

AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 8)

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

CLAIMS (Items 9 – 12)

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

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

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

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

TREASURER'S REPORTS (Items 13 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 23)

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

PRESENTATION

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

OLD BUSINESS

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

NEW BUSINESS

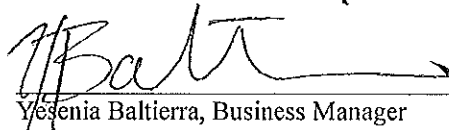
26. Review Placentia Library Policy 2300 Series – Job Descriptions
Presentation: Library Director
Recommendation: Authorize amendments as presented inclusive of feedback received from the Library Board of Trustees.

ADJOURNMENT

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

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

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



Yesenia Baltierra, Business Manager

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

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

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

Excused Absent: Trustee Betty Escobosa

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

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

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

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

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

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

Trustee DeVecchio had nothing to report.

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

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

CONSENT CALENDAR It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-23:
AYES: Shkoler, Carline, DeVecchio, Minter
NOES: None
ABSTAIN: None
ABSENT: Escobosa

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

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

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

Current Claims and Payroll (Item 11)

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

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

Balance Sheet for January 2013 (Item 14)

Acquisitions Report for January 2013 (Item 15)

Entrepreneurial Activities Report for January 2013 (Item 16)

GENERAL CONSENT Personnel Report for January 2013 (Item 17)

Circulation Report for January 2013 (Item 18)

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

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

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

Adult Services Report for January 2013 (Item 22)

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

OLD BUSINESS

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

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

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

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

NEW BUSINESS

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

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

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

to approve Placentia Library District Policy 5000 Series as amended.

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

Policy 6065 & 6060

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

**Investigation Services
Procurement**

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

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

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

**ADJOURNMENT
Agenda Preparation**

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

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

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

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

| TYPE | DATE | CLAIM # | AMOUNT |
|------|------|---------|--------|
|------|------|---------|--------|

NONE

| | |
|--------------|------------|
| TOTAL | \$0 |
|--------------|------------|



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

Current Claims

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

Subtotal for Claims *9,911.84*

Payroll

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

Subtotal for Payroll *\$80,000.00*

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5615

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

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

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5616

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

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

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5617

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

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

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 5618

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|-------------------|-------------------------|--------------|--------------|-------------------|---------------|----|
| Vendor Code Payee Name and Address | DATE INVOICE # | OBJT REV/ BS ACCT | DEPT OBJT | REPT CATG | AMOUNT | DOC NUMBER | SC |
| VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930 | 2/15/13 | 4010424070 | 2400 | 0760 | \$155.97 | | |
| | 2/15/13 | 4010424071 | 2400 | 0760 | \$50.33 | | |
| | 2/15/13 | 4010424072 | 2400 | 0760 | \$13.23 | | |
| | 2/15/13 | 4010424073 | 2400 | 0760 | \$95.56 | | |
| | 2/15/13 | 4010424074 | 2400 | 0760 | \$82.08 | | |
| | 2/15/13 | 4010424075 | 2400 | 0760 | \$29.04 | | |
| | 2/15/13 | 4010424076 | 2400 | 0760 | \$29.04 | | |
| | 2/15/13 | 4010424077 | 2400 | 0760 | \$93.56 | | |
| | 2/15/13 | 4010424078 | 2400 | 0760 | \$87.74 | | |
| | 2/15/13 | 4010424079 | 2400 | 0760 | \$37.12 | | |
| | 2/15/13 | 4010424080 | 2400 | 0760 | \$48.40 | | |
| | 2/15/13 | 4010424081 | 2400 | 0760 | \$30.44 | | |
| | 2/15/13 | 4010424082 | 2400 | 0760 | \$80.81 | | |
| | 2/15/13 | 4010424083 | 2400 | 0760 | \$18.01 | | |
| | 2/15/13 | 4010424084 | 2400 | 0760 | \$420.89 | | |
| | 2/15/13 | 4010424085 | 2400 | 0760 | \$477.67 | | |
| | 2/15/13 | 4010424086 | 2400 | 0760 | \$78.81 | | |
| | 2/15/13 | 4010424087 | 2400 | 0760 | \$146.02 | | |
| | 2/15/13 | 4010424088 | 2400 | 0760 | \$565.49 | | |
| | 2/15/13 | 4010424089 | 2400 | 0760 | \$30.70 | | |
| 2/18/13 | 4010424090 | 2400 | 0760 | \$38.02 | | | |
| | 4010423785 | 2400 | 0760 | \$70.71 | | | |
| TOTAL REMITTANCE: | | | | | \$2,679.64 | | |

The claims listed above (\$2,679.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 69

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|--|----------------------------------|-------------------------|--------------|--------------|--------------|---------------|----|
| Vendor Code Payee Name and Address | DATE INVOICE # | OBJT REV/ BS ACCT | DEPT OBJT | REPT CATG | AMOUNT | DOC NUMBER | SC |
| VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870 | *03-25-13 Payroll #15 FY12/13 | 0100 | | | \$ 40,000.00 | | |
| TOTAL REMITTANCE: | | | | | | \$ 40,000.00 | |
| <p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p> | | | | | | | |

