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## 1000.0 INTRODUCTION

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### 1010.0 Manuals

#### A. Overview

The District is governed by an elected Board of Trustees and the applicable laws of the United States, the state of California, and Los Angeles County. To provide a source of this information for the governance of the District this Trustee Policies and Procedures Manual is compiled for the information of the Board of Trustees, the staff and the general public of the District. It is an effort to present a cohesive and consistent picture of actions the Board has taken to establish policy regarding library policies and operation.

Material provided in the Trustee Policies and Procedures Manual comprises the policies adopted by the Board and the administrative rules and regulations of the District. The administrative rules and regulations are either approved directly by the Board of Library Trustees or adopted by the library administration to carry out the operational patterns of service and use of the District facilities as determined by the Board of Library Trustees.

*Adopted May 29, 1984; Revised December 14, 1989; Revised November 14, 1991; Last Reviewed May 8, 2002*

#### B. Updating

Each Member of the Board is responsible for reviewing the Manual annually and recommending updates to the full Board where appropriate. The Administrative Staff ensures that information which changes each fiscal and calendar year is kept up-to-date.

*Adopted May 29, 1984; Revised December 14, 1989; Revised November 14, 1991; Last Reviewed May 8, 2002*

#### C. Possession

Each Manual is considered property of the District and shall be returned to the District when the persons possessing the Manual retires from the Board of Library Trustees or terminate association with the District.

*Adopted May 29, 1984; Revised December 14, 1989; Last Reviewed May 8, 2002*

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### 1020.0 Historical Information and Description of the District

The District is an independent special district which was formed in April 1928 under the provision of Sections 19600-19734 of the California Education Code and encompasses the entire approximate 28 square miles of the Palos Verdes Peninsula.

The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. Since 1928, the Trustees have utilized local revenues to create for the Palos Verdes Library community a public library system which has served as a model for public libraries throughout the country.

Currently, the District provides library services to the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, and to a small unincorporated Los Angeles

County area, all of which lies within the District's boundaries and represents a population of approximately 71,900 people according to the May, 1999, combined estimate for cities and counties (Report 97 E-4) from the Demographic Research Unit, State Department of Finance.

In 1983, the City of Rancho Palos Verdes annexed the Eastview area lying to the east of the Peninsula. In April 1987, the Los Angeles County Board of Supervisors approved annexation of this area to the District, and in May 1987, the Board of Trustees adopted the Resolution approving the annexation. This added 723.5 acres to the District and a population of 8,000. In November 1989, the Board of Trustees adopted Resolution 89-2 approving the annexation of Bridlewood Circle in Rolling Hills Estates, adding approximately 35 households.

Peninsula Center Library, which is the main library, was completed in 1967 and enlarged in 1995. It is located on Silver Spur Road in the City of Rolling Hills Estates. The District also has two branch libraries, Malaga Cove Plaza and Miraleste libraries. Malaga Cove Plaza Library, adjacent to Farnham Martin Park in the City of Palos Verdes Estates, was designed by Myron Hunt and built in 1929. It was designated as a historical landmark in 1980 by the Rancho de los Palos Verdes Historical Society and placed on the National Register of Historic Places and the California register of Historical Resources in 1995. In July, 1999, Farnham Martin Park was deeded to the City of Palos Verdes Estates. Farnham Martin Park, designed by landscape architect Frederick Law Olmsted, Jr., was added to the National and State registers in 1996. Miraleste Library was completed in 1970 and is adjacent to the Miraleste Intermediate School in Rancho Palos Verdes.

The District is governed by a Board of Library Trustees which derives its authority from the Education Code and consists of five elected members who must be qualified voters and residents of the District. They serve without pay for four-year staggered terms and may be re-elected. The Board also includes three non-voting student members, representing the public and private high schools within the District's boundaries.

The Board meets the second Thursday of each month at Peninsula Center Library to conduct its business, which includes making and enforcing all regulations necessary to govern the District, appointing the Director, setting the yearly budget, and appropriating the funds necessary for District operation. The Board delegates administrative duties to the Director who operates under policies set by the Board.

Although the District is politically independent of the Board of Supervisors of Los Angeles County, the County does collect property tax revenues on behalf of the District and provides selected services for a fee, such as conducting elections.

