

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Tobacco Use
POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within District buildings or confined spaces.

2195.1.1 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals will be asked by staff to refrain from smoking.

2195.2.1 Members of the public who refuse to comply with this policy may be directed by the Librarian in Charge to leave District property.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Smoke-free Workplace
POLICY NUMBER: 2197

2197.1 Smoking is prohibited within the buildings and facilities of Placentia Library District. Those who smoke are requested to do so outdoors.

2197.2 Extra care should be taken when working around combustible materials.

2197.2.1 Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

2197.3 Smoking is allowed in non-district vehicles with only one occupant.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment Physical Examinations
POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary or part-time employment will be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results will be kept confidential. The applicant may be told they failed to pass the test, but only the Library Director and his/her confidential designee will have access to the actual test results.

2200.6 District employment application forms will contain a notice to applicants as follows:

Placentia Library District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment
POLICY NUMBER: 2210

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing. All employees will be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process will be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees will be given a copy of the sexual harassment policy at the time of hiring and said policy's contents will be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin will be prepared and distributed to all employees reinforming them of the District's sexual harassment policy.

2210.5 Within three working days after any complaint has been filed in accordance with this policy, a bulletin will be prepared and distributed to all employees reinforming them of the District's sexual harassment policy.

2210.6 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Trustees if the employee's immediate supervisor is the Library Director and the Library Director is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint will at all times maintain the confidentiality of the plaintiff and will personally deliver said complaint immediately and directly to their division manager, or to the Library Director if their division manager is unavailable or personally involved in said complaint.

2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation will be conducted by the manager of the division within which the alleged harassment occurred. Said investigation will be conducted by the Library Director if the division manager is unavailable or personally involved in said complaint.

2210.7.2 A written record of any investigation of an alleged sexual harassment will be maintained. Findings will be sent to the Library Director. The Library Director will immediately inform, in total confidentiality, the Library Board President.

2210.7.3 All discussions resulting from said investigation will be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person will be advised of this right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action will be taken by the Library Director against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser will be made known to the victim of the harassment.

2210.8.1 Appropriate action will be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a sexual harassment situation will be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of sexual harassment will be protected thereafter from any form of reprisal and/or retaliation.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Harassment
POLICY NUMBER: 2215

2215.1 Placentia Library District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, a division manager, the Administrative Assistant to the Library Director, or the Library Director as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Staff receiving harassment complaints will refer them immediately to the Library Director or the President of the Board of Trustees (in the event the complaint involves the Library Director) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for

harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Affirmative Action
POLICY NUMBER: 2220

2220.1 It is the policy of Placentia Library District that there will be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 This policy contains two major commitments:

2220.2.1 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

2220.2.2 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

2220.3 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Equal Opportunity
POLICY NUMBER: 2225

2225.1 Placentia Library District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2225.2.1 Such equality of opportunity will be based solely on job related knowledge, skills, and job performance, and will be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Nepotism
POLICY NUMBER: 2230

2230.1 It is the policy of Placentia Library District to seek for its staff the best possible candidates through appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required at all appointing levels. The objective of this review will be to assure equity to all members of the department.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Outside Employment
POLICY NUMBER: 2240

2240.1 No District employee will be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment will not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

2250.1 Resignation. To leave Placentia Library District service in good standing, an employee must file a written notice of termination with the Library Director at least two weeks before the effective date. The Library Director may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Library Director's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2250.2.1 Employees to be laid off will be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 Except as otherwise provided, whenever there is a reduction in the work force, the Library Director will first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

2250.2.3 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director within five working days of receipt of the layoff notice.

2250.2.4.1 Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be increased above that received in the position from which the employee was laid off.

2250.2.5 If two positions have the same job description, then employees will be laid off according to employment status in the following order: temporary, provisional, probationary, and tenured. Temporary, provisional, and probationary employees will be laid off according to the needs of the service as determined by the Library Director. In cases where there are two or more tenured positions with the same job description from which the layoff is to be made, such employees will be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

2250.2.5.1 First, all employees having ratings of "Unsatisfactory;"

2250.2.5.2 Second, all employees having ratings of "Marginal;"

2250.2.5.3 Third, all employees having ratings of "Less Than Satisfactory;"

2250.2.5.4 Fourth, all employees having ratings of "Satisfactory;"

2250.2.5.5 Fifth, all employees having ratings of "Commendable;"

2250.2.5.6 Sixth, all employees having ratings of "Superior;" and,

2250.2.5.7 Seventh, all employees having ratings of "Exceptional."

2250.2.5.8 Employees within each of the rating categories will be laid off in order of least seniority first.

2250.2.6 The names of persons laid off or demoted in accordance with this policy will be entered upon a re-employment list. The re-employment list will be used by the Library Director when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.7 Names of persons laid off will be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one year. At the discretion of the Library Director, the list may be extended for an additional year.

2250.3 Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the Library Director for cause, and after consulting with District Legal Counsel.

2250.3.1 The following will constitute sufficient cause for dismissal:

2250.3.1.1 Conviction of a felony;

2250.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2250.3.1.4 Intentional or gross misconduct; and,

2250.3.1.5 Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.3.1.7 Severe physical or mental disability.

2250.3.2 A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the Library Director will notify the dismissed probationary employee in writing that he/she is being separated from District service.

2250.3.3 Dismissal of the Library Director will be as outlined in the employment agreement between the Library Director and the District.

2250.4 Notice of Dismissal. All employees will be provided with a notice of dismissal. This notice will be prepared by the Library Director after consultation with District Counsel and will contain the following:

2250.4.1 A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

2250.4.2 A statement of the acts or omissions upon which the action is based;

2250.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.4.4 In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

2250.5 Procedures for Disciplinary Action and Dismissal of Tenured Employees.

2250.5.1 A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Library Director within five working days of the date of the notification. The Library Director will then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format will be available upon request. The Library Director will issue his/her opinion and decision within ten working days of the hearing and may, if the Library Director finds that the

dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Trustees will keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation¹
POLICY NUMBER: 2255

2255.1 The Board of Trustees recognizes that Placentia Library District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the Library Director or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the Library Director or his/her designee before dissemination.

2255.1.1 The Library Director or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Library Director or his/her designee.

2255.1.2 At his/her discretion, the Library Director or his/her designee may refuse to give a recommendation. Any recommendation he/she gives will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

¹ Source: Lozano Smith Smith Woliver & Behrens

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2260

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Library Director may discipline any employee for cause.

2260.2 Grounds for Discipline.

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning will remain part of the employee's personnel file. Negative evaluation will not be used by the Library Director in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay will be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice will be prepared by the Library Director after consultation with the District Legal Counsel and will contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action will be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

(Personal use of the Internet, e-mail, and other electronic communications is prohibited.)

2270.3.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

Placentia Library District

POLICY HANDBOOK

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 program.

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 requires.

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

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a masters 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 HANDBOOK

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

2305.1.1 He/she 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 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.4 He/she coordinates the continuing education and in-service training program for the Public Services staff

2305.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2305.1.6 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 Public Services activities and facilitating constructive and harmonious staff relations. He/she shall translate the goals and objectives of the Board to the staff and the community.

2305.1.7 He/she prepares monthly and annual reports on the public service activities of the Library.

2305.1.8 He/she coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services 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 and coordinates the Library's WEB site.
- 2305.2.5 Manages the passport application agency program.
- 2305.2.6 Manages the Library's programs for adults and children and schedules and coordinates exhibits.
- 2305.2.7 Prepares grant applications for Public Service activities.
- 2305.2.8 Establishes and implements work procedures for department staff.
- 2305.2.9 Negotiates and manages contracts and service agreements with Library vendors.
- 2305.2.10 Speaks before community groups about books and Library services.
- 2305.2.11 Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
- 2305.2.12 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
- 2305.2.13 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.
- 2305.2.14 Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2305.2.15 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2305.2.16 May be required to work up to half-time on a public services desk or in the literacy department.
- 2305.2.17 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications. He/she shall possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's

degree in a related field, and shall have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she shall possess a valid California driver's license.

2305.4 Knowledge and abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies.

2305.4.2 Knowledge of computer hardware and software operations

2305.4.3 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2305.4.4 Knowledge of reference sources and methods to serve adult and children.

2305.4.5 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.6 Knowledge of basic fund accounting and budgeting.

2305.4.7 Ability to apply the knowledge listed above.

2305.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.9 Ability to respond to common inquiries or complaints from Library customers.

2305.4.10 Ability to supervise staff and implement personnel policies and procedures.

2305.4.11 Ability to analyze difficult problems and recommend solutions.

2305.4.12 Ability to take independent action.

2305.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2305.4.14 Ability to present information to Library management, public groups and the Library Board of Trustees.

2305.4.15 Ability to organize and manage work flow for self and others.

2305.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

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

2305.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2305.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2305.5.1.7 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.

2305.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those and 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.

2605.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Technical Services
POLICY NUMBER: 2307

2307.1 The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

2307.1.1 He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

2307.1.4 He/she coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.6 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 Technical Services 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.

2307.1.7 He/she prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks

2307.2.1 Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

- 2307.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
- 2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process
- 2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.
- 2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.8** Prepares grant applications for Technical Services activities.
- 2307.2.9** Establishes and implements work procedures for department staff.
- 2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2307.2.16** May be required to work up to half-time on a Public Service desk.
- 2307.2.17** Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2307.4 Knowledge and abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of personal computer and network hardware and software operations.

2307.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2307.4.5 Knowledge of reference sources and methods to serve adult and children.

2307.4.6 Knowledge of literature and standard works in various fields.

2307.4.7 Knowledge of basic fund accounting and budgeting.

2307.4.8 Ability to apply the knowledge listed above.

2307.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.10 Ability to respond to common inquiries or complaints from Library customers.

2307.4.11 Ability to supervise staff and implement personnel policies and procedures.

2307.4.12 Ability to analyze difficult problems and recommend solutions.

2307.4.13 Ability to take independent action.

2307.4.14 Ability to prepare and present reports that conform to prescribed style and format.

2307.4.15 Ability to present information to Library management, public groups and the Library Board of Trustees.

2307.4.16 Ability to organize and manage work flow for self and others.

2307.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2307.5 Physical Demands

2307.5.1 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.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2307.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2307.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2307.5.1.7 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.

2307.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2307.6 Work Environment

2307.6.1 The work environment characteristics described here are representative of those and 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.

2607.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

2309.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

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 Participates in the selection of Library staff.

2309.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2309.1.4 Maintains the District's checkbooks.

2309.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2309.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2309.1.7 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.

2309.1.8 Prepares monthly and annual reports on the administrative activities of the Library.

2309.2 Typical Tasks

- 2309.2.1 Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.
- 2309.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.
- 2309.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.
- 2309.2.4 Maintains the office general ledger for the Library and the Placentia Library Foundation.
- 2309.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor
- 2309.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.
- 2309.2.7 Maintains files and records related to the operations of the Administrative Office
- 2309.2.8 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed
- 2309.2.9 Makes travel arrangements for Library Staff and Trustees.
- 2309.2.10 Schedules the use of the Meeting and Conference Rooms.
- 2309.2.11 Prepares District's financial and personnel reports to the State Library and other agencies.
- 2309.2.12 Coordinates bid processes and purchasing (excluding books and library materials).
- 2309.2.13 Coordinates maintenance and safety of the Library's physical facility.
- 2309.2.14 Works on special projects as assigned
- 2309.2.15 Negotiates and manages contracts and service agreements with Library vendors.

2309.2.16 Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

2309.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2309.2.18 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.

2309.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2309.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

2309.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2309.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

2309.4 Knowledge and abilities:

2309.4.1 Proficiency in Work, Excel 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 Knowledge of basic fund accounting and budgeting.

2309.4.5 Ability to apply the knowledge listed above.

2309.4.6 Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

2309.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2309.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2309.4.9 Ability to respond to common inquiries or complaints from Library customers.

2309.4.10 Ability to supervise staff and implement personnel policies and procedures.

2309.4.11 Ability to analyze difficult problems and recommend solutions.

2309.4.12 Ability to take independent action.

2309.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2309.4.14 Ability to present information to Library management and the Library Board of Trustees.

2309.4.15 Ability to organize and manage work flow for self and others.

2309.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2309.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2309.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2309.6 Work Environment

2309.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

2315.1 A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. 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 Responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 He/she prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

2315.1.4 He/she 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 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.

2315.1.6 He/she prepares monthly and annual reports as assigned by the Public Services Manager.

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 Public 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 Technical Services Manager on catalog problems and recommends changes
- 2315.2.6** Recommends policies for public services to the Manager of Public Services.
- 2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- 2315.2.8** Establishes and implements work procedures for department staff.
- 2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
- 2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the Library of California.
- 2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.
- 2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.
- 2315.2.14** Serves as a United States Passport Application Acceptance Agent.

2315.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license.

2315.4 Knowledge and abilities:

- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations

- 2315.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6 Knowledge of current events, literature and standard works in various fields.
- 2315.4.7 Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8 Ability to apply the knowledge listed above.
- 2315.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10 Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11 Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12 Ability to analyze difficult problems and recommend solutions.
- 2315.4.13 Ability to take independent action.
- 2315.4.14 Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15 Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16 Ability to organize and manage work flow for self and others.
- 2315.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2315.5 Physical Demands

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

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

2315.5.1.2 Must possess mobility to operate a motor vehicle.

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

2315.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

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

2315.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2315.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2315.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2315.6 Work Environment

2315.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. 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 Manager of Technical Services. 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 Manager of Technical Services.

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

2317.1.4 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.

2317.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

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 Technical Services Manager on catalog problems and recommends changes.

2317.2.4 Recommends policies for public services to the Manager of Public Services.

2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.

- 2317.2.6 Assists the public with using the electronic databases and reference services.
 - 2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
 - 2317.2.8 Establishes and implements work procedures for department staff.
 - 2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
 - 2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
 - 2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.
 - 2317.2.12 Serves as a United States Passport Application Acceptance Agent.
- 2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess 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.
 - 2317.4.9 Ability to respond to common inquiries or complaints from Library customers.
 - 2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

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

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

2317.4.15 Ability to organize and manage work flow for self.

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

2317.5 Physical Demands

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

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

2317.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2317.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2617.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

2319.1 A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

2319.1.1 Does specialized reference work using print and electronic formats.

2319.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2319.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2319.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2319.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2319.1.6 May supervise clerical staff or volunteers.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

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

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

2319.2.4 Works at the Circulation Desk as the supervisor.

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

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

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

2319.2.8 Manages the public photocopier machines and the Vendacard dispenser.

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

2319.2.10 Assists the public in making the most effective use of the Library's collection and facility.

2319.2.11 Assists the public with using the electronic databases and reference services.

2319.2.12 Serves as a United States Passport Application Acceptance Agent.

2319.2.13 Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.

2319.2.14 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2319.2.15 Establishes and implements work procedures for department staff.

2319.2.16 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2319.2.17 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2319.3 Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.

2319.4 Knowledge and abilities:

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

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

2319.4.3 Knowledge of personal computer hardware and software operations

- 2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2319.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2319.4.6 Knowledge of current events, literature and standard works in various fields.
- 2319.4.7 Ability to apply the knowledge listed above.
- 2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2319.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2319.4.10 Ability to follow Library policies and procedures.
- 2319.4.11 Ability to analyze difficult problems and recommend solutions.
- 2319.4.12 Ability to take independent action.
- 2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2319.4.15 Ability to organize and manage work flow for self.
- 2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

- 2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.
 - 2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
 - 2319.5.1.2 Must possess mobility to operate a motor vehicle.
 - 2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2319.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

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

2319.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2319.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2619.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Clerk II
POLICY NUMBER: 2321

2321.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

2321.1.1 Manages 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 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2321.1.4 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 Library customers.

2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitutes clerks or volunteers.

2321.2 Typical Tasks

2321.2.1 Locates, checks-in and checks-out library materials for customers.

2321.2.2 Processes telephone renewals.

2321.2.3 Prepares the daily announcements for the telephone system.

2321.2.4 Files documents and library materials by library filing rules.

2321.2.5 Issues and renews library cards.

2321.2.6 Operates a variety of office and business equipment.

2321.2.7 Calculates and collects fines and fees at the Circulation Desk.

- 2321.2.8 Answers telephone and transfers calls to the appropriate staff or department.
 - 2321.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
 - 2321.2.10 Records daily statistics at the Circulation Desk.
 - 2321.2.11 Receives cash and credit card transactions at the Circulation Desk.
 - 2321.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
 - 2321.2.13 Prepares books and other library materials for public use.
 - 2321.2.14 Repairs books and other library materials.
 - 2321.2.15 Works in Technical Services in support of professional staff.
 - 2321.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
 - 2321.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2321.2.18 Assists the public in making the most effective use of the Library's collection and facility.
 - 2321.2.19 Serves as a United States Passport Application Acceptance Agent.
- 2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.
- 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.

2321.5 Physical Demands

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

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

2321.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2321.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2321.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2321.6 Work Environment

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

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

Placentia Library District

POLICY HANDBOOK

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

2323.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

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

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

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 substitutes clerks or volunteers.

2323.2 Typical Tasks

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

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

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

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

2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

- 2323.2.10 Records daily statistics at the Circulation Desk.
 - 2323.2.11 Receives cash and credit card transactions at the Circulation Desk.
 - 2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
 - 2323.2.13 Prepares books and other library materials for public use.
 - 2323.2.14 Repairs books and other library materials.
 - 2323.2.15 Works in Technical Services in support of professional staff.
 - 2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
 - 2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.
 - 2323.2.19 Serves as a United States Passport Application Acceptance Agent.
- 2323.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.
- 2323.4 Knowledge and abilities:
- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.
 - 2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
 - 2323.4.3 Ability to file accurately according to library filing rules.
 - 2323.4.4 Ability to meet the public with tact and courtesy.
 - 2323.4.5 Ability to follow oral and written instructions.
 - 2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
 - 2323.4.7 Ability to follow Library policies and procedures.
 - 2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

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

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

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

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

2323.5.1.4 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2323.5.1.5 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those and 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.