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/18/13
REPORT NO: 70

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

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

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

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: March 18, 2013

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: March 18, 2013

Summary of Cash and Investments as of February 28, 2013

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

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 February 28, 2013

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

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

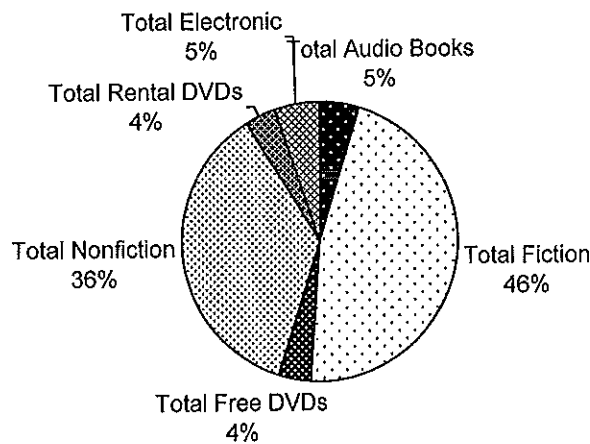
Agenda Item 14

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

Placentia Library District

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

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



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

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

Prepared by Katie Matas, Acquisitions Librarian

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|------------------------------------|--------------|--------|---------|--------------|--------|---------|-----------------|--------|---------|---------|--------|---------|-------------|--------|---------|
| | Amount | Titles | Volumes | Amount | Titles | Volumes | Amount | Titles | Volumes | Value | Titles | Volumes | Amount | Titles | Volumes |
| Adult Fiction | \$15,935 | 803 | 837 | \$1,005 | 13 | 94 | \$16,940 | 816 | 931 | \$223 | 9 | 9 | \$17,163 | 825 | 940 |
| Adult Non-Fiction | \$17,369 | 796 | 803 | \$143 | 7 | 7 | \$17,512 | 803 | 810 | \$434 | 22 | 22 | \$17,946 | 825 | 832 |
| Adult Reference | \$519 | 13 | 13 | \$0 | 0 | 0 | \$519 | 13 | 13 | \$156 | 8 | 8 | \$675 | 21 | 21 |
| Adult magazines | \$5,264 | 90 | 844 | \$0 | 0 | 0 | \$5,264 | 90 | 844 | \$0 | 0 | 0 | \$5,264 | 90 | 844 |
| Total Adult Non-Fiction | \$23,151 | 899 | 1,660 | \$143 | 7 | 7 | \$23,294 | 906 | 1,667 | \$590 | 30 | 30 | \$23,884 | 936 | 1,697 |
| TOTAL ADULT PRINT MATERIALS | \$39,087 | 1,702 | 2,497 | \$1,148 | 20 | 101 | \$40,235 | 1722 | 2598 | \$913 | 39 | 39 | \$41,048 | 1,761 | 2,637 |
| Adult Music CDs | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$585 | 39 | 39 | \$585 | 39 | 39 |
| Adult Audio Books | \$4,256 | 101 | 101 | \$236 | 6 | 8 | \$4,492 | 107 | 109 | \$0 | 0 | 0 | \$4,492 | 107 | 109 |
| Adult Free DVDs | \$1,196 | 42 | 46 | \$0 | 0 | 0 | \$1,196 | 42 | 46 | \$0 | 0 | 0 | \$1,196 | 42 | 46 |
| Adult Rental DVDs | \$2,662 | 90 | 90 | \$0 | 0 | 0 | \$2,662 | 90 | 90 | \$0 | 0 | 0 | \$2,662 | 90 | 90 |
| TOTAL ADULT NON-PRINT MATERIALS | \$8,114 | 233 | 237 | \$236 | 6 | 8 | \$8,350 | 239 | 245 | \$585 | 39 | 39 | \$8,935 | 278 | 284 |
| TOTAL ADULT MATERIALS | \$47,201 | 1,935 | 2,734 | \$1,384 | 26 | 109 | \$48,585 | 1,961 | 2,843 | \$1,398 | 78 | 78 | \$49,983 | 2,039 | 2,921 |
| Juvenile Fiction | \$24,352 | 1527 | 1909 | \$14 | 1 | 1 | \$24,406 | 1528 | 1910 | \$539 | 39 | 40 | \$24,945 | 1567 | 1950 |
| Young Adult Fiction | \$11,043 | 795 | 801 | \$0 | 0 | 0 | \$11,043 | 795 | 801 | \$175 | 17 | 17 | \$11,218 | 812 | 818 |