The District believes in planning and evaluation of its services. As part of a planning process in 1988-89, the Board adopted a new mission statement, goals, and roles. The earlier objectives, which had been developed over many years and then officially adopted in 1959, are listed below.

*The District, an institution devoted to public service, is responsible for assembling, preserving and making easily and freely available the printed and other materials that will assist residents to: educate themselves continuously; keep pace with progress in all fields of knowledge; become better members of their community; discharge political and social obligations; develop their creative and spiritual capacities; appreciate and enjoy works of art and literature; make such use of leisure time as will promote personal and*

*social well-being; and contribute to the growth of knowledge. The library shall serve as an unbiased, non-partisan bureau of information for all.*

The latest planning philosophies, developed by the Public Library Association, state that public libraries today cannot successfully be "all things to all people", given current fiscal and political realities. Instead, a more pro-active approach is to identify selected areas of need, based on a knowledge of the community, and then to implement programs concentrating on those areas. As a result of this philosophy, the Board adopted in 1990 roles for each library in the District. (See Section 2010.3)

*Adopted May 10, 1984; Revised November 12, 1987; Revised July 12, 1990; Revised September 8, 1994; Revised October 6, 1994; Revised August 8, 1996; Last Reviewed January 1999; Revised August 12, 1999; Revised May 8, 2002*



1040.0 Directories

1040.1 Trustees

Term Expires

Ms. Jane Jones; 2747 Vista Mesa Drive, Rancho Palos Verdes, CA 90275; 310-831-3372 11/05  
Mr. Robert Katherman; 18 Rocking Horse Road, Rancho Palos Verdes, CA 90275; 310-514-8549 11/03  
Mr. James Moore; 6810 Locklenna Lane, Rancho Palos Verdes, CA 90275; 310-377-3189 11/03  
Mr. Ted Paulson; 5248 Valley View Road, Rancho Palos Verdes, CA 90275; 310-541-2757 11/05  
Mr. George Uraguchi; 28733 Covecrest Drive; Rancho Palos Verdes, CA 90275; 310-377-5253 11/03

*Last Updated December 13, 2001*

1040.2 Library Administration

The public hours of the Office of the Director are: 8:30 a.m. through 5:00 p.m., Monday through Friday.

Director - Barbara L. Roberts

Finance Director - Julie Lovelace  
Executive Assistant - Merna Marshall

Legal Counsel - (General)

**Richards, Watson, and Gershon**

333 South Hope Street, 38th Floor, Los Angeles, CA 90071; 213-626-8484

Legal Counsel - (Labor)

**Liebert Cassidy**

6033 W. Century Blvd., Suite 601, Los Angeles, CA 90045; 310-645-6492

*Last Updated March 2002*

1040.3 Library Support Groups

Peninsula Friends of the Library - President

P. O. Box 2361, Palos Verdes Peninsula, CA 90274; 310-377-9584, ext. 240

Palos Verdes Peninsula Library Foundation - President

P. O. Box 5141, Palos Verdes Peninsula, CA 90274, 310-377-9584, ext. 399

*Last Reviewed May 8, 2002*

1040.4 System Advisory Board Delegate/Alternate

Delegate: Frances Wielin, 16 Seaview Drive South, Rolling Hills Estates, CA 90274; 310-541-6189

Alternate: None

*Last Updated November 8, 2001*

1040.5 Emergency Numbers

There are specific staff members designated to handle emergency situations when the Director is not on the premises or cannot be reached by telephone. They are listed below:

DIRECTOR, Barbara L. Roberts ..... 310-378-4413  
FINANCE DIRECTOR, Julie Lovelace ..... 310-833-3960

PERSON IN CHARGE OF BUILDING (list kept at all public desks)

FIRE AND PARAMEDICS ..... 911 or 310-679-1131  
at Malaga Cove (PVE).....310-378-4275

SHERIFF (Lomita Station).....310-539-1661  
POLICE at Malaga Cove (PVE).....310-378-4211

**BUILDING & MAINTENANCE PROBLEMS**

CALL FIRST:

Rob Vose, Building Engineer (pager/phone) ..... 310-730-9877/310-375-9705

THEN:

Jose Florez, Maintenance Worker II (pager) .....310-730-9882

HEATING & AIR CONDITIONING ..... District Maintenance Staff

BOARDING UP WINDOWS (A & S Glass House).....310-530-1100

SECURITY/FIRE ALARM - Peninsula Center (Account No. 505207)

