
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Public Hearing on the Fines & Fees Schedule for Fiscal Year 2004-2005
DATE: July 26, 2004

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2004-2005 as approved by the Library Board at its Meeting on June 30, 2004 and scheduled for Public Hearing at the Library Board Meeting of July 26, 2004.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2004-2005 for the Placentia Library District was published in the *Placentia News Times* on July 15, 2004 and posted at the Library on July 22, 2004 . The Proof of Publication will be included with the General Consent Calendar for the August 23, 2004 Library Board Meeting.

The Public Hearing should be conducted before Board discussion of the item.

Attachment B is Resolution 04-06 adopting the Fines & Fees Schedule for Fiscal Year 2004-2005.

RECOMMENDATIONS:

1. Conduct the Public Hearing on the Policy as published.
2. Finalize Fines & Fees Schedule for Fiscal Year 2004-2005
3. Read Resolution 04-06 by Title only
4. Adopt Resolution 04-06

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted August 25, 2003

Reviewed June 30, 2004

<u>FINES</u>	<u>PER DAY</u>
All Items	\$.20

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

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Cataloged Adult & Children's Books	Item Cost + \$ 5.00 \$ 20.00
Uncataloged Paperbacks	Item Cost + \$ 5.00 5.00
Magazines/Pamphlets	No Processing Fee 3.00
Cassettes	No Processing Fee 10.00
CD's, CD ROM's & Videos	Item Cost + \$ 5.00 15.00
Audio Books (all formats)	Item Cost + \$ 5.00 50.00

*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 2.00
Checkout with non-Library identification	1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00
Passport check preparation	2.00
Test monitoring, per exam	30.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 35.00
Additional hours, in four hour increments	35.00
Set-up & Clean-up combination	\$30.00
Set-up fee	20.00
Clean-up fee	20.00

<u>SURCHARGES</u>	
Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

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

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



RESOLUTION 04-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
THE FINES AND FEES SCHEDULE FOR FY 2004-2005 OF PLACENTIA LIBRARY
DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2004-2005 dated July 26, 2004, and implements such on July 26, 2004.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:
State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twenty-sixth day of July, 2004.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of July, 2004.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *E. D. Minter*
SUBJECT: Fiscal Year 2004-2005 Budget
DATE: July 26, 2004

BACKGROUND:

The Fiscal Year 2004-2005 Budget for Fund 707 (General Fund) was presented to and reviewed by the Library Board at its June 30, 2004 meeting and set for Public Hearing on July 26, 2004.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2004-2005 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on July 15, 2004 and posted at the Library on July 22, 2004. The Proof of Publication will be included with the General Consent Calendar for the August 23, 2004 Library Board Meeting.

Fiscal Year 2004-2005 Budget

The Proposed Fiscal Year 2004-2005 Budget for Placentia Library District was presented to the Library Board at its June 30, 2004 Meeting. The adjustments approved by the Board at the June meeting have been incorporated as well as the addition of \$25,000 in estimated Passport Revenue and Book Budget Expenditure.

The Budget for Fund 707 (General Fund) is Attachment A.

The Orange County Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment B.

A public hearing needs to be conducted for the Proposed Budget for 2004-2005 Fiscal Year for the Placentia Library District.

The Fiscal Year 2004-2005 Budget for all District Funds needs to be adopted by Resolution 03-09. (Attachment C)

RECOMMENDATIONS:

1. Conduct Public Hearing on the Budget for Fiscal Year 2004-2005 as published.
3. Finalize Placentia Library District Budget for all Funds for 2004-2005 Fiscal Year.
4. Motion to read Resolution 04-07 by title only.

5. Motion to adopt Resolution 04-07.
6. Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 2004-2005
 Proposed 6/30/2004

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Budgeted	FY2003-04 Actual	FY2004-2005 Proposed
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,072,450	1,147,522	1,163,387	1,234,995
6210-01	Public Utility	24,001	25,854	23,111	25,158	22,886	22,500	22,598	22,500
6210-04	Tecser Plan - Current Delinquent	0	0	12,334	13,876	14,764	14,500	14,296	14,500
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,110,100	1,184,522	1,200,281	1,271,995
6230	Prior Secured	19,667	19,936	12,028	12,031	14,166	13,000	16,612	13,000
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,124,266	1,197,522	1,216,893	1,284,995
6220	Current Unsecured	50,053	53,807	55,274	56,067	58,450	57,500	60,783	61,000
6240	Prior Unsecured	1,054	936	962	668	785	750	719	750
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	59,235	58,250	61,503	61,750
6690	HOMEOWNER	15,578	16,224	16,245	16,101	16,339	16,250	17,408	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,199,840	1,272,022	1,295,803	1,363,745
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,224	8,000	8,120	4,000
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	48,663	40,000	54,711	48,000
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	1,364	1,300	1,567	1,400
6610	INTEREST	12,734	20,286	21,191	11,628	8,670	8,500	7,096	4,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,921	57,800	71,495	57,400
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,266,761	1,329,822	1,367,298	1,421,145
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	242,019	52,000	92,378	89,264
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	184,470	176,000	232,373	212,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	0	10	0
	TOTAL REVENUE	1,042,442	1,319,082	1,359,249	1,420,881	1,693,250	1,557,822	1,692,060	1,722,409

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL PROPOSED	FY2004-2005 PROPOSED
0100	Salaries & Wages	494,352	537,311	623,836	645,313	688,819	694,508	680,870	761,117
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	94,049	98,130	84,612	106,841
	Health Insurance/Care America	20,247	28,006	38,227	41,981	46,765	51,886	48,150	83,667
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,148	3,300	3,422	4,186
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	1,239	1,405	2,127	1,814
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,275	2,682	2,291	2,870
	Dental/Ameritas	5,153	5,737	7,369	6,055	6,326	7,597	8,319	8,938
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	59,754	66,870	64,309	101,475
0310	Unemployment Insurance	0	0	0	0	394	-	140	-
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	4,335	10,000	9,683	13,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	598,463	648,226	767,390	806,397	847,351	869,508	839,613	982,433
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	1,456	1,750	1,484	2,000
0700-01	Communications - Modem/Fax/TV/DSL	1,938	4,432	5,345	6,818	7,550	7,600	8,833	7,800
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	695	800	-	800
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,371	2,700	2,586	2,700
0700-07	Communications - ELLI Grant	380	0	0	265	250	-	-	-
0700-08	Communications - Adult Literacy	438	412	426	406	1,295	1,500	1,106	1,500
	Total Communications	14,973	16,121	14,119	14,228	13,617	14,350	14,009	14,800
0900-00	Food - General Fund	0	43	162	1,253	314	350	488	350
0900-07	Food - ELLI Grant	0	0	0	30	57	-	-	-
0900-08	Food - Adult Literacy	0	154	281	0	155	150	297	250
090-009	Food - Family Literacy	0	0	0	0	162	-	404	500
	Total Food	0	197	443	1,283	688	500	1,189	1,100
1000-00	Household Expense	3,468	4,271	2,375	20,637	3,852	4,250	2,600	4,250
1100-00	Insurance	10,124	6,946	5,069	5,280	7,614	11,000	11,120	12,000