| Total Juvenile Fiction | \$35,435 | 2,322 | 2,710 | \$14 | 1 | 1 | \$35,449 | 2,323 | 2,711 | \$714 | 56 | 57 | \$36,163 | 2,379 | 2,768 |
| Juvenile Non-Fiction | \$12,844 | 543 | 632 | \$0 | 0 | 0 | \$12,844 | 543 | 632 | \$34 | 2 | 2 | \$12,878 | 545 | 634 |
| Young Adult Non-Fiction | \$2,073 | 95 | 97 | \$30 | 2 | 2 | \$2,103 | 97 | 99 | \$50 | 2 | 2 | \$2,153 | 99 | 101 |
| Juvenile Reference | \$1,288 | 3 | 24 | \$268 | 15 | 15 | \$1,556 | 18 | 39 | \$35 | 2 | 2 | \$1,591 | 20 | 41 |
| Juvenile Magazines | \$562 | 13 | 57 | \$0 | 0 | 0 | \$562 | 13 | 57 | \$0 | 0 | 0 | \$562 | 13 | 57 |
| Total Juvenile Non-Fiction | \$16,767 | 654 | 810 | \$298 | 17 | 17 | \$17,065 | 671 | 827 | \$119 | 6 | 6 | \$17,184 | 677 | 833 |
| TOTAL JUVENILE PRINT MATERIALS | \$52,202 | 2,976 | 3,520 | \$312 | 18 | 18 | \$52,514 | 2,994 | 3,538 | \$833 | 62 | 63 | \$53,347 | 3,056 | 3,601 |
| Juvenile Music CDs | \$18 | 1 | 1 | \$0 | 0 | 0 | \$18 | 1 | 1 | \$0 | 0 | 0 | \$18 | 1 | 1 |
| Juvenile Audio Books | \$801 | 32 | 32 | \$0 | 0 | 0 | \$801 | 32 | 32 | \$0 | 0 | 0 | \$801 | 32 | 32 |
| Juvenile Free DVDs | \$2,948 | 143 | 150 | \$0 | 0 | 0 | \$2,948 | 143 | 150 | \$0 | 0 | 0 | \$2,948 | 143 | 150 |
| Juvenile Rental DVDs | \$1,216 | 37 | 48 | \$0 | 0 | 0 | \$1,216 | 37 | 48 | \$0 | 0 | 0 | \$1,216 | 37 | 48 |
| TOTAL JUVENILE NON-PRINT MATERIALS | \$4,983 | 213 | 231 | \$0 | 0 | 0 | \$4,983 | 213 | 231 | \$0 | 0 | 0 | \$4,983 | 213 | 231 |
| TOTAL JUVENILE MATERIALS | \$57,185 | 3,189 | 3,751 | \$312 | 18 | 18 | \$57,497 | 3,207 | 3,769 | \$833 | 62 | 63 | \$58,330 | 3,269 | 3,832 |
| On-line databases | \$1,245 | 2 | 0 | \$0 | 0 | 0 | \$1,245 | 2 | 0 | \$0 | 0 | 0 | \$1,245 | 2 | 0 |
| E-books | \$4,514 | 50 | 51 | \$0 | 0 | 0 | \$4,514 | 50 | 51 | \$0 | 0 | 0 | \$4,514 | 50 | 51 |
| E-music | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 |
| TOTAL ELECTRONIC MATERIALS | \$5,759 | 52 | 51 | \$0 | 0 | 0 | \$5,759 | 52 | 51 | \$0 | 0 | 0 | \$5,759 | 52 | 51 |
| Total Fiction | \$51,370 | 3,125 | 3,547 | \$1,019 | 14 | 95 | \$52,389 | 3,139 | 3,642 | \$937 | 65 | 66 | \$53,326 | 3,204 | 3,708 |
| Total Non-Fiction | \$39,918 | 1,553 | 2,470 | \$441 | 24 | 24 | \$40,359 | 1,577 | 2,494 | \$709 | 36 | 36 | \$41,068 | 1,613 | 2,530 |
| Total Electronic | \$5,759 | 52 | 51 | \$0 | 0 | 0 | \$5,759 | 52 | 51 | \$0 | 0 | 0 | \$5,759 | 52 | 51 |
| Total Audio Books | \$5,057 | 133 | 133 | \$236 | 6 | 8 | \$5,293 | 139 | 141 | \$0 | 0 | 0 | \$5,293 | 139 | 141 |
| Total Free DVDs | \$4,144 | 185 | 196 | \$0 | 0 | 0 | \$4,144 | 185 | 196 | \$0 | 0 | 0 | \$4,144 | 185 | 196 |
| Total Rental DVDs | \$3,878 | 127 | 138 | \$0 | 0 | 0 | \$3,878 | 127 | 138 | \$0 | 0 | 0 | \$3,878 | 127 | 138 |
| TOTAL MATERIALS | \$110,127 | 5,175 | 6,535 | \$1,686 | 44 | 127 | \$111,823 | 5,219 | 6,662 | \$1,646 | 101 | 102 | \$113,469 | 5,320 | 6,764 |

General Fund \$37,080
 Adopt-a-book \$83
 Outstanding Orders as of February 2013
 TOTAL \$37,163

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for February 2013

DATE: March 18, 2013

Net Revenue Summary for February 2013

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for February 2013

DATE: March 18, 2013

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

SEPARATION:
Library Page (10 hrs.)