Honeywell (fire response).....310-808-2222

Malaga Cove & Miraleste (Protection One) .....877-865-8649  
(Give name and abort code)

SCHINDLER ELEVATOR - Peninsula Center .....800-225-3123

LOCKSMITH (Lazami Lock - Sam) .....310-378-1263

PLUMBER (Mr.. Rooter).....310-320-5698

ELECTRICIAN (page Building Engineer)(pager/phone) ..... 310-730-9877/310-375-9705

PEST CONTROL (Dewey) .....310-328-0553

*Last Updated January 2003*

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2000.0 GOALS AND PHILOSOPHY

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2010.0 District Goals - Master Plan

2010.1 Mission

The Palos Verdes Library District's mission is to provide all people with unrestricted and free access to its services and to a balanced, unbiased and diverse collection of books and other materials needed to meet the community's informational needs.

Adopted April 19, 1989; Last Reviewed May 8, 2002

2010.2 Goals

Service Goal: to provide timely, courteous, and quality library services responsive to patrons of all ages

Collection Goal: to provide and maintain an easily accessible, broad and current collection of materials, easy to use

Staff Goal: to select and support qualified staff who are dedicated to public library service

Facilities Goal: to provide and maintain accessible, safe, efficient and welcoming facilities

Finance Goal: to ensure financial stability and provide for cost effective operations

Public Awareness Goal: to increase public awareness of library services and resources and to encourage community support of the Library District

Planning Goal: to plan, evaluate and revise the District's current goals, objectives, and roles and to allocate the District's resources accordingly

Adopted April 19, 1989; Last Reviewed May 8, 2002

2010.3 Roles

A. Peninsula Center Library

Primary Roles: Popular Materials Center  
Reference Center

Secondary Roles: Pre-schoolers' Door to Learning  
Formal Education Support Center

Adopted April 19, 1989; Last Reviewed May 8, 2002

B. Malaga Cove Plaza Library

Primary Role: Popular Materials Center  
Secondary Role: Reference Center

Adopted February 8, 1990; Revised February 8, 1996; Last Reviewed May 8, 2002

C. Miraleste Library

Primary Role: Popular Materials Center

Secondary Role: Formal Education Support Center

Adopted February 8, 1990; Revised February 8, 1996; Last Reviewed May 8, 2002

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2020.0 Philosophy Statements

2020.1 Library Bill of Rights

The Board of Library Trustees subscribes to and supports the following basic principles which govern the services of all libraries in the District.

- A. As a responsibility of library service, books and other library materials selected should be chosen for values of interest information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
- B. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
- C. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. The rights of an individual to the use of a library should not be denied or abridged because of age, race, religion, sex, national origins, or social or political views.
- F. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted March 8, 1984; Revised December 10, 1987; Last Reviewed May 8, 2002

2020.2 Intellectual Freedom Resolution

WHEREAS the Council of the California Library Association adopted on December 13, 1977, a policy statement on Intellectual Freedom and,

WHEREAS the Palos Verdes Library District endorses the four elements of this policy statement,

THEREFORE it is the policy of the Palos Verdes Library District to:

- A. Oppose Censorship
- B. Preserve the right of privacy
- C. Preserve the right of free access

D. Aggressively convey these positions to the community.

2020.3

Adopted February 15, 1978; Last Reviewed May 8, 2002  
Intellectual Freedom Statement

The heritage of free men is ours. In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to un-restricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, full freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy--who has faith in the political and social integrity of free men--must stand firm on those Constitutional guarantees of essential rights.

Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

- A. We will make available to everyone who needs or desires them the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional--occasionally heretical--until his idea is first examined, then refined, then tested in its political, social, or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle non-conformist ideas at their inception would be to end democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

- B. We need not endorse every idea contained in the materials we produce and make available.

We service the educational process by disseminating the knowledge and wisdom required for the growth of the mind and the expansion of learning. For us to employ our own political, moral, or esthetic views as standards for determining what materials are published or circulated conflicts with the public interest. We cannot foster true education by imposing on others the structure and content of our own opinions. We must preserve and enhance the people's right to a broader range of ideas than those held by any librarian or publisher or church or government. We hold that it is wrong to limit any person to those ideas and that information another believes to be true, good, and proper.