2605.6.2 The noise level in the work environment is usually quiet.

Placentia Library District

POLICY HANDBOOK

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

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

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

2325.1.2 Prepares library materials for public use.

2325.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2325.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

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

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2325.2.7 Searches for library materials on the shelves as assigned by Library staff.

2325.2.8 Run errands for Library staff.

2325.2.9 Retrieve newspapers and magazines from storage areas.

2325.2.10 Assist public with unloading gift books and magazines from their cars.

2325.2.11 Re-stocking the vending machines.

2325.2.12 Set-up and bread-down tables and chairs in the Meeting Room.

2325.2.13 Works in Technical Services in support of professional staff.

2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.

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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2325.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment

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

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

Placentia Library District

POLICY HANDBOOK

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

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

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

2327.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2327.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

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

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

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

2327.2.6 Run errands for Library staff.

2327.2.7 Retrieve newspapers and magazines from storage areas.

2327.2.8 Assist the public with unloading gift books and magazines from their cars.

2327.2.9 Set-up and break-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications. He/she will be a high school student.

2327.4 Knowledge and abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

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

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

2327.5 Physical Demands

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

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

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

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

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

2327.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2327.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2327.6 Work Environment

2327.6.1 The work environment characteristics described here are representative of those and 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.

2627.6.2 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 BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: Approve contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project.

DATE: April 21, 2003

BACKGROUND:

On March 13, 2003 the City of Placentia submitted to the Placentia Library District a draft of the note receivable between the City and the Library District of the District's share of the Placentia Civic Center Authority improvements and the associated financing. This document is Attachment A.

After discussing the proposal with the Library Board President I submitted it to Jeff Stava, J.D., Nossaman, Guthner, Knox & Elliott in Irvine. Mr. Stava is a recognized expert in Special District Financing and Contractual issues and has spoken on these topics at several California Special Districts Association (CSDA) Conferences. At the time this memo is being prepared Mr. Stava's report has not been received and he has not returned my telephone calls.

I requested from the City Finance Director a summary of the total costs of the shared portion of the Placentia Civic Center Improvement project. His response is Attachment B. Since the District is responsible for paying a percentage share of the shared portion plus 100% of its own items an analysis of the shared portion is a significant item.

The original financing proposal from the city, dated January 11, 2001 is Attachment C.

The Library District's final response, dated March 16, 2001, is Attachment D.

The Joint Powers Agreement (JPA) creating the Placentia Civic Center Authority (Section 2 defines the term of the JPA and Section 18 defines the pro-ration of costs for construction and maintenance of Common Areas) and the Placentia Library District Civic Center Sublease are Attachment E.

The Board needs to determine whether it would like to have a meeting with Mr. Stava to discuss the proposed contract.

RECOMMENDATION:

Approve financing contract with the City of Placentia for the Civic Center Renovation Project in the amount of \$293,690.70.

Mayor
SCOTT P. BRADY
City Administrator
ROBERT D'AMATO



Councilmembers:
JUDY A. DICKINSON
NORMAN Z. ECKENRODE
CHRIS LOWE
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

(714) 993-8237

March 13, 2003

Ms. Elizabeth Minter
Library Director
411 E. Chapman Avenue
Placentia, CA 92870

Dear Elizabeth:

Please find attached a draft of the note receivable between the City and the Library District for the District's share of the Civic Center improvements and the associated financing costs for your review. After you review the documents please let me know so I can finalize this with the City Attorney.

Regarding your question about insurance. To the best of my knowledge, the City has never paid any insurance for the library building. I asked Bob if he remembers anything about what you described and he said no, he didn't.

Please let me know if there is anything else I can do for you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Steve Brisco'.

Steve Brisco
Finance Director

Enclosure

Placentia, California
\$293,690.70
March 28, 2002

**PLACENTIA LIBRARY IMPROVEMENTS LOAN
PROMISSORY NOTE**

RECITALS

WHEREAS, the City has undertaken a project to renovate its Civic Center, known as the Civic Center Renovation Project (hereinafter referred to as "Project"); and

WHEREAS, the Project includes the renovation of the Library, for which the District has agreed to contribute the sum representing its share of the Project in the sum of \$259,380.00; and

WHEREAS, the City is taking a loan for the Project (the "Project Loan"), the proceeds of which will be used to fund the Project, including the renovation of the Library; and

WHEREAS, the District has agreed to repay the Library's share of the Project Loan, but cannot do so until after the repayment of prior indebtedness in the year 2005; and

WHEREAS, the City has agreed to make payments on the Project Loan, including the District's share pursuant to terms of this Note and Schedule "1" attached hereto; and

WHEREAS, the District has agreed to incur the interest expenses as they accrue on its share of the Project Loan, which will be rolled in the repayment obligations under this Note, which will increase the indebtedness of the District to the City under this Note to a Grand Total in the amount of \$293,690.70 as indicated in Exhibit "1" hereof; and

WHEREAS, the District has agreed to pay interest under this Note at the rate of 6.5% per year.

NOW, THEREFORE, in consideration of the recitals contained herein, incorporated, and made a part hereof by this reference, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the District agrees as follows:

NOTE

WHEREAS, the City has agreed to make payments on the Project Loan, including the District's share pursuant to terms of this Note and Schedule "1" attached hereto; and

1. **Loan.** The District promises to pay to the order of the City the principal sum of **TWO HUNDRED NINETY-THREE THOUSAND SIX HUNDRED NINETY AND 70/100 DOLLARS (\$293,690.70)** together with interest at the rate of 6.5 percent per year until maturity, accruing and payable semiannually pursuant to the schedule attached hereto as Exhibit "2."

WHEREAS, the District has agreed to incur the interest expenses as they accrue on its share of the Project Loan, which will be rolled in the repayment obligations under this Note, which will increase the indebtedness of the District to the City under this Note to a Grand Total in the amount of \$293,690.70 as indicated in Exhibit "1" hereof; and

WHEREAS, the District has agreed to pay interest under this Note at the rate of 6.5% per year.

158682.1
Placentia Library Note

2. Additional Repayment Provisions.

(a) At any time, the privilege is reserved to the District to pay earlier than the due date without penalty. Each payment shall be credited first on the interest then due, and the remainder on the principal sum; and the interest shall thereupon cease upon the amount so credited on the said principal sum.

(b) The District agrees that if any installment payment provided for in this Note is late for at least ten (10) days, it would be impracticable or extremely difficult to fix the actual damages resulting to the City. Therefore, the District agrees to pay to the City the sum of One Thousand Two Hundred Dollars (\$1,200.00) on default, as liquidated damages and not as a penalty, to compensate the City for the expenses of administering the default. Only one (1) late charge will be collected on any installment, regardless of the period during which it remains in default.

3. Collection Costs. If the District does not pay in full when the final payment becomes due, the District agrees to pay all costs incurred by the City in the collection of any amount due pursuant to this Note.

4. Acceleration. At any time, the privilege is reserved to the District to pay earlier than the due date without penalty. Each payment shall be credited first on the interest then due, and the remainder on the principal sum; and the interest shall thereupon cease upon the amount so credited on the said principal sum.

(a) The Loan and all other obligations, direct or contingent, of the District to the City will become due and payable immediately, without presentment or notice, if

(1) The District fails to make the required payment when due.

(2) The District:

(i) Fails, after demand, to furnish financial information or to permit inspection of any books or records.

(ii) Suspends its operation.

(iii) Becomes insolvent or offers settlement to any creditors.

(iv) Files a petition in bankruptcy, either voluntary or involuntary.

(v) Institutes any proceeding under any bankruptcy or insolvency laws relating to the relief of debtors.

(vi) Makes an assignment for the benefit of creditors.

(vii) Mortgages, pledges, assigns, or transfers any accounts receivable or other property, in trust or otherwise, without the written consent of the City.

(viii) Is dissolved or its capital becomes impaired.

(3) A receiver is appointed for the District.

(b) At its option, the City may accelerate the maturity of the Loan to become due immediately if, in its reasonable exercise of discretion, the financial responsibility of the District becomes unsatisfactory or the Loan or any other obligation of the District is in jeopardy.

5. **Attorneys' Fees.** The District agrees that if any legal action or proceeding is necessary to enforce or collect under this Note for nonpayment, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision is applicable to the entire Note.

6. **Indemnification.** Except for the City's own negligence, the District shall defend, hold harmless, and indemnify the City as to any and all claims, judgments, liabilities or damages for personal injuries and property damage directly arising out of its performance of the obligations of this Note or the City having made the loan to the District evidenced by this Note.

7. **Governing Law.** This Note will be governed by the laws of the State of California.

(b) At its option, the City may accelerate the maturity of the Loan to become due immediately if, in its reasonable exercise of discretion, the financial responsibility of the District becomes unsatisfactory or the Loan or any other obligation of the District is in jeopardy.

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

5. **Attorneys' Fees.** The District agrees that if any legal action or proceeding is necessary to enforce or collect under this Note for nonpayment, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision is applicable to the entire Note.
Attest:

6. **Indemnification.** Except for the City's own negligence, the District shall defend, hold harmless, and indemnify the City as to any and all claims, judgments, liabilities or damages for personal injuries and property damage directly arising out of its performance of the obligations of this Note or the City having made the loan to the District evidenced by this Note.
Attachments: 1. Library Share Direct Debt Service (one page).
2. Library Repayment Schedule (two pages).

7. **Governing Law.** This Note will be governed by the laws of the State of California.

(b) At its option, the City may accelerate the maturity of the Loan to become due immediately if, in its reasonable exercise of discretion, the financial responsibility of the District becomes unsatisfactory or the Loan or any other obligation of the District is in jeopardy.

5. **Attorneys' Fees.** The District agrees that if any legal action or proceeding is necessary to enforce or collect under this Note for nonpayment, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision is applicable to the entire Note.
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Attachments: 1. Library Share Direct Debt Service (one page).
2. Library Repayment Schedule (two pages).

7. **Governing Law.** This Note will be governed by the laws of the State of California.

Library D/S Cash Flow to City/La Salle Lease

Round Period: Semiannual
 Nominal Annual Rate: 6.500 %
 Effective Annual Rate: 6.606 %
 Periodic Rate: 3.2500 %
 Daily Rate: 0.01781 %

CASH FLOW DATA

Event	Start Date	Amount	Number	Period	End Date
1 Loan	03/28/2002	29,369.07	8	Semiannual	09/28/2005
2 Payment	09/28/2005	29,369.07	1		
Fixed Payment (+ Interest)					
3 Payment	09/28/2005	20,630.93	2	Semiannual	03/28/2006
4 Payment	03/28/2006	29,369.07	1		
Fixed Payment (+ Interest)					
5 Loan	03/28/2006	29,369.07	2	Semiannual	09/28/2006
6 Payment	09/28/2006	29,369.07	1		
Fixed Payment (+ Interest)					
7 Payment	09/28/2006	20,630.93	1		
8 Payment	03/28/2007	50,000.00	3	Semiannual	03/28/2008
9 Payment	09/28/2008	51,032.75	1		

AMORTIZATION SCHEDULE - Normal Amortization

Date	Start Loan	Payment	Interest	Principal	Balance
Loan 03/28/2002	29,369.07	29,369.07	0.00	29,369.07	29,369.07
Loan 09/28/2002	29,369.07	29,369.07	954.49	954.49-	59,692.63
2002 Totals	58,738.14	0.00	954.49	954.49-	
Loan 03/28/2003	29,369.07	29,369.07	1,940.01	1,940.01-	91,001.71
Loan 09/28/2003	29,369.07	29,369.07	2,957.56	2,957.56-	123,328.34
2003 Totals	58,738.14	0.00	4,897.57	4,897.57-	
Loan 03/28/2004	29,369.07	29,369.07	4,008.17	4,008.17-	156,705.58
Loan 09/28/2004	29,369.07	29,369.07	5,092.93	5,092.93-	191,167.58
2004 Totals	58,738.14	0.00	9,101.10	9,101.10-	
Loan 03/28/2005	29,369.07	29,369.07	6,212.95	6,212.95-	226,749.60
Loan 09/28/2005	29,369.07	29,369.07	7,369.36	7,369.36-	263,488.03
2005 Totals	58,738.14	50,000.00	13,582.31	36,417.69	234,118.96
Loan 03/28/2006	29,369.07	29,369.07	6,938.36	13,692.57	199,795.46
Loan 03/28/2006	29,369.07	29,369.07	0.00	29,369.07	170,426.39
Loan 03/28/2006	29,369.07	29,369.07	0.00	0.00	199,795.46
Loan 09/28/2006	29,369.07	29,369.07	6,493.35	6,493.35-	235,657.88
2006 Totals	58,738.14	100,000.00	13,431.71	86,568.29	206,288.81
Loan 09/28/2006	29,369.07	29,369.07	0.00	29,369.07	185,657.88
Loan 09/28/2006	29,369.07	29,369.07	0.00	20,630.93	185,657.88
2006 Totals	58,738.14	100,000.00	13,431.71	86,568.29	156,705.58
Loan 09/28/2006	29,369.07	29,369.07	0.00	0.00	191,167.58
Loan 09/28/2006	29,369.07	29,369.07	0.00	0.00	191,167.58

Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
7 03/28/2007		50,000.00	6,033.88	43,966.12	141,691.76
8 09/28/2007		50,000.00	4,604.98	45,395.02	96,296.74
2007 Totals	0.00	100,000.00	10,638.86	89,361.14	
9 03/28/2008		50,000.00	3,129.64	46,870.36	49,426.38
10 09/28/2008		51,032.75	1,606.37	49,426.38	0.00
2008 Totals	0.00	101,032.75	4,736.01	96,296.74	
Grand Totals	293,690.70	351,032.75	57,342.05	293,690.70	

Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
7 03/28/2007		50,000.00	6,033.88	43,966.12	141,691.76
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2007 Totals	0.00	100,000.00	10,638.86	89,361.14	
9 03/28/2008		50,000.00	3,129.64	46,870.36	49,426.38
10 09/28/2008		51,032.75	1,606.37	49,426.38	0.00
2008 Totals	0.00	101,032.75	4,736.01	96,296.74	
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Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
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Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

MEMORANDUM

City of Placentia

TO: Elizabeth Mintor, Placentia Library Director
FROM: Steve Brisco, Director of Finance *SB*
DATE: April 9, 2003
SUBJECT: Civic Center Improvement Project Expenditure Summary

Attached is a summary of expenditures by vendor. We did not separate the costs of common area work from the total project cost as we all agreed to a percentage allocation of project expenses.

As for the property insurance, I looked at the agreement that you sent to me. As you know, the District must reimburse the City for the cost of insurance purchased by the City under the blanket of the Civic Center Authority. The City no longer purchases insurance in the name of the Authority because our bonds are paid and the bond covenants no longer apply to the City. Wouldn't it just be easier if you bought your own insurance? I don't want to buy more insurance just to have the cost reimbursed by the District.

Feel free to call if you have any questions.