RETIREMENT:
None

APPOINTMENTS:
None

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

MONTHLY STATISTICS

February 2013

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

* Year to date not applicable.

PATRON COUNT

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

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

PASSPORT SERVICES

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

STAFF ACTIVITY

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

ONGOING PROJECTS

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

NEW PROJECTS AND ACTIVITIES

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: City of Placentia Invoices, February 2013

DATE: March 18, 2013

CITY OF PLACENTIA INVOICES

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

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

Accomplishments

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

Meetings

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

Community Events / Functions

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

Projects in Progress

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

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

DATE: March 18, 2013

MONTHLY STATISTICS**Childrens Desk Activity**

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

PROGRAM STATISTICS

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

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

Achievements:

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

In progress:

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for February 2013

DATE: MARCH 18, 2013

MONTHLY STATISTICS**Reference Desk Activity**

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

**Only 1 Express Laptop Available*

***1 Lab Computer Unavailable for Workshops*

Adult Services Programs

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

Volunteer Hours

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

Adult Literacy

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

Computer Literacy

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

History Room Activity

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

ACHIEVEMENTS

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

MEETINGS

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

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

PROFESSIONAL DEVELOPMENT

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

IN PROGRESS

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

MONTHLY STATISTICS

On-line database usage

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

* New FY 12/13

Website Traffic

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

ACHIEVEMENTS

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

President Shkoler will make a presentation to Trustee Betty Escobosa for her 11 years of service to the Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session Meeting

DATE: March 18, 2013

BACKGROUND

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review Placentia Library Policy Series 2300 – Job Descriptions

DATE: March 18, 2013

BACKGROUND

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

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

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

RECOMMENDATION

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

Placentia Library District

POLICY MANUAL

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

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

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

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

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

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

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

2300.2 Typical Tasks

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

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

2300.2.3 Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library programs.

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

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

2300.2.6 Conducts labor negotiations.

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

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

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

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

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

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

2300.4 Desirable Qualifications:

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

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

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

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

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

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

2300.5 Other Requirements:

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

2300.5.2 Must possess mobility to operate a motor vehicle.

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

2300.5.4 Must possess stamina to move about the Library.

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

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

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

Placentia Library District

POLICY MANUAL

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

2305.1 Description: The Library Services Manager is an **exempt managerial** classification under the general direction of the Library Director. Manages the Adult, Children, Literacy, Technical, Volunteer and Young Adult departments of the Library. Works closely with the Library Director to implement exemplary library services and programs. Performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Library Services Manager works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Library Services Manager include the following:

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

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

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

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

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

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

2305.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

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

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

2305.1.10 Assist in the development of the District budget, policies and procedures related to the activities of the Adult, Children, Literacy, Technical, Volunteer and Young Adult activities.

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

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

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

2305.2 Typical Tasks:

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

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

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

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

2305.2.5 Ensures monthly exhibits in the public area are displayed in a timely manner to promote library services and programs including other major events related to the District.

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

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

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

2305.2.9 Establishes and implements work procedures and plans and organizes training programs for the Adult, Children, Literacy, Technical, Volunteer and Young Adult staff, and is responsible for personnel actions, work assignments, and related matters.

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

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

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

2305.4 Skills and Abilities:

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

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

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

2305.4.4 Knowledge of basic fund accounting and budgeting.

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

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

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

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

2305.4.9 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

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

2305.5 Physical Demands:

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

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

2305.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

2305.5.1.5 Must possess stamina to move about the Library.

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

2305.6 Working Environment and Conditions:

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

Placentia Library District

POLICY MANUAL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2303.1.13 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

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

2308.1.15 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and the Library Services Manager.

2308.2 Typical Tasks:

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

2308.2.2 Reviews, analyzes and suggests revisions to library processes and procedures affecting the District's patron groups including adult, children, literacy, technical, volunteer and young adult services.

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

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

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

2308.2.6 Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.

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

2308.3 Required Qualifications. Bachelor’s Degree and three years of increasingly responsible library experience including development of program and services, supervisory experience and an understanding of administrative and accounting principles. Master’s Degree desirable. Excellent written and oral communication skills and the ability to lead a team. Possesses a valid California driver’s license.

2308.4 Knowledge and abilities:

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

2308.5 Physical Demands:

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

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

2308.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

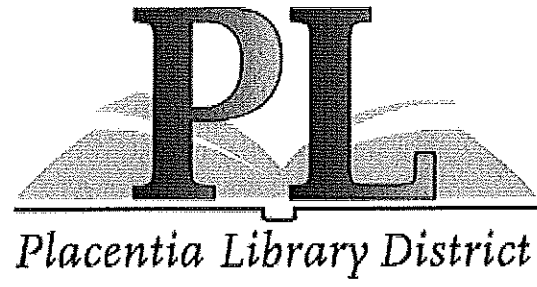
** **2308.5.1.6** The employee must be able to push or pull carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. **(Remove and reflected in 2308.6)**

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

2308.5.1.4 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2308.6 Work Environment and Conditions:

