



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

CLOSED SESSION

December 12, 2019

6:00 p.m.








Community Meeting Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

CLOSED SESSION

4. Closed Session to Discuss Personnel Matters, Library Director's Annual Performance Objectives and Other Personnel Matters

Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

5. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
6. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 12, 2019 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 9, 2019.



Alyssa Stolze, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

December 12, 2019

6:30 p.m.








Community Meeting Room

Mission Statement:

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PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 22) – Available at the January 2020 Board Meeting

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 22 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the November 18, 2019 Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for November 2019. (Receive & File and Approve)

11. FY2018-2019 Cash Flow Analysis through November 2019; the Schedule of Anticipated Property Tax Revenues for FY2018-2019 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for November 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for November 2019. (Receive & File)

14. Acquisitions Report for November 2019. (Receive & File)

15. Entrepreneurial Activities Report for November 2019. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for November 2019. (Receive, File, and Ratify Appointments)

17. Circulation Report for November 2019. (Receive & File)

18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

19. Administration Report for November 2019.

20. Children's Services Report for November 2019.

21. Adult Services Report for November 2019.
22. Placentia Library Web Site & Technology Report for November 2019.

CLOSED SESSION

23. President Carline will report on actions taken by the Library Board of Trustees from the Closed Session Meeting.

NEW BUSINESS

24. Reports from library staff on their California Library Association experience and workshops.
25. Election of Officers.
26. Appointment of Library Board Representatives for 2020 by the Board President:
Incumbents are italicized.
 - Representative to Special District Local Area Formation Commission (LAFCO) – *President Carline* and *Secretary Shkoler* as alternate.
 - Representative to the Orange County Council of Governments (OCCOG) – *Trustee DeVecchio* and *Trustee Minter* as alternate.
 - Representative to the Placentia Library Friends Foundation (PLFF) – *Trustee Martin* and *President Carline* as alternate.
 - Representative to the Independent Special District of Orange County (ISDOC) – *Trustee Minter* and *Trustee DeVecchio* as alternate.
 - Personnel Committee – *Trustee Martin* and *Trustee DeVecchio* as alternate
 - Joint Use Agreement Committee – *President Carline* and *Trustee Minter*
27. Adopt Resolution 19-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2020.
28. Authorize Closure on January 20, 2020 for a Staff Development Day.
29. Authorize amendments to the 2019-2021 Budget to Reflect Classification Changes to Three Positions.
30. Authorize the Naming of one of the Passport Office in Recognition of Dr. Joseph and Dr. Voiza Arnold's Contribution.
31. Authorize the Placentia Library District to Offer a Children's Party Package as a Silent Auction Basket at the Author's Luncheon Event.
32. Presentation by the Library Director about the California Voting Rights Act.
33. Authorize an Amendment to Placentia Library District Policy 6065 as presented.
- ~~34~~ Discuss and Decide on a Date for the January Board Meeting.

ADJOURNMENT

35. Agenda Preparation for the January Date Meeting which will be held on January 20, 2020 unless re-scheduled by the Library Board of Trustees.
36. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
37. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 12, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 9, 2019.



Alyssa Stolze, Administrative Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

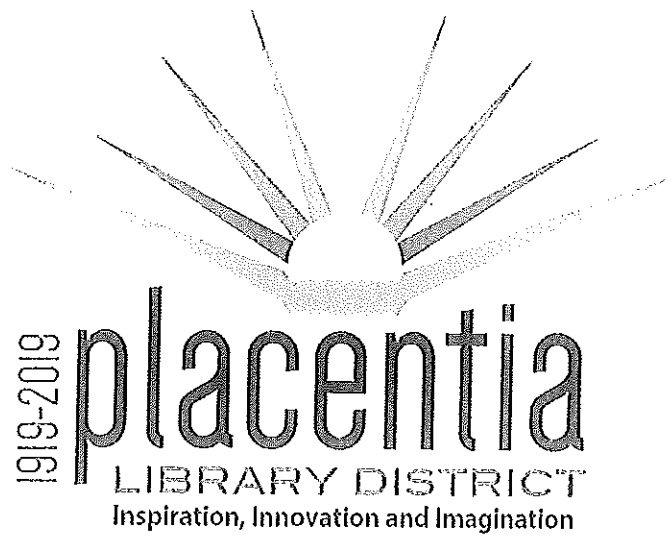
TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: December 12, 2019

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on December 12, 2019.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Reports from Library Staff on their Attendance at the Annual California Library Association (CLA) Conference.

DATE: December 12, 2019

BACKGROUND

At the September 23, 2019 Library Board of Trustees meeting, the Board approved library staff to attend the annual California Library Association conference in Pasadena. The following staff will provide the Board with their experience:

- Tim Worden, Emerging Technology Assistant
- Laura DeLeon, Library Clerk
- Christie Hwang, Library Aide
- Sabrina Rosengren, Library Assistant, Literacy Services



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

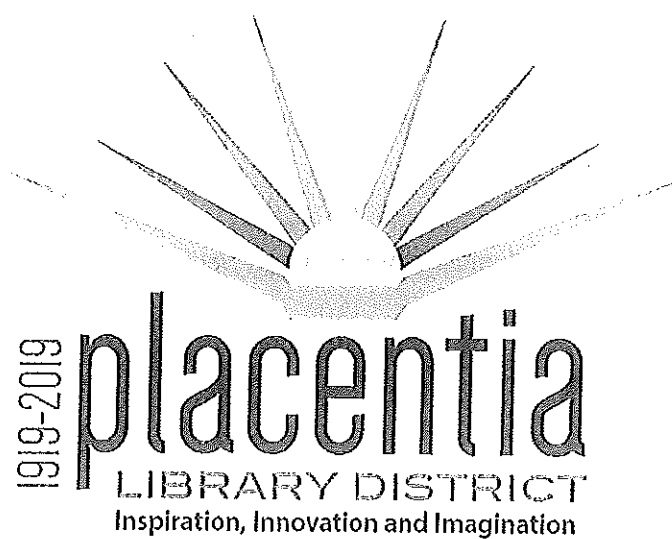
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Election of Board Officers
DATE: December 12, 2019

BACKGROUND

The following positions need to be elected:
President (Incumbent is President Carline)
Secretary (Incumbent is Secretary Shkoler)

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2020.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Appointment of Library Board Representatives for 2020 by the Board President**

DATE: December 12, 2019

BACKGROUND

The following positions need to be appointed:
Incumbents are italicized.

Joint Use Agreement Committee *Jo-Anne*
President Carline and Trustee Minter with Director Contreras

Representative to Special District Local Area Formation Commission ✓
 (LAFCO) Selection Committee
President Carline and Secretary Shkoler as alternate

Representative to the Orange County Council of Governments (OCCOG) ✓
Trustee DeVecchio and Trustee Minter as alternate

Representative to the Placentia Library Friends Foundation (PLFF) *e*
Trustee Martin and President Carline as alternate

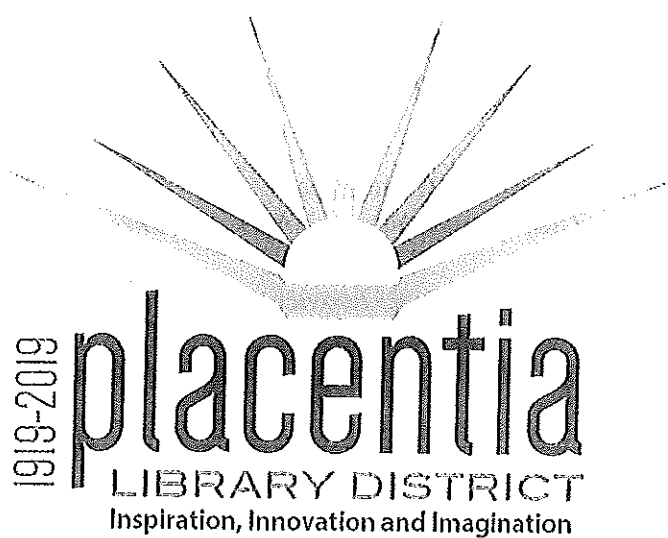
Independent Special Districts of Orange County (ISDOC) ✓
Trustee Minter and Trustee DeVecchio as alternate

Personnel Committee
*Trustee Martin and Trustee DeVecchio *Mu**

Library staff will continue to represent the Placentia Library District at the Placentia Community Collaborative (formerly Network).

