programs that the Agency is eligible to file during the contract period:
  - i. 2005/06 – 2009/10 Open Meetings Act/Brown Act Reform late claims.
  - ii. 2010/11 Open Meetings Act/Brown Act Reform due February 15, 2012.
- B. Work with Agency staff to ensure above claims are supported by proper documentation. Consultant will request supporting documentation via regular mail, electronic mail, and/or snail mail.
- C. Represent Agency in mandated cost claim issues with the State Controller's Office and before the Commission on State Mandates.

### **Section 2 Period of Service**

The service period for this Agreement is March 17, 2011 through June 30, 2012. This Agreement will automatically expire as of June 30, 2012.

### **Section 3 Consultant Compensation**

Agency agrees to pay Consultant a fee of 10% of claims prepared and submitted by Consultant on Agency's behalf. This fee will be payable as follows: 50% of fee is payable upon submission of claims<sup>1</sup> to the California State Controller's Office, and the remaining 50% is payable upon receipt of funds from the California State Controller's Office. Agency agrees to make payment to Consultant no later than 30 days after Agency receives Consultant invoice.

### **Section 4 Assistance of Agency**

The Agency acknowledges that the services of Consultant within this Agreement are dependent upon the reasonable cooperation and assistance of Agency.

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<sup>1</sup> Submission of claims means the date when Agency claims are acknowledged as received by the State Controller's Office.

**Section 5 Governing Law**

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of California.

**Section 6 Entire Agreement**

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter of this Agreement. There are no other agreements, understandings, representations, or warranties, whether written or oral, between the parties other than those set forth in this Agreement.

**Section 7 Counterparts; Facsimile Signatures**

This Agreement may be executed in counterparts. A facsimile signature will be treated as having the same effect as an original signature.

**Section 8 Independent Contractor**

It is agreed that Contractor shall act and be an independent contractor and not an agent or employee of Agency, and shall obtain no rights to any benefits that accrue to Agency employees.

IN WITNESS WHEREOF, the parties have affixed their hands on the \_\_\_\_\_ day of \_\_\_\_\_ 2011.

CONSULTANT: Shields Consulting Group, Inc.  
1536 36<sup>th</sup> Street  
Sacramento, CA 95816

BY \_\_\_\_\_

Authorized Representative for Modifications

It's President \_\_\_\_\_

Steve Shields \_\_\_\_\_

AGENCY: Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870

BY \_\_\_\_\_

Authorized Representative for Modifications

It's \_\_\_\_\_

\_\_\_\_\_

# Databases, Tables & Calculators by Subject

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[More Formatting Options](#)

Data extracted on: April 18, 2011 (1:48:08 PM)

## Consumer Price Index - All Urban Consumers

Download: .xls

Series ID	Description	Annual 2001	Annual 2002	Annual 2003	Annual 2004	Annual 2005	Annual 2006	Annual 2007	Annual 2008	Annual 2009	Annual 2010	Annual 2011
CUURA421SA0	Original Data Value	177.3	182.2	187.0	193.2	201.8	210.4	217.338	225.008	223.219	225.894	230.207
CUURA421SA0	12-Month Percent Change	3.3	2.8	2.6	3.3	4.5	4.3	3.3	3.5	-0.8	1.2	1.9

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### Consumer Price Index - All Urban Consumers

**Series Id:** CUURA421SA0  
**Not Seasonally Adjusted**  
**Area:** Los Angeles-Riverside-Orange County, CA  
**Item:** All items  
**Base Period:** 1982-84=100

Download:  .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	177.3	176.5	178.2
2002	178.9	180.1	181.1	182.2	182.6	181.9	182.2	183.0	183.4	183.7	184.0	183.7	182.2	181.1	183.3
2003	185.2	186.5	188.2	187.6	186.4	186.3	186.3	186.9	188.2	187.8	187.1	187.0	187.0	186.7	187.2
2004	188.5	190.1	191.5	191.9	193.3	193.7	193.4	193.1	194.5	196.3	196.9	195.2	193.2	191.5	194.9
2005	195.4	197.4	199.2	201.1	201.5	200.7	201.4	203.1	205.8	206.9	205.6	203.9	201.8	199.2	204.5
2006	206.0	207.5	208.5	210.5	212.4	211.1	211.4	211.9	212.9	211.4	211.1	210.6	210.4	209.3	211.6
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	217.338	216.260	218.416
2008	220.918	221.431	223.606	224.625	226.651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	225.008	224.377	225.638
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.610	224.620	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.894	225.491	226.298
2011	228.652	229.729	232.241												

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