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	3,494	3,000	2,267	3,000
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	24,352	20,000	46,030	25,000
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	-	-	-	-
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	235	500	587	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	-	-	-	-
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	28,080	23,500	48,884	28,500
	HVAC	2,852	2,105	1,704	2,174	7,135	7,500	3,533	7,500
	Carpet Cleaning	0	3,074	0	2,806	2,655	2,750	523	2,750
	Groundskeeping, City of Placentia	28,653	31,862	23,002	14,923	25,693	27,500	26,025	27,500
	Plumbing	1,681	1,656	1,799	4,725	3,090	3,000	3,185	3,000
	Electrical	4,212	15,520	1,170	2,151	1,442	1,500	5,608	4,000
	Cleaning Service	11,400	11,400	11,550	13,050	13,200	13,700	13,200	16,000
	Locksmith	74	2,041	210	287	1,308	1,000	507	1,000
	Other (includes fire alarms & seismic retrofit project)	1,391	1,331	25,806	4,581	5,786	6,000	12,944	6,500
1400-00	Total Maintenance of Building & Grounds	50,263	68,988	65,240	44,698	60,308	62,950	65,524	68,250
1600-00	Memberships - General Fund	2,580	3,356	3,569	2,771	1,933	2,200	3,742	3,100
1600-07	Memberships - ELLI Grant	225	0	0	0	225	-	-	-
1600-08	Memberships - Adult Literacy	240	150	355	426	515	550	200	550
1600-09	Memberships - Family Literacy	0	0	0	0	-	-	-	-
	Total Memberships	3,045	3,506	3,924	3,197	2,673	2,750	3,942	3,650
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	3,545	-	4,992	-
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	-	-	-	-
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	-	-	-	-
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	-	-	-	-
	Total Miscellaneous Expense	0	0	0	0	3,545	-	4,992	-

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
1800-00	Library Supplies	6,818	6,275	8,824	10,755	14,419	12,000	13,063	12,000
	Printing	9,135	8,630	9,262	12,209	11,535	11,500	12,071	11,500
	EZ Copy - copy cards for sale to patrons	0	0	0	0	-	-	-	-
	Publications	730	560	821	3,252	1,057	1,100	589	1,100
	Paper	894	1,664	1,694	1,613	678	700	389	700
	Drinking Water Service	274	275	311	289	330	350	340	350
	Other Office Supplies	4,883	8,408	8,639	13,327	10,210	10,000	13,955	10,000
	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	38,228	35,650	40,405	35,650
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,061	-	256	500
	Printing	1,680	784	3,304	2,325	-	1,500	2,283	2,000
	Publications	0	874	631	1,730	5,526	2,500	2,346	2,500
	Paper	0	51	0	0	-	-	-	-
	Other Office Supplies	1,034	543	2,148	4,378	598	1,500	-	1,000
	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,433	6,124	5,500	4,629	5,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	1,592	2,500	1,577	2,000
	Total Office Expense	27,337	28,064	36,147	65,594	48,005	43,650	46,867	43,650
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	4,711	4,500	4,284	4,500
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	-	-	-	-
1803-08	Postage Expense - Adult Literacy	64	9	0	42	124	100	37	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	272	150	43	150
	Total Postage Expense	2,510	4,651	2,687	5,628	5,107	4,750	4,363	4,750

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
	Care Resources (Employee Assistance)	385	420	420	420	420	420	385	420
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	6,271	7,000	6,672	7,000
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	30,170	34,000	32,223	35,000
	Library Board Consultants & Legal		0	0	900			23,014	10,000
	Clipping Service	417	397	453	453	500	504	556	504
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	7,654	8,500	7,722	9,500
	Advertising (including WEB site)	734	1,200	787	2,350	3,813	4,000	1,980	2,000
	Medical Exams	473	368	315	1,183	1,070	1,200	827	1,200
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	1,862	2,250	2,457	2,800
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	4,885	5,250	5,691	8,600
	Payroll Preparation	2,349	2,622	2,949	3,069	3,895	3,600	3,564	3,600
	Election Expenses	0	0	0	0				15,000
	Staff Training in Library	0	0	0	0	3,500	3,500		3,500
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	14,255	14,000	13,534	15,000
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	78,293	84,224	98,625	114,124
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	0	0	4,240	12,293				3,206
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	5,217			
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	8,230	5,000	4,425	5,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	640	500	1,150	500
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,074	12,500	13,768	15,000
	Total Specialized Services	61,958	86,335	97,240	108,992	104,454	102,224	121,174	137,624
2000-00	Legal Notices - General Fund	0	0	458	0	175	650	192	650
2000-01	Legal Notices - LSCA II Grant	0	0	0	0				
	Total Legal Notices	0	0	458	0	175	650	192	650

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
2100-00	Rents/Leases-Equipment	0	0	0	0	622	400	703	700
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	103,680	105,000	101,660	105,000
2300-00	Small Tools/Instruments	0	0	0	0	-	-	-	-
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	-	-	-	-
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	71,422	131,840	67,404	175,000
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	338	-	4,598	-
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	57,995	-	47,245	-
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	8,058	-	8,197	-
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	13,452	-	12,282	-
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,204	-	816	-
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	4,980	2,000	2,531	2,000
2400-09	Special Department Expense - Family Literacy	0	0	0	76	1,759	-	2,941	-
	Total Special Department Expense	99,459	128,232	153,595	139,132	163,208	133,840	146,014	177,000
2600-00	Transportation/Travel - General	0	0	0	0	-	-	-	-
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,368	2,500	4,287	2,500
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	3,873	4,500	3,873	4,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,357	1,500	269	1,500
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	611	750	1,747	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	-	-	-	-
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	951	-	22	1,000
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,025	1,000	35	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	259	-	58	-
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	10,445	10,250	10,291	11,250

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2004-2005
Proposed June 30, 2004

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2003-2004 BUDGETED	FY2003-2004 ACTUAL	FY2004-2005 PROPOSED
2800-00	Electricity	40,519	40,615	37,795	58,119	54,097	60,000	44,154	72,000
	Gas	5,852	3,115	5,884	3,002	3,119	3,500	3,638	4,200
	Water	2,266	3,588	3,087	3,681	3,132	3,750	3,706	4,250
	Total Utilities	48,637	47,318	46,766	64,801	60,349	67,250	51,498	80,450
	TOTAL SUPPLIES & SERVICES	409,835	504,316	521,360	594,688	616,421	587,314	635,022	693,624
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	5,384	4,000	5,726	6,000
4000-00	Equipment	16,445	26,993	29,927	18,050	28,213	20,000	23,041	20,000
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,501	-	-	-
4000-08	Equipment - CLC Grant	120	0	558	0	2,726	-	-	-
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	-	-	-	-
4000-11	Equipment	0	0	0	0	-	-	-	-
	Total Equipment	19,365	41,429	30,484	20,848	32,440	20,000	23,041	20,000
4200-00	Structures/Improvements	0	0	0	0	462	-	-	20,352
	TOTAL EQUIPMENT EXPENSE	19,365	41,429	30,484	20,848	32,902	20,000	23,041	40,352
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	-	77,000	-	-
5600	INVESTMENT POOL LOSS	0	0	0	0	-	-	-	-
	TOTAL EXPENSES	1,028,664	1,197,624	1,320,395	1,423,962	1,502,058	1,557,822	1,503,402	1,722,409
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	15,466	-	1,094	1,500
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	25,409	16,300	13,846	16,400
	FPL Grant Summary Object Code 09	0.00	15,071	513	867	4,683	3,150	6,171	3,150
	Partnerships for Change Grant/Spanish Literacy			4,240	12,293				
	TOTAL LITERACY (Excluding Personnel)	13,671.91	25,488	22,494	43,462	45,559	19,450	14,940	21,050