- C. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliations of the author or others responsible for it or its publication.

A work of art must be judged solely on its own merits. Creativity cannot flourish if its appraisal and acceptance by the community is influenced by the political views or private lives of the artists or the creators. A society that allows blacklists to be compiled and used to silence writers and artists cannot exist as a free society.

- D. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.

Our society has no place for legislative efforts to coerce the taste of its members, to restrict adults to reading matter deemed suitable only for children, or to inhibit the efforts of creative persons in their attempts to achieve artistic perfection. When we prevent serious artists from dealing with truth as they see it, we stifle creative endeavor at its source. Those who direct and control the intellectual development of our children--parents, teachers, religious leaders, scientists, philosophers, statesmen--must assume the responsibility for preparing young people to cope with life as it is and to face the diversity of experience to which they will be exposed as they mature. This is an affirmative responsibility that cannot be discharged easily, certainly not with the added burden of curtailing one's access to art, literature, and opinion. Tastes differ. Taste, like morality, cannot be controlled by government, for governmental action, devised to suit the demands of one group, thereby limits the freedom of all others.

- E. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversive, dangerous, or otherwise undesirable.

Labeling attempts to predispose users of the various media of communication, and to ultimately close off a path to knowledge. Labeling rests on the assumption that persons exist who have a special wisdom, and who, therefore, can be permitted to determine what will have good and bad effects on other people. But freedom of expression rests on the premise of ideas vying in the open marketplace for acceptance, change, or rejection by the individuals. Free men choose this path.

- F. We, as guardians of intellectual freedom, oppose and will resist, every encroachment upon that freedom by individuals or groups, private or official.

It is inevitable in the give-and-take of the democratic process that the political, moral and esthetic preferences of a person or group will conflict occasionally with those of others. A fundamental premise of our free society is that each citizen is privileged to decide those opinions to which he will adhere or which he will recommend to the members of a privately organized group or association. But no private group may usurp the law and impose its own political or moral concepts upon the general public. Freedom cannot be accorded only to selected groups for it is then transmuted into privilege and unwarranted license.

- G. Both as citizens and professionals, we will strive by all legitimate means open to us to be relieved of the threats of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

Those who refuse to compromise their ideas in support of intellectual freedom have often suffered dismissals from employment, forced resignations, boycotts of products

and establishments, and other invidious forms of punishment. We perceive the admirable, often lonely, refusal to succumb to threats of punitive action as the highest form of true professionalism: dedication to the cause of intellectual freedom and the preservation of vital human and civil liberties.

In our various capacities, we will actively resist incursions against the full exercise of our professional responsibility for creating and maintaining an intellectual environment which fosters unrestrained creative endeavor and true freedom of choice and access for all members of the community.

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in books and other kinds of communications. We do this in our belief that a free intellectual climate fosters creative endeavors capable of enormous variety, beauty, and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that will be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its many facets, is a precarious course. We espouse it heartily.

Adopted March 8, 1984; Last Reviewed May 8, 2002

#### 2020.4 Statement on Labeling

The Board of Library Trustees subscribes to and supports the following American Library Association statement of Labeling, which opposes the technique of labeling as a means of predisposing readers against library materials for the following reasons:

- A. Labeling<sup>1</sup> is an attempt to prejudice the reader, and as such it is a censor's tool.
- B. Although some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association must oppose the establishment of such criteria.
- C. Libraries do not advocate the ideas found in their collections. The presence of a magazine or book in a library does not indicate an endorsement of its contents by the library.
- D. No one person should take the responsibility of labeling publications. No sizable group of persons would be likely to agree either on the types of material which should be labeled or the sources of information which should be regarded with suspicion. As a practical consideration, a librarian who labels a book or magazine might be sued for libel.
- E. If materials are labeled to pacify one group, there is no excuse for refusing to label any item in the library's collection. Because authoritarians tend to suppress ideas and

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<sup>1</sup> "Labeling," as it is referred to in the Statement on Labeling, is the practice of describing or designating certain library materials, by affixing a prejudicial label to them or segregating them by a prejudicial system, so as to pre-dispose readers against the materials.

attempt to coerce individuals to conform to a specific ideology, the American Library Association opposes such efforts which aim at closing any path to knowledge.