Civic Center Project

Contractor	Date Paid	Invoice#	Amount	Tot
John Bishop Design	10/26/01	#21815	1,010.50	
JB3D	04/19/2002*	#02-0140A	46,865.00	
JB3D	05/03/2002*	#02-0140B	23,430.00	
JB3D	05/15/2002*	#02*0140C	23,487.35	
JB3D	05/17/2002*	#22275	3,041.70	
JB3D	07/12/2002*	#22274	4,148.38	
JB3D	07/12/2002*	#22276	2,036.48	
JB3D	07/12/2002*	02-0140E	1,360.68	
Bishop Design Total				105,380.09
Borders & Assoc.	4/13/01	#F7716	3,557.29	
Borders & Assoc.	4/13/01	#F7763	1,716.01	
Borders & Assoc.	6/22/01	#F7867	19,244.95	
Borders & Assoc.	08/03/2001*	#F7958	10,375.91	
Borders & Assoc.	9/23/01	#F7927	18,904.67	
Borders & Assoc.	10/12/01	#F8057	2,458.38	
Borders Total				56,257.21
Causey Electric	01/11/2002*	#16559	51,025.85	
Causey Electric	04/15/2002*	#11026	16,499.15	
Causey Electric	06/15/2002*	#11168	29,322.00	
Zimmer Electric	07/12/2002*	#116	6,838.76	
Causey Total				103,685.76
KFM Engineering	6/29/01	#01-089	9,460.00	
KFM Total				9,460.00
OCB Reprographics	12/21/01	#2078412	54.83	
OCB Repro. Total				54.83
PAPCO Irrigation	02/21/2002*		110.00	
Advanced Construction	10/12/01		288.07	
PIMA Corp.	10/16/01	#1	25,650.00	
PIMA Corp.	11/21/01	#2	70,897.50	
PIMA Corp.	12/7/01	#3	109,368.00	
PIMA Corp.	01/11/2002*	#4	164,227.50	
PIMA Corp.	01/25/2002*	#5	48,699.54	
PIMA Corp.	06/28/2002*	Retention Release	47,347.80	
PIMA Corp.	08/09/2002*	#6	7,287.69	
PIMA/Advanced Total				473,766.10
Premier Contractors	9/14/01	#99401	11,600.00	
Premier Contractors	9/28/01	#99414	54,336.20	

Civic Center Project

Premier Contractors	08/09/2002*	#99678	6,300.00	
Premier Total				72,236.20
Quick Crete	05/03/2002*	#00532340-IN	12,105.72	
Quick Crete	05/15/2002*	#0052406-IN	7,935.79	
Quick Crete	05/15/2002*	#0052493-IN	3,818.66	
Quick Crete	05/15/2002*	#0052526-IN	892.17	
Quick Crete	05/15/2002*	#0052493-IN	3,818.66	
Quick Crete	06/28/2002*	#0053088-IN	1,939.50	
Quick Crete Total				30,510.50
Royal Construction Co.	9/14/01	#1	17,910.00	
Royal Construction Co.	10/15/01	#2	18,540.00	
Royal Construction Co.	12/21/01	#3	3,000.00	
Royal Construction Co.	01/25/2002*	#4	1,050.00	
Royal Construction Co.	04/21/2002*		2,850.00	
Royal Construction Co.	5/24/02	warrant #31678	2,340.00	
Royal Total				45,690.00
SID Geotechnical, Inc.	12/7/01	#977203-1	1,515.00	
SID Geo. Total				1,515.00
V2C Group	8/17/01	#01006-01	1,740.00	
V2C Group	8/31/01	#001-001	738.00	
V2C Group	9/14/01		1,148.00	
V2C Group	9/14/01	#01006-02	207.42	
V2C Group	9/28/01	#001-003	820.00	
V2C Group	10/15/01	#01007-01	1,520.00	
V2C Group	10/26/01	#001-004	1,148.00	
V2C Group	11/21/01	#01007-02	1,380.93	
V2C Group	11/21/01	#001-005	1,312.00	
V2C Group	11/21/01	#001-006	1,517.00	
V2C Group	12/7/01	#001-007	1,886.00	
V2C Group	1/4/02	#001-008	3,034.00	
V2C Group	01/11/2002*	#001-009	3,444.00	
V2C Group	01/11/2002*	#001-010	2,296.00	
V2C Group	01/25/2002*	#001-011	2,460.00	
V2C Group	02/06/2002*	#001-012	2,132.00	
V2C Group	03/21/2002*	#001-013	2,214.00	
V2C Group	03/21/2002*	#001-014	1,804.00	
V2C Group	04/19/2002*	#001-015	1,148.00	
V2C Group	04/19/2002*	#001-016	1,230.00	
V2C Group	05/03/2002*	#001-017	1,230.00	
V2C Group	05/03/2002*	#001-018	1,722.00	
V2C Group	05/31/2002*	#001-019	1,804.00	
V2C Group	05/31/2002*	#001-020	1,968.00	
V2C Group	07/12/2002*	#001-022	738.00	

Civic Center Project

V2C Group Total				40,641.35
Signage/Civic Center	8/3/01	Vendor #V18177	741.75	
Lumber for C.C. Signs	8/17/01	Vendor #V08257	94.35	
Notice for Bids 8/01	9/28/01	Vendor #V92213	36.00	
C.C. Legal Adv. 7/01	9/28/01	Vendor #V92213	72.00	
1 Bubblejet	11/21/01	Vendor #V21002	155.82	
Consolidated Repro.	07/11/2002*	#756399	78.42	
Griswold Controls			4,658.03	
Mariposa Horticultural	08/09/2002*	#23288	28,187.86	
Miscellaneous Total				34,024.23
TOTAL				973,221.27

* I don't know what date checks were cut, so I put the date Chris Becker signed the invoice for these.

MEMORANDUM

TO: City Administrator
FROM: Director of Finance
DATE: January 11, 2001
SUBJECT: Placentia Civic Center Authority: Proposed Financing Options for Library Major Maintenance

At the annual meeting of the Placentia Civic Center Authority (Authority) the City Public Works Director reported that the Library and City Hall buildings, as well as the common area between them, is in need of major maintenance. The Authority Board Members are in agreement that the maintenance is necessary, however, the cost is prohibitive for the Library District (Library). The Authority Board Members suggested that financing the work might be a way to complete the maintenance in an affordable manner for the Library. However, Board Members representing the Library stated that paying debt service for their share of the loan would be impossible for about four years; they indicated that they can however, make small payments until April 2005. At that time they have indicated they could afford annual debt service payments of \$100,000.

City staff learned that a lease loan was available from La Salle National Bank at an annual interest rate of 5.5% and the term of the loan can be up to 15 years. If financing is approved by Council, staff will seek bids from qualified lenders. To accommodate the needs of the Library, the City will borrow enough money to pay for both the Library's share of the work as well as the City's share. Finally, to keep payments low enough for the Library, the City would pay Library principal payments until April 2005. The City would be compensated for lost interest earnings due to diverting cash for investments to Library debt service at a rate of 6.5%. With those requirements in mind Library and City staff created several financing models until an acceptable compromise was crafted.

The proposed details are presented as follows:

- City will make a lease loan with a lender for the amount needed for both the Library and the City maintenance. The lease loan will be in the City's name only.
- The estimated terms are: interest rate at 5.5% for five years. Combined principal of \$600,000.
- The Library share is \$300,000.

- The City will pay all monthly payments (City share and Library share) to the lender.
- The Library will pay to the City annual interest of 6.5% times Accumulated Principal (Schedule A) for lost investment revenue. (Schedule A, City Interest column)
- Beginning April 2005 the Library will make monthly payments of \$8,333.33 to the City ($\$100,000/12 \text{ mo.} = \$8,333.33$).
- Beginning April 2005 the Library will pay to the City full amortization of the Library share of the lease loan. (Schedule A, P & I Payment to Lender column)
- Beginning April 2005 Library will begin paying down the balance of City Paid Principal balance of \$233,241.43. (Schedule A City Paid Principal column)
- Beginning April 2006 all Library payments will amortize the remaining outstanding balance of the City Paid Principal. (Schedule A, City Paid Principal column and City Interest column)
- Total interest cost to Library is \$104,571.90 ($\$60,750.90 + 43,821.00$) over nearly 7 1/2 years.
- Approximate average annualized percentage rate (APR) is 4.9% due to increasing payments to \$100,000 per year.
- Schedule B is the amortization schedule for the full share of the Library loan with the lender.
- Schedule C is the amortization schedule for the City's principal payments to the lender for the Library

Steven L. Brisco
Steven L. Brisco *LB*
Director of Finance

Attachments: Schedules A, B, and C

Placentia Library Improvements Loan

Date	City Paid Principal (Repayment)	Accumulated Principal	City Interest 6.50%	Lease Interest 5.50%	Payment to City	P & I Payment to Lender	Total Payment
4/1/01	\$ 4,355.35	\$ 4,355.35	\$ -	\$ 1,375.00	\$ 1,375.00	\$ -	\$ 1,375.00
5/1/01	4,375.31	8,730.66	23.59	1,355.04	1,378.63	-	1,378.63
6/1/01	4,395.37	13,126.03	47.29	1,334.98	1,382.27	-	1,382.27
7/1/01	4,415.51	17,541.54	71.10	1,314.84	1,385.94	-	1,385.94
8/1/01	4,435.75	21,977.29	95.02	1,294.60	1,389.62	-	1,389.62
9/1/01	4,456.08	26,433.37	119.04	1,274.27	1,393.31	-	1,393.31
10/1/01	4,476.50	30,909.87	143.18	1,253.85	1,397.03	-	1,397.03
11/1/01	4,497.02	35,406.89	167.43	1,233.33	1,400.76	-	1,400.76
12/1/01	4,517.63	39,924.52	191.79	1,212.72	1,404.51	-	1,404.51
1/1/02	4,538.34	44,462.86	216.26	1,192.01	1,408.27	-	1,408.27
2/1/02	4,559.14	49,022.00	240.84	1,171.21	1,412.05	-	1,412.05
3/1/02	4,580.03	53,602.03	265.54	1,150.32	1,415.86	-	1,415.86
4/1/02	4,601.03	58,203.06	290.34	1,129.32	1,419.66	-	1,419.66
5/1/02	4,622.11	62,825.17	315.27	1,108.24	1,423.51	-	1,423.51
6/1/02	4,643.30	67,468.47	340.30	1,087.05	1,427.35	-	1,427.35
7/1/02	4,664.58	72,133.05	365.45	1,065.77	1,431.22	-	1,431.22
8/1/02	4,685.96	76,819.01	390.72	1,044.39	1,435.11	-	1,435.11
9/1/02	4,707.44	81,526.45	416.10	1,022.91	1,439.01	-	1,439.01
10/1/02	4,729.01	86,255.46	441.60	1,001.34	1,442.94	-	1,442.94
11/1/02	4,750.69	91,006.15	467.22	979.66	1,446.88	-	1,446.88
12/1/02	4,772.46	95,778.61	492.95	957.89	1,450.84	-	1,450.84
1/1/03	4,794.34	100,572.95	518.80	936.01	1,454.81	-	1,454.81
2/1/03	4,816.31	105,389.26	544.77	914.04	1,458.81	-	1,458.81
3/1/03	4,838.38	110,227.64	570.86	891.97	1,462.83	-	1,462.83
4/1/03	4,860.56	115,088.20	597.07	869.79	1,466.86	-	1,466.86
5/1/03	4,882.84	119,971.04	623.39	847.51	1,470.90	-	1,470.90
6/1/03	4,905.22	124,876.26	649.84	825.13	1,474.97	-	1,474.97
7/1/03	4,927.70	129,803.96	676.41	802.65	1,479.06	-	1,479.06
8/1/03	4,950.28	134,754.24	703.10	780.07	1,483.17	-	1,483.17
9/1/03	4,972.97	139,727.21	729.92	757.38	1,487.30	-	1,487.30
10/1/03	4,995.77	144,722.98	756.86	734.58	1,491.44	-	1,491.44
11/1/03	5,018.66	149,741.64	783.92	711.69	1,495.61	-	1,495.61
12/1/03	5,041.67	154,783.31	811.10	688.68	1,499.78	-	1,499.78
1/1/04	5,064.77	159,848.08	838.41	665.58	1,503.99	-	1,503.99
2/1/04	5,087.99	164,936.07	865.84	642.36	1,508.20	-	1,508.20
3/1/04	5,111.31	170,047.38	893.40	619.04	1,512.44	-	1,512.44
4/1/04	5,134.73	175,182.11	921.09	595.62	1,516.71	-	1,516.71
5/1/04	5,158.27	180,340.38	948.90	572.08	1,520.98	-	1,520.98
6/1/04	5,181.91	185,522.29	976.84	548.44	1,525.28	-	1,525.28
7/1/04	5,205.66	190,727.95	1,004.91	524.69	1,529.60	-	1,529.60
8/1/04	5,229.52	195,957.47	1,033.11	500.83	1,533.94	-	1,533.94
9/1/04	5,253.49	201,210.96	1,061.44	476.86	1,538.30	-	1,538.30
10/1/04	5,277.57	206,488.53	1,089.89	452.78	1,542.67	-	1,542.67
11/1/04	5,301.76	211,790.29	1,118.48	428.59	1,547.07	-	1,547.07
12/1/04	5,326.06	217,116.35	1,147.20	404.29	1,551.49	-	1,551.49
1/1/05	5,350.47	222,466.82	1,176.05	379.88	1,555.93	-	1,555.93
2/1/05	5,374.99	227,841.81	1,205.03	355.36	1,560.39	-	1,560.39
3/1/05	5,399.62	233,241.43	1,234.14	330.73	1,564.87	-	1,564.87
4/1/05	(1,339.59)	231,901.84	1,263.39	305.98	2,602.98	5,730.35	8,333.33
5/1/05	(1,346.85)	230,554.99	1,256.13	281.12	2,602.98	5,730.35	8,333.33
6/1/05	(1,354.14)	229,200.85	1,248.84	256.14	2,602.98	5,730.35	8,333.33

Placentia Library Improvements Loan

Date	City Paid Principal (Repayment)	Accumulated Principal	City Interest 6.50%	Lease Interest 5.50%	Payment to City	P & I Paymer to Lender	Attachment C Page 4 of 8 Payment
7/1/05	(1,361.48)	227,839.37	1,241.50	231.05	2,602.98	5,730.35	8,333.33
8/1/05	(1,368.85)	226,470.52	1,234.13	205.84	2,602.98	5,730.35	8,333.33
9/1/05	(1,376.26)	225,094.26	1,226.72	180.52	2,602.98	5,730.35	8,333.33
10/1/05	(1,383.72)	223,710.54	1,219.26	155.09	2,602.98	5,730.35	8,333.33
11/1/05	(1,391.21)	222,319.33	1,211.77	129.53	2,602.98	5,730.35	8,333.33
12/1/05	(1,398.75)	220,920.58	1,204.23	103.86	2,602.98	5,730.35	8,333.33
1/1/06	(1,406.33)	219,514.25	1,196.65	78.08	2,602.98	5,730.35	8,333.33
2/1/06	(1,413.94)	218,100.31	1,189.04	52.17	2,602.98	5,730.35	8,333.33
3/1/06	(1,421.60)	216,678.71	1,181.38	26.25	2,602.98	5,730.35	8,333.33
4/1/06	(7,159.65)	209,519.06	1,173.68	-	8,333.33	-	8,333.33
5/1/06	(7,198.44)	202,320.62	1,134.89	-	8,333.33	-	8,333.33
6/1/06	(7,237.43)	195,083.19	1,095.90	-	8,333.33	-	8,333.33
7/1/06	(7,276.63)	187,806.56	1,056.70	-	8,333.33	-	8,333.33
8/1/06	(7,316.04)	180,490.52	1,017.29	-	8,333.33	-	8,333.33
9/1/06	(7,355.67)	173,134.85	977.66	-	8,333.33	-	8,333.33
10/1/06	(7,395.52)	165,739.33	937.81	-	8,333.33	-	8,333.33
11/1/06	(7,435.58)	158,303.75	897.75	-	8,333.33	-	8,333.33
12/1/06	(7,475.85)	150,827.90	857.48	-	8,333.33	-	8,333.33
1/1/07	(7,516.35)	143,311.55	816.98	-	8,333.33	-	8,333.33
2/1/07	(7,557.06)	135,754.49	776.27	-	8,333.33	-	8,333.33
3/1/07	(7,597.99)	128,156.50	735.34	-	8,333.33	-	8,333.33
4/1/07	(7,639.15)	120,517.35	694.18	-	8,333.33	-	8,333.33
5/1/07	(7,680.53)	112,836.82	652.80	-	8,333.33	-	8,333.33
6/1/07	(7,722.13)	105,114.69	611.20	-	8,333.33	-	8,333.33
7/1/07	(7,763.96)	97,350.73	569.37	-	8,333.33	-	8,333.33
8/1/07	(7,806.01)	89,544.72	527.32	-	8,333.33	-	8,333.33
9/1/07	(7,848.30)	81,696.42	485.03	-	8,333.33	-	8,333.33
10/1/07	(7,890.81)	73,805.61	442.52	-	8,333.33	-	8,333.33
11/1/07	(7,933.55)	65,872.06	399.78	-	8,333.33	-	8,333.33
12/1/07	(7,976.52)	57,895.54	356.81	-	8,333.33	-	8,333.33
1/1/08	(8,019.73)	49,875.81	313.60	-	8,333.33	-	8,333.33
2/1/08	(8,063.17)	41,812.64	270.16	-	8,333.33	-	8,333.33
3/1/08	(8,106.84)	33,705.80	226.49	-	8,333.33	-	8,333.33
4/1/08	(8,150.76)	25,555.04	182.57	-	8,333.33	-	8,333.33
5/1/08	(8,194.91)	17,360.13	138.42	-	8,333.33	-	8,333.33
6/1/08	(8,239.30)	9,120.83	94.03	-	8,333.33	-	8,333.33
7/1/08	(8,283.93)	836.90	49.40	-	8,333.33	-	8,333.33
8/1/08	(836.90)	(0.00)	4.53	-	841.43	-	841.43
Total	\$ (0.00)		\$ 60,750.90	\$ 43,821.00	335,807.64	68,764.20	404,571.90

Library Portion of Lease Loan

Compound Period: Monthly

Nominal Annual Rate ...: 5.500 %
Effective Annual Rate ..: 5.641 %
Periodic Rate: 0.4583 %
Daily Rate: 0.01507 %

CASH FLOW DATA

Event	Start Date	Amount	Number Period	End Date
1 Loan	03/01/2001	300,000.00	1	
2 Payment	04/01/2001	5,730.35	60 Monthly	03/01/2006

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 03/01/2001				300,000.00
1 04/01/2001	5,730.35	1,375.00	4,355.35	295,644.65
2 05/01/2001	5,730.35	1,355.04	4,375.31	291,269.34
3 06/01/2001	5,730.35	1,334.98	4,395.37	286,873.97
4 07/01/2001	5,730.35	1,314.84	4,415.51	282,458.46
5 08/01/2001	5,730.35	1,294.60	4,435.75	278,022.71
6 09/01/2001	5,730.35	1,274.27	4,456.08	273,566.63
7 10/01/2001	5,730.35	1,253.85	4,476.50	269,090.13
8 11/01/2001	5,730.35	1,233.33	4,497.02	264,593.11
9 12/01/2001	5,730.35	1,212.72	4,517.63	260,075.48
2001 Totals	51,573.15	11,648.63	39,924.52	
10 01/01/2002	5,730.35	1,192.01	4,538.34	255,537.14
11 02/01/2002	5,730.35	1,171.21	4,559.14	250,978.00
12 03/01/2002	5,730.35	1,150.32	4,580.03	246,397.97
13 04/01/2002	5,730.35	1,129.32	4,601.03	241,796.94
14 05/01/2002	5,730.35	1,108.24	4,622.11	237,174.83
15 06/01/2002	5,730.35	1,087.05	4,643.30	232,531.53
16 07/01/2002	5,730.35	1,065.77	4,664.58	227,866.95
17 08/01/2002	5,730.35	1,044.39	4,685.96	223,180.99
18 09/01/2002	5,730.35	1,022.91	4,707.44	218,473.55
19 10/01/2002	5,730.35	1,001.34	4,729.01	213,744.54
20 11/01/2002	5,730.35	979.66	4,750.69	208,993.85
21 12/01/2002	5,730.35	957.89	4,772.46	204,221.39
2002 Totals	68,764.20	12,910.11	55,854.09	
22 01/01/2003	5,730.35	936.01	4,794.34	199,427.05
23 02/01/2003	5,730.35	914.04	4,816.31	194,610.74
24 03/01/2003	5,730.35	891.97	4,838.38	189,772.36
25 04/01/2003	5,730.35	869.79	4,860.56	184,911.80
26 05/01/2003	5,730.35	847.51	4,882.84	180,028.96
27 06/01/2003	5,730.35	825.13	4,905.22	175,123.74
28 07/01/2003	5,730.35	802.65	4,927.70	170,196.04
29 08/01/2003	5,730.35	780.07	4,950.28	165,245.76
30 09/01/2003	5,730.35	757.38	4,972.97	160,272.79