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



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Placentia Library District

POLICY MANUAL

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

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

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

2309.2 Typical Tasks

- 2309.2.1** Reviews and verifies material in connection with the paying of District bills. May prepare payroll and claim requests.
- 2309.2.2** Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.
- 2309.2.3** Responds to questions from the Library Board of Trustees, District staff and the public involving an understanding of District policies, procedures and regulations.
- 2309.2.4** Performs routine but specialized administrative duties related to District operations including report writing and coordination of special events; edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation and grammar.
- 2309.2.5** Types correspondence, such as letters, memos, reports, Library Board items and other materials on a variety of general and technical topics.
- ** **2309.2.6** Receives, screens, and acts upon requests and complain(t)s from visitors and telephone callers, from other staff and the public.
- 2309.2.7** Screens and distributes incoming correspondence to the Library Director and staff members.
- 2309.2.8** Records proceedings of the District Library Board; transcribes, edits, and proofreads notes into the approved style of minutes used by the District following established guidelines and in accordance with general instructions.
- ** **2309.2.9** Responsible for ordering, receiving and confirming purchases for the ~~(Administrative Office)~~ **Library**.
- ** **2309.2.10** Performs other duties as assigned. **(Add)**

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

2309.4 Skills and Abilities:

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

- 2309.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.
 - 2309.4.3 Knowledge of personal computer hardware and software operations.
 - ** 2309.4.4 Ability to use word processing software accurately by typing from clear copy at a speed of not less than ~~forty-five (45)~~ **forty-five (45)** words per minute, and to create and use labels, data and formulas on an electronic spreadsheet.
 - 2309.4.5 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.
 - 2309.4.6 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.
 - 2309.4.7 Ability to respond to common inquiries or complaints that may be of sensitive nature from Library customers.
 - 2309.4.8 Ability to interpret and communicate effectively the District's policies, procedures, and regulations.
 - 2309.4.9 Ability to analyze difficult problems and recommend solutions.
 - 2309.4.10 Ability to prepare and present reports that conform to prescribed style and format.
 - 2309.4.11 Ability to communicate easily and rapidly in English with the Library Board of Trustees, the Library Director, the Library Services Manager, library staff and customers orally, via telephone and in writing.
 - 2309.4.12 Ability to understand and execute both oral and written instructions in English independently.
 - 2309.4.13 Ability to establish and maintain effective relations with co-workers, the public and community organizations.
 - 2309.4.14 Ability to perform mathematical computations rapidly and accurately.
- 2309.5 Physical Demands:**
- 2309.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2309.5.1.2 Must possess mobility to operate a motor vehicle.
- 2309.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2309.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2309.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.
- ** 2309.5.1.6 The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. **(Remove and reflected in 2309.6)**
- 2309.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- ** 2309.5.1.8 Attendance at off-hours meetings and occasional travel are required. **(Remove and reflected in 2309.6)**

2309.6 Work Environment and Conditions:

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

Placentia Library District

POLICY MANUAL

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

2310.1 Description: (~~The Facility Maintenance Technician,~~) A non-exempt classification under the general direction of the Business Manager. Plans, organizes, oversees, coordinates and reviews a comprehensive program of maintenance, repair and improvement of the District's facilities, including custodial and janitorial maintenance, rodent and pest control, grounds keeping, carpentry, electrical, plumbing, and HVAC activities; determines priorities and monitors completed work; schedules proposed projects and repairs; procures materials; handles special projects.

2310.2 Typical Tasks:

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

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

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

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

2310.3 Required Qualifications: Three years of experience in facility or building maintenance. Technical training and or education in construction, engineering or a field related to the work of facility or building management. Possession of an Associate of Arts degree is highly desirable. Possession of a valid California driver's license ~~and a United States Citizen~~ (remove).

2310.4 Skills and Abilities:

2310.4.1 Knowledge of policies, procedures, equipment, materials and supplies related to the construction, operation, maintenance and repair operations of facility found in District setting, including HVAC maintenance, custodial and janitorial maintenance, rodent and pest control, carpentry, electrical, and plumbing activities.

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

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

2310.4.4 Ability to exercise sound judgment in completing assignments.

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

2310.4.6 Ability to communicate effectively both orally and in writing.

2310.4.7 Ability to establish and maintain cooperative working relationships.

2310.4.8 Ability to understand and follow oral and written instructions.

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

2310.4.10 Ability to lift items weighing up to 70 pounds.

2310.4.11 Ability to use standard office equipment.

2310.6 Working Environment and Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Incumbents must have the physical ability to stand, **(sit)**, walk, climb stairs and ladders, stoop, kneel, use both arms, hands and legs. Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

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



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Placentia Library District

POLICY MANUAL

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

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

2315.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

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

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

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

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

2315.2 Typical Tasks:

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

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

2315.2.3 Allocates the library materials budget assigned to that department.

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

2315.2.5 Advises the Library Services Manager of catalog problems and recommends changes

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

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

** **2315.2.8** Establishes and implements work procedures for department staff. **(Added from 2319.2.9).**

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

** **2315.2.10** Represents the District's ~~Reference and Adult Services Department~~ or the Children's Department at ~~(Southern California Library Cooperative and the State Library of California)~~ **consortium meetings.**