RECOMMENDATION

Appoint Library Board Representatives for 2020.



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RESOLUTION 19-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2020**

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., the Regular Board Meeting for Calendar Year 2020, dated December 12, 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, _____, 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 Unusual Date Meeting hereof held on the Twelfth day of December 2019.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twelfth day of December 2019.

Board Secretary



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize a Closure on January 20, 2020 for a Staff Development Day

BACKGROUND

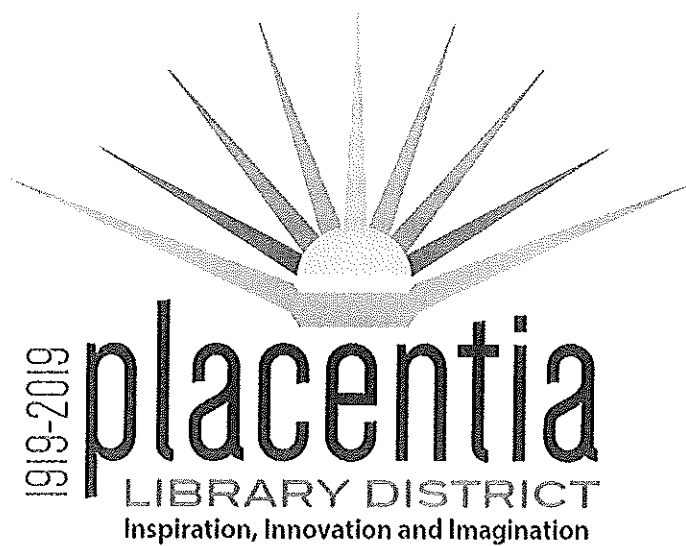
There are two Staff Development Day (SDD) held annually which provides staff job-related continuing education opportunities through participation of various in-service training. The last SDD was held on September 10, 2019 in preparation for the 100th Centennial Grand Re-Opening, providing staff with an opportunity to review and discuss the newly renovated space and programs including the Hangar (makerspace) and Crossroads Corner (children's interactive space).

The agenda for the Monday, January 20th in-service is expected to include the following training:

- Active shooter by the Brea Police Department
- Makerspace equipment
- Closing procedures
- Bodhi
- Policy updates
- Teambuilding exercise

RECOMMENDATIONS

1. Authorize a Closure on January 20, 2020 for a Staff Development Day; and,
2. Authorize by a Roll Call Vote.
3. Roll Call Vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize amendments to the 2019-2020 Budget to Reflect Classification Changes to Three Positions.

DATE: December 12, 2019

BACKGROUND

At the November 18, 2019 Library Board of Trustees meeting, Library Director Contreras presented a recommendation for the reclassification of three positions. The recommendation was based on an increase in activities due to the renovated space and addition of the makerspace and other engaging spaces including the crossroads corner, Hemmerling group study rooms, and the passport rooms. The new space provides an opportunity to revisit positions to determine if any changes are warranted given the current and future opportunities for the organization. To better meet our staff's needs for support and equitably redistributing responsibilities, it is recommended three positions be reclassified. The three positions are Public Services Manager to Assistant Library Director, Technology Manager to Systems Librarian, and Library Clerk II to Circulation Supervisor.

The Board expressed concerns with the reclassification of the Technology Manager position. The concern was due to the specialized skills and experience that is required of the position and the entry-level Librarian I did not reflect the skills, qualifications, and salary of the responsibilities. The Library Director was directed to present an alternative to the reclassification of the Technology Manager position at the December board meeting. The Library Director and Technology Manager worked together to develop a new job description that best meets the organization's needs.

Attachment A is the job description for a Systems Librarian position.

Attachment B is the amended Organizational Chart for Fiscal Year 2019-2021.

Attachment C is the amended Salary Scale for Fiscal Year 2019-2021.

Attachment D is the amended Budget for Fiscal Year 2019-2021.

Fiscal Impact: \$7,262 decrease in salaries for Fiscal Year 2019-2021.

RECOMMENDATIONS

1. Authorize the reclassifications and changes to the job descriptions of the Public Services Manager position to Assistant Library Director, the Technology Manager to Systems Librarian ; Library Clerk II to Circulation Supervisor as presented; and,

2. Approve the amended Organizational Chart for Fiscal Year 2019-2021 as presented; and,

3. Approve the amended Salary Scale for Non-Exempt and Exempt positions for Fiscal Year 2019-2021 as presented; and,
4. Approve the amended Expenditures Budget for Fiscal Year 2019-2021 as presented; and,
5. Authorize by a roll call vote.
6. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Systems Librarian
POLICY NUMBER: 2316

DEFINITION:

Under the general direction of the Assistant Library Director, provides technical expertise, day-to-day administration, and broad support for traditional and emerging library software solutions and standards; administers, maintains, and supports all modules of the District's integrated library system; leads the design, implementation, and maintenance of tools and platforms for user discovery and management of library resources; works independently and as part of a team to implement and assess library tools and services by focusing on usability, accessibility, sustainability and performance; provides expertise and works collaboratively with staff to automate workflows and optimize the discovery experience for patrons; represents the District at local and national users' groups.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, schedules, and manages all aspects of system migration including but not limited to database cleanup, simplifying and standardizing data categorization, accommodating transaction and fee data, data extraction, library staff training, testing and quality assurance, customization of library patron interfaces, security, patrons profiles, policies, circulation acquisitions, cataloging, serials management and statistical data reporting.
- Works closely with ILS and other system/automation vendors in troubleshooting, developing new system capabilities, and advocating issues on behalf of the District.
- Troubleshoots problems reported by library staff, follows up with vendor support staff, and provides solutions to library staff.
- Configures properties, toolbars, staff access, and patron records.
- Provides individual and group training to library staff.
- Schedules and manages annual maintenance procedures, software, application, and equipment.

- Extracts and prepares relevant data from the ILS to be distributed and analyzed, including monthly and year-end statistics as required for the State Library annual report and the Library Board monthly reports.
- Serves as webmaster.
- Tests new functionality and system upgrades, and evaluates current utilization of system modules and workflows to recommend modifications to workflows and system configurations as needed to increase efficiency.
- Coordinates with the Assistant Library Director and library staff to manage incoming data feeds including but not limited to: acquisitions and other data; complex bibliographic, holdings, item data and patron data.
- Leads the development of policies and procedures as needed to ensure the efficient operation and management of library systems.
- Develops and implements strategies and solutions to improve user experience and maximize the discovery of library resources by conducting usability testing and user-centered design research.
- Develops and documents internal processes and procedures that support library systems and services.
- Monitors system performance; suggests and coordinates system software and hardware.
- Maintains VoIP phone system.
- Evaluates and implements new technologies and web applications to enhance patron services.
- Stays current with new technology trends and best practices.
- Plans, facilitates, implements and assesses the development of computer networks.
- Performs other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

- Fundamentals and practical application of common network and PC operating systems.
- Basic knowledge of computing theory, principles, and practices and application thereof to computer information system development and maintenance.
- Fundamentals of information security.
- Development and use of computer networks, TCP/IP protocol, and communications systems.
- Maintenance, operation, and repair of computers and associated peripheral equipment.
- Proficiency with one or more scripting languages and coding HTML/CSS desired.
- Knowledge of MARC format.
- Experience supporting web based content management systems.
- Experience in supporting library specific software and hardware.