Library Portion of Lease Loan

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Date	Payment	Interest	Principal	Balance
31 10/01/2003	5,730.35	734.58	4,995.77	155,277.02
32 11/01/2003	5,730.35	711.69	5,018.66	150,258.36
33 12/01/2003	5,730.35	688.68	5,041.67	145,216.69
2003 Totals	68,764.20	9,759.50	59,004.70	
34 01/01/2004	5,730.35	665.58	5,064.77	140,151.92
35 02/01/2004	5,730.35	642.36	5,087.99	135,063.93
36 03/01/2004	5,730.35	619.04	5,111.31	129,952.62
37 04/01/2004	5,730.35	595.62	5,134.73	124,817.89
38 05/01/2004	5,730.35	572.08	5,158.27	119,659.62
39 06/01/2004	5,730.35	548.44	5,181.91	114,477.71
40 07/01/2004	5,730.35	524.69	5,205.66	109,272.05
41 08/01/2004	5,730.35	500.83	5,229.52	104,042.53
42 09/01/2004	5,730.35	476.86	5,253.49	98,789.04
43 10/01/2004	5,730.35	452.78	5,277.57	93,511.47
44 11/01/2004	5,730.35	428.59	5,301.76	88,209.71
45 12/01/2004	5,730.35	404.29	5,326.06	82,883.65
2004 Totals	68,764.20	6,431.16	62,333.04	
46 01/01/2005	5,730.35	379.88	5,350.47	77,533.18
47 02/01/2005	5,730.35	355.36	5,374.99	72,158.19
48 03/01/2005	5,730.35	330.73	5,399.62	66,758.57
49 04/01/2005	5,730.35	305.98	5,424.37	61,334.20
50 05/01/2005	5,730.35	281.12	5,449.23	55,884.97
51 06/01/2005	5,730.35	256.14	5,474.21	50,410.76
52 07/01/2005	5,730.35	231.05	5,499.30	44,911.46
53 08/01/2005	5,730.35	205.84	5,524.51	39,386.95
54 09/01/2005	5,730.35	180.52	5,549.83	33,837.12
55 10/01/2005	5,730.35	155.09	5,575.26	28,261.86
56 11/01/2005	5,730.35	129.53	5,600.82	22,661.04
57 12/01/2005	5,730.35	103.86	5,626.49	17,034.55
2005 Totals	68,764.20	2,915.10	65,849.10	
58 01/01/2006	5,730.35	78.08	5,652.27	11,382.28
59 02/01/2006	5,730.35	52.17	5,678.18	5,704.10
60 03/01/2006	5,730.35	26.25	5,704.10	0.00
2006 Totals	17,191.05	156.50	17,034.55	
Grand Totals	343,821.00	43,821.00	300,000.00	

City Advance of Library Lease Loan

Compound Period: Monthly

Nominal Annual Rate ...: 6.500 %
Effective Annual Rate ..: 6.697 %
Periodic Rate: 0.5417 %
Daily Rate: 0.01781 %

CASH FLOW DATA

Event	Start Date	Amount	Number	Period	End Date
1 Loan	03/01/2005	233,241.43	1		
2 Payment	04/01/2005	2,602.98	12	Monthly	03/01/2006
3 Payment	04/01/2006	8,333.33	28	Monthly	07/01/2008
4 Payment	07/01/2008	836.92	1		

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 03/01/2005				233,241.43
1 04/01/2005	2,602.98	1,263.39	1,339.59	231,901.84
2 05/01/2005	2,602.98	1,256.13	1,346.85	230,554.99
3 06/01/2005	2,602.98	1,248.84	1,354.14	229,200.85
4 07/01/2005	2,602.98	1,241.50	1,361.48	227,839.37
5 08/01/2005	2,602.98	1,234.13	1,368.85	226,470.52
6 09/01/2005	2,602.98	1,226.72	1,376.26	225,094.26
7 10/01/2005	2,602.98	1,219.26	1,383.72	223,710.54
8 11/01/2005	2,602.98	1,211.77	1,391.21	222,319.33
9 12/01/2005	2,602.98	1,204.23	1,398.75	220,920.58
2005 Totals	23,426.82	11,105.97	12,320.85	
10 01/01/2006	2,602.98	1,196.65	1,406.33	219,514.25
11 02/01/2006	2,602.98	1,189.04	1,413.94	218,100.31
12 03/01/2006	2,602.98	1,181.38	1,421.60	216,678.71
13 04/01/2006	8,333.33	1,173.68	7,159.65	209,519.06
14 05/01/2006	8,333.33	1,134.89	7,198.44	202,320.62
15 06/01/2006	8,333.33	1,095.90	7,237.43	195,083.19
16 07/01/2006	8,333.33	1,056.70	7,276.63	187,806.56
17 08/01/2006	8,333.33	1,017.29	7,316.04	180,490.52
18 09/01/2006	8,333.33	977.66	7,355.67	173,134.85
19 10/01/2006	8,333.33	937.81	7,395.52	165,739.33
20 11/01/2006	8,333.33	897.75	7,435.58	158,303.75
21 12/01/2006	8,333.33	857.48	7,475.85	150,827.90
2006 Totals	82,808.91	12,716.23	70,092.68	
22 01/01/2007	8,333.33	816.98	7,516.35	143,311.55
23 02/01/2007	8,333.33	776.27	7,557.06	135,754.49
24 03/01/2007	8,333.33	735.34	7,597.99	128,156.50
25 04/01/2007	8,333.33	694.18	7,639.15	120,517.35
26 05/01/2007	8,333.33	652.80	7,680.53	112,836.82
27 06/01/2007	8,333.33	611.20	7,722.13	105,114.69
28 07/01/2007	8,333.33	569.37	7,763.96	97,350.73

City Advance of Library Lease Loan

Agenda Item 42

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Date	Payment	Interest	Principal	Balance
29 08/01/2007	8,333.33	527.32	7,806.01	89,544.12
30 09/01/2007	8,333.33	485.03	7,848.30	81,696.42
31 10/01/2007	8,333.33	442.52	7,890.81	73,805.61
32 11/01/2007	8,333.33	399.78	7,933.55	65,872.06
33 12/01/2007	8,333.33	356.81	7,976.52	57,895.54
2007 Totals	99,999.96	7,067.60	92,932.36	
34 01/01/2008	8,333.33	313.60	8,019.73	49,875.81
35 02/01/2008	8,333.33	270.16	8,063.17	41,812.64
36 03/01/2008	8,333.33	226.49	8,106.84	33,705.80
37 04/01/2008	8,333.33	182.57	8,150.76	25,555.04
38 05/01/2008	8,333.33	138.42	8,194.91	17,360.13
39 06/01/2008	8,333.33	94.03	8,239.30	9,120.83
40 07/01/2008	8,333.33	49.40	8,283.93	836.90
41 07/01/2008	836.92	0.02	836.90	0.00
2008 Totals	59,170.23	1,274.69	57,895.54	
Grand Totals	265,405.92	32,164.49	233,241.43	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of Placentia City Council

FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: Library Board Response to Proposed Civic Center Renovation Project and Financing

DATE: March 16, 2001

At a Special Meeting on March 15, 2001 the Placentia Library District Board of Trustees voted unanimously to proceed with the Civic Center Renovation Project, as defined in the proposal dated January 15, 2001 and presented by City Public Works Director Christopher Becker at the joint study session on January 16, 2001, at a cost to the District not to exceed \$253,485. This figure represents the estimated District share of \$235,800 plus a 7½ % contingency of \$17,685.

At its meeting on January 17, 2001 the District Board of Trustees approved financing its share of the project through the City as proposed by City Finance Manager Steve Brisco in an undated illustration distributed at the same joint study session.

- ☐ It is the District's understanding that if initial project costs exceed the estimates, or if additional work is warranted, that other parts of the project will be modified or deferred.
- ☐ It is the District's understanding that it will have an active role in establishing priorities for the various elements of the Project, as well as design planning and approval, including the right to accept or decline proposed changes to the Project, through its participation in the Civic Center Authority Commission.
- ☐ It is the District's understanding that it will not be a signator to the lease purchased by the City to finance the entire Civic Center project
- ☐ It is the District's understanding that the City will make a simple loan directly to the District for the District's share of the project.
- ☐ The interest rate used for the proposal is 6.5%. Because of the way the payments are structured the long-term rate is approximately 4.9% and may be lower.
- ☐ The District will pay all of its interest expenses as they are accrued.
- ☐ The payments are calculated to be made monthly.
- ☐ It is the District's understanding that it will have the right, without penalty, to make principal or additional principal payments at any time. It is also the District's understanding that the interest calculation at any point in time is based on the declining balance of the principal.
- ☐ The City will calculate and maintain the financial records at no cost to the District.

Placentia Library District Board of Trustees, March 16, 2001, Page 2.

The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.

PLACENTIA CIVIC CENTER

Basic Legal Documents

1973 Revenue Bonds

**JOINT EXERCISE OF POWERS AGREEMENT BETWEEN THE CITY
OF PLACENTIA AND THE PLACENTIA LIBRARY DISTRICT
CREATING THE PLACENTIA CIVIC CENTER AUTHORITY**

THIS AGREEMENT, dated as of May 22, 1972, between the CITY OF PLACENTIA (hereinafter referred to as "City") a Charter City duly organized and existing under the Constitution of the State of California and the PLACENTIA LIBRARY DISTRICT (hereinafter referred to as "District") a public corporation duly organized and existing under Pt 4, Div. 20 Ch. 4 of the Education Code of the State of California.

WITNESSETH:

WHEREAS, the City is empowered by law to acquire, construct, maintain, operate and lease public buildings necessary to the administration and operation of the government of the City, including buildings for City offices and a council chamber, buildings necessary to house the city police department and buildings for use in providing services to the inhabitants of the City; and

WHEREAS, the District is empowered by law to acquire, construct, maintain, operate and lease public buildings necessary or proper to carry out the objects and purposes for which the District was formed, including buildings necessary for the conduct of the business of the District in providing library services to the public generally and for District offices; and

WHEREAS, City and District are of the opinion that, within the area (hereinafter called "Site") consisting of two parcels, Parcel A and Parcel B, shown and described on attached Exhibit "A", hereby made a part hereof, the property should be developed as a comprehensive civic center by the construction and maintenance of various governmental facilities, including facilities for City and District and accessory structures, appurtenances or appurtenant works necessary or convenient therefor, parking facilities, malls, walks, walkways, other site improvements and landscaping; and

WHEREAS, it is deemed advisable for the parties concerned to enter into an agreement which will ensure to the people the orderly development of the area and provide a vehicle for financing the construction of public buildings in the area;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION 1. Purpose.

This Agreement is made pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code of the State of California (hereinafter called the "Act") relating to the joint exercise of powers common to City and District. City and District each possess the common powers referred to in the recitals hereof. The purpose of this Agreement is to exercise such powers jointly by acquiring a site or sites for and acquiring, constructing, maintaining, operating and leasing public buildings, with land, facilities and appurtenances necessary or convenient therefor. Such purpose will be accomplished, and said common powers exercised, in the manner hereinafter set forth.

SECTION 2. Term.

This Agreement shall become effective as of the date hereof and shall continue in full force and effect for a period of forty years from the date hereof or until all revenue bonds herein provided for and issued pursuant hereto and the interest thereon shall have been paid in full or adequate provision for such payment shall have been made as set forth in the proceedings for the issuance thereof, whichever date is earlier; provided, however, that this Agreement shall terminate five years from the date hereof if no revenue bonds have been issued on or before said date.

SECTION 17. Joint Construction and Maintenance and Operation.

City and District may desire to construct or maintain and operate certain of the facilities hereunder jointly. Such joint construction or maintenance and operation either by Authority or jointly by the parties hereto may be provided by leases or subleases under Section 9 or Section 11, or by other leases, subleases, or agreements.

SECTION 18. Site Development and Construction and Maintenance of Common Areas.

City shall be responsible for the preparation of the Preliminary General Plan for Site development. Such Preliminary General Plan shall set the landscaping and architectural theme of the City and District Projects. City and District shall share equally in the expenses of site surveys, soils tests, topographic studies and seismic surveys.

In addition to the principal buildings to be constructed on the City and District Sites, there shall be constructed on both Sites parking spaces, walkways, roadways and landscaping for the benefit of the City and District Projects (hereinafter called "Common Area"). If not included on the respective City and District Project plans, separate plans and specifications shall be prepared under the direction of Authority for the construction of Common Area improvements. All such plans prepared by the Authority shall be approved by City and District prior to the construction of the improvement proposed. Upon request of City and/or District, Authority shall call for competitive bids to let necessary construction contracts for the improvement of the Common Area. Authority shall award such construction contracts to the lowest responsible bidders.

City and District each agree that the cost of the preparation of the Common Area plans and specifications prepared by Authority and the cost of construction of said improvements shall be apportioned between the two projects as follows: City Project — 61.2%; District Project — 38.8%. To the extent City and/or District's share of said costs are not paid by City and/or District said unpaid costs shall be paid by Authority from the proceeds of revenue bonds and shall be included as part of the cost of constructing the respective City and/or District Projects and additional rental for the City Project and/or District Project shall be charged which additional rental shall be sufficient to pay the principal of and interest on said additional amount of revenue bonds issued therefore, establish suitable reserve or other funds and pay all other expenses in connection therewith.

For the term of this Agreement the Common Area shall be maintained and operated by Authority. The expenses of maintenance and operation shall be paid 61.2% by City and 38.8% by District.

SECTION 19. Notices.

Notices hereunder shall be sufficient if delivered to the offices of the parties. At present said offices are as follows:

City	City Hall 120 South Bradford Avenue Placentia, California 92670
District	143 South Bradford Avenue Placentia, California 92670
Authority	City Hall 120 South Bradford Avenue Placentia, California 92670

SECTION 20. Miscellaneous.

The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section referred to.

Where reference is made in this Agreement to Controller or Treasurer indicating specific duties to be undertaken by said officers, said officers may independently determine which of them shall undertake any particular duty.

PLACENTIA LIBRARY DISTRICT CIVIC CENTER SUBLEASE

THIS SUBLEASE, dated as of March 1, 1973, by and between the PLACENTIA CIVIC CENTER AUTHORITY (herein "Authority"), a public entity and agency duly organized and existing pursuant to an agreement entitled "Joint Exercise of Powers Agreement between the City of Placentia and the Placentia Library District Creating the Placentia Civic Center Authority" (herein "Agreement"), dated as of May 22, 1972, as amended, and the PLACENTIA LIBRARY DISTRICT (herein "District"), a public corporation of the State of California.

WITNESSETH:

That for and in consideration of the mutual promises and agreements herein contained, the parties hereto agree as follows:

SECTION 1. Definitions.

Unless the context otherwise requires, the terms defined in this Section 1 shall, for all purposes of this Sublease, have the meanings herein specified.

(a) *City.*

"City" means the City of Placentia.

(b) *City Ground Lease.*

"City Ground Lease" means means the ground lease dated as of March 1, 1973, by and between the City and the Authority.

(c) *City Site.*

"City Site" means the lands described in Exhibit A of the City Ground Lease.

(d) *Common Area.*

"Common Area" means that portion of the City and District Sites designated on the plans of the Facilities on file in the office of the Secretary of the Authority on which shall be constructed parking spaces, walkways, roadways and landscaping for the benefit of the City and District projects.

(e) *Construction Contract.*

"Construction Contract" means the construction contract or contracts providing for the construction of the Facilities, a copy of which is or will be on file in the office of the Secretary of the Authority.

(f) *District Site.*

"District Site" means the lands described in Exhibit A attached hereto and made a part hereof, on which the Facilities are to be located.

(g) *Facilities.*

"Facilities" means the District project consisting of a library building and the improvement of that portion of the Common Area located on the District Site, together with facilities appurtenant thereto or necessary or convenient therefor.

(h) *Ground Lease.*

"Ground Lease" means "Placentia Library District Ground Lease" between District and Authority dated of even date herewith.

(i) *Leased Premises.*

"Leased Premises" means the District Site and Facilities to be constructed thereon.

(j) *Resolution.*

"Resolution" means the Resolution attached hereto as Exhibit B adopted by the Authority providing for the issuance of its Series B Bonds.

(k) *Series B Bonds.*

"Series B Bonds" means the revenue bonds to be issued by the Authority under and pursuant to the Resolution.

(l) *Sublease.*

"Sublease" means this agreement by and between the District and the Authority.

(m) *Trustee.*

"Trustee" means the fiscal agent appointed pursuant to the Resolution and referred to therein as "Trustee" and any successor appointed as therein provided.

SECTION 2. Sublease of Leased Premises.

The Authority hereby subleases to the District the Leased Premises, subject to the terms and conditions of this Sublease, and subject to any conditions, reservations, exceptions, and rights of way which are of record, including, without limitation, those contained in the Ground Lease.