Adopted March 8, 1984; Revised December 10, 1987; Last Reviewed May 8, 2002

## 2020.5 Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

- A. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- B. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- C. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- D. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- E. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted October 8, 1998; Last Reviewed May 8, 2002

## 2020.6 Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to

sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, as we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression. And yet suppression is never more dangerous than in such time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solution, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions of social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

- A. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the

constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- B. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

- C. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

- D. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

- E. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

- F. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

- G. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted April 8, 1984; Last Reviewed May 8, 2002

## 2020.7 Confidentiality of Library Records

Library circulation and registration records kept for the purposes of identifying the borrower of items available in the library are confidential and shall not be disclosed to any person, local agency or state agency, except as follows:

- (i) By a person acting within the scope of his or her duties within the administration of the library;
- (ii) By a person authorized in writing, by the individual to whom the records pertain, to inspect the records; and
- (iii) By order of the appropriate Superior Court.

As used in this Policy, the term "circulation records" includes any information which identifies the patrons who have borrowed particular books or other materials. The term "registration

records" includes any information which the library requires a patron to provide in order to become eligible to borrow books and other materials.

Notwithstanding previous provisions of this Policy, records of fines imposed on borrowers and the name of persons against whom such fines have been imposed may be disclosed to a person making such request, provided advance authorization is obtained from the District Director. (Government Code Section 6267.)

**Adopted April 8, 1984; Revised December 10, 1987; Revised December 13, 1990; Revised September 10, 1992; Revised May 11, 1995; Last Reviewed May 8, 2002**

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## 3000.0 GOVERNMENTAL REGULATIONS

The Government Regulations section of the Manual is difficult to keep up to date as legislation is continually being proposed, amended, etc. Therefore, this section of the Manual is not all inclusive, yet provides an index of some of the Codes more relevant to the District in general, and libraries in particular. A complete copy of the majority of the items listed below is available for review in the Reference Department of Peninsula Center Library. All information below is available via the Internet.

Updated August 9, 1990; Revised July 10, 1997; Revised July 13, 2000; Last Reviewed May 8, 2002

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### 3010.0 State of California Legislation

#### 3010.1 District Organization

- A. Library Districts in Unincorporated Towns and Villages - Education Code Section 19600 - 19734
- B. District Definition Section 56036 & 56044
- C. District Reorganization Act - Government Code Section 56063 - 56073

#### 3010.2 Election/Vacancies

- A. Uniform District Election Law -- Election Code Sections 10500 - 10556
- B. Special Districts; Method of Filling Vacancies on Elected Governing Boards; Term -- Government Code Section 1780

#### 3010.3 Funding

- A. Maximum Property Tax Rates for Local Agencies -- Revenue & Taxation Code Sections 2201 - 2327
- B. Proposition 13 -- State Constitutional Amendment, Article 13A, (Government Tax Limitation)
- C. Proposition 4 -- Constitution Code, Article 13B (Government Spending Limitation)
- D. California Library Services Act -- Education Code Sections 18700 - 18767

#### 3010.4 Miscellaneous

- A. Meetings -- Ralph M. Brown Act -- Government Code Sections 54950 - 54962
- B. Local Public Employee Organizations -- Meyers-Milias-Brown Act -- Government Code Sections 3500 - 3510
- C. Trustee Liability -- Government Code Section 820.9

D. Claims and Actions – Government Code Section 900 et seq.

- E. Conflict of Interest – California Political Reform Act
  - 1. Conflict of Interest and Disclosure Code
  - 2. Statement of Economic Interests – CA Form 700
- F. Request for Copies of District Documents – Government Code Section 6253
- G. Harmful Matter – Penal Code, Part 1, Title 9, Chapter 7.6, Sections 313 – 313.5
- H. Libraries – Miscellaneous Provisions – State Education Code Sections 19900 - 19902 & 19910 - 19922

Revised August 8, 2002

### 3010.5 California Library Laws – published by California State Library

Below is the Introduction and Table of Contents for California Library Laws 2000 as published by California State Library. A complete booklet of California Laws 2000 as prepared by the California State Library is available at the Reference Desk at Peninsula Center Library.

#### Introduction

**California Library Laws 2000** is a selective guide to state laws and related materials that most directly affect the everyday operations of public libraries and organizations that work with public libraries. It is intended as a convenient reference, not as a replacement for the annotated codes or for legal advice.