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 122,214 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided
below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director: Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	119,118
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	1,470
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	(124)
4.	Fund Balance - 06/30/04	120,464
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)	0
6.	General Reserves 0	
7.	Other Reserves 0 Total Reserves	(0)
8.	Subtotal (Lines 4 through 7)	120,464
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	120,464

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
 Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District

Phone No. 714-528-1925 x203

For the County: _____

Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)		
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		TOTAL	TAX RATE
Interest & Sinking 702									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)					
Fund Balance Available	117,149	119,118	120,464						
6610 Interest	2,117	1,470	1,750						
7130 Other Governmental Agencies									
TOTAL MEANS OF FINANCING	119,266	120,588	122,214						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)	Fund Identification Other Than District General Fund (12)				
SERVICES AND SUPPLIES					702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND				
1300 Maintenance - Equipment	0								
1400 Maintenance - Buildings and Improvements	0								
1900 Professional and Specialized Services	148	124	150						
TOTAL SERVICES & SUPPLIES	148	124	150						
5200 Appropriation for Contingencies			122,064						
TOTAL FINANCING REQUIREMENTS	148	124	122,214						

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2004-2005 in the amount of \$ 10,340 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200 Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director: Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	10,076	<hr/>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	124	<hr/>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	(10)	<hr/>
4.	Fund Balance - 06/30/04	10,190	<hr/>
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)		<hr/>
6.	General Reserves <u>0</u>		
7.	Other Reserves <u>0</u> Total Reserves (<u>0</u>)		
8.	Subtotal (Lines 4 through 7)	10,190	<hr/>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0	<hr/>
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	10,190	<hr/>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director
 For the District: Placentia Library District

Phone No. 714-528-1925 x203

For the County: _____

Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED		UNSECURED		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
703									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
	(1)		Actual 2002-03 (2)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)	Fund Identification Other Than District General Fund (6)		
Fund Balance Available			9,909	10,076	10,190				
6610 Interest			179	124	150				
7130 Other Governmental Agencies									
7817 Operating Transfer In									
TOTAL MEANS OF FINANCING			10,088	10,200	10,340				
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
	(7)		Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)	Fund Identification Other Than District General Fund (12)		
SERVICES & SUPPLIES							703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND		
1800 Office Expense									
1900 Professional and Specialized Services									
1912 Investment Administrative Services			12	10	15				
TOTAL SERVICES & SUPPLIES			12	10	15				
5200 Appropriation for Contingencies					10,325				
TOTAL FINANCING REQUIREMENTS			12	10	10,340				

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustees of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 164,957 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided
below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood _____

Richard DeVecchio _____

Secretary: Betty Escobosa Library Director:
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS
 FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District

Phone No. 714-528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)		
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		TOTAL	TAX RATE
Interest and Sinking 706									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)					
Fund Balance Available	158,568	160,712	162,519						
6610 Interest	2,304	1,983	2,438						
7130 Other Governmental Agencies									
7817 Operating Transfer In									
TOTAL MEANS OF FINANCING	160,872	162,695	164,957						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)					
SERVICES AND SUPPLIES									
1900 Professional and Specialized Services									
1912 Investment administrative Fees	159	176	200						
TOTAL SERVICES AND SUPPLIES	159	176	200						
4807 Operating Transfers Out									
5200 Appropriation for Contingencies			164,757						
Provision for Reserves									
TOTAL FINANCING REQUIREMENTS	159	176	164,957						
706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION									

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2004-2005 in the amount of \$ 2,431,890 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood _____

Richard DeVecchio _____

Secretary: Betty Escobosa Library Director:
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Actual 2003-04 (3)	Recommended 2004-05 (4)	Approved 2004-05 (5)		
Fund Balance Available	327,779	520,056	520,056	709,481			
6210 Property Taxes - Current Secured	1,072,389	1,163,387	1,163,387	1,249,495			
6210 Public Utility Secured Taxes (Sub-revenue 01)	22,886	22,598	22,598	22,500			
6220 Property Taxes - Current Unsecured	58,450	60,783	60,783	61,000			
6230 Property Taxes - Prior Secured	28,991	30,909	30,909	13,000			
6240 Property Taxes - Prior Unsecured	785	719	719	750			
6250 Property Taxes - Special District Augmentation	8,224	8,120	8,120	4,000			
6280 Property Taxes - Current Supplemental	48,663	54,711	54,711	48,000			
6300 Property Taxes - Prior Supplemental	1,364	1,567	1,567	1,400			
6540 Penalties & Costs on Delinquent Taxes	440	0	0	0			
6610 Interest	9,378	7,944	7,944	4,000			
6690 State - Homeowners' Property Tax Relief	16,339	17,408	17,408	17,000			
6970 State - Other	252,019	92,378	92,378	89,264			
7130 Other Governmental Agencies							
7670 Miscellaneous Revenue	174,470	232,373	232,373	212,000			
7680 Six-Month Expired (Outlawed) Checks		10	10				
TOTAL MEANS OF FINANCING	2,022,177	2,212,963	2,212,963	2,431,890			
SUMMARY OF FINANCING REQUIREMENTS							
(7)	Actual 2002-03 (8)	Actual 2003-04 (9)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)		
SALARIES AND EMPLOYEE BENEFITS	688,819	680,869	680,869	761,117			
0100 Salaries and Wages	94,049	84,612	84,612	106,841			
0200 Retirement	59,754	64,449	64,449	101,475			
0300 Employee Group Insurance	4,729	9,683	9,683	13,000			
0350 Workers Compensation	847,351	839,613	839,613	982,433			
TOTAL SALARIES AND EMPLOYEE BENEFITS							
							Fund Identification Other Than District General Fund (12) 707 - PLACENTIA LIBRARY DISTRICT