SECTION 3. Common Area.

The Authority hereby grants to the District the right to use all or any portion of the Common Area located on the City Site, subject to any conditions, reservations, exceptions and rights of way which are of record, including, without limitations, those contained in the City Ground Lease.

SECTION 4. Term.

This Sublease shall commence on March 1, 1975 or when the Facilities are completed and available for occupancy and written notice thereof has been served on District, whichever is later.

This Sublease shall end (a) on February 28, 2011, or (b) when all the Series B Bonds and the interest thereon have been paid in full or adequate provision has been made for such payment in accordance with the Resolution, or (c) at such time as the Agreement ends, whichever is earliest; provided, however, the termination of this Sublease prior to the termination of the Agreement shall not affect the right of District to use the Common Area located on the City Site upon the terms set forth in the Agreement.

SECTION 5. Rental.

The District shall pay rent to the Authority in the amounts, at the times and in the manner set forth herein, said amounts constituting in the aggregate the total of the rent payable under this Sublease, as follows:

(a) *Base Rent.* Commencing on March 1, 1975, or on the date on which the District shall be served with written notice that the Facilities have been completed and are ready for occupancy, whichever is later, the District shall be obligated to pay to Trustee for the account of the Authority in advance for each 6 months period of occupancy, rent at the rate of \$ semi-annually said rent being payable on March 1, 1975 and on September 1 and March 1 respectively thereafter, subject to adjustment as hereinafter set forth. In the event that the liability of the District for rent at said rate does not commence on March 1 or September 1 in any year, the rent to be paid for the remaining portion of the period in which such liability commences shall be prorated and shall be paid within fifteen (15) days following commencement of such liability, but in no event later than the next succeeding June 30. During the remainder of the term of this Sublease, base rental shall be due on March 1 and September 1

and shall be payable without the payment of interest thereon as contemplated by Section 5 (e) hereof on or before March 15 and September 15 in each period for use of the Leased Premises during said period, said rental to be for occupancy from March 1 of each year to the last day of February in the next succeeding year.

(b) *Additional Rent.* In addition to and after the commencement of the Base Rent hereinabove set forth, the District shall pay to the Trustee for the account of the Authority an amount or amounts (hereinafter called "Additional Rent") equivalent to the sum of the following:

(i) All taxes and assessments of any nature whatsoever, including, but not limited to, excise taxes, ad valorem taxes, ad valorem and specific lien special assessments and gross receipts taxes, if any, levied upon the Leased Premises or upon the Authority's interest therein or upon the Authority's operation thereof or the Authority's rental income derived therefrom.

(ii) All administrative costs of the Authority, including, without limiting the generality of the foregoing, salaries, wages, expenses, compensation and indemnification of the Trustee under the Resolution, fees and charges of accountants, attorneys and engineers, and all other necessary administrative charges of the Authority or charges required to be paid by it in order to comply with the terms of the Series B Bonds or of the Resolution and to defend the Authority and its members.

(iii) Insurance premiums, if any, on all insurance required or permitted under the provisions of Section 9 hereof.

(iv) All costs and expenses which the Authority may incur in consequence of or because of any default by the District under this Sublease, including reasonable attorneys' fees and costs of suit or action at law to enforce the terms and conditions of this Sublease.

(v) All sums necessary to maintain at the amount of \$1,000 the Working Capital Fund established pursuant to the Resolution.

The Additional Rent payable hereunder shall be paid by the District within ten (10) days after notice in writing from the Authority to the District stating the amount of Additional Rent then due and payable and the purpose thereof; provided that the District's liability for Additional Rent shall be limited to the balance due under Section 5.02(b) of the Resolution. Nothing herein contained shall prevent the District from making from time to time contributions or advances to the Authority for any purpose now or hereafter authorized by law.

(c) *Consideration.* The payments of Base Rent and Additional Rent hereunder for each fiscal year of the term of this Sublease shall constitute the total rent for said fiscal year and shall be paid by the District for and in consideration of the right of use and occupancy, and the continued quiet use and enjoyment of the Leased Premises for and during said fiscal year. The parties hereto have agreed and determined that such total rent represents the fair rental value of the Leased Premises.

(d) *Budget.* The District hereby covenants to take such action as is necessary under the laws applicable to the District to budget for and include and maintain funds sufficient and available to discharge its obligation to meet all rent payments due hereunder in each fiscal year.

(e) *Payment.* Each annual Base Rent payment and each Additional Rent payment shall be paid in lawful money of the United States of America, by warrant or check drawn against funds of the District, at the office of the Trustee in Los Angeles, California, or at such other place or places as may be set forth in the Resolution. Each annual Base Rent payment and each Additional Rent payment which is not paid when due shall bear interest at the rate of seven per cent (7%) per annum from the date on which the Base Rent payment or Additional Rent payment, as the case may be, becomes due until the same is paid. Notwithstanding any dispute between Authority and District hereunder, District shall make all rent payments when due and shall not withhold any rent payments pending the final

resolution of such dispute. In the event of a determination that District was not liable for said rent payments or any portion thereof, said payments or excess of payments as the case may be shall be credited against subsequent rent payments due hereunder.

(f) *Credit on Base Rental.* There shall be credited against Base Rent any amount required to be so credited under the Resolution.

SECTION 6. Construction of Facilities.

The Authority shall construct the Facilities in accordance with plans and specifications on file in the office of the Secretary of the Authority, including all addenda thereto. City may act on behalf of Authority through its personnel and procedures pursuant to the Agreement. The Construction Contract for the construction of the Facilities shall be awarded by Authority, or its agent, with the approval of District to a contractor or contractors licensed under the laws of the State of California and such Construction Contract shall be awarded pursuant to competitive bidding procedure in accordance with the applicable laws of the State of California relating to the awarding of contracts of a similar nature by the City. For the purpose of paying the cost of the construction of the Facilities thereon and all costs and expenses incidental thereto, the Authority shall issue its Series B Bonds pursuant to the Resolution.

The District may, pursuant to the Agreement, be reimbursed or paid by Authority at the option of District for costs incurred or payments made by advances or otherwise by District.

Changes in the work during construction may be ordered in accordance with Section 8 of the Agreement: provided, however, that unless sufficient additional funds are provided therefor (i) the cost of the Facilities shall not exceed that which can be provided from the proceeds of the Series B Bonds, and (ii) the cost of change orders shall not exceed the reserve established therefor. District shall take no action which extends the period of construction beyond the period for which the Authority has funded interest on its Series B Bonds unless sufficient additional funds are provided therefor. Any moneys remaining in the Construction Fund to be established under the Resolution after the construction and completion of the Facilities shall be applied by the Authority as provided in the Resolution.

The Authority hereby assumes the obligations under the employment contracts of the District with Wainwright & Ramsey, Inc. and Rutan & Tucker and shall become a client of said firms in accordance with the terms of said contracts.

SECTION 7. Maintenance and Operation.

The District shall, upon commencement of its obligations under Section 5 hereof, at its own expense, maintain, manage and operate the Leased Premises and all improvements thereon in good order, condition and repair. The District shall provide or cause to be provided all security service, custodial service, service, power, gas, telephone, light, heating and water, and all other public utility services. It is understood and agreed that in consideration of the payment by the District of the rent herein provided for, the Authority is only obligated to furnish the Leased Premises, and the Authority shall have no obligation to incur any expense of any kind or character in connection with the management, operation or maintenance of the Leased Premises during the term of this Sublease. The District shall keep the Leased Premises and any and all improvements thereto free and clear of all liens, charges and encumbrances.

SECTION 8. Additions and Improvements.

The District shall have the right during the term of this Sublease to make any additions or improvements to the Leased Premises, to attach fixtures, structures or signs, and to affix any personal property to the improvements on the Leased Premises, provided the use of the Leased Premises for the purposes contemplated in this Sublease are not impaired. Title to all personal property placed in any of the

improvements on the Leased Premises shall remain in the District. The title to any personal property improvements or fixtures placed on the Leased Premises by any sublessee or licensee of the District shall be controlled by the sublease or license agreement between such sublessee or licensee and the District.

SECTION 9. Insurance.

Authority shall, during the term of this Sublease, keep or cause to be kept a policy or policies of insurance against loss or damage to the Facilities, and appurtenances and permanent equipment, resulting from fire, lightning, vandalism, malicious mischief, riot and civil commotion and such perils ordinarily defined as "extended coverage" and other perils as Authority and District may agree should be insured against on forms and in amounts satisfactory to each. District and Authority, as the case may be, shall be named as an additional insured under such policies of insurance as the building contractor may be required by Authority to carry during the construction of the Facilities. Nothing herein shall be construed to require the Authority to carry insurance with respect to equipment or fixtures on the Leased Premises not provided by the Authority pursuant to the plans and specifications for construction of the Facilities.

During the term of this Sublease, Authority shall keep or cause to be kept public liability and property damage policies protecting both Authority and District on forms and in amounts satisfactory to each.

The Authority may also carry or cause to be carried such other insurance for the Leased Premises as is required by the Resolution or by District.

All premiums and charges paid by Authority for all of the aforesaid insurance shall be paid to the Authority in accordance with the provisions of Section 5 hereof.

At the option of the District any insurance required by Authority hereunder may be provided by the District.

Notwithstanding the generality of the foregoing, the Authority shall not be required to maintain or cause to be maintained any insurance which is not available from reputable insurers on the open market or more insurance than is specifically referred to above.

SECTION 10. Damage by Fire, Earthquake, Etc.

In the event of destruction or damage to the Facilities by fire or earthquake or other casualty or event so that they become wholly or partly unusable, Authority, at its option, may do either of the following:

(1) Rebuild and repair the Facilities (or an equivalent facility as a replacement thereof in the case of destruction) so that they shall be restored to use, in which case this Sublease shall remain in full force and effect. Any excess of insurance proceeds resulting from such destruction or damage (other than business [rent] interruption insurance) over the amount expended for such repairing or rebuilding, shall be paid to District, or

(2) Declare this Sublease to District terminated and use any money collected from insurance against the destruction of or damage to the Facilities to the extent necessary to retire any outstanding securities or any debts or liabilities which Authority may have; provided, however, that if the Facilities can be repaired or rebuilt within the period for which Authority has insurance against business (rent) interruption, and if Authority shall have sufficient funds from the proceeds of insurance or otherwise for the necessary repairing or rebuilding, Authority shall not proceed under this option without the District's consent.

During such time as the Facilities are unusable, rent shall cease. No further rent payments shall accrue until such Facilities are again ready for occupancy and rent payments already made, if any,

shall be equitably abated and adjusted accordingly. In the event of partial damage to, or destruction of, the Facilities, so as to render a portion thereof unusable by District, such rental payments (including those already made, if any) shall, during the period of the partial unusability of the Facilities, be in an amount that represents the fair market rental value of the remainder of the Facilities usable by District.

SECTION 11. Assignment Sublease and Bonds.

Neither this Sublease nor any interest of the District herein shall, at any time after the date hereof, without the prior written consent of the Authority, be mortgaged, pledged, assigned or transferred by the District by voluntary act or by operation of law, or otherwise, except as specifically provided herein. The District shall at all times remain liable for the performance of the covenants and conditions on its part to be performed, notwithstanding any assigning, transferring or subletting which may be made. The District shall have the right to further sublease or permit the use of all or any part of the Leased Premises, or to arrange for the City to undertake District's obligations to maintain the Leased Premises, but nothing herein contained shall be construed to relieve the District from its obligation to pay rent as provided in this Sublease or relieve the District from any other obligations contained herein.

The Authority may issue its Series B Bonds under the Resolution. Such Resolution may operate as an assignment of the Lease to the Trustee for financing purposes.

Whenever in this Sublease any consent or approval is required, the same shall not be unreasonably withheld. Any items herein required or permitted to be done by the Authority, may, if so provided under the Resolution, be performed by the Trustee thereunder.

SECTION 12. Eminent Domain.

If the whole of the Leased Premises, or so much thereof as to render the remainder unusable for the purposes for which the Facilities were constructed, shall be taken under the power of eminent domain, then this Sublease shall terminate as of the day possession shall be so taken or if the District is the condemnor then this Sublease shall terminate as of the date of the entry of the interlocutory judgment. If less than the whole of said Leased Premises shall be taken under the power of eminent domain, and the remainder is usable for the purposes hereof, then this Sublease shall continue in full force and effect and shall not be terminated by virtue of such taking and the parties waive the benefit of any law to the contrary, in which event there shall be a partial abatement of the rent hereunder in an amount equivalent to the amount by which the annual payments of principal of, and interest on, the outstanding Series B Bonds of the Authority will be reduced in any applicable year by the application of the award in eminent domain to the call of outstanding Series B Bonds.

Any award made in eminent domain proceedings for the taking or damaging of the Facilities in whole or in part shall be paid to the Trustee under the Resolution for the direct benefit of the holders of the Series B Bonds of the Authority and shall be used by the Trustee (together with any other money which shall be or may be made available for such purpose) to call, as nearly as may be, a principal amount of bonds in each of the remaining maturities so that as nearly as possible in the discretion of the Trustee there will be equal annual reductions in the principal and interest payments on the outstanding Series B Bonds remaining after said call. In the event the amount so paid to the Trustee shall be more than sufficient to retire the Series B Bonds issued under the indenture and then outstanding, then any excess shall be paid by the Trustee to the District.

The taking or damaging of all or any portion of the Common Area on the City Site shall not have any effect on the obligations of the Authority and the District under this Sublease.

SECTION 13. Right of Entry.

The Authority and its designated representatives shall have the right to enter upon the Leased Premises during reasonable business hours (and in emergencies at all times), (i) to inspect the same, (ii) for any purpose connected with the Authority's rights or obligations under this Sublease, (iii) for all other lawful purposes.

SECTION 14. Liens.

Except for payment made or required to be made under the Resolution, the District shall pay or cause to be paid, when due, all sums of money that may become due for, or purporting to be for, any labor, services, materials, supplies or equipment alleged to have been furnished or to be furnished to or for, in, upon or about the Leased Premises and which may be secured by any mechanics', materialmen's or other lien against the Leased Premises, and/or the Authority's interest therein, and shall cause each such lien to be fully discharged and released; provided, however, that if the District and/or Authority desires to contest any such lien, this may be done, and if such lien shall be reduced to final judgment and such judgment or such process as may be issued for the enforcement thereof is not promptly stayed, or if so stayed and stay thereafter expires, then and in any such event the District shall forthwith pay and discharge said judgment.

SECTION 15. Taxes.

The parties understand and agree that the Leased Premises constitute public property free and exempt from all taxation; however, the Authority agrees to take whatever steps may be necessary; upon written request by the District, to contest any proposed tax or assessment, or to take steps necessary to recover any tax or assessment paid. The District agrees to reimburse the Authority for any and all costs and expenses thus incurred by the Authority.

SECTION 16. Quiet Enjoyment.

The parties hereto mutually covenant and agree that the District, by keeping and performing the covenants and agreements herein contained, shall at all times during the term, peaceably and quietly, have, hold and enjoy the Leased Premises.

SECTION 17. Law Governing.

This Sublease is made in the State of California under the Constitution and laws of such State and is to be so construed.

SECTION 18. Notices.

All notices, statements, demands, requests, consents, approvals, authorizations, offers, agreements, appointments or designations hereunder by either party to the other shall be in writing and shall be sufficiently given and served upon the other party, if sent by United States registered mail, return receipt requested, postage prepaid and addressed as follows:

District — Secretary, Placentia Library District Library
Placentia, California 92670

Authority — Secretary, City Hall
Placentia, California 92670

SECTION 19. Waiver

The Waiver by the Authority of any breach by the District of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant or condition hereof.

SECTION 20. Default by District.

If (a) District shall fail to pay any rental payable hereunder within fifteen (15) days from the date such rental is payable, or (b) District shall fail to keep any such other terms, covenants or conditions contained herein for a period of twenty-five (25) days after written notice thereof from

Authority to District, or (c) District shall abandon or vacate the premises, or (d) District's interest in this Sublease or any part thereof shall be assigned or transferred without the written consent of Authority, either voluntarily or by operation of law, then and in any such events District shall be deemed to be in default hereunder.

If District should, after notice of such default, fail to remedy any default with all reasonable dispatch in not exceeding thirty (30) days, then Authority shall have the right, at its option, without any further demand or notice (i) to terminate this Sublease and to re-enter the Leased Premises and eject all parties in possession thereof therefrom, or (ii) to re-enter the Leased Premises and eject all parties therefrom, and, without terminating this Sublease, re-let the Leased Premises, or any part thereof, as the agent and for the account of District upon such terms and conditions as Authority may deem advisable, in which event the rents received on such re-letting shall be applied first to the expenses of re-letting and collection, including necessary renovation and alteration of the Leased Premises, a reasonable attorney's fee, and any real estate commission actually paid, and thereafter toward payment of all sums due or to become due to Authority hereunder, and if a sufficient sum shall not be thus realized to pay such sums and other charges, District shall pay Authority annually any cumulative net deficiency existing on the date when Base Rent is due hereunder. The foregoing remedies of Authority are in addition to and not exclusive of any other remedy of Authority. Any such re-entry shall be allowed by District without let or hindrance and Authority shall not be liable in damages for any such re-entry or be guilty of trespass.

SECTION 21. Net-Net Sublease.

This Sublease shall be deemed and construed to be a "net-net sublease" and the District hereby agrees that the rentals provided for herein shall be an absolute net return to the Authority, free and clear of any expenses, charges or set-offs whatsoever.

SECTION 22. Execution.

This Sublease may be simultaneously executed in any number of counterparts, each of which when so executed shall be deemed to be an original, but all together shall constitute but one and the same Sublease, and it is also understood and agreed that separate counterparts of this Sublease may be separately executed by the Authority and the District, and with the same full force and effect as though the same counterpart had been executed simultaneously by both the Authority and the District.