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

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

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

** **2315.2.14** Assists the public with using the public photocopier machine. **(Added from 2321.2.21)**

** **2315.2.15** Performs other duties as assigned. **(Add)**

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

2315.4 Knowledge and abilities:

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

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

2315.4.3 Knowledge of personal computer and network hardware and software operations

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

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

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

2315.4.7 Knowledge of personnel, safety management and supervisory skills.

2315.4.8 Ability to apply the knowledge listed above.

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

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

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

2315.4.12 Ability to analyze difficult problems and recommend solutions.

2315.4.13 Ability to take independent action.

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

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

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

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

2315.5 Physical Demands:

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

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

2315.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

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

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

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

2315.6 Work Environment and Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks. The employee must have the physical ability to stand, sit, walk, stoop, kneel, crouch, use both arms, hands, and legs to push or pull book cards weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Attendance at off-hours meetings and occasional travel are required.



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Placentia Library District

POLICY MANUAL

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

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

2317.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

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

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

2317.2 Typical Tasks:

2317.2.1 Answers reference questions at a public service desk.

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

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

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

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

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

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

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

2317.4.7 Ability to apply the knowledge listed above.

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

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

2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

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

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

2317.4.15 Ability to organize and manage work flow for self.

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

2317.5 Physical Demands:

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

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

2317.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

** **2317.5.1.6** The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to ~~twenty~~ 25 pounds.

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

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

2317.6 Work Environment and Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks. Incumbents must have the physical ability to stand, walk, sit, use hands to finger, handle, or feel objects, twist and reach with hands and arms. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY MANUAL

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

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

2319.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2319.1.6 May supervise clerical staff or volunteers.

2319.1.7 May be responsible for programming.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Oversees the public copier machines.

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

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

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

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

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

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

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

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

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

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

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

2319.4 Knowledge and abilities:

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

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

2319.4.3 Knowledge of personal computer hardware and software operations

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

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

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

2319.4.7 Ability to apply the knowledge listed above.

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

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

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

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

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

2319.4.15 Ability to organize and manage work flow for self.

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

2319.5 Physical Demands

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

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

2319.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2319.5.1.4 The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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

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

2319.6 Work Environment and Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks. The incumbent must have the physical ability to stand, walk, stoop, kneel, crouch, sit, use hands to finger, handle, or feel objects, twist and reach with hands and arms. Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

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

2321.1.1 Supervises the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

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

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

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

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

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

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

2321.2 Typical Tasks:

2321.2.1 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with City of Anaheim Consortium and Placentia Library District policies and procedures.

2321.2.2 Manages the collection of fines and processing collection notices for delinquent accounts.

2321.2.3 Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.

**** 2321.2.4** Manages the public photocopier machines and the ~~Vendacard dispenser.~~
(Remove and add to 3217.2.7 and 2319.2.4)

2321.2.5 Locates, checks-in and checks-out library materials for customers.

2321.2.6 Processes telephone renewals.

2321.2.7 Files documents and library materials by library filing rules.

2321.2.8 Issues and renews library cards.

2321.2.9 Operates a variety of office and business equipment.

2321.2.10 Calculates and collects fines and fees at the Circulation Desk. Prepares daily and monthly transaction statistics and reports any discrepancies to the Business Manager.

2321.2.11 Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Circulation Department.

**** 2321.2.12** Prepares and submits reports of activities to the **Library Director** or Library Services Manager.

2321.2.13 Answers telephone and transfers calls to the appropriate staff or department.

2321.2.14 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

2321.2.15 Records daily statistics at the Circulation Desk.

2321.2.16 Receives cash and credit card transactions at the Circulation Desk.

2321.2.17 Processes overdue and collection notices according to the Anaheim Library and Placentia Library District policies and procedures.

2321.2.18 Prepares books and other library materials for public use.

2321.2.19 Repairs books and other library materials.'

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

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

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

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

2321.2.24 Serves as a United States Passport Application Acceptance Agent.

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

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

2321.4 Knowledge and abilities:

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

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

2321.4.3 Ability to file accurately according to library filing rules.

2321.4.4 Ability to meet the public with tact and courtesy.

2321.4.5 Ability to follow oral and written instructions.

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

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.4.9 Ability to take independent action.