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

SUMMARY OF FINANCING REQUIREMENTS						
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2002-03 (8)	Actual 2003-04 (9)	Recommended 2004-05 (10)	Approved 2004-05 (11)	Fund Identification Other Than District General Fund (12)	
SERVICES AND SUPPLIES					707 - PLACENTIA LIBRARY DISTRICT	
0700 Communications	13,401	14,009	14,800			
0900 Food	688	1,189	1,100			
1000 Household Expense	3,852	2,600	4,250			
1100 Insurance	7,614	11,120	12,000			
1300 Maintenance - Equipment	28,080	48,884	28,500			
1400 Maintenance - Buildings & Improvements	60,524	65,524	68,250			
1600 Memberships	4,023	3,942	3,650			
1700 Miscellaneous Expense	2,195	4,992	0			
1800 Office Expense	48,005	46,867	43,650			
1803 Postage	5,106	4,363	4,750			
1900 Professional and Specialized Services	103,972	120,691	137,624			
1912 Investment Administrative Fees	545	563	0			
2000 Publications and Legal Notices	175	192	650			
2100 Rents and Leases - Equipment	622	703	700			
2200 Rents and Leases - Buildings & Improvements	103,680	101,661	105,000			
2400 Special Departmental Expense	163,208	146,014	177,000			
2700 Transportation and Travel - Meetings/Conferences	10,445	10,291	11,250			
2800 Utilities	60,349	51,498	80,450			
3000 Bad Debts						
TOTAL SERVICES AND SUPPLIES	616,484	635,103	693,624			
OTHER CHARGES						
3700 Taxes and Assessments	5,384	5,726	6,000			
TOTAL OTHER CHARGES	5,384	5,726	6,000			
FIXED ASSETS						
4000 Equipment	32,440	23,040	20,000			
4200 Buildings & Improvements	462	0	20,352			
TOTAL FIXED ASSETS	32,902	23,040	40,352			
4807 Operating Transfer Out						
5200 Provision for Contingencies						
Provision for Reserves			709,481			
TOTAL FINANCING REQUIREMENTS	1,502,121	1,503,482	2,431,890			

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff
FISCAL YEAR 2004-2005

At a meeting held on July 26, 2004, the Board of
Trustess of the Placentia Library District duly
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed
schedules for the Fiscal Year 2004-2005 in the amount of \$ 10,093 (from
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided
below, the amount which may be adjusted to balance the total requirements and the
available financing. Adjust 5200-Appropriations for Contingencies

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director:
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.
Placentia, CA 92870

ATTN: Administration Telephone: (714) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925 x203

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 2004-2005

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates
authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the
account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on
outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978,
or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by
Revenue and Taxation Code, Sections 93 & 96.31.

Signature of Chairperson of Board

Signature of Secretary

Date

NOT APPLICABLE

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE
ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE
FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLE

<u>Line</u>		
1.	Fund Balance - 06/30/03 (from last year's schedule, Line 4)	<u>9,832</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2003-2004	<u>121</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2003-2004	<u>(10)</u>
4.	Fund Balance - 06/30/04	<u>9,943</u>
5.	Less: Total Reserves @ 06/30/04 (Column 1 Schedule of Reserve Requirements)	<u></u>
6.	General Reserves <u>0</u>	
7.	Other Reserves <u>0</u> Total Reserves	<u>(0)</u>
8.	Subtotal (Lines 4 through 7)	<u>9,943</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>0</u>
10.	Total Fund Balance Available 07/01/04 . Post this number to Schedule 16, Column 4	<u>9,943</u>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 2004-2005

	1 2003-2004 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2004-2005
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9829)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2004-2005 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2004-05

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED		UNSECURED		TAX RATE
General	Secured	Unsecured	Secured	Unsecured	Secured	Unsecured	Secured	Unsecured	
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
	(1)	(2)	(3)	(4)	(5)	(6)	Fund Identification		
Fund Balance Available		9,669	9,832	9,943		Other Than District			
6610 Interest		175	121	150		General Fund			
7130 Other Governmental Agencies									
TOTAL MEANS OF FINANCING		9,844	9,953	10,093					
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
	(7)	(8)	(9)	(10)	(11)	(12)	Fund Identification		
SERVICES AND SUPPLIES						708 - PLACENTIA LIBRARY -			
1900 Professional and Specialized Services						UNUSED SICK LEAVE PAYOFF			
1912 Investment Administrative Fees		12	10	15					
TOTAL SERVICES AND SUPPLIES		12	10	15					
5200 Appropriation for Contingencies				10,078					
TOTAL REQUIREMENTS		12	10	10,093					

RESOLUTION 04-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2004-2005 BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT
OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2004-2005 were reviewed at the Regular Meeting of the Board of Trustees on July 26, 2004; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2004-2005, and implements such on July 1, 2004 as follows: FUND Budget Unit 702 for \$122,214, FUND Budget Unit 703 for \$10,340, FUND Budget Unit 706 for \$164,957, FUND Budget Unit 707 for \$2,431,890, and FUND Budget Unit 708 for \$10,093.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-sixth of July, 2004.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of July, 2004.

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Policy Handbook Review

DATE: July 24, 2004

BACKGROUND

At its Work Session on March 29, 2004 the Library Board completed its review of the second draft of the Personnel Policies section of the Policy Handbook as prepared by Personnel Consultant Gail Koff.

At the end of the Work Session the Board asked the Library Director to prepare the policies with the original numbering system from the first draft. This was presented at the Board Meeting on April 26 and reviewed at the Personnel Policy Work session on May 10, 2004.

A copy of the Personnel Handbook with the current revisions is Attachment A.

The following is a summary of the status of items from the Policy Manual:

Section	Board Review	Adopted as 1 st Reading	Referred for Staff Review	Board Review of Staff Comments	Adopted
1000 – General	Mar 2003	Mar 2003			
2000 – Personnel	Jan-Mar 2004				
3000 – Financial					
4000 – Board of Trustees	Mar 2003	Mar 2003			
5000 – Board Meetings	Mar 2003	Mar 2003			
6000 – Library Operations					

RECOMMENDATION

1. Adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004.
2. Determine a schedule for reviewing the remaining sections of the Policy Handbook.

Placentia Library District

POLICY HANDBOOK

TABLE OF CONTENTS

SERIES 1000 – GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1015	Placentia Library District Mission Statement
1020	Conflict of Interest
1030	Public Complaints
1040	Claims Procedure
1050	Copying Public Documents

SERIES 2000 – PERSONNEL

<u>POLICY #</u>	<u>POLICY TITLE</u>
2000	Executive Officer
2015	Employee Status
2010	Hours of Work and Overtime
2020	Vacation
2030	Holidays
2040	Sick Leave
2050	Bereavement Leave
2060	Jury Duty
2070	Continuity of Service
2100	Vehicle Cost Reimbursement
2110	Health and Welfare Benefits
2115	Volunteer Workers' Compensation Insurance
2120	Educational Assistance
2130	Pay Periods and Distribution of Pay Checks
2140	Advancement of Wages
2150	Compensation
2155	Guidelines on Accepting and Providing Gifts, Entertainment, and Services
2160	Authorized Leave