SECTION 23. Validity.

If any one or more of the terms, provisions, promises, covenants or conditions of this Sublease or the application thereof to any person or circumstance, shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants and conditions of this Sublease and the application thereof to other persons or circumstances shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

If for any reason this Sublease shall be held by a court of competent jurisdiction void, voidable, or unenforceable by the Authority or by the District, or if for any reason it is held by such a court that the covenants and conditions of the District hereunder, including the covenant to pay rents hereunder, is unenforceable for the full term hereunder, then and in such event for and in consideration of the right of the District to possess, occupy and use the Leased Premises, which right in such event is hereby granted, this Sublease shall thereupon become, and shall be deemed to be, a Sublease from year to year under which the annual rent herein specified will be paid by the District.

IN WITNESS WHEREOF, the parties hereto have cause this Sublease to be executed and attested by their proper officers thereunto duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

PLACENTIA CIVIC CENTER AUTHORITY

(SEAL)

By _____
President

ATTEST:

Secretary

PLACENTIA LIBRARY DISTRICT

(SEAL)

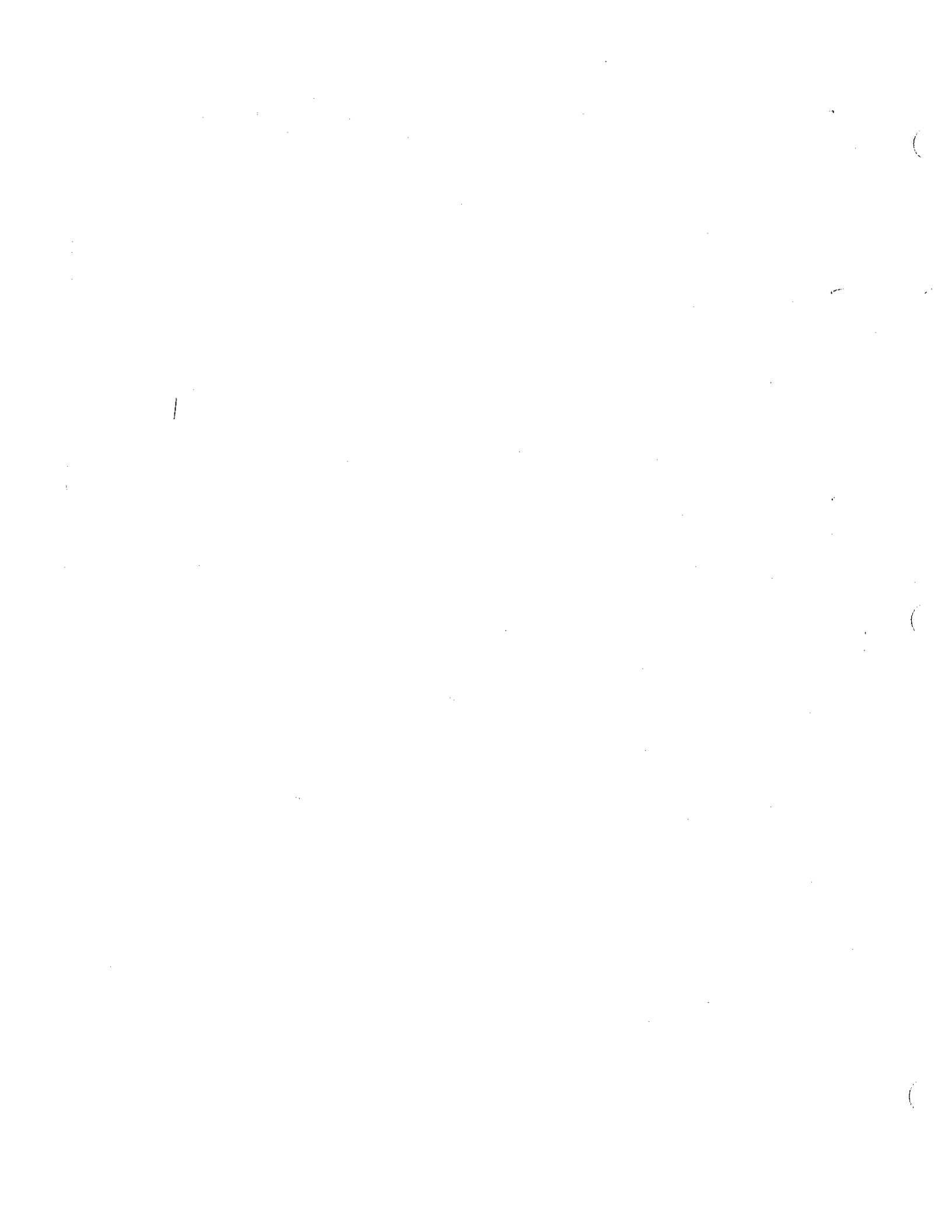
By _____
President

ATTEST:

Secretary

I HEREBY APPROVE the form and legality of the foregoing Sublease this day of, 1973.

Attorney for the Placentia Library District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Discussion of hiring an attorney to handle routine District matters.
DATE: October 20, 2003

BACKGROUND

At its meeting on September 22, 2003 the Library Board requested a discussion of hiring an attorney to handle routine District matters.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: Travel/training authorizations for Public Library Association Biennial Conference, Seattle.

DATE: October 20, 2003

BACKGROUND

The Public Library Association (PLA), a division of the American Library Association, offers a biennial conference for public librarians. The next Conference will be held in Seattle from February 24 through February 28, 2004. The analysis of the cost estimate is Attachment A.

The Library Director recommends that Librarian Mary Strazdas and Library Assistant Jillian Rakos attend the Conference at a cost not to exceed \$2,570, to be paid from the staff training account at Santiago Library System.

RECOMMENDATION

Authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed \$2,570 to be paid from the staff training account at Santiago Library System.

Placentia Library District
Travel Estimate

Name: Mary Strazdas
 Event: Public Library Association Biennial Conference
 Location: Seattle, WA
 fund: SLS Training Account

	Mon	Tues	Wed	Thur	Fri	Sat	SLS
Date	02/23/04	02/24/03	02/25/04	02/26/04	02/27/04	02/28/04	
Registration	160.00						160.00
Hotel	120.00	120.00	120.00	120.00	120.00		600.00
Breakfast	-	12.00	12.00	12.00	12.00	12.00	60.00
Lunch	17.50	17.50	17.50	35.00	35.00	17.50	140.00
Dinner	25.00	25.00	25.00	45.00	25.00		145.00
Air/Train	300.00						300.00
Local Trans.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
Mileage @ \$.36							-
Parking/Tolls							-
Telephone							-
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	60.00
TOTAL	652.50	204.50	204.50	242.00	222.00	59.50	1,585.00

Name: Jillian Rakos
 Event: Public Library Association Biennial Conference
 Location: Seattle, WA
 fund: SLS Training

	Mon	Tues	Wed	Thur	Fri	Sat	SLS
Date	02/23/04	02/24/03	02/25/04	02/26/04	02/27/04	02/28/04	
Registration	160.00						160.00
Hotel	-	-	-	-	-	-	-
Breakfast	-	12.00	12.00	12.00	12.00	12.00	60.00
Lunch	17.50	17.50	17.50	35.00	35.00	17.50	140.00
Dinner	25.00	25.00	25.00	45.00	25.00	-	145.00
Air/Train	300.00						300.00
Local Trans.	20.00	20.00	20.00	20.00	20.00	20.00	120.00
Mileage @ \$.36							-
Parking/Tolls							-
Telephone							-
Misc.	10.00	10.00	10.00	10.00	10.00	10.00	60.00
TOTAL	532.50	84.50	84.50	122.00	102.00	59.50	985.00

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JK*
 DATE: October 14, 2003

SUBJECT: Program Committee Report for the month of September

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	2	21
<u>TYD Total</u>	3	93

CHILDREN'S SERVICES

Wed. PM Story Times	0	0
Thurs. AM Story Times	0	0
3-4 year-old music times	0	0
5-6 year-old music times	0	0
Lapsits	0	0
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0

TOTAL FOR JULY		
YTD TOTAL	45	<u>1,011</u>

LITERACY SERVICES *Sep 2003-04* **FY 2003-04 YTD**

Total Tutors	174	195
Total Students	179	236
Total Hours	1,569	4,458

For more detailed literacy statistics, see Agenda Item 47, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director


From: Jillian Rakos, Children's Librarian

Date: October 20, 2003

Subject: September Activities in the Children's Department

Programming- There were no programs in September. All children's library programming will resume in October.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 14, 2003

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of September.**

Tutor Training Sets a Record. The Literacy Coordinator conducted one regular workshop and two accelerated workshops in September and forty-six (46) tutors were trained, a record setting tutor training month for PLLS. All new tutors are presently matched or are being matched. The next tutor training is scheduled for October 5, 2003.

Families for Literacy (FFL) Program Status. FFL now serves 147 family students who are either active or on the waiting list. In September, FFL sponsored The Unidentified Flying Styles: a DJ battle crew from Whittier, CA. FFL students had the opportunity to explore the complex, rich rhythms of electronic music through dance and song. Each family will be receiving their own copy of the FFL CD, which includes rap recordings of the students.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP began again this year in September, and so far more than seventy high school students from El Dorado and Valencia High Schools have signed up. We plan to have all PRREP volunteers active as soon as possible.

Reach Out and Read Partnership Stops for the Summer. PLLS will continue its partnership in October with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are taking July and August off, but plan to come back in September.

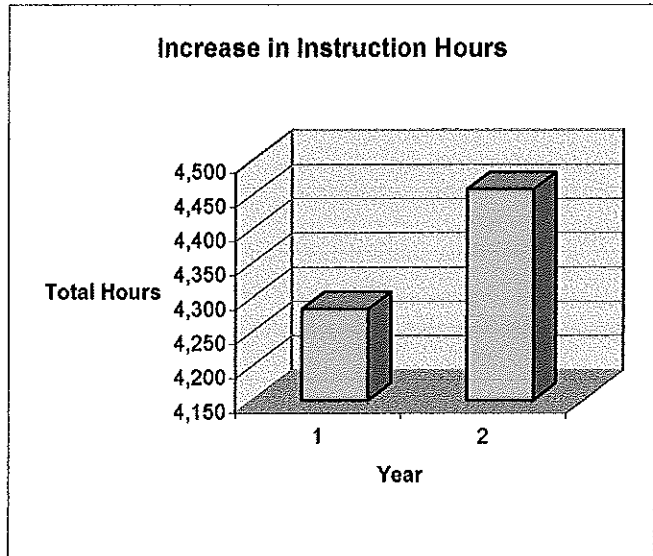
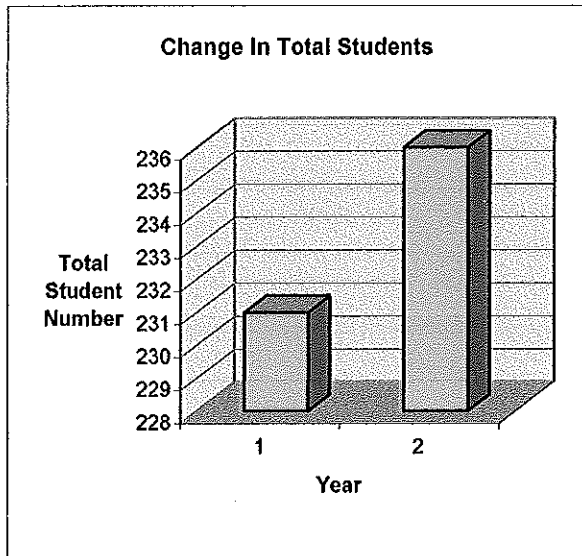
English Language and Literacy Intensive (ELLI) Program Update. ELLI is active again but so far only at Ruby Drive Elementary School. At Ruby Drive, we have six staff working with extended Kindergarten classes and emerging English classes. We're still waiting for information from the State Library to determine funding for ELLI for FY 2003-04, and to what extent the program will continue.

Literacy statistics. See Agenda Item 47, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Sep 02-03	Sep-03	YTD 2002	YTD 2003
Tutors				
Adult	101	110	105	127
Teen	55	64	63	68
Hours Instruction	1,403	1,569	4,134	4,458
Other Volunteer Hours	48	96	144	240
Total Hours	1,451	1,665	4,283	4,698
Training Workshops				
Workshops Held	3	3	7	7
Tutors Trained	22	46	49	64
Students				
With Adult Tutors	107	115	154	161
With Teen Tutors	61	64	73	75
In Groups	4	0	4	0
Total Active Students	176	179	231	236
Families for Literacy				
Family Students	22	26	22	34
Family Tutors	10	22	10	26
Hours of Instruction	68	29	68	44
ELLI Program				
K-6th Grade Students	90	95	90	95
Tutors for K-6th Grade	4	6	4	6
Hours of Instruction	65	210	65	210
Total Tutors	156	174	170	195
Total Students	178	179	231	236
Total Instruction Hours	1,403	1,569	4,283	4,458



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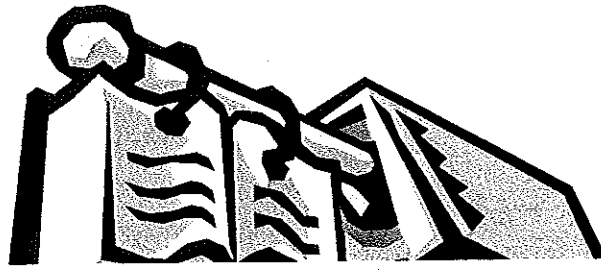
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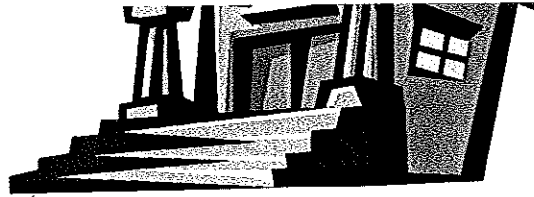
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FAMILIES FOR LITERACY



VISITING THE LIBRARY



WHERE? Placentia Library Meeting Room
411 E. Chapman Ave.
(on the corner of Chapman & Kraemer)

WHEN? Monday, October 27, 2003

TIME? 5:00PM-8:00PM

Placentia Library staff and tutors welcome you to **VISIT THE LIBRARY** with your friends and family members. Come, and learn about the wonderful, amazing world the library has to offer you. Enjoy: storytime, games, scavenger hunting, dance and song, free books, and free food!

Tyese is personally inviting you to her last FFL event at Placentia Library. She would like to say Good-Bye to all of the FFL families and thank them for their participation in the program. The last hour will be reserved for an FFL potluck dinner and special dance performance by Tyese.

Please! It is very important that you RSVP by 10/26/03 with the following information:

- 1) number of people who will be attending the event
- 2) a side dish of your choice
- 3) Would you be interested in volunteering before, during, or after the event?

To RSVP, please call Placentia Library Literacy Services at (714) 524-8408, Ext. 215 or 213.

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: October 14, 2003


SUBJECT: Placentia Library Web Site Development Report for the month of September.

In September, the Placentia Library District had 38,318 "hits" on the Web Site, an average of 1,277 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122	132			
Friends	82	63	56			
District	81	76	108			
Kids	191	144	154			
Foundation	68	58	300			
History Room	150	125	147			
Literacy/CLC Logo	68	69	113			
Passports	530	498	505			
Total Views Most Hits	1,355	1,085	1,515			

Total Most Hits YTD 3,955



TO: Elizabeth Minter, Library Director
FROM: Phyllis Humple, Volunteer Coordinator 
DATE: October 20, 2003
SUBJECT: Publicity materials produced for September 2003

Information on the Placentia Library cable channel #53, updated October 3, 2003:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. Library Departments
5. Friends of Placentia Library Bookstore offering great bargains
6. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
7. Bookstore Volunteers Needed
8. Literacy Services logo
9. Literacy Program asking for volunteers
10. Apply for your passport at Placentia Library
11. Passport Hours
12. Silent Auction
13. Placentia Historical Afghan Sale
14. Story Times and Music Times
15. Telephone Renewal Instructions
16. Local History Room
17. History Room Displays, Collections and Archival Resources
18. Poet Laureate Scheduled
19. Meet Placentia Authors
20. 2004 Authors Luncheon
21. Charles Frazee Program on Travel to Turkey
22. Camp Library
23. Veterans Day and Thanksgiving Closures

General Newspaper articles published:

1. Property Owners Prop 13 Tax Suit
2. New Ladera Ranch School and Public Library

Library Newspaper articles published:

1. Bargain Prices Set for Used-Book Sale
2. Library Offers More Programs for Kids

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer

pacific clippings

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santa ana, calif. 92711

O.C. Weekly SEP 2 6 2003

PLACENTIA LIBRARY, 401 E. Chapman Ave., Placentia,
(714) 954-0580.

Sun.: The Poet Laureate Poetry Festival features various readings and workshops, 1 p.m.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP 1 1 2003

Bargain price tags for used-book sale

Friends of Placentia Library
will hold its monthly Backroom

Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to lobby sales and its book store, the Friends will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

Enter from the loading dock area.

Also, there's a silent auction display, which changes ever four weeks, that's open during

service hours. Proceeds benefit the library and its programs. Moreover, the library is seeking more donations of books, videotapes and audio tapes.

Information: Pat Irot, (714) 996-8390.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly SEP 2 5 2003

Library offers more programs for kids

The Placentia Library has announced its fall sessions of children's story times and music programs. All programs are free and do not require registration.

"Lapsits" is stories read for infants and toddlers ages 2 1/2 younger. The program meets 10:15 to 10:35 a.m. Thursdays from Oct. 2 to Nov. 20.