Ability to:

- Effectively troubleshoot network connectivity.

- Provide technical support for end users in the use of desktop hardware and software as well as the use of network applications.
- Assemble, configure, and maintain desktop personal computer and communications hardware.
- Install, configure, and maintain networking equipment including, but not limited to, routers, switches, hubs, print servers and file servers.
- Install, maintain and support end user applications.
- Perform computer-related purchasing tasks, including bid preparation, and simple contract negotiation and management, adhering to District purchasing policies and procedures.
- Monitor and maintain existing systems to ensure the accuracy and timeliness of information services.
- Gather, organize, analyze and present a variety of information.
- Analyze software problems and perform corrections.
- Identify hardware malfunctions and perform repairs.
- Setup, administer, maintain, monitor and install hardware and software applications.
- Recommend, design, implement and install computer software applications.
- Troubleshoot, detect, isolate, and resolve information system problems.
- Analyze and assess the technological needs of the District.
- Evaluate, test, implement, and support new operating systems.
- Work independently, with minimal supervision.
- Establish and maintain excellent, effective, and professional working relationships with internal and external customers.
- Recognize problems and develop recommendations and solutions.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's Degree in library and/or information science from a school accredited by the American Library Association. Two (2) years of experience in computer and networking support and/or two (2) years of education or training in the support of desktop computers and networking equipment.

Education and/or experience must be current, to within the last five (5) years.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 25 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

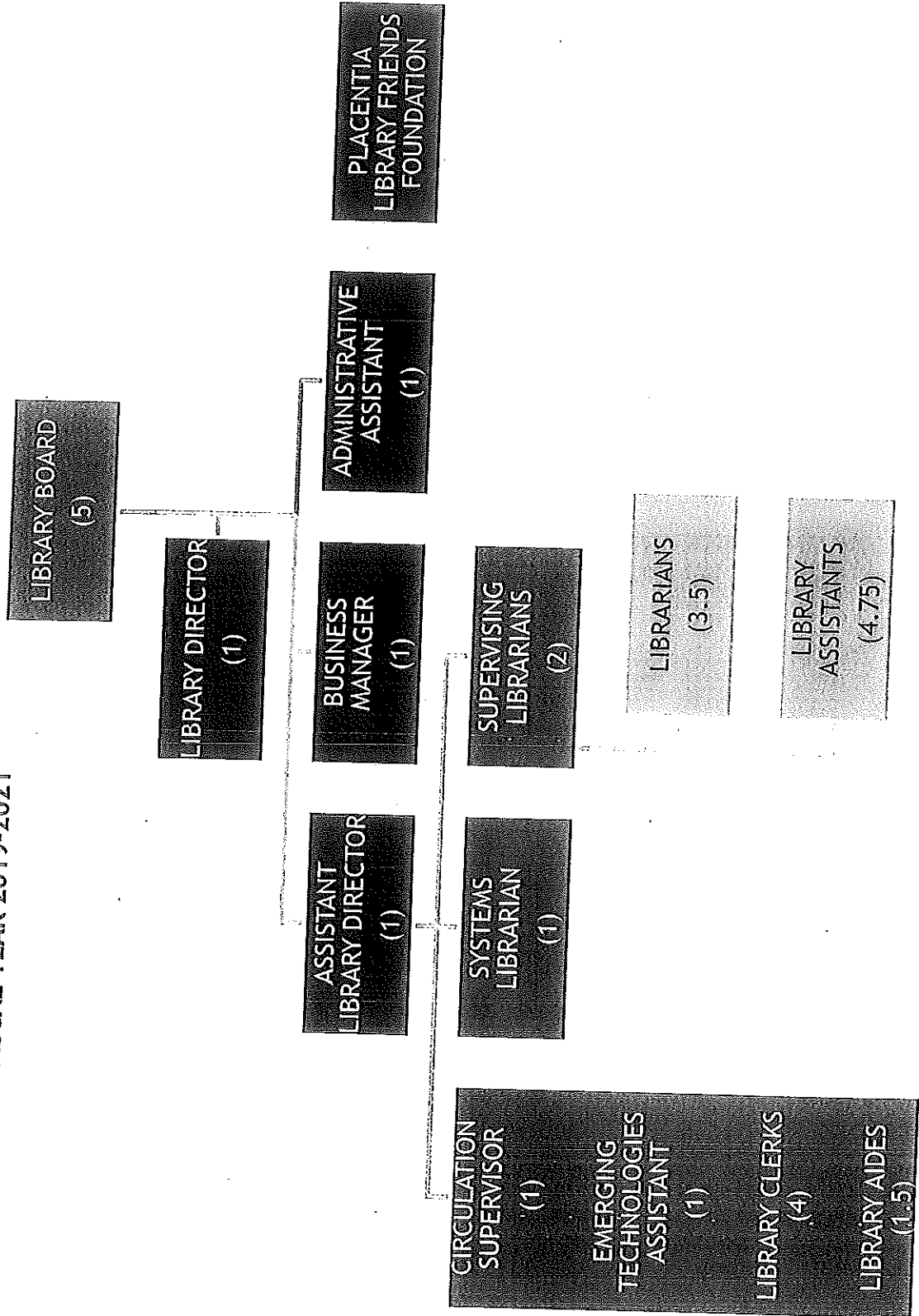
Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

FLSA STATUS:

This is a non-exempt professional classification.