2165	Unauthorized Voluntary Absence
2170	Performance Evaluation
2180	Grievance Procedure
2190	Drug and Alcohol Abuse
2195	Tobacco Use and Smoke-Free Workplace
2200	Pre-Employment Physical Examination
2210	Unlawful Harassment
2220	Equal Employment Opportunities
2230	Nepotism
2240	Outside Employment
2250	Separation from District Employment
2251	Confidentiality Regarding Resignations
2255	Letters of Recommendation
2260	Progressive Discipline
2270	Internet, E-mail, and Electronics Communication Ethics, Usage and Security
2300	Job Description -- Library Director
2305	Job Description -- Manager of Public Services
2307	Job Description -- Manager of Technical Services
2309	Job Description -- Administrative Assistant
2315	Job Description -- Librarian II
2317	Job Description -- Librarian I
2319	Job Description -- Library Assistant
2321	Job Description -- Library Clerk II
2323	Job Description -- Library Clerk I
2325	Job Description -- Library Aide
2327	Job Description -- Library Page

SERIES 3000 -- FINANCIAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
3010	Illness and Injury Prevention Program
3020	Budget Preparation
3030	Fixed Asset Accounting Control
3035	Investment of District Funds
3037	Customer Payment Arrangements
3040	Expense Authorization & Petty Cash
3042	Employment of Outside Contractors and Consultants
3045	Travel Reimbursement
3080	Purchasing
3085	Surplus Property
3090	Records Retention

SERIES 4000 -- BOARD OF TRUSTEES

<u>POLICY #</u>	<u>POLICY TITLE</u>
4010	Code of Ethics
4015	Voluntary Candidate Expenditure Ceiling
4017	Qualifications of Library Trustees
4018	Selection & Appointment of Library Trustees
4020	Attendance at Meetings
4030	Reimbursement of Expenses
4040	Board President
4045	Board Secretary
4050	Members of the Board of Trustees
4060	Committees of the Board of Trustees
4070	Basis of Authority
4075	Duties and Responsibilities of Library Trustees
4077	Rules for Library Trustees
4080	Membership in Associations
4085	Support Organizations
4090	Training, Education and Conferences

SERIES 5000 -- BOARD MEETINGS

<u>POLICY #</u>	<u>POLICY TITLE</u>
5010	Board Meetings
5020	Board Meeting Agenda
5030	Board Meeting Conduct
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings
5070	Rules of Order for Board and Committee Meetings

SERIES 6000 – LIBRARY OPERATIONS

<u>POLICY #</u>	<u>POLICY TITLE</u>
6010	Materials Selection Policy
6020	Internet Access Policy
6025	Public Internet Use Policy
6030	Circulation Policy
6035	Fines & Fees Schedule
6037	Debit Card Policy
6040	Beverage & Food Policy
6050	Meeting Room Policy
6060	Patron Behavior & Latchkey Children
6070	Art Displays & Exhibits
6080	Use of Facilities & Services by the City of Placentia

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The Library Director will be the Executive Officer of Placentia Library District.

2000.2 The terms and conditions of the Library Director's employment may be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the Library Director and the Board of Trustees is in conflict with any District policy, said agreement of employment will prevail.

2000.4 The Library Director works at the pleasure of the Board of Trustees and is considered to be an at-will employee. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Library Board. Nothing in this handbook will limit the right to terminate at-will employment. No manager, supervisor, or employee of the Library has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Trustees has the authority to make any such agreement that is binding only if it is in writing.

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy will apply to all non-exempt employees.

2010.2 The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

2010.3 The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 80 hours in a pay period; or

2010.4.2 Time worked on a designated holiday.

POLICY TITLE: Employee Status
POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

POLICY TITLE: Vacations
POLICY NUMBER: 2020

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

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

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

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

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

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

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

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

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

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

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

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work will not be permitted.

POLICY TITLE: Holidays
POLICY NUMBER: 2030

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

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

New Years Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October on the second pay period of the month.

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

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

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

2030.6 Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

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

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

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

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

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

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

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

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

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

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

2040.9 Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

2040.9.1 The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.

2040.9.2 The employee must notify the Library Administrative Office within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.

2040.9.3 The District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

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

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

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

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

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

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

2040.11 The District provides an incentive program for the accumulation of sick leave hours for non-exempt employees.

2040.11.1 For each calendar quarter that a non-exempt employee has used no hours of sick leave he/she will receive four hours of vacation if the individual's vacation balance does not exceed the amount allowable on the date the sick leave incentive is accrued.

2040.11.2 The sick leave incentive program based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the sick leave bonus.

2040.11.3 The sick leave bonus hours will be added to the vacation leave balance at the second pay period following the end of the calendar quarter.

2040.12 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.12.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for

disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.12.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.12.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.12.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.13.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.13.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

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

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

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

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

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

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

2060.2 An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday assuming that 2+ hours remain in the workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.3 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

POLICY TITLE: Continuity of Service
POLICY NUMBER: 2070

2070.1 For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the follow occurs:

2070.2.1 An employee is discharged for cause;

2070.2.2 An employee voluntarily terminates his/her employment; or,

2070.2.3 An employee is laid off.

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability;

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service and Family Medical Leave.

2070.4 A re-employment list will be maintained by the District. The re-employment list will be used to determine the order in which part-time and temporary employees will be employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list will be rehired to fill a vacant position within a specific job classification if:

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

2070.4.2 He/she has seniority, as defined above.

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, will be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and will receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment will have their employment service records restored to include previously earned length-of-service.

POLICY TITLE: **Vehicle Costs**
POLICY NUMBER: **2100**

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The District pays the premium for the employee coverage for full-time employees and a pro-rata payment for regular part-time employees.. Family coverage is available for all policies except disability insurance if the employee pays the additional premium cost. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

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

2110.3 Retirement Plan. Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

2110.3.1 The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

2110.3.2 Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. \$15,000 of this coverage is provided only if the employee has elected to accept the medical insurance coverage. The carrier reduces the amount of coverage after age sixty-five.

2110.5 Deferred Compensation. Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the employee must process the application.

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Friends of Placentia Library and Placentia Library Foundation Board of Directors members.

2115.2 Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

2115.3 District staff and/or the Friends of Placentia Library will conduct appropriate orientation and training of volunteers.

2115.4 Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

2115.5 Persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Friends of Placentia Library, to ensure that services are performed in a safe and appropriate manner.

2115.6 The District will ensure that volunteers are, to the extent applicable, provided with workers' compensation coverage.

2115.7 The District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

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

2120.2 The District will reimburse regular employees for approved courses of study by the following criteria:

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

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

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

2120.2.4 The total amount that the District will reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

2120.2.5 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.6 Class time will not be considered part of the work week.

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

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

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

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

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

2120.6 Only campus-based or web-based courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

POLICY TITLE: Pay Periods and Distribution of Pay Checks
POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees will be paid every other Wednesday.

2130.1.1 In the event a payday falls on a day the library is closed, the payday will be the previous work day.

2130.2 All full-time, part-time and temporary employees are encouraged to participate in the direct deposit program.

2130.3 Paychecks are available in the Administrative Assistant's Office from 9:00 A.M. until 4:30 P.M. each payday.

2130.3.1 Paychecks not picked-up in the Administrative Assistant's Office by 4:30 P.M. will be placed in the mail.

2130.4 Paychecks will be issued only to the employee.

2130.4.1 No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

2130.4.2 Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2140

2140.1 This policy will apply to all regular and probationary full-time and part-time District employees.

2140.2 Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

2140.3 The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

2140.4 Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or in the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

2140.5 Frequent requests will be grounds for denial.

POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement within Range.