Story Times for ages 3 to 6 meets from 6:30 to 7 p.m. Wednesdays, from next week through Nov. 26 and 11 to 11:30 a.m. Thursdays on Oct. 2 through Nov. 20.

Property Owners May Gain \$10 Billion in Prop. 13 Suit

By JEAN O. PASCO
Times Staff Writer

The state and counties throughout California would owe as much as \$10 billion to property owners if an appeals court in December upholds a controversial 2-year-old ruling on the intent of Proposition 13, according to court papers filed this week.

It is the first time state officials have put a price tag on the

potential statewide cost of a December 2001 ruling by Orange County Superior Court Judge John M. Watson.

The judge found that some Orange County property assessments violated Proposition 13, the landmark tax rollback measure passed by California voters in 1978. He ruled that the assessor, following a practice used by his colleagues statewide, illegally raised the assessed value of a

[See Tax, Page B9]

ES TIMES

OC THURSDAY, SEPTEMBER 25, 2003 B9

Tax Suit May Return \$10 Billion

[Tax, from Page B1]

Seal Beach home more than the 2%-a-year limit mandated by Proposition 13.

County attorneys appealed the ruling to the state 4th District Court of Appeal in Santa Ana. A hearing is set for Dec. 16, but any decision would probably face further court appeals.

Assessor Webster Guilloroy has defended the practice, used after properties dropped in value and their assessments were lowered. When the values rebounded, the new assessments routinely exceeded the 2% limit, a method called recapturing. The county maintains that the practice is legal because the increase merely allowed the assessed value to recover from temporary declines.

If Watson's ruling is ultimately upheld, it would devastate state and local government financing, state officials argued in a 28-page brief.

The state Department of Finance estimated that \$5.3 billion would come from state coffers to backfill refunds from school districts, according to the brief filed by Atty. Gen. Bill Lockyer. County and city governments would be hit with a \$4.7-billion

loss from refunds and from a drop in their tax base.

"For perspective, this is nearly equivalent to all funding for youth and adult correctional functions performed by the state," the brief said.

Tax attorney Rob Pool, who challenged the assessment on his Seal Beach home, said he had no reason to doubt the estimated hit. But that doesn't excuse government.

"It's not often that you get the thief who stole from you to account for exactly how much he's taken," Pool said.

Previous estimates from Orange County Auditor-Controller David Sundstrom put the impact at \$4 billion if the ruling is extended statewide. Orange County's general fund would have to repay \$18.6 million in excess tax revenue to property owners, he said.

Besides funding county and city governments, property taxes also fund school districts, which are guaranteed minimum funding through voter-approved Proposition 98. That means the state would have to cover refunds owed by the schools.

Last year, the Orange County Board of Supervisors voted 4 to 1

against appealing Watson's ruling. Supervisors said it was up to the assessor to defend his assessment practices, and his office filed the appeal.

Watson's ruling expanded refunds back to 1978, if applicable. Assessment officials have said most of the recapturing was done after the real estate slump of the mid-1990s.

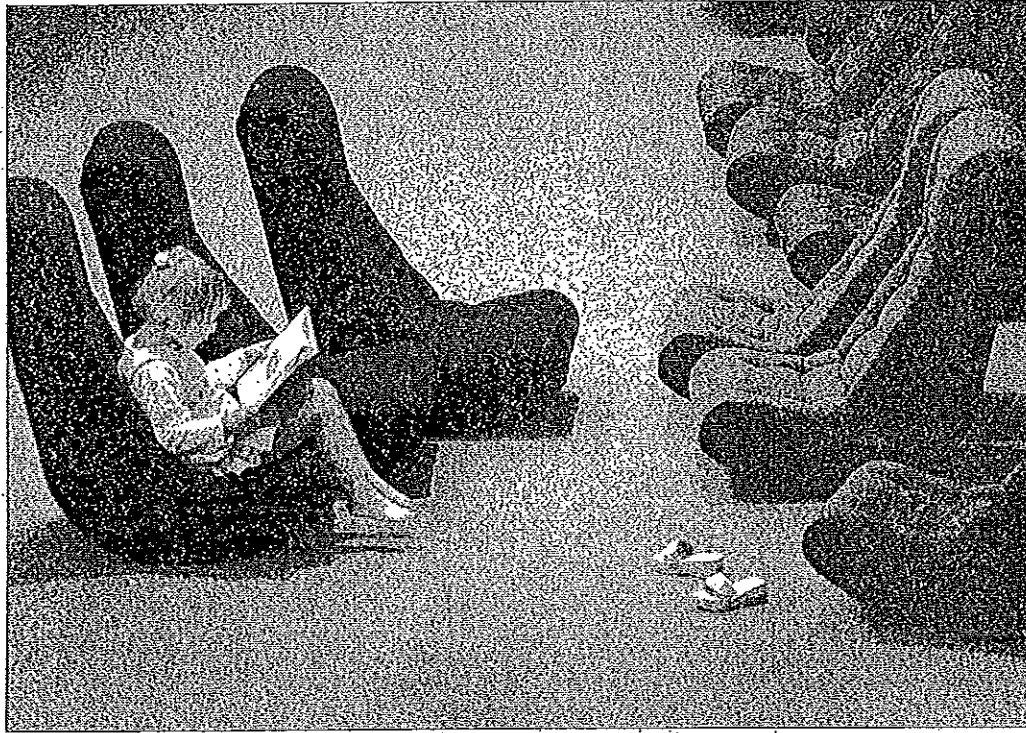
Based on information from the largest counties, researchers with the state Board of Equalization estimated that property assessments statewide had been reduced more than \$240 billion from the passage of Proposition 13 in 1978 through 2001-02 during real estate market downturns. About \$190 billion in value has already been restored through recapturing, with some \$48 billion left to be restored.

The information was attached to court papers filed in the case.

The Board of Equalization estimated that refunds, along with the valuation revenue lost to local governments and regained by property owners, would total \$8.5 billion. The state Department of Finance added \$1.5 billion in interest required to be paid with the refunds.

'To mix the public and the school library like this, it's genius.'

Craig Landino, high school English teacher



Photographs by MARK BOSTER Los Angeles Times

DO NOT DISTURB: Madison Rujevcan curls up with a book in the student portion of the Orange County Public Library at Ladera Ranch Elementary and Middle School.

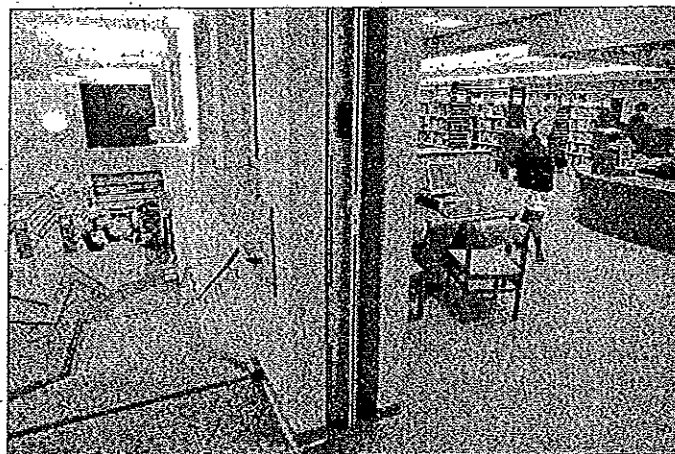
Library, Like a Novel, Can Work on Two Levels

The Ladera Ranch building is a two-story, joint-use facility accessible to a school and patrons from the community.

By CLAIRE LUÑA
Times Staff Writer

Seventh-grader Chantal Adagio is sure her new Ladera Ranch school in South County has the best library ever.

When the two-story, 14,000-square-foot facility is fully stocked, she'll have nearly 60,000 books, videos and magazines at her disposal — six times more than a typical school library. And not just books for little kids, either.



TWO STORIES: The upper section of the library, right, serves the community. The gate closes off the pupil level, left.

pacific clippings
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Los Angeles Times
OC Edition SEP 2 1 2003
Daily

Rows of Stephen King, Nicholas Sparks and other more advanced literature await the 12-year-old. She could also check out copies of the Wall Street Journal or "Dog Fancy" magazine, or perhaps something from the fledgling collection of Spanish literature.

Indeed, this is not just a school library, but also a general-purpose county library — the first hybrid of its type in Orange County, joining the ranks of about 40 such joint-use facilities statewide.

Officials at Ladera Ranch Elementary and Middle School say they are comfortable with adults visiting their campus, even though public presence at schools normally raises concerns for children's safety.

During the school day, students will have access only to the first-floor school library, with adults restricted to the second floor. Librarians will fetch material for those with partial access. Weekdays after 4:15 p.m. and Saturdays the entire facility is open to all.

Because of the presence of adults near classrooms, the school, which opened in August, locks classroom doors during the day, delays the public library's opening time until after school starts and bans library patrons from walking through campus.

"A public library's objective is to be as open as possible, but schools have a huge obligation to make sure their students are in a secure environment," said county librarian John Adams.

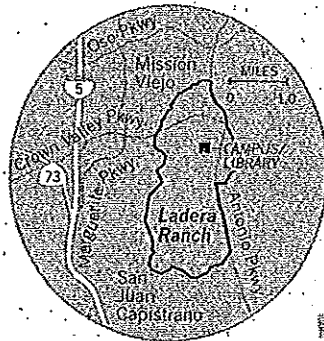
Adult patrons don't mind the ground rules and embrace the added resources the library provides their community. Without the influx of school funds, the county would not have been able to open a library in Ladera Ranch, which will eventually be home to about 8,000 people.

Ladera Ranch developers set aside \$1.5 million for the \$3-million facility, and a state grant for joint school-public libraries paid the balance.

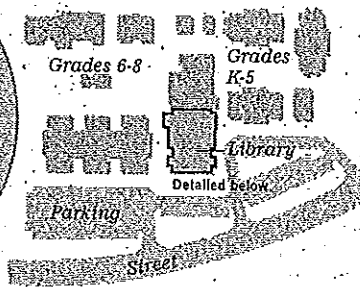
"To mix the public and the school library like this, it's genius," said Craig Landino, a high school English teacher who walked to the library with his three children. "The students get all the benefits of having this huge library at their disposal, and the adults get a great library we can walk to with our families."

The logistics of joint use have been the most difficult part of opening the facility, said branch manager Karen Thorburn.

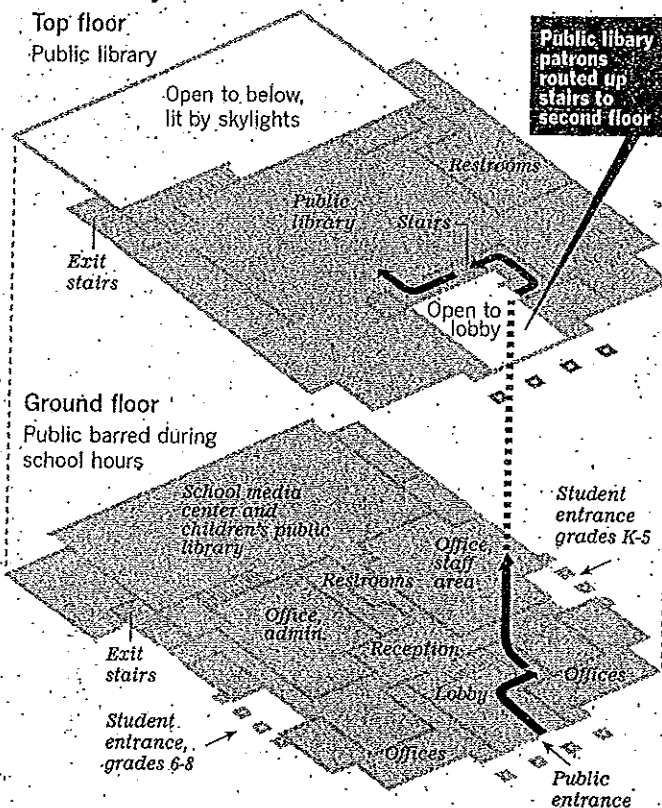
The Ladera Ranch Elementary and Middle School library also houses the public library. Students use side entrances to reach their school library, administrators and nurse. Public library patrons enter through the front door and go directly upstairs.



The campus



The library



Sources: PJHM Southwest Architects, Capistrano Unified School District, Orange County Public Library

PAUL DUGINSKI Los Angeles Times

First-floor Internet access had to use school filtering software during the day before switching to Orange County Public Library software at 4:15 p.m. Ladera Ranch students' library card profiles are not subject to fines, per Capistrano Unified School District policy.

"We're creating something that hasn't existed before, so the process is very, very laborious," Thorburn said. "The end result, though, is this community has an amazing resource."

She waved away questions about security, saying librarians are just as safety-conscious as educators.

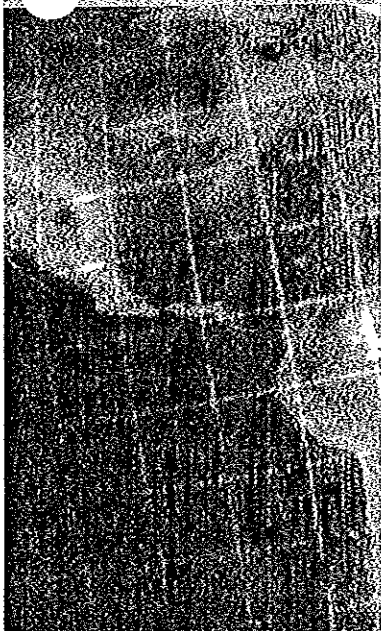
"We are far from lackadaisical about security," she said, mentioning the background checks and fingerprinting every library employee and volunteer must undergo. "It's so intrinsic to our job that it almost becomes a non-issue."

As children toting armfuls of books strolled through the library, parents in tow, the security measures were subtle enough to go unnoticed. More apparent were the unfilled shelves awaiting deliveries.

But already, the library is giving Chantal and her friends bragging rights. "It's bigger and it's got a lot more books than any other school library," she said. "It's just cool."

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KM*
DATE: October 20, 2003
SUBJECT: **Safety Committee report for September**

There was no safety committee meeting in September. The next meeting is scheduled for Tuesday, October 21, 2003 at 11:30 A.M.



Advocacy NOW

Advocates for libraries are needed now more than ever. Over 700 Pennsylvania library supporters gathered at the State Capitol to urge legislators to restore \$37.5 million in proposed cuts to library services.

Trustees of the Haverhill (MA) Public Library took steps to sue the city if it fails to restore the library's budget. The board filed a request for an injunction in Superior Court after the mayor submitted his 2004 budget cutting the library 80 percent.

ADVOCATE FOR LIBRARIES EVEN WHEN BUDGETS ARE TIGHT

What is a public library for? We all have perceptions about the multiple uses of the library.

See if the findings of a multi-state research project match your view. A national study of libraries of all sizes and in all parts of the country showed computer usage was the highest activity with 22.5 percent of the building users sitting at a computer when random counts were taken. This number might be higher depending upon the number of computer stations in the building.

Standing in the stacks looking at books and magazines ranked as the second highest activity at 20.5 percent of the users. During the random surveys 15 percent were sitting reading or writing, and 11 percent of those in the building were at the circulation or reference desk receiving assistance when the surveys were conducted.

Colorado State Library led the study, which began in 2001 and can be seen at www.lrs.org/documents/cor/CoRFin.pdf.

The researchers also found that the majority of individuals used their libraries to read for pleasure,

The USA PATRIOT Act

The US Department of Justice reported to Congress that it has contacted 50 libraries as part of investigations, as of May. All Library boards should be familiar with the Act and have policies for library staff to follow.

PATRIOT ACT WORKSHOP IN MICHIGAN

The Michigan Library Association had a very successful PATRIOT Act Workshop in early spring. The Trustee and Advocates were one of the co-sponsors along with several other divisions.

The USA PATRIOT Act Workshop was held at Central Michigan University on March 3. The speakers were treated to one of northern Michigan's coldest mornings, but it was a beautiful day with plenty of sunshine. The workshop was videotaped to share with members and the extended Library community. This most timely and important event offered a distinguished panel of presenters Mary Minow, former Librarian and now an attorney specializing in Library Law; Emily Sheketoff, Director of the American Library Association Washington Office; Willie T. Hulon, FBI Special Agent-in-Charge and others.

The set of three videos with almost six hours of presentations and questions and answers with the presenters, along with a set of handouts are available for purchase or loan. For purchase a set is \$150.00. For loan up to six weeks at a time the set is \$50.00 with the borrower paying for return. Please contact the Michigan Library Association office to order at 517-394-2774.

—Shirley A. Bruursema

LIBRARIES THE HEARTBEAT OF DEMOCRACY

This was the theme of the New Hampshire Library Trustee Association on May 29. Past NHLTA President Lillian Edelmann coordinated

Inside

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- How Your ALTA Regional Vice-President Can Help You 6
- Discussion List for Trustees and Advocate . . . 7
- Nominations Sought for 2004 ALTA Awards 8

Communication Is the Key President's Message

Hello to Trustees and Advocates around our Great Nation:

As sure as annual ALA Conferences are held, one of the major events that is also held every year is the swearing in of Division Presidents. They have been elected by their peers in their given Divisions as First Vice-President with a year to prepare for the Presidency, with the roles and responsibilities of upholding not only our Mission and Vision statements but also those of the American Library Association. And that is how I enter the Big Picture. I am very honored and privileged to be your President of ALTA. I am aware that I am stepping into the shoes of many great ALTA Presidents before me and can only hope to accomplish a little of what they did.

We all come, each with different goals, ideas and challenges. My major goal is COMMUNICATION. There are so many ways to carry out that goal, some being Communication between ALTA members, Communication with ALA and other Divisions, Communication with your local Libraries back home. All of this is important to be a successful organization. On your local level it means Communication between Trustees and Advocates with their Library Directors, their community leaders and patrons.