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

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

2321.4.12 Ability to analyze difficult problems and recommend solutions.

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

2321.4.14 Knowledge of personal computer hardware and software operations.

2321.5 Physical Demands:

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

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

2321.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2321.5.1.6 The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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

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

2321.6 Work Environment and Conditions:

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

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



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Placentia Library District

POLICY HANDBOOK

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

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

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

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

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

2323.1.4 May supervise substitute clerks or volunteers.

2323.2 Typical Tasks:

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

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

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

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

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

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

2323.4 Knowledge and abilities:

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

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

2323.4.3 Ability to file accurately according to library filing rules.

2323.4.4 Ability to meet the public with tact and courtesy.

2323.4.5 Ability to follow oral and written instructions.

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

2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

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

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

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

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

** **2323.5.1.4** The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds. **(Remove)**

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

2323.6 Work Environment and Conditions:

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

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

Placentia Library District

POLICY MANUAL

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

2325.1 A non-exempt clerical classification under the general direction of the (~~Business Manager~~) Circulation Supervisor and reports directly to the Circulation Supervisor. Shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the (~~reference, circulation, technical services, literacy or administration departments~~) Adult, Circulation, Children’s, or Administration Departments.

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

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

2325.1.3 Works in the Public Service areas monitoring library furnishings, equipment and patron activities with the authority to enforce written Library policies and report problems to the librarian or manager-in-charge.

2325.1.4 Prepares library materials for public use.

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

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

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

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

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

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

2325.4.6 Ability to organize and manage work flow for self.

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

2325.5 Physical Demands

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

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

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

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

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

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

2325.5.1.6 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment and Conditions:

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

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



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Placentia Library District

POLICY MANUAL

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

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

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

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

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

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

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

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

2327.2.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Retrieves newspapers and magazines from storage areas.

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

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

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

2327.4 Knowledge and Abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

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

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

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

2327.5 Physical Demands

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

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

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

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

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

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

2327.5.1.6 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

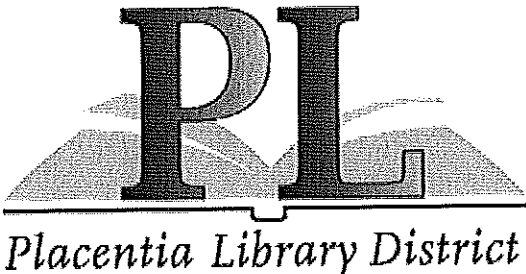
2327.6 Work Environment or Conditions:

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

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



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Publications

February 22, 2013

Ms. Yesenia Baltierra
Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

Dear Ms. Baltierra:

GOOD NEWS FOR YOUR 2013-14 FISCAL YEAR BUDGET!

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 6, 2013, keeping rates flat for the Property/Liability Program Package for 2013-14! **This will be the fourth year in a row with no rate increases.** Any resulting revenue shortfall will be funded from Rate Stabilization Reserves which have been set aside for that purpose. Your agency's actual annual contribution amount for 2013-14 may vary compared to 2012-13 as a result of any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Also starting July 1, the Board approved lowering member's property deductible from \$2,000 to \$1,000.

Other Important Items to Note:

- SDRMA's Safety/Claims Education Day/Annual Membership Meeting will be held on Thursday, March 28 at the Hilton Sacramento Arden West Hotel in Sacramento. For more information, please visit our website at www.sdrma.org and click on Register for a Training Workshop on the right side of the page.
- Our Multi-Program Discount provides members a great opportunity to save money! Members are eligible for an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation only) when they belong to both programs. Please contact Manager of Member Services Ellen Doughty at 800.537.7790 or by email at edoughty@sdrma.org if you would like a quote on another program.
- Members intending to withdraw for the 2013-14 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2013-14 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs and we hope you experience a claims free year!

Sincerely,
Special District Risk Management Authority

A handwritten signature in black ink, appearing to read "David Aranda".

David Aranda, President
Board of Directors

February 22, 2013

Ms. Yesenia Baltierra
Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870-6198

Dear Ms. Baltierra,

IMPORTANT INFORMATION FOR YOUR 2013-14 FISCAL YEAR BUDGET!

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 6, 2013, approving no rate increase for the Workers' Compensation Program for 2013-14! Any resulting revenue shortfall will be funded from Rate Stabilization Reserves which have been set aside for that purpose.

While the Board took action to keep rates as low as possible, each Member has their own Experience Modification Factor (EMOD) which contributes to their overall annual contribution amount. **The increase in your EMOD is the primary cause of your overall annual contribution increase for 2013-14** (worksheet attached).

To assist your agency in their budgeting process, SDRMA has estimated 2013-14 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD) and prior year Estimated Payroll Wages. Your agency's actual annual contribution amount will vary from 2012-13 as a result of increases/decreases in your reported payroll, EMOD (worksheet attached) and Credit Incentive Program (CIP) points earned.


| Summary | 2013-14 | 2012-13 | \$ Change | % Change |
|--|--------------|--------------|-----------|----------|
| Estimated Annual Contribution | \$8,735 | \$5,543 | \$3,192 | 58% |
| Estimated Quarterly Deposit | \$2,184 | | | |
| Detail | 2013-14 | 2012-13 | \$ Change | |
| 2012-13 Estimated Payroll Wages | \$978,834 | \$978,834 | | |
| Member's Individual Class Code Rates | See attached | See attached | \$0 | |
| EMOD | 197% | 125% | \$3,734 | |
| Advanced Credit Incentive Program (CIP) | 10% | 10% | -\$373 | |
| 5% Multi-Program Discount - <i>if applicable</i> | -\$460 | -\$292 | -\$168 | |

Other Important Items to Note:

- SDRMA's Safety/Claims Education Day/Annual Membership Meeting will be held on Thursday, March 28 at the Hilton Sacramento Arden West Hotel in Sacramento. For more information, please visit www.sdrma.org.
- Our Multi-Program Discount provides members a great opportunity to save money! Members are eligible for an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation only) when they belong to both programs. Please contact Manager of Member Services Ellen Doughty at 800.537.7790 or by email at edoughty@sdrma.org if you would like a quote on another program.
- Members intending to withdraw for the 2013-14 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2013-14 will be ineligible to receive the longevity distribution credit recently approved by the Board.