The guide is organized as follows. Statutes relating to library programs of statewide applicability are listed first, those of local applicability next. Miscellaneous provisions that apply to a particular type of library are appended to that library's statutes. Next are statutes which are not unique to libraries, but are commonly used to provide library services. Concluding sections cover fiscal and miscellaneous provisions affecting libraries in general. Appendixes include a list of California court decisions and Attorney General Opinions relating to libraries, and a table of statutes. There is no index as such.

Full text as in effect January 1, 2000, is provided for most of the material. For less frequently-used statutes, only the library-specific text or a brief citation is provided. Omission of matter not directly relevant to libraries, or unrepealed obsolete material, is indicated by three asterisks (\*\*\*)

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Adopted July 13, 2000; Last Reviewed August 2002

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3020.0 Federal Legislation

3020.1 The Museum and Library Services Act of 1996, Subtitle B – Library Services and Technology Act

3020.2 Copyright Law of the United States - Title 17 of the United States Code, Section 108, paragraphs (d) (2) and (e) (2)

### 3020.3 Americans with Disabilities Act

#### A. Americans with Disabilities Act Policy

The District complies with its responsibilities under the Americans with Disabilities Act ("ADA"). The District makes every reasonable effort to assure that no person, by reason of a disability, is excluded from the benefits of the District's services, programs, or activities.

The Director is designated to coordinate the District's efforts to comply with and carry out its responsibilities under the ADA, including investigation of any complaint communicated to the District alleging its non-compliance with the ADA. The District has adopted grievance procedures providing for prompt and equitable resolution of complaints per Policy No. 3020.3.B(Americans with Disabilities Act Grievance Procedure). The District shall provide notice to interested parties of their rights and protections afforded by ADA Title II.

To comply with the Americans with Disabilities Act, the District shall:

2. make reasonable efforts to remove access barriers except when such removal is not readily achievable and/or would impose an undue hardship on the District;
2. not discriminate against qualified individuals with disabilities in employment and will make reasonable accommodation to the known disabilities of qualified applicants and employees with disabilities;
3. review its ADA self-evaluation at least every three years and retain it for at least three years. The self-evaluation, which is available for public inspection in the office of the Director, shall include the following: a list of interested persons consulted about the self-evaluation; a description of the areas examined and any problems identified; and a description of any modifications made.

**Adopted February 9, 1995; Revised August 14, 1997; Last Reviewed May 8, 2002**

#### B. Americans with Disabilities Act Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Palos Verdes Library District.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interview or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

District Director  
701 Silver Spur Road  
Rolling Hills Estates, CA 90274

Within 15 calendar days after receipt of the complaint, the Director shall meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days

after the meeting, the Director will respond in writing and, where appropriate, in a format accessible to the complainant such as large print, Braille, or audio tape. The response will explain the position of the District and offer options for substantive resolution of the complaint.

If the response by the Director does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the Director of Finance within 15 calendar days after receipt of the response to the President of the Board of Library Trustees or his/her designee.

Within 15 calendar days after receipt of the appeal, the President of the Board of Library Trustees or his/her designee will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the President of the Board of Library Trustees or his/her designee will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Director, appeals to the President of the Board of Library Trustees or his/her designee, and responses from the Director and the President of the Board of Library Trustees or his/her designee will be kept by the Palos Verdes Library District for at least three years.

**Adopted February 9, 1995; Revised August 14, 1997; Last Reviewed May 8, 2002**

4000.0 PERSONNEL

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- 4010.0 Organization Charts
- 4010.1 Administration
- 4010.2 Facilities
- 4010.3 Circulation Services
- 4010.4 Information Services
- 4010.5 Malaga Cove Plaza Library
- 4010.6 Miraleste Library
- 4010.7 Technical Services
- 4010.8 Young Readers Services

#### 4020.0 Director

When deemed advisable by the Board, the Director may be employed under a contract mutually agreed upon by the Board and Director. The entire Board reviews this contract with the Director annually.

The Director's yearly performance evaluation is based on a mutually agreed upon statement of management goals and objectives adopted at the beginning of the contract year.

The Director is responsible for carrying out policies and directives adopted by the Board and is the administrative supervisor for the Board of all Library operations. Among the Director's duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, submission to this Board of monthly, annual and such other special reports as the Board may require, yearly formulation of proposed budget, the recommendation to the Board of such policies and procedures that, in the opinion of the Director, will promote the efficiency of the Library and its service to the people of the community.

**Adopted January 14, 1988; Last Reviewed May 8, 2002**

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4025.0 Director's Contract

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4030.0 Employer/Employee Resolution

4035.0 Memorandum of Understanding

All MOUs prior to July 2002 have been incorporated into the Personnel Policies and Procedure Manual (Section 4040.0). Resolution No. 2002-10 adopts the most recent MOU between the Service Employees International Union, Local 347, and the Palos Verdes Library District, (attached as part of this section).

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4040.0 Personnel Policies and Procedures

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4050.0 Policy Against Harassment

The Palos Verdes Library District is committed to providing a quality work environment in which employees or volunteers can perform their duties free from intimidation, humiliation, or insult. In keeping with this policy, the District strictly prohibits harassment of any kind, including harassment on the basis of sex, race, color, religion, gender, age, mental or physical disability, medical condition, national origin, marital status, veteran status, sexual orientation, or any other characteristic protected under federal, state law, or local ordinance. Harassment is an offense against the District as well as any specific employee or group of employees. Harassment may take many forms, but the most common forms include:

- A. Verbal harassment, such as jokes, epithets, negative stereotyping, derogatory comments, or slurs;
- B. Physical harassment, such as physical interference with normal work, impeding or blocking movement, assault or unwelcome physical contact;
- C. Visual Harassment, such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings, gestures, display of sexually suggestive or lewd objects, or unwelcome notes or letters; and
- D. Sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talk and jokes.

There are two distinct categories of sexual harassment:

- 1. Sexual harassment occurs when an individual's submission to or rejection of unwelcome sexual conduct is used as a basis for employment decisions; and
- 2. Sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment even if it does not lead to tangible or economic job consequences.

Reporting: If an employee believes that he or she is the victim of harassment, the employee should report the incident to his or her immediate supervisor, or if for some reason the employee feels uncomfortable about making a report to that supervisor, the report may be made to the Director or a designee.

Any and all complaints of harassment will be investigated thoroughly, promptly, without prejudice and in a confidential manner. Employees or volunteers who are witnesses to or are victims of harassment may be required to provide statements during administrative investigations regarding their observations. After the investigation is completed, the District will take whatever corrective action is deemed appropriate, including disciplining or discharging any individual who is believed to have violated the District's harassment policy.

Retaliation, including engaging in direct reprisals or encouraging others to do so, is strictly forbidden. No actions may be taken against any person who: (1) complies with, or encourages others to comply with, any provision of this policy; (2) files a complaint concerning any violation of this policy; (3) testifies, assists, or participates in any investigation or hearing resulting from a complaint under this policy; or (4) exercises or attempts to exercise any right conferred under this policy.

**Adopted June 13, 1991; Revised August 14, 1997; Last Reviewed May 8, 2002**

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#### 4060.0 Safety Program

The District is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the District has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel, which is administered by the Director, or a designee. The program will include periodic inspections to find and eliminate unsafe working conditions or practices and investigating occupational injuries and illnesses. Each employee receives training in this program.

Each employee at all times is expected to plan and carry out work assignments with regard to his/her own personal safety and the safety of others. All employees must report immediately any accidents involving District-owned equipment or involving District personnel on District time to their supervisor so that the district can take corrective action as soon as possible. If a supervisor is not available, the employee shall report the accident to the next higher level of supervision or the Director's office. Any damage to District-owned property or any accident involving District personnel, equipment, or property must be reported. Failure to report an accident may be grounds for disciplinary action, up to and including termination.

Adopted June 13, 1991; Revised August 14, 1997; Last Reviewed May 8, 2002

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#### 4070.0 Attendance of Employees at Conferences

The Board of Library Trustees authorizes the Director to approve attendance of employees at major conferences such as the California Library Association Conference or the American Library Association Conference, provided that sufficient funds have been budgeted. The Director is to prepare a fiscal year-end report to the Board indicating how budget was spent.

Approved November 12, 1987; Revised December 14, 1991; Last Reviewed May 8, 2002

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#### 4080.0 Appointment of Personnel

The Board of Library Trustees will officially appoint all officers and employees of the Library District in accordance with Division 20, Article 2, Section 19647