PLACENTIA LIBRARY DISTRICT

FISCAL YEAR 2019-2021



PLACENTIA LIBRARY DISTRICT
AMENDED D SALARY SCALE FOR FISCAL YEAR 2019-2021
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
2.5% increase FY 2020-2021	14.24	14.60	14.96	15.33	15.72	16.11	16.51	16.93	17.35	18.22
HR	1,139.20	1,167.68	1,196.87	1,226.79	1,257.46	1,288.90	1,321.12	1,354.15	1,388.00	1,457.40
PP	29,619.20	30,359.68	31,118.67	31,896.64	32,694.05	33,511.41	34,349.19	35,207.92	36,088.12	37,892.53
AN	2,468.27	2,529.97	2,593.22	2,658.05	2,724.50	2,792.62	2,862.43	2,933.99	3,007.34	3,157.71
MO										
LIBRARY CLERK										
HR	17.17	17.60	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.97
PP	17.00	1,407.94	1,443.14	1,479.22	1,516.20	1,554.10	1,592.95	1,632.78	1,673.60	1,757.28
AN	35,713.60	36,606.44	37,521.60	38,459.64	39,421.13	40,406.66	41,416.83	42,452.25	43,513.55	45,689.23
MO	2,976.13	1,875.47	1,922.27	1,970.80	2,019.33	3,567.22	3,451.40	3,537.69	3,626.13	3,807.44
EMERGING TECHNOLOGIES ASS'N										
HR	17.69	18.13	18.59	19.05	19.53	20.01	20.51	21.03	21.55	22.63
PP	1,415.20	1,450.58	1,486.84	1,524.02	1,562.12	1,601.17	1,641.20	1,682.23	1,724.28	1,810.50
AN	36,795.20	37,715.08	38,657.96	39,624.41	40,615.02	41,630.39	42,671.15	43,737.93	44,831.38	47,072.95
MO	3,066.27	3,142.92	3,221.50	3,302.03	3,384.58	3,469.20	3,555.93	3,644.83	3,735.95	3,922.75
CIRCULATION SUPERVISOR										
HR	20.01	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	25.60
PP	17.00	1,640.82	1,681.84	1,723.89	1,766.98	1,811.16	1,856.44	1,902.85	1,950.42	2,047.94
AN	41,620.80	42,661.32	43,727.85	44,821.05	45,941.58	47,090.11	48,267.37	49,474.05	50,710.90	53,246.45
MO	3,468.40	1,875.47	1,922.27	1,970.80	2,019.33	3,924.18	4,022.28	4,122.84	4,225.91	4,437.20
LIBRARY ASSISTANT										
HR	22.62	23.19	23.77	24.36	24.97	25.59	26.23	26.89	27.56	28.94
PP	1,809.60	1,854.84	1,901.21	1,948.74	1,997.46	2,047.40	2,098.58	2,151.05	2,204.82	2,315.06
AN	47,049.60	48,225.84	49,431.49	50,667.27	51,933.95	53,232.30	54,563.11	55,927.19	57,325.37	60,191.64
MO	3,920.80	4,018.82	4,119.29	4,222.27	4,327.83	4,436.03	4,546.93	4,660.60	4,777.11	5,015.97
ADMINISTRATIVE ASSISTANT										
HR	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.75
PP	1,985.60	2,035.24	2,086.12	2,138.27	2,191.73	2,246.52	2,302.69	2,360.25	2,419.26	2,540.22
AN	51,625.60	52,916.24	54,239.15	55,595.12	56,985.00	58,409.63	59,869.87	61,366.62	62,900.78	66,045.82
MO	4,302.13	4,409.69	4,519.93	4,632.93	4,748.75	4,867.47	4,989.16	5,113.88	5,241.75	5,503.82
LIBRARIAN I										
HR	27.78	28.47	29.19	29.92	30.66	31.43	32.22	33.02	33.85	35.54
PP	2,222.40	2,277.96	2,334.91	2,393.28	2,453.11	2,514.44	2,577.30	2,641.74	2,707.78	2,843.17
AN	57,782.40	59,226.96	60,707.63	62,225.32	63,780.96	65,375.48	67,009.87	68,685.12	70,402.24	73,922.36
MO	4,815.20	4,935.58	5,058.97	5,185.44	5,315.08	5,447.96	5,584.16	5,723.76	5,866.85	6,160.20
SYSTEMS LIBRARIAN										
HR	30.61	31.38	32.16	32.96	33.79	34.63	35.50	36.39	37.30	39.16
PP	2,448.80	2,510.02	2,572.77	2,637.09	2,703.02	2,770.59	2,839.86	2,910.85	2,983.63	3,132.81
AN	63,668.80	65,260.52	66,892.03	68,564.33	70,278.44	72,035.40	73,836.29	75,682.20	77,574.25	81,452.96
MO	5,305.73	5,438.38	5,574.34	5,713.69	5,856.54	6,002.95	6,153.02	6,306.85	6,464.52	6,787.75
SUPERVISING LIBRARIAN										
HR	32.68	33.50	34.33	35.19	36.07	36.97	37.90	38.85	39.82	41.81
PP	2,614.40	2,679.76	2,746.75	2,815.42	2,885.81	2,957.95	3,031.90	3,107.70	3,185.39	3,344.66
AN	67,974.40	69,673.76	71,415.60	73,200.99	75,031.02	76,906.79	78,829.46	80,800.20	82,820.21	86,961.22
MO	5,664.53	5,806.15	5,951.50	6,100.08	6,252.58	6,408.90	6,569.12	6,733.35	6,901.68	7,246.72

Signature _____ : Approved _____ Effective: December 20, 2019

Gayle Carline, President

PLACENTIA LIBRARY DISTRICT
AMENDED SALARY SCALE FOR
FISCAL YEAR 2019-2021

EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	46.20	47.36	48.54	49.75	51.00	52.27	53.58	54.92	56.29	59.10
PP	3,696.00	3,788.40	3,883.11	3,980.19	4,079.69	4,181.68	4,286.23	4,393.38	4,503.22	4,728.38
AN	96,096.00	98,498.40	100,960.86	103,484.88	106,072.00	108,723.80	111,441.90	114,227.95	117,083.64	122,937.83
MO	8,008.00	8,208.20	8,413.41	8,623.74	8,839.33	9,060.32	9,286.82	9,519.00	9,756.97	10,244.82
ASSISTANT LIBRARY DIRECTOR										
HR	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	45.98
PP	2,875.20	2,947.08	3,020.76	3,096.28	3,173.68	3,253.02	3,334.35	3,417.71	3,503.15	3,678.31
AN	74,755.20	76,624.08	78,539.68	80,503.17	82,515.75	84,578.65	86,693.11	88,860.44	91,081.95	95,636.05
MO	6,229.60	6,385.34	6,544.97	6,708.60	6,876.31	7,048.22	7,224.43	7,405.04	7,590.16	7,969.67
BUSINESS MANAGER										

Signature _____ : Approved

Effective: December 20, 2019

December 12, 2019

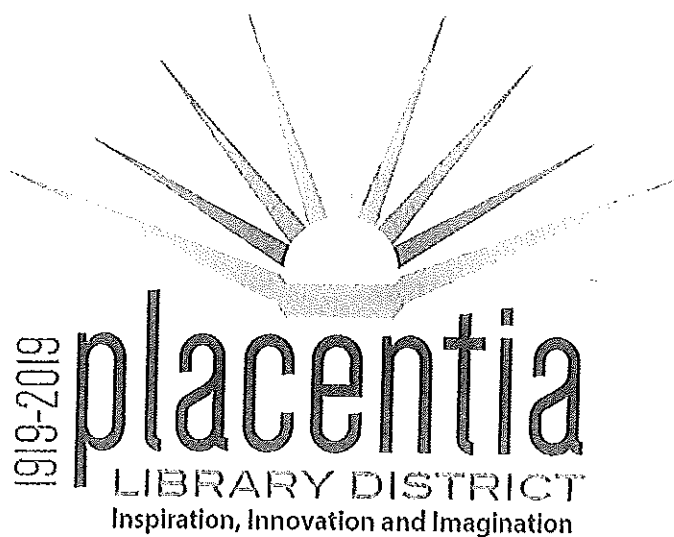
Gayle Carline, President

PLACENTIA LIBRARY DISTRICT
Amended Expenditures Budget for Fund 707 for Fiscal Year 2019-2021
December 12, 2019

OBJECT	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
5010 Salaries & Wages	1,065,943	1,334,746	1,128,018	1,487,680	1,526,118
5020 Payroll Taxes (SS & MEDICARE)	385,260	302,644	365,212	119,207	120,831
5030 Retirement (PARS)	25,612	56,500	54,892	62,602	64,143
5040 Unemployment Insurance	1,288	7,000	4,050	2,500	2,500
5050 Health Insurance	251,714	266,515	245,739	268,587	289,038
5064 Dental Insurance	14,043	17,240	15,145	17,796	17,796
5060 Life Insurance	3,701	8,370	5,577	9,420	9,420
5066 Long Term Disability Insurance	5,822	5,452	7,351	6,172	6,172
5068 Vision Insurance	2,788	3,340	3,437	3,541	3,541
5090 Education Assistance	0	822	11,008	5,000	5,000
TOTAL EMPLOYEE INSURANCE					
5070 Workers Compensation	4,806	13,832	6,080	15,894	16,252
TOTAL SALARIES & EMPLOYEE BENEFITS	1,760,977	2,016,461	1,846,509	1,998,399	2,060,811
5100 Communications	26,292	24,000	9,120	22,000	11,000
5150 Household Expense	18,615	15,000	33,770	25,000	25,000
5099 Liability Insurance	14,885	15,000	15,352	20,000	22,000
5205 Maintenance - Equipment	24,795	20,000	21,273	25,000	25,000
5220-5280 Maintenance - Building & Grounds	91,278	95,000	69,953	130,000	90,000
TOTAL MAINTENANCE EXPENSE	116,073	115,000	91,226	155,000	115,000
5290 Memberships	10,540	9,000	10,134	10,000	11,000
5295 Miscellaneous Expense	0	2,500	0	0	0
TOTAL OFFICE SUPPLY & POSTAGE EXPENSES	64,843	55,000	77,500	100,000	90,000
5405 Library Automated Library System	33,145	34,000	24,000	20,000	15,000
5410 Library Board Consultants & Legal	6,063	10,000	23,157	20,000	15,000
5415 HR/Finance Services	7,131	2,000	3,766	4,000	10,000
5420 Audit & Accounting Services	21,189	20,000	25,000	30,000	30,000
5430 Computer Services	51,741	25,000	24,000	5,000	5,000
5440 Collection	1,468	2,500	1,000	2,000	2,000
5445 Payroll Preparation	9,559	6,500	10,000	12,000	13,000
5450 Bank Fees	139	200	2,280	2,500	1,000
5455 Election Expenses	0	20,000	0	0	20,000