2150.3.1 Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance review as submitted by the employee's supervising manager and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase will take place on the day on which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

2150.5 Bi-Lingual Pay. Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

2150.5.1 Bi-lingual pay is available for any language spoken by more than 10% of the population of Placentia Library District as shown by the United States Census.

POLICY TITLE: Guidelines on Accepting and Providing Gifts, Entertainment and Services
POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty dollars (\$20) or less);

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

2160.1 With the approval of the Library Director, an employee may request a leave of absence without pay for a period of up to ninety (90) days. This leave may not be used in combination with the Family Medical Leave Act.

2160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

2160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.4 The term of an authorized leave of absence without pay cannot be guaranteed beyond thirty (30) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for three consecutive working days will be considered an automatic resignation.

2165.1.1 After two consecutive days of voluntary absence from work without permission, the employee will be notified that the absence will be considered as resignation if it continues consecutively through the third working day. Said notice will provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the Library Director.

2165.1.1.1 Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2165.1.1.2 The fact-finding hearing will be held within ten days after the end of the three consecutive days of unauthorized voluntary absence.

2165.2 The Library Director may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for three consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2165.3 If the Library Director determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

2170.2 The Manager of Public Services or the Manager of Technical Services or his/her designated representative will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

2170.3 Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

2170.4 Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.5 Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

2170.6 The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.7 Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 This policy will apply to all regular full-time and part-time employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution - Manager Level. Any employee who believes he/she has a grievance will present the evidence thereof orally or in writing to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor will hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II - Library Director. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Library Director within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement will include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2180.4.2.2 The Library Director will communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Library Director does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the Library Director's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Trustees. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Trustees within five (5) days. The statement will include a copy of the original grievance; a copy of the written decision by the Library Director; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Board of Trustees, or designee, as soon as possible at a regular monthly meeting of the Board, will schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision will be announced in open session immediately after the closed session in which it was made. The Board's decision is the final step in the grievance procedure.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

2180.5.4 A copy of all formal grievance decisions will be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Placentia Library District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 The Library has established an internal problem-solving process to provide a prompt and fair review of employee work-related issues.

2180.2 Employees will be advised that using this process will not affect their job status, security or relationship. Employees can exercise this problem solving resolution process without retribution.

2180.3 A grievance is a claimed violation, misinterpretation, inequitable application or non-compliance, with provisions of a collective bargaining agreement, or resolutions, rules, regulations or existing practices affecting the status or working conditions of Library employees.

2080.4 A grievance may be filed by an employee on his/her own behalf or jointly by any group of employees, or by an employee organization.

2180.5 Procedure

2080.5.1 The purpose of a grievance procedure is to develop and practice a reasonable and effective means of resolving difficulties that may arise among employees, to reduce potential problems, to establish channels of communication, and to settle differences that arise as close to the point of origin as possible; and to provide a program as fair as possible that will resolve differences promptly and without fear of reprisal.

2080.5.2 Informal Grievance

2080.5.2.1 The grievant will, within five (5) working days of the discovery of an event giving rise to a grievance, informally present and discuss any difference or grievance with his/her most immediate supervisor.

2080.5.2.2 Both will make a *bonafide* effort to amicably settle such differences.

2080.5.2.3 The supervisor will respond within five (5) working days after the final meeting with the grievant.

2080.5.2.4 The informal grievance procedure will be utilized prior to formal grievance procedures.

2080.5.2 Formal Grievance

2080.5.2.1 If the grievant believes the grievance has not been redressed within five (5) working days, he/she may initiate a formal grievance by filing a written grievance with the Library office within twenty (20) working days thereafter. The form should contain the following information:

2080.5.2.1.1 Name(s) of grievant

2080.5.2.1.2 Class Title

2080.5.2.1.3 Department

2080.5.2.1.4 A clear statement of the nature of the grievance, citing the then current language of any ordinance, rule, regulation or other pertinent document involved

2080.5.2.1.5 The date on that the event occurred

2080.5.2.1.6 Proposed solution to the grievance

2080.5.2.1.7 Date grievance form completed

2080.5.2.1.8 Signature of grievant; and

2080.5.2.2 Step 1: Within ten (10) working days after a formal grievance is filed, the Supervisor will investigate the grievance and confer with the grievant in an attempt to resolve the grievance and make a decision in writing. If the Supervisor is the Library Director, the grievant will go to Step Two upon filing the Formal Grievance and omit Step One.

2080.5.2.3 Step 2: If the grievance is not resolved in Step One to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Supervisor's decision, request consideration of the grievance by the Library Director, by so notifying the Library Office in writing.

2080.5.2.3.1 Within ten (10) working days after such notification, the Library Director will investigate the grievance, confer with persons affected and their representatives, and render a decision in writing.

2080.5.2.3.2 If the decision of the Library Director resolves the grievance to the satisfaction of the grievant, it will bind the Library subject to ratification by the Board if the decision requires an unbudgeted expenditure.

2080.5.2.4 Step Three: If the grievance is not resolved in Step Two to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Library Director's decision, request consideration of the grievance by the Board of Directors or designee, by so notifying the Library Office in writing.

2080.5.2.4.1 Within ten (10) working days after such notification, the Board of Directors or designee will investigate the grievance, confer with persons affected and their representatives, and render a decision in writing. The decision of the Board is final.

2080.6 The Library Office will act as a central repository for all grievance records.

2080.7 Any time limit may be extended only by mutual agreement in writing.

2080.8 In certain grievances, the first step may be deleted if the grievance arises out of an action by a Library employee above the level of the grievant's supervisor. However, no grievance will originate higher than Step Two (2).

2080.9 Failure at any step of this procedure to communicate a decision on the grievance within the specified time limits will mean that the grievance is denied at that step and will permit the lodging of an appeal at the next step. Failure to appeal a decision within the specified time limits will be deemed a withdrawal of the grievance.

2080.10 The Decision of the Board of Trustees is final.

POLICY TITLE: Drug and Alcohol Abuse
POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Trustees that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic random testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the District office which will conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the Library Director in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

POLICY TITLE: Tobacco Use and Smoke Free Workplace
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 Placentia Library.

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 using tobacco products in the Library building of the District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products.

2195.2.1 Members of the public who refuse to comply with this policy will be directed by the Librarian in Charge to leave the Library building.

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

2195.4 Extra care should be taken when working around combustible materials.

2195.4.1 Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

2195.5 Smoking is allowed in non-district vehicles with only one occupant.

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

2200.1 All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test by the District's physician at District expense. The District will provide the examining physician 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 twelve 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 and maintained at the physician's office. Applicants will be told whether they passed or failed the tests. A copy of the pass/fail report from the physician's office will be included in the individual's personnel file.

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 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.