Thank you for your continued participation in helping make SDRMA the premier risk management program in California! If you have any questions, please contact Nicole Rushing, Finance Manager at 800.537.7790 or nrushing@sdrma.org.

Sincerely,
Special District Risk Management Authority



David Aranda, President of the Board of Directors

Special District Risk Management Authority
Workers' Compensation Program



Placentia Library District

Reported Class Codes for Program Years 2013-14 and 2012-13

| Class Code | Description | Base Rate for PY 2013-14 | Base Rate for PY 2012-13 | % Change | \$ Change |
|------------|---------------------------------|--------------------------|--------------------------|----------|-----------|
| 8742-P | * Agency Directors | 19.26 | 19.26 | 0% | 0.00 |
| 8810 | Clerical; Librarians and Clerks | 0.52 | 0.52 | 0% | 0.00 |

* Per Capita Rate

Note: Base rate is before experience modification factor (EMOD) and CIP discount adjustments are applied.

Special District Risk Management Authority
Workers' Compensation Program
 Program Year 2013-14



EMOD Calculation Form

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92870-6198

Summary

PY 2013-14 EMOD - 197%
 PY 2012-13 EMOD - 125%

Expected Losses Detail Calculations for PY 2013-14

| Class Codes | 2009-10 Payroll | 2010-11 Payroll | 2011-12 Payroll | Total Payroll | Expected Loss Rate | Expected Losses | Expected Primary Losses | Expected Excess Losses |
|-------------|-----------------|-----------------|-----------------|---------------|--------------------|-----------------|-------------------------|------------------------|
| 8742-P | \$0 | \$0 | \$0 | \$0 | 0.0020 | \$3 | \$1 | \$2 |
| 8810 | \$930,976 | \$897,498 | \$875,104 | \$2,703,579 | 0.0019 | \$5,137 | \$1,181 | \$3,955 |
| | | | | | | \$5,140 | \$1,182 | \$3,958 |

Actual Losses Detail Calculations for PY 2013-14 valued as of 12/31/2012

| Year | Claims Count | Actual Incurred Losses | Actual Losses* | Actual Primary Losses | Actual Excess Losses |
|---------|--------------|------------------------|----------------|-----------------------|----------------------|
| 2009-10 | 1 | \$1,175 | \$1,175 | \$1,175 | 0 |
| 2010-11 | 4 | \$3,338 | \$3,338 | \$3,338 | 0 |
| 2011-12 | 2 | \$1,672 | \$1,672 | \$1,672 | 0 |
| | | | | \$6,186 | \$0 |

* Actual Losses are capped at \$175,000 per claim for purposes of EMOD calculations.

Rating Procedure**

| | | | | |
|-------------------------------|---|-------------------------|---|----------------------------------|
| Total Expected Primary Losses | * | 1 - Credibility Primary | = | Adjusted Expected Primary Losses |
| \$1,182 | | 0.00 | | \$0 |

| | | | | |
|------------------------------|---|------------------------|---|---------------------------------|
| Total Expected Excess Losses | * | 1 - Credibility Excess | = | Adjusted Expected Excess Losses |
| \$3,958 | | 1.00 | | \$3,958 |

| | | | | |
|-----------------------------|---|---------------------|---|--------------------------------|
| Total Actual Primary Losses | * | Credibility Primary | = | Adjusted Actual Primary Losses |
| \$6,186 | | 1.00 | | \$6,186 |

| | | | | |
|----------------------------|---|--------------------|---|-------------------------------|
| Total Actual Excess Losses | * | Credibility Excess | = | Adjusted Actual Excess Losses |
| \$0 | | 0.00 | | \$0 |

| | | | | | | | | |
|----------------------------------|---|---------------------------------|---|--------------------------------|---|-------------------------------|---|-----------------------|
| Adjusted Expected Primary Losses | + | Adjusted Expected Excess Losses | + | Adjusted Actual Primary Losses | + | Adjusted Actual Excess Losses | = | Total Adjusted Losses |
| \$0 | | \$3,958 | | \$6,186 | | \$0 | | \$10,143 |

| | | | | |
|-----------------------|---|-----------------------|---|--------------|
| Total Adjusted Losses | / | Total Expected Losses | = | 2013-14 EMOD |
| \$10,143 | | \$5,140 | | 197% |

** Based on Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model.