Education of Trustees is also very important to me and the important role they play now and in the future as Libraries are not only growing in

patron usage in large numbers but are facing huge financial crises, political issues, and access to all information is being challenged.

An area I would like to address in this issue is the many awards ALTA offers each year. They are a way not only to highlight our Division, it is also a great honor for some very deserving folks. We have a couple of great committees to peruse the applications, and they would love to have many applications from which to choose. The last couple of years we have rather neglected to get our applications in on time; so I would like for you to look around, take the time to look at your community or neighboring ones, maybe something you read in your local newspaper about folks who have made a major contribution addressing illiteracy, outstanding Trustees who go the second mile, major donors awards for Library improvements or major construction; and, of course, we award a Gale Grant award to first-time annual conference attendee. As a regional Vice President, it was my privilege to hand out two major donor awards one in Michigan and one in Ohio to families who had donated large sums of money for new Library construction. So this year let us make that a priority.

See the next article on the last page listing the awards for which we are seeking nominations. Remember the deadline is December 1, 2003.

By the next issue I hope to have an update and some clarity on the recent Supreme Court ruling regarding CIPA and the impact on our Libraries nationwide.

—Shirley A. Bruursema, President

Regional Vice Presidents Needed

Want to meet other trustees and be a vital link in your region between the Association for Library Trustees and Advocates Board and your region? Then contact ALTA President Shirley Bruursema. Regional Vice Presidents are needed for Region X (Colorado, North Dakota, South Dakota, Utah and Wyoming) and Region XI (Alaska, Idaho, Montana, Oregon, and Washington). Reply to Shirley Bruursema at ALTA, 509 E. Huron St., Chicago, IL 60611 or e-mail her at LIBSABSARG@aol.com.

Advocacy Now continued from p. 1

learn more about a skill, hobby, or other personal interest, and to find information for school, work, or a community group.

A 2003 survey in a major Ohio library system found that 8 percent of visitors came to use computers to access the Internet, 64 percent came to check out materials, and 4 percent came to the library for a place to study.

These findings generate two observations, first is that libraries continue to be many things to many different residents. During any one visit, a person can seek business information, enjoyable reading, and hobby information. This multi-value use must be communicated to the funding leaders who may see the library in terms of single uses or visualize the eventual demise of the library due to the Internet.

Secondly, traditional use of the library has not been undermined by the addition of computers.

the USA PATRIOT Act continued from p. 1

the session. She began contacting the FBI in February for a speaker on the USA PATRIOT Act. After numerous calls, the FBI told her that only legal counsel could attend.

Exactly one week before the conference, she was told that an "order had come down from headquarters (Washington, DC) that no agents were to discuss publicly the USA PATRIOT Act with library trustees!" Edelman related, "Can you imagine my reaction? I went to NHTV-PBS studio, explained what had happened, and blew them away with this story. I next called [a] newspaper reporter . . . telling my tale of woe."

On Tuesday morning (two days before the conference) Edelman called the FBI headquarters and asked for Robert Mueller. Although she did not get through to him, she was transferred many times. Edelman then called the US Attorney's

Public library statistics document circulation continuing to rise and is at an all time high in many locations.

Officials must know that librarians and boards have to balance purchases of books, newspapers, and magazines against buying computers, printers and software, stretching the budget to meet inflationary costs of materials and ongoing replacement of technology and equipment.

You need to use the findings of such studies and surveys as you advocate for stable, and even increased funding. Local funding authorities can skillfully argue against taxation and increased budgets, so you in return must develop similar skills using your local information to successfully argue the case for the library.

—Jerry Krois, Deputy State Librarian, Wyoming State Library

Office who agreed to send a representative to the conference. An article was written in the Manchester (NH) Union Leader with the headline "Seems Unpatriotic for FBI Not to Speak to NH Library Trustees on Patriot Act."

NHTV-PBS videotaped the session. The NH attorney general, an assistant US attorney general, and legal counsel for NHLTA held a successful panel discussion. Edelman said, "Later, I am called from a session." An FBI agent does appear, apologizing for the lack of communication and answers questions after lunch.

"Trustees are the jewels in the crown of democracy at your library and your responsibility is to make sure that Libraries Are the Heartbeat of Democracy, [which] will always be your mantra!" Edelman reflected.

ALTA at a Glance

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Executive Director:

Kerry Ward

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ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

ALA President Kicks off Kansas Event

In a Kansas first, the sitting ALA president, Maurice J. (Mitch) Freedman, launched the fourth annual Trustees-Friends Day. Over 140 trustees, Friends and librarians heard Freedman discuss his presidential initiative, the "Campaign for America's Librarians." Its goal is improving salaries of all library employees, not just directors.



Caption: From left: Jean Hatfield, ALA President Mitch Freedman, Gwen Alexander, Ellen Miller and Kansas State Librarian Duane Johnson.

"Too often, libraries must choose between paying salaries for their most important resource needs, staff, or buying books," he stated. His initiative addresses not only salaries but benefits such as maternity leave and health insurance.

Salaries need to be improved if libraries are to attract new staff. In 10 years, Freedman said, one out of seven librarians will retire. "Why enter this profession when the pay is so inequitable?" he asked. "We're worth it, and we won't accept it." He urged combating our internal inferiority complex by finding out what comparable local jobs pay.

For further information, see Freedman's "Better Salaries and Pay Equity for Library Workers Task Force" Web site www.mjfreedman.org. Freedman received a standing ovation from the large, attentive crowd.

MONEY AND MORE

Trustees-Friends Day is co-sponsored by the Kansas Library Trustee Association and Friends of Kansas Libraries (FoKL). The three other sessions in 2003 were:

- "Getting \$\$ from City Hall." Laughter and applause greeted role-players trying to get a budget increase from elected officials. Real-life officials—Emporia mayor Julie Johnson and Chanute City Manager Randy Riggs—heard the pleas of a real-life trustee, Friend and library director. Johnson and Riggs played hard-nosed officials who kept the library folks at bay. (In real life, they are very supportive!)

After the role play, Riggs noted that "Library boards are seen as part of the silent majority." Instead they need to be in City Hall often.

Johnson said, "As electeds, we need to have an open, willing ear." The session was sponsored by the Institute for Continuing Education at Emporia State University's School of Library and Information Management.

- "Friends and Trustees: Citizen advocates who get results." A trustee from Independence, population 9,942, discussed the city's successful \$9 million sales tax vote in 2000. She urged public forums and listening for negative feedback, then addressing those concerns. "Don't talk just to the people in your corner," Sandy Rollison said. Other speakers discussed advocacy ABCs and IRS lobbying rules for 501 (c) 3 organizations. (Yes, your Friends group with that IRS classification CAN lobby.)
- "Mission POSSIBLE: Tough economic times don't have to mean gloom." The joint FoKL-KLTA session started with a review of the 2003 legislative session. Then a panel discussed two attempts to increase revenues. Iola, population 650, saw its sales tax issue go down to a narrow 47%-52% loss. The sales tax campaign spent \$2200; they will try again.

Belleville, population 2517, reported on its success in raising salaries for all employees. Belleville director's salary had risen from \$6/hour in 1991 to \$10.25 just four years later; other staff salaries rose proportionately, too, and have continued to increase. The crowd asked many questions.

At the end of the busy day KLTA members enjoyed a wine/cheese informal social. It was a great place to greet old friends and make new ones. At the short business meeting, new officers were elected. A by-law passed concerning absences. (Any KLTA board member missing three consecutive meetings has resigned.)

FOUR TRUSTEES HONORED

During the joint FoKL-KLTA luncheon, four trustees were honored by their regional systems, Stan Dorsch, Bird City, was Northwest Kansas Library System trustee of the year; Cindy Wiens,



So much to choose from in Kansas!

BUZAN'S LEGACY REMEMBERED

Norma Buzan, past ALTA president, died in July. She was a member of Arizona Library Friends Board. She had written several books about bed and breakfast inns. It was through her efforts that ALTA has the Gale Conference Scholarships, a real legacy to continue her positive influence on libraries and trustees. She hailed from Michigan and was a staunch library supporter for over three decades. She is survived by her husband Dean Robertson. There will be a special memorial service for her at the Sun Lakes United Methodist Church on November 15. Memorials may be sent to Sun Lakes

Community Foundation, c/o Janet Mills, 10333 E Silvertree Ct., Sun Lakes, AZ 85248. Our sympathy is extended to her family and friends as we remember her wonderful leadership in ALTA.

—Barbara Prentice

SAN JOSE'S JOINT-USE LIBRARY OPENS

After six-and-a-half years of planning, the first U.S. library to be funded, managed, and operated by both a city and a major university opened August 1 in San Jose, California. The new 475,000-square-foot Dr. Martin Luther King Jr. Library serves both the citizens of San Jose and the students, staff, and faculty of San Jose State University.

SJSU officials said the new \$177.5-million facility, located on the university's main campus, is "not only a model of creative partnerships and resource sharing, it is a model for libraries of the future." The library also debuted a new Web site (www.sjlibrary.org) that emphasizes the partnership.

—American Libraries Online, August 4, 2003

WORK ETHIC

The work ethic sometimes seems lacking in new employees. Those in their teens, 20s and 30s have come of age in an era of complexity where life is defined in a point-and-click, leisure-oriented, convenience sort of way. They have been taught to challenge the system, whatever system that may be, and balance-of-life is preached to them from every lifestyle magazine.

While many parents have done a superb job of teaching and modeling what might be defined as the traditional work ethic, many others have abandoned this responsibility to society in general. The sad outcome of all this is that work ethic has not so much been re-defined as it has been expunged from the lexicon of the younger set.

Clear expectations about how employees should behave within your workplace should be delineated. These are the four keys:

- **Set clear expectations.** Attendance, punctuality, productivity and corporate values, should be described clearly.
- **Explain your expectations.** Employees without understanding have no investment in the outcome. Expectations will always appear arbitrary without explanation.
- **Model your expectations.** Supervisors and administrators should model the expectations of work ethic and customer service.
- **Enforce your expectations.** Many of those entering the workforce have learned that it is easier to work the system than to work the job.

—Robert Wendover, GenTrends (June 2003): 1.
www.gentrends.com

BOOK DONATIONS CLIMB

The New Jersey State Library, New Jersey Library Association, and New Jersey Library Network all partnered with the Governor's Office of Volunteerism to promote a new book donation drive for children in grades K-3. The goal of the drive was to collect and distribute 100,000 new books for children and libraries across the state. The drive was launched to support and promote the governor's educational literacy initiative – for all children to be able to read at grade level by third grade.

—Tina Keresztury, Impressions (March 2003): 3.

cont. from pg. 4

Goessel, was similarly honored by the North Central Kansas Library System. Each received a plaque; their library received \$150.

Kathy Hale, Savonburg, won the "First-time attendee" award from Southeast Kansas Library System. Lanita Moore, Anndale District Library, won it for the South Central Kansas Library System. Each received \$150 to defray expenses of attending the annual Tri-Conference, of which Trustees-Friends Day is one part. Congratulations to these winners for their contributions "above and beyond" any call of duty to their local libraries.

—Ellen Miller, Kansas Library Trustee Association

REGIONAL REPRESENTATIVES

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REGION XI
(AZ, CA, HI, NV, Guam)
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mbhoush@sfpd.org

REGION XII
(AK, ID, MT, OR, WA)
N/A. No VP appointed.

Longtime ALTA Member Awarded ALA Honorary Membership

At the Opening Session of the American Library Association's Annual Conference in Toronto, longtime member of the Association for Library Trustees and Advocates Lucille Thomas was awarded the prestigious ALA Honorary Membership. Honorary membership, ALA's highest honor, is conferred in recognition of outstanding contributions of lasting importance to libraries and librarianship.

Lucille Cole Thomas, former assistant director of the New York City Board of Education, Office of Library, Media & Telecommunications, was nominated "for her notable contributions to the profession as a librarian, educator and library trustee, her leadership role at the local, state, national and international levels, and her unstinting contributions to the education of children and young adults."

Beginning her career as a librarian at the Brooklyn Public Library, Thomas went on to serve with the New York City Board Of Education as librarian (1956-1968), Supervisor of Library Services (1968-1977), and as Assistant Director of the Office of Library, Media and Telecommunications (1977-1983). In 1993, the Mayor of New York City appointed her to the

Board of Trustees of the Brooklyn Public Library, where she now serves as Vice-President.

A member of ALA since 1957, Thomas served on ALA Council for twenty-two years, on the ALA Executive Board from 1985 to 1991, and has held numerous other positions of leadership in ALA and its divisions. She also is a past member of the Board of Directors of the Black Caucus of ALA (BCALA), and a recipient of their Trail Blazer Award. In 2001, she was awarded the Literacy Award by ALTA for her contribution to public libraries.

Thomas is a past-president of the New York Library Association (NYLA) and the New York City School Librarians Association. An active member of the International Federation of Library Associations (IFLA), she also served as president of the International Association of School Librarianship (1989-1995), and was one of five educators from the United States to participate in the 1982 French Ministry Cultural Exchange Program.

Thomas is the recipient of many other honors and awards, including the Silver Award (1996) presented by the U.S. National Commission On Libraries and Information Science for noteworthy and sustained contributions to libraries at the national, state and local levels, and the Grolier Foundation Award (1988) presented for unusual contribution to the stimulation and guidance of reading by children and young people.

—Gretchen Kalwinski

How Your ALTA Regional Vice-President Can Help You

The ALTA Regional Vice-President office was created to establish and maintain working relationships with trustees at the state and regional level. They serve as field representatives of ALTA to relay to its Board of Directors information on library trends, trustee thinking, and trustee activities. As your regional representative, they are in

place to provide you with information on current activities at the national level and to assist you in becoming effective supporters of libraries. If you have questions concerning ALTA or would like to contact your Regional Vice-President, they can be reached at the e-mail address found in the left sidebar.

Discussion List for Trustees and Advocates

ALTA has created an online discussion list for anyone interested in posting questions or learning more about issues affecting America's libraries. If you are a library trustee or advocate and wish to subscribe to the ALTA discussion list, just send an e-mail message as directed below. Ideally, this will become a reliable forum for trustees and advocates to discuss statewide and nationwide issues in a convenient format. We strongly encourage you to utilize this valuable and easily-accessible resource to discuss and find answers to questions that only other library advocates and trustees have encountered. The tone, format, and success of this discussion list is up to you, ALTA members! Thank you in advance for your participation.

To subscribe to this discussion list, send an e-mail message to listproc@ala.org. Leave the subject area blank and in the body of the message type "Subscribe ALTA-L [YOUR FIRST NAME] [YOUR LAST NAME]". (Do not actually use the brackets). You will then receive an e-mail message with directions on how to use this list. Once you have subscribed, the e-mail address that you will send messages to is: Alta-L@ala.org. (NOTE: You will not be able to send messages to this address until you have successfully "subscribed" to the list).

ALTA also has discussion lists to better meet the needs of our committee members, representatives, and board of directors. If you have been appointed to one of these positions and wish to send a message to other members of your committee, simply use the e-mail address below. (NOTE: You will not be able to successfully send an e-mail to the below addresses unless you are a committee member and the ALTA office has a record of your valid e-mail address and appointment to that committee).

Please do not hesitate to call me for further assistance with the ALTA discussion lists at 312-280-2161.

—Gretchen Kalwinski, Program Assistant, ALTA

Discussion Lists

Board of Directors

altabd@ala.org

Executive Committee

altaexe@ala.org

Action Development

altaact@ala.org

Advocacy

altaadv@ala.org

Awards

altaaw@ala.org

Conference Program and Evaluation

altaconf@ala.org

Intellectual Freedom

altaintell@ala.org

Jury on Trustees

altajury@ala.org

Legislation

altaleg@ala.org

Local Arrangements

altalocal@ala.org

Membership

altamemb@ala.org

Nominating

altanom@ala.org

President's Program

altapres@ala.org

Publications

altapub@ala.org

Specialized Outreach Services

altasos@ala.org

Trustee Leadership Seminars

altatls@ala.org

Mark Your Calendar

Important ALTA Dates in 2003-2004

Banned Books Week

September 20-27, 2003

Teen Read Week

October 19-25, 2003

American Library Association

Midwinter Meeting

San Diego, CA

January 9-14, 2004

Job Shadow Day

February 2, 2004

PLA 2004 National Conference

Seattle, WA

February 24-28, 2004

National Library Week

April 18-24, 2004

American Library Association

Annual Conference

Orlando, FL

June 24-30, 2004

Nominations Sought for 2004 ALTA Awards

The American Library Trustee Association (ALTA) invites your nomination and applications for its 2004 awards. The deadline for all nominations and applications is December 1, 2003. Applications may be obtained online at www.ala.org/alta/ or by calling 800-545-2433, ext. 2161.

- The **ALA Trustee Citation** is presented to two public library trustees each year in recognition of distinguished service to library development.
- The **ALTA/Gale Outstanding Trustee Conference Grant** provides a \$750 grant for a trustee, currently in service on a library board, to attend the ALA Annual Conference. This is presented to trustees who have demonstrated qualitative interests and efforts in supportive service of a local public library and have never attended an ALA Annual Conference.

- The **ALTA Literacy Award** is given to a volunteer library trustee or other individual who has made a significant contribution to addressing illiteracy in the U.S., particularly as it relates to the role of the public library.
- The **ALTA Major Benefactors Honor Award** is presented to individuals, families or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

winter

deadline:

October 1, 2003

ALTA Voice of
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American Library Association
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Chicago, IL 60611

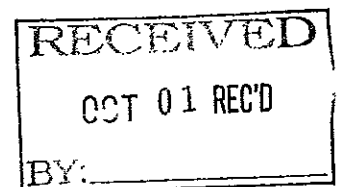
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Page 1

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