POLICY TITLE: Unlawful Harassment
POLICY NUMBER: 2210

- 2210.1** Placentia Library District is committed to providing a work environment that is free of unlawful harassment.
- 2210.1.1** The Library's policy prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, 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 or ordinance or regulation.
 - 2210.1.2** All such harassment is unlawful. It is intended that any change or modification to existing law will become part of Placentia Library District's policy.
- 2210.2** In keeping with its anti-harassment principle, Placentia Library District strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence or bodily harm and sexual harassment.
- 2210.3** Placentia Library District's anti-harassment policy applies to all persons involved in the operation of Placentia Library District, including Board Members/Alternates and consultants working on Placentia Library District -related projects, and prohibits unlawful harassment by any employee of Placentia Library District, including managers and coworkers.
- 2210.4** Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis protected by federal, state or local law, ordinance or regulation includes, but is not limited to, the following behavior:
- 2210.4.1** Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that makes another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.

- 2210.4.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
 - 2210.4.3 Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.
 - 2210.4.4 Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
 - 2210.4.5 Retaliation for having reported or threatened to report harassment.
- 2210.5 An employee who believes that they have been unlawfully harassed, will provide a complaint to the employee's own, or any other Library manager or the Library Director, as soon as possible after the incident.
- 2210.5.1 The employee's complaint should include details of the incident or incidents, names of individuals involved and names of any witnesses.
 - 2210.5.2 Managers will refer all harassment complaints to the Library Director.
 - 2210.5.3 The Library Director or designee will immediately undertake an effective, thorough and objective investigation of the harassment allegations including reporting the incident to the Special District Risk Management Authority. Confidentiality will be maintained to the fullest extent possible under the circumstances.
- 2210.6 Effective remedial action will be taken in accordance with the circumstances involved if Placentia Library District determines that unlawful harassment has occurred,
- 2210.6.1 Any employee determined by the Library to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination.
 - 2210.6.2 Whatever action is taken against the harasser will be made known to the employee who filed the complaint.
 - 2210.6.3 The District will take appropriate action to remedy any loss to the employee resulting from harassment.

- 2210.6.4** The District will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.
- 2210.6.5** Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.
- 2210.7** Placentia Library District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

 - 2210.7.1** The employee should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency.
- 2210.8** Complaint Procedure

 - 2210.8.1** An employee who believes that they have been unlawfully harassed will report the incident immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

 - 2210.8.1.1** Whenever possible, the employee should confront the harasser and tell the person to stop. If the employee does not feel comfortable doing this, follow step 2 immediately.
 - 2210.8.1.2** The employee should notify their own supervisor, another management person or the Library Director as soon as possible after the incident, giving dates and time of the incident(s). Include details on the incident(s), names of individuals involved and the names of any witnesses.
 - 2210.8.1.3** Supervisors will refer all harassment complaints to the Library Director. The District will immediately

undertake an effective, thorough and objective investigation of the harassment allegations.

2210.8.1.4 Employees who have any questions regarding Placentia Library District's policy against unlawful harassment or the procedure for filing complaints, should contact the Library Director.

POLICY TITLE: Equal Employment Opportunity
POLICY NUMBER: 2220

- 2220.1** Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job.
- 2220.1.1** The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics.
 - 2220.1.2** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics.
 - 2220.1.3** All such discrimination is unlawful.
 - 2220.1.4** Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.

POLICY TITLE: Americans with Disabilities Act

POLICY NUMBER: 2225

- 2225.1** Placentia Library District's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities.
 - 2225.1.1** The Library is committed to ensuring non-discrimination in all terms, conditions and privileges of employment.
 - 2225.1.2** The Library will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue library hardship would result.
- 2225.2** Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments.
 - 2225.2.1** Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, not the disability of the individual.
- 2225.3** Guidelines
 - 2225.3.1** An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Library Director and specify what accommodation is needed to perform the job.
 - 2225.3.2** The Library Director or designee will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Library will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the library will make the accommodation.
 - 2225.3.3** An employee who believes that they have been subject to any form of unlawful discrimination will provide a written complaint to their manager or the Library Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.
 - 2225.3.4** The Library Director or designee will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

- 2225.3.4.1** If the Library Director or designee determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense.
- 2225.3.4.2** Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Library will take appropriate action to remedy any loss to the employee as a result of the discrimination.
- 2225.3.4.3** The Library will not retaliate against the employee for filing a compliant and will not knowingly permit retaliation by management employees or coworkers.
- 2225.3.4.4** During the interview process, managers may inquire generally as to whether a prospective employee can perform the essential functions of a job, with or without accommodation, but cannot inquire as to whether or not an individual has any type of disability.

POLICY TITLE: Nepotism
POLICY NUMBER: 2230

2230.1 Placentia Library District's policy is 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 spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

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.

Members of the immediate family of elected or appointed Authority board members or alternates will not be appointed to library employment.

Members of the immediate family of regular employees will not be appointed to the same department, nor will they be transferred, promoted or demoted into the same department, nor be placed in such a position as to evaluate a relative or be in the same line of supervision. Each situation will be addressed based on the individual circumstances of that situation.

Members of the immediate family of regular employees will not be hired on a temporary basis.

POLICY TITLE: Outside Employment
POLICY NUMBER: 2240

- 2240.1** California law gives employees protection against discrimination by employers for lawful activities outside of work (including moonlighting)
- 2240.2** While the library does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the library's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the library's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the library's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.
- 2240.3** While employed by the library, employees are expected to devote their energies to their jobs. The following types of employment elsewhere are strictly prohibited:
 - 2240.3.1** Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the library.
 - 2240.3.2** Additional employment that creates a conflict of interest or is incompatible with the employee's position with our library.
 - 2240.3.3** Additional employment that impairs or has a detrimental effect on the employee's work performance with our library.
 - 2240.3.4** Additional employment that requires the employee to conduct work or related activities on the library's property during the employee's working hours or using District facilities and/or equipment.
 - 2240.3.5** Additional employment that directly or indirectly competes with the business or the interests of the library.
- 2240.4** Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Library Director explaining the details of the additional employment.
 - 2240.4.1** If the additional employment is authorized, the Library assumes no responsibility for it.
 - 2240.4.2** The Library will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.

2240.4.3 Authorization to engage in additional employment can be revoked at any time.

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 above the top of the range of the new position.

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 Library Director will use the re-employment list 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.

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

POLICY TITLE: Letters of Recommendation²
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.

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. The Library Director or his/her designee must approve all letters of recommendation to be issued on behalf of the District for current or former employees.

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.

² Source: Lozano Smith Smith Woliver & Behrens

POLICY TITLE: Progressive Discipline
POLICY NUMBER: 2260

2260.1 It is essential that employees perform to the best of their ability at all times. It is expected that employees understand and demonstrate certain standards of job performance, interpersonal skills and conduct.

2260.1.1 Progressive discipline includes verbal warnings, written warnings, suspension with or without pay and/or termination.

2260.1.2 Progression from one disciplinary level to another occurs when an employee does not show improvement to a satisfactory level.

2260.1.3 Although one or more actions may be taken in disciplinary matters, the disciplinary action taken does not necessarily have to follow this stated order and will be commensurate with the offense.