PLACENTIA LIBRARY DISTRICT
Amended Expenditures Budget for Fund 707 for Fiscal Year 2019-2021
 December 12, 2019

OBJECT	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
5460 BankCard Fees	13,005	2,000	9,000	12,000	13,000
5465 Staff Training	583	3,000	3,000	7,500	5,000
5475 Employee Screening	2,184	750	750	1,000	1,000
Other Professional and Specialized					
5480 Services	19,457	50,000	45,000	25,000	20,000
Loan Obligation (ibank)				78,000	78,000
TOTAL PROFESSIONAL AND SPECIALIZED SERVICES	165,664	175,950	170,953	219,000	228,000
5495 Programs	56,401	30,000	52,067	150,000	55,000
TOTAL BOOKS/LIBRARY MATERIALS	171,679	272,000	352,000	265,183	402,938
5600 TOTAL TRAVEL & MEETINGS	46,652	32,940	58,178	25,000	25,000
5700 Mileage/Parking	890	4,000	1,600	1,000	1,000
TOTAL UTILITIES	78,807	77,000	47,564	35,000	35,000
TOTAL SUPPLIES & SERVICES	771,342	827,390	919,464	1,027,183	1,020,938
1310 Building & Improvements	0	50,000	0	10,000	40,000
1320 Equipment & Furniture	0	50,000	17,824	48,000	10,000
6100 Taxes & Assessments	8,773	10,000	10,000	15,000	20,000
TOTAL FIXED ASSETS & TAXES	8,773	110,000	27,824	73,000	70,000
5211 Renovation		1,800,000	1,800,000	2,100,000	0
TOTAL Capital Project		1,800,000	1,800,000	2,100,000	-
TOTAL EXPENSES	2,541,091	4,753,851	4,593,797	5,198,582	3,151,749
			Expenses - Capital Project	3,098,582	031819



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Naming of one of the Passport Office to in Recognition of Dr. Joseph & Dr. Voiza Arnold's Contribution**

DATE: December 12, 2019

BACKGROUND

Dr. Joseph Arnold and Dr. Voiza Arnold have resided in Placentia since 1974. Dr. Joseph Arnold recently retired from California State University, Fullerton where he served as a faculty member and administrator. He served as the Chair of the Department of Theatre and Dance, Director of the Institute for the Advancement of Teaching and Learning, and as the Associate Dean and the Dean of the College of the Arts. Dr. Voiza Arnold retired from Rio Hondo College in Whittier where she served as a faculty member, Dean and the Deputy Superintendent/Vice President of Academic Services.

They first met when they were both cast in a play at undergraduates at Drury College in Springfield, Missouri. They married in 1969. They went on to earn their M.A.s and Ph.D.s at the University of Illinois, Champaign-Urbana. They both serve on the Board of Directors for the MAMM Alliance for the Performing Arts at Cal State Fullerton. Dr. Joseph Arnold recently completed his term as President of the Rotary Club of Fullerton. They have been long-time members of the Placentia Founders Society, the Fullerton Arboretum and attend Blessed Sacrament Church in Placentia.

They have two daughters and a son. All three of their children received their undergraduate and Master's degrees from the Cal State system. Their daughters are both professors (L. A. Southwest College and Cypress College) and their son is an archaeologist and singer. They are blessed with three grandchildren (Ashley, Max and Mitchell) who live close by and are, understandably, doted upon.

Both educators are frequent patrons of the Placentia Library and have contributed \$10,000 to the library in support of the centennial project and related library programs and services.

As per Placentia Library District Policy 6090.2.1.1 which states the Placentia Library Board of Trustees can choose to honor an individual(s) for significant, outstanding contribution in keeping with the nature and mission of the Library. In recognizing Drs. Arnolds' significant contribution, Library staff recommends one of the Passport Office to be name in their honor.

Attachment A is Policy 6090 – Naming of Library Buildings and Departments

RECOMMENDATIONS

1. Authorize the naming of one passport office in honor of Dr. Joseph and Dr. Voiza Arnold for their contribution to the Placentia Library District; and,
2. Motion for a roll call vote; and,
3. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Naming of Library Buildings and Departments
POLICY NUMBER: 6090

6090.1 It is the Policy of the Placentia Library Board of Trustees to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations by considering the naming of a library building or department, at the discretion of the Placentia Library District.

6090.2 Naming Criteria

6090.2.1 The Placentia Library District may name library buildings and departments as follows:

6090.2.1.1 When the Library Board of Trustees chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library.

6090.2.1.2 When the Library Board of Trustees chooses to accept the gift of a donor(s) who requests naming rights and who contribute a minimum of 51% of the total project costs, including construction, equipment, furnishings and collections for the building.

6090.2.1.3 No naming opportunities will be considered for corporations or religious entities.

6090.3 Duration and Modification of Naming

6090.3.1 The duration of a donor's name on any building or in any department ordinarily continues for as long as the building or department is used in the same manner or for the purpose for which the naming occurred and with the approval from the Library Board of Trustees. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named building or department, the Placentia Library District may deem that the naming period has concluded.

6090.3.2 When a donor's naming period has concluded, the Library Board of Trustees has the rights to rename the building or department, in

recognition of new gifts, subject to any specific terms and conditions set forth.

6090.3.2.1 If a donor requests a change to the name of a building or department (e.g., due to divorce), the Placentia Library District will consider the request. If approved, all replacement signage and other related costs shall be at the donor's expense.

6090.3.3 In certain circumstances, the Placentia Library District reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor.

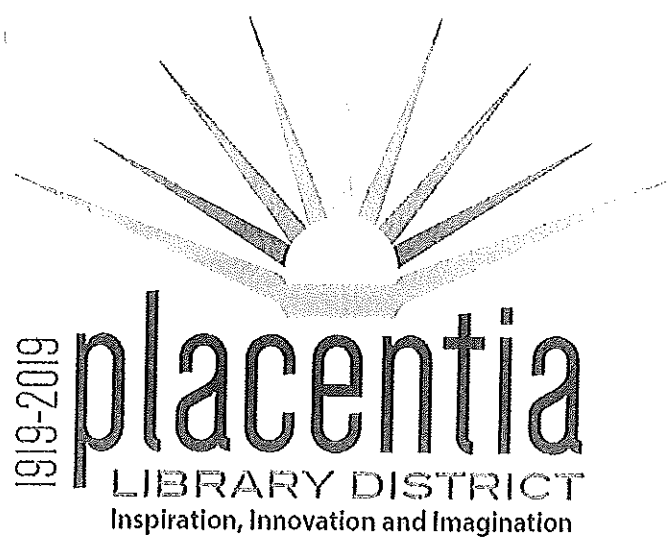
60903.3.1 If the donor's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the Placentia Library District's standards, or otherwise be contrary to the best interests of the Placentia Library District, the naming may be revoked.

60903.3.2 Any proposal to rename a building or department or to add a second name in recognition of a gift shall be reviewed by the Library Board of Trustees.

6090.4 Donor means a company or individual who provides the District with funds, products or services.

6090.4.1 Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.

6090.4.2 District means Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Placentia Library District to Offer a Children's Party Package as a Silent Auction Basket at the Author's Luncheon Event.**

DATE: December 12, 2019

BACKGROUND

The Placentia Library Friends Foundation will be hosting its annual fundraiser on March 7, 2020 at the Alta Vista Country Club. Historically, library staff have donated a basket for the silent auctions and will continue to do so. Administration staff is assisting with this year's silent auctions. Library staff recommends a birthday party package as one of the auction item. The two-hour party package will include a storytime and interactive program, pizza and drinks for the birthday child (PreK through grade 8) and 25 guests. The party will take place either Friday evening or Sunday morning during library closure.

With the renovated and engaging space, the Library is an educational destination to learn while having fun. Attendees can explore STEAM as it comes to life in the makerspace with librarians and open up children's minds to new and exciting concepts. Little ones can unleash their imagination as they wander around the Crossroads Corner.

The program will offer parents an opportunity to provide a memorable birthday for their child, especially families who may not have the means for a similar celebration.

Fiscal Impact: \$300

RECOMMENDATIONS

1. Authorize the Placentia Library District to offer a birthday party package as presented; and,
2. Authorize by a roll call vote.
6. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation by the Library Director about the California Voting Rights Act (CVRA)

DATE: December 12, 2019

BACKGROUND

Elections Code Sections 14025-14032, was enacted in 2001 to implement the California constitutional guarantees of equal protection and the right to vote. The CVRA provides a private right of action to members of a protected class where, because of "dilution or the abridgment of the rights of voters," an at-large election system "impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election." The CVRA defines a "protected class" broadly as a class of voters who are members of a race, color, or language minority group. To establish a violation under the CVRA, a plaintiff must show that "racially polarized voting" occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters.

Since 2018, over forty California cities that had conducted their city council elections by means of an "at-large" election system have received letters threatening to sue their city for alleged violations of the California Voting Rights Act (Cal. Election Code (EC) Sections 14025-14032) ("CVRA"), unless those cities voluntarily transitioned to a "district-based" election system. In addition to cities, many school, community college and health care districts have received these CVRA letters. At least 88 cities have made the change to by-district elections and two more, the City of Goleta and the City of Carpinteria, agreed to make the change for 2022. Other cities, such as the City of San Clemente have decided to put the matter on the 2018 ballot for voters' approval. Approximately eighteen other cities are in some form of legal dispute but have not yet decided to make the change to by-district elections. Thirty two community college districts, over 165 school districts, and at least 12 other special districts have made the change to by-district elections. In 2018, the City of Placentia and the Placentia Yorba Linda Unified School District have both established district maps.

Attachment A is the California Voting Rights Act.

Attachment B is the district map for the City of Placentia.

Attachment C is the district map for the Placentia Yorba Linda Unified School District.

RECOMMENDATION

To be determined by the Library Board of Trustees.



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Bill Information

California Law

Publications

Other Resources

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AB-182 California Voting Rights Act of 2001. (2015-2016)

SHARE THIS:



ENROLLED SEPTEMBER 10, 2015

PASSED IN SENATE SEPTEMBER 03, 2015

PASSED IN ASSEMBLY SEPTEMBER 08, 2015

AMENDED IN SENATE JUNE 22, 2015

AMENDED IN ASSEMBLY APRIL 29, 2015

AMENDED IN ASSEMBLY APRIL 09, 2015

CALIFORNIA LEGISLATURE— 2015–2016 REGULAR SESSION

ASSEMBLY BILL

NO. 182

**Introduced by Assembly Members Alejo, Bonta, and Roger Hernández
(Coauthor: Assembly Member Calderon)
(Coauthor: Senator Hueso)**

January 26, 2015

An act to add the heading of Article 1 (commencing with Section 14025) and the heading of Article 2 (commencing with Section 14027) to, and to add Article 3 (commencing with Section 14040) to, Chapter 1.5 of Division 14 of the Elections Code, relating to elections.

LEGISLATIVE COUNSEL'S DIGEST

AB 182, Alejo. California Voting Rights Act of 2001.

Existing law, the California Voting Rights Act of 2001 (CVRA), prohibits the use of an at-large election in a political subdivision if it would impair the ability of a protected class, as defined, to elect candidates of its choice or otherwise influence the outcome of an election. The CVRA provides that a voter who is a member of a protected class may bring an action in superior court to enforce the provisions of the CVRA, and, if the voter prevails in the case, he or she may be awarded reasonable litigation costs and attorney's fees. The CVRA requires a court to implement appropriate remedies, including the imposition of district-based elections, that are tailored to remedy a violation of the act.

This bill would prohibit the use of a district-based election in a political subdivision if it would impair the ability of a protected class, as defined, to elect candidates of its choice. The bill would require a court to implement specified remedies upon a finding that a district-based election was imposed or applied in a manner that impaired the ability of a protected class to elect candidates of its choice.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares that the purpose of this act is to address ongoing vote dilution and discrimination in voting as matters of statewide concern, in order to enforce the fundamental rights guaranteed to California voters under Section 7 of Article I and Section 2 of Article II of the California Constitution. Therefore, the provisions of this act shall be construed liberally in furtherance of this legislative intent to eliminate minority vote dilution. It is the further intent of the Legislature that any remedy implemented under this act shall comply with the 14th Amendment to the United States Constitution. The Legislature also finds and declares that this act is consistent with the decision of the Court of Appeal in *Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660.

SEC. 2. The heading of Article 1 (commencing with Section 14025) is added to Chapter 1.5 of Division 14 of the Elections Code, to read:

Article 1. General Provisions

SEC. 3. The heading of Article 2 (commencing with Section 14027) is added to Chapter 1.5 of Division 14 of the Elections Code, to read:

Article 2. At-Large Elections

SEC. 4. Article 3 (commencing with Section 14040) is added to Chapter 1.5 of Division 14 of the Elections Code, to read:

Article 3. District-Based Elections

14040. District-based elections shall not be imposed or applied in a manner that impairs the ability of a protected class to elect candidates of its choice as a result of the dilution or the abridgment of the rights of voters who are members of a protected class.

14041. (a) A violation of Section 14040 is established if it is shown that racially polarized voting occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters of the political subdivision. Elections conducted prior to the filing of an action pursuant to Section 14040 and this section are more probative to establish the existence of racially polarized voting than elections conducted after the filing of the action.

(b) The occurrence of racially polarized voting shall be determined from examining results of elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class. One circumstance that may be considered in determining a violation of Section 14040 and this section is the extent to which candidates who are members of a protected class and who are preferred by voters of the protected class, as determined by an analysis of voting behavior, have been elected to the governing body of a political subdivision that is the subject of an action based on Section 14040 and this section.

(c) The fact that members of a protected class are not geographically compact or concentrated does not preclude a finding of racially polarized voting, or a violation of Section 14040 and this section, but may be a factor in determining an appropriate remedy.

(d) Proof of an intent on the part of the voters or elected officials to discriminate against a protected class is not required.

(e) Other factors such as the history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of the election system, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns are probative, but not necessary factors, to establish a violation of Section 14040 and this section.

(f) (1) Except as provided in paragraph (2), the fact that a district-based election was imposed on the political subdivision as a result of an action filed pursuant to Article 2 shall not be a defense to an action alleging a violation of this article.

(2) (A) If a court orders a political subdivision to adopt, and subsequently approves, a district-based election system as a result of an action filed pursuant to Article 2, there shall be a rebuttable presumption in any

subsequent action filed pursuant to this article that the district-based election system of that political subdivision does not violate this article. The presumption shall apply only to the exact district-based election system that was approved by the court and shall not apply if the boundaries of the districts of the political subdivision are subsequently adjusted for any reason.

(B) This paragraph shall apply only to a district-based election system that is approved by a court on or after January 1, 2016.

14042. (a) Upon a finding of a violation of Sections 14040 and 14041, the court shall implement an effective district-based elections system that provides the protected class the opportunity to elect candidates of its choice from single-member districts.

(b) If additional effective districts under subdivision (a) are not possible without increasing the size of the governing body, or will not alone provide an appropriate remedy, the court may order additional remedies, including any of the following:

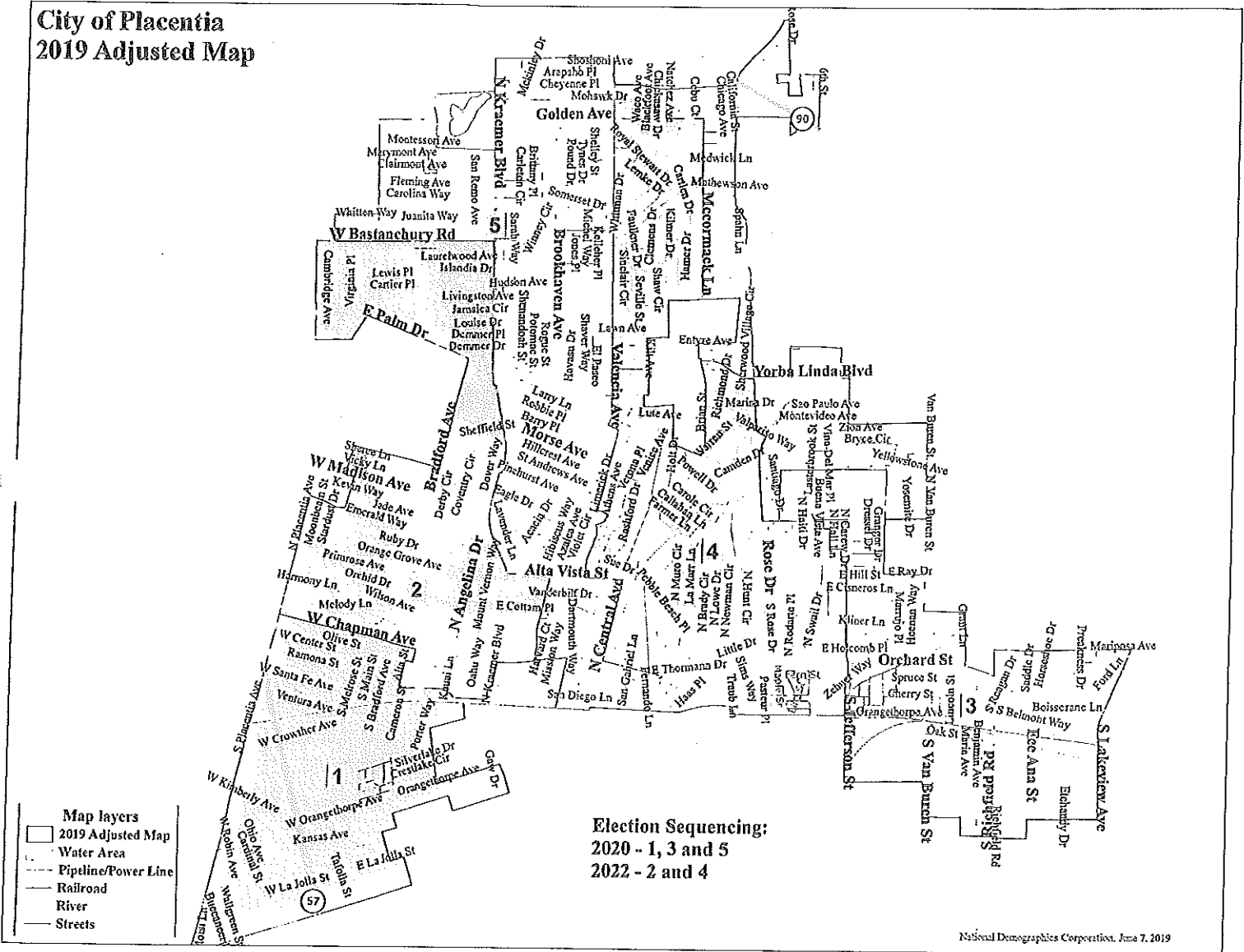
- (1) Incrementally increasing the size of the governing body upon approval of voters in the jurisdiction.
- (2) Approving a single-member district-based election system that provides the protected class the opportunity to join in a coalition of two or more protected classes to elect candidates of their choice if there is demonstrated political cohesion among the protected classes.
- (3) Requiring elections of the governing body to be held on the same day as a statewide election, as provided in Section 1001, taking into account in any such remedial determination the capacity of the county to consolidate the election date with statewide elections.
- (4) Issuing an injunction to delay an election.

14043. In any action to enforce Sections 14040 and 14041, the court shall allow the prevailing plaintiff party, other than the state or political subdivision thereof, a reasonable attorney's fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. Prevailing defendant parties shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14044. Any voter who is a member of a protected class and who resides in a political subdivision where a violation of Sections 14040 and 14041 is alleged may file an action pursuant to those sections in the superior court of the county in which the political subdivision is located.

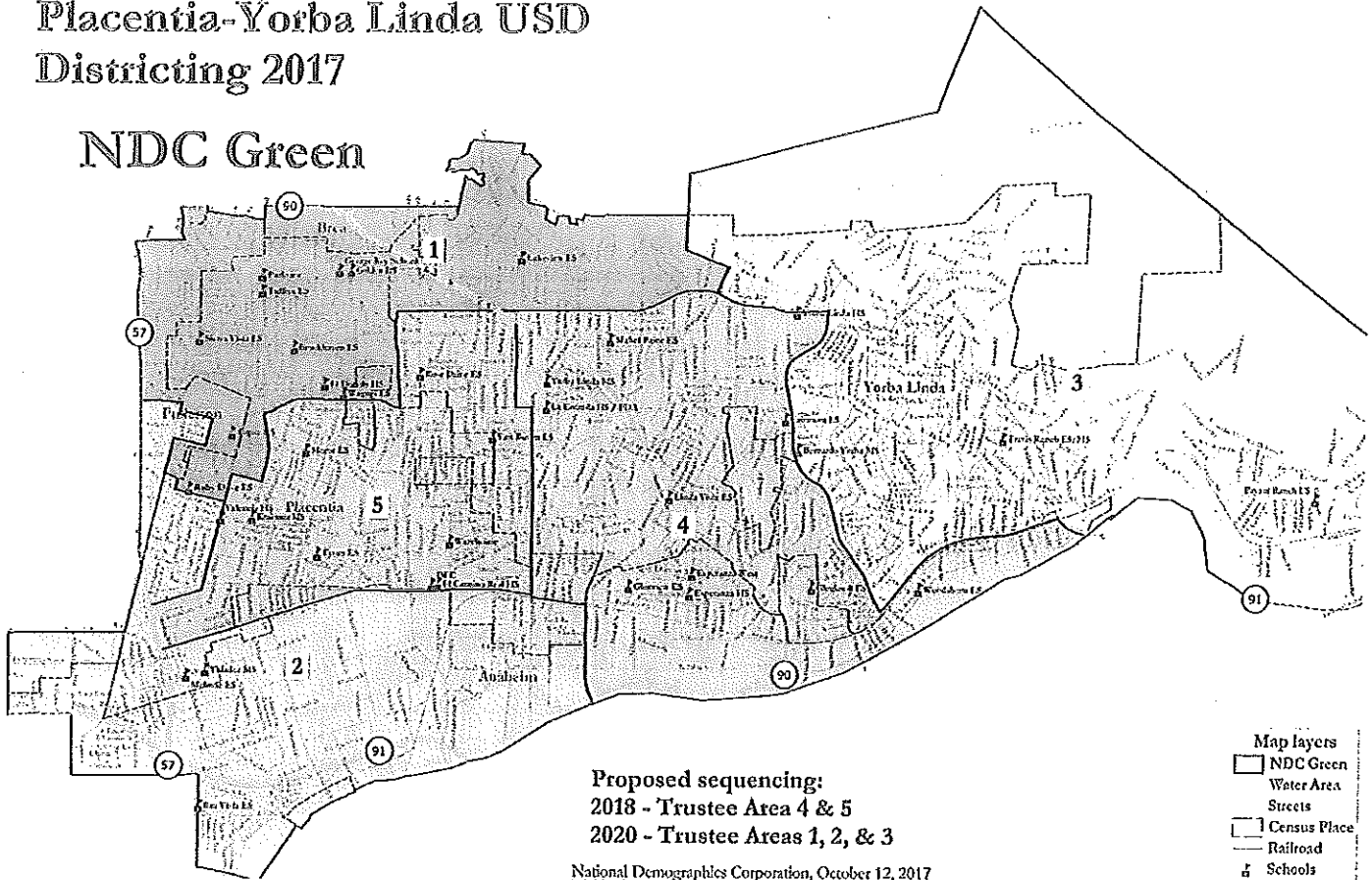
14045. If any provision of this article or its application to any person or circumstance is held invalid, Articles 1, 2 and the remainder of this article, or the application of the provision to other persons or circumstances, shall not be affected.

City of Placentia 2019 Adjusted Map



Placentia-Yorba Linda USD Districting 2017

NDC Green



Proposed sequencing:
2018 - Trustee Area 4 & 5
2020 - Trustee Areas 1, 2, & 3

National Demographics Corporation, October 12, 2017

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize an amendment to Placentia Library District Policy 6065 – Public Behavior Policy

DATE: December 12, 2019

BACKGROUND

At the September 23, 2019 Library Board of Trustees meeting, amendments were approved to Policy 6065 – Public Behavior Policy which combined Policy 6065 – Library Rules of Conduct and 6060 – Patron Behavior & Latchkey Children Policy. The amendments approved included:

6065.3

“The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.”

6065.16

“Extension cords, Ethernet cable or equipment with exposed wirings.”

6065.21

“Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.”

6065.22

“Staff may call for Police assistance whenever the person-in-charge believes it is necessary.”

6065.23

“If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children’s Librarian will call local law enforcement to pick up and escort that child to the City of Placentia Police Station.”

Library staff recommends an amendment to Policy 6065.8 reflecting a change from “Using” to “In possession of.” Attachment A is the proposed change.

RECOMMENDATIONS

1. Motion to authorize an amendment to the Placentia Library District Policy 6065 – Public Behavior Policy as discussed and presented; and,
2. Motion to approve the amendment by a roll call vote; and,
3. Roll Call Vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Library Rules of Conduct

POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use computers. The Library Rules of Conduct has been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions and conduct not allowed on Library property:

- 6065.1 Engaging in any activity prohibited by law.
- 6065.2 Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.
- 6065.3 The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.
- 6065.4 Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.
- 6065.5 Eating or drinking, except in designated areas.
- 6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers.
- 6065.7 Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.
- 6065.8 **In possession of** wheeled devices in Library property or on Library grounds, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.
- 6065.9 Using restrooms for bathing and/or shampooing.
- 6065.10 Soliciting or conducting surveys not authorized by the Library.
- 6065.11 Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

6065.12 Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.

6065.13 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.

6065.14 Bringing in articles that measure more than 16"W x 20"H x 12"D.

6065.15 Moving Library furniture and/or equipment without staff approval

6065.16 Extension cords, Ethernet cable or equipment with exposed wirings.

In addition, the following also apply to the Library Rules of Conduct:

6065.17 The Library is not responsible for children who are left unattended in or on the grounds of the Library.

6065.18 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.

6065.19 There shall be only one person allowed at each public computer workstation unless otherwise authorized by Library staff.

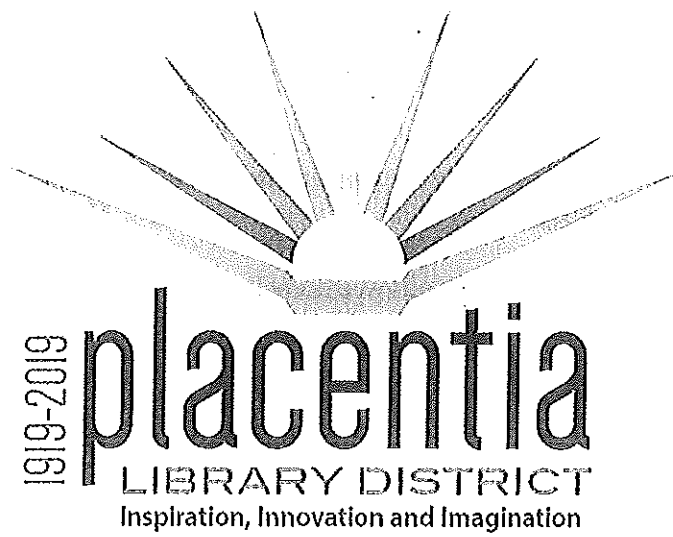
6065.20 Restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk. Children 12 and under may use the restrooms in the Children's Department which requires the child's library card or a parent's ID for usage.

6065.21 Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.

6065.22 Staff may call for Police assistance whenever the person-in-charge believes it is necessary.

6065.23 If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children's Librarian will call local law enforcement to pick up and escort that child to the City of Placentia Police Station.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: January 2020 Board Meeting Date
DATE: December 12, 2019

BACKGROUND

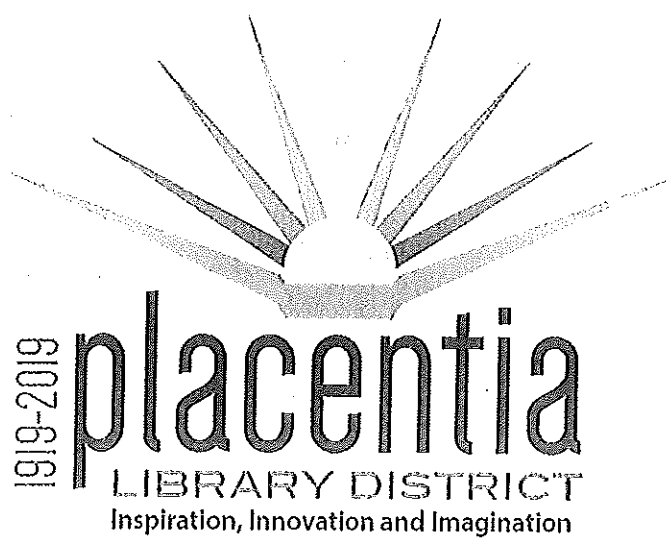
The January Board Meeting is scheduled to be held on Monday, January 20, 2020. This is a federal observed holiday for Dr. Martin Luther King, Jr. Staff has requested a closure on January 20, 2020 for a Staff Development Day (Agenda Item 28). Staff recommends the Library Board of Trustees consider Wednesday, January 22, 2020 as an alternate date. Below is the January 2020 calendar.

January 2020

S	M	T	W	Th	F	S
			1 New Year'S Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Day	21	22	23	24	25
26	27	28	29	30	31	

RECOMMENDATION

Actions to be determine by the Library Board of Trustees.



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