2260.2 Grounds for Discipline

2260.2.1 The Library expects efficiency, productivity and cooperation among its staff employees. The following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination. Although it is not possible to provide an exhaustive list of all types of unacceptable conduct, performance, or group interaction, the following are some examples:

2260.2.1.1 Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.

2260.2.1.2 Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs or controlled substances (other than prescription drugs for personal use) while on Library property, while on duty, or while operating a vehicle on Library business.

2260.2.1.3 Theft or unauthorized removal or possession of property from the Library, other employees, or anyone on Library property.

2260.2.1.4 Violation of Library rules, regulations or codes of conduct.

2260.2.1.5 Intentionally falsifying or making a material omission on an employment application, or on other Library records or documents.

2260.2.1.6 Misusing, destroying, or intentionally or negligently damaging property of the Library, another employee or a Library visitor.

- 2260.2.1.7 Actual or threatened physical violence, threatening, intimidating, coercing any member of the Library community; vulgar or abusive language.
- 2260.2.1.8 Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on Library property, while on duty, or while operating a vehicle leased or owned by the Library.
- 2260.2.1.9 Unsatisfactory performance, including poor accuracy, quantity, or quality of work product; lack of cooperation.
- 2260.2.1.10 Intentional or gross misconduct; gambling on premises.
- 2260.2.1.11 Unlawful harassment of another person.
- 2260.2.1.12 Excessive tardiness or absenteeism, including abuse of any of the Library policies or procedures relating to leaves or breaks.
- 2260.2.1.13 Dishonesty.
- 2260.2.1.14 Sleeping, or giving the appearance of sleeping, while on duty.
- 2260.2.1.15 Failure to follow instructions or safety guidelines.
- 2260.2.1.16 Failure to comply with "confidentiality of library records" requirements of the CA Government Code.

2660.3 Performance Improvement Process

2660.3.1 Verbal Counseling Session

2660.3.1.1 The Supervisor should counsel the employee verbally, specifying the unacceptable behavior and identify what corrective action or behavior is needed to meet a satisfactory level of performance.

2660.3.1.2 The Supervisor will provide an opportunity for the employee to express concerns and mutually agree on a course of action to improve performance, allow for positive two-way communication, and establish a reasonable target date for the follow-up review.

2660.3.1.3 Documentation, if any, will not be retained in the employee's personnel file. Informal documentation will include date and time of incident, date of counseling, responses given by the employee, and planned follow-up review.

2660.3.1.4 A follow-up review date should be scheduled far enough in advance to allow sufficient opportunity and time for the employee's performance to improve. The employee will always be advised that failure to correct the behavior/performance may result in additional disciplinary action, up to and including termination of employment.

2660.3.2 Written Disciplinary Warnings (1st & 2nd)

2260.3.2.1 If the employee does not improve after the verbal counseling session or if there are repeated incidents of the unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is a written warning, then the Supervisor will complete a written reprimand. The reprimand will include:

2260.3.2.1.1 Restating the problem to the employee. Explain clearly and precisely how the supervisor's expectations and standards have not been met. Specify the acceptable level of performance. Reference prior discussions or written warnings with the employee concerning the performance or behavioral problem. Note that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and that the employee has a right to respond.

2260.3.2.1.2 Allow for two-way communication. Give the employee an opportunity to explain why the behavior has not been corrected.

2260.3.2.1.3 Provide specific examples and ideas for improvement. Clearly outline a corrective action plan to correct the problem.

2260.3.2.1.4 State dates for regular follow-up and set a reasonable date by that the problem must be eliminated or corrected.

2260.3.2.1.5 Indicate verbally and in writing that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

2660.3.2.1.6 Sign and date the reprimand and request the same from the employee. State that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and provide a copy to the employee. The employee may also sign the reprimand and indicate that he/she does not agree with its contents. If the employee refuses to sign the reprimand, the refusal will be noted by the supervisor who will, sign the warning and provide a copy to the employee.

2660.3.2.1.7 The employee may write comments on the form.

2660.3.2.1.8 Retain a copy of the written reprimand in the employee's personnel file.

2660.3.2.2 If, by the target date agreed upon, the employee is not performing up to the proposed standards, the employee will receive a 2nd written warning utilizing the steps 1-8 above.

2260.3.3 Suspension

2260.3.3.1 In matters regarding suspension, the Supervisor will consult with the Library Director/designee to ensure that all procedures meet legal requirements (Skelly Requirements).

2260.3.3.2 If the suspension is for more than five days, the employee will be notified of the Library's intent to suspend and will be given the opportunity to meet with the Library Director/designee to discuss the suspension prior to the effective date of the suspension. The notice will:

2260.3.3.2.1 State the intended corrective action, the reason for the corrective action and the effective date of such action.

2260.3.3.2.2 Include a copy of the charges and materials upon that the corrective action is based;

2260.3.3.2.3 State that the employee has the right to respond in writing before the effective date of the action;

2260.3.3.2.4 State the employee's right to file a Grievance regarding the disciplinary action after the action is taken.

2260.3.3.3 The Library Director/designee has the opportunity to uphold the suspension or reduce the disciplinary action, depending upon his/her investigation into the matter. The employee will receive written notification of the decision.

2260.3.4 Termination

2060.3.4.1 If the Supervisor recommends an action of termination, the employee will be notified in writing of the intent to terminate. The Library will follow Skelly requirements. The written notice will:

2060.3.4.1.1 State the intended corrective action, the reason for the corrective action and the effective date of such action;

2060.3.4.1.2 Include a copy of the charges and materials upon that the corrective action is based;

2060.3.4.1.3 State that the employee has the right to request an appeal interview with the Library Director/designee, within five days of receipt of the notice (pre-termination Skelly hearing);

2060.3.4.1.4 State the employee's right to file a grievance regarding the disciplinary action (termination) after the action is taken (post-termination Skelly hearing).

2060.3.4.2 The Library, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing.

2060.3.4.3 When reviewed by the Library Director/designee, the Library Director/designee has the opportunity to uphold the termination or reduce the disciplinary action, depending upon his/her investigation into the matter.

2060.3.4.4 After the appeal process is completed, the Library Director/designee will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

2060.3.4.5 If the decision is not to terminate, the employee will be reinstated.

2060.3.4.6 If terminated, on the last day of employment, the employee will empty any locker; turn in locker keys, other keys, pager, ID, badge and any other items that belong to the Library. These items must be turned in before the employee receives the final paycheck.

2060.3.4.6.1 The employee will receive the final paycheck on the last day of employment, or if requested, it will be sent to the employee by certified mail.

2060.3.4.7 Employees may appeal the termination to the Library Board. The Board's decision will be final.

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 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.

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

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 master's degree in public administration or a related field

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

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

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

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

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

2300.5 Other Requirements:

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

2300.5.2 Must possess mobility to operate a motor vehicle.

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

2300.5.4 Must possess stamina to move about the Library.

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

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

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

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 will 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 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.

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.

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 take 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.

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.

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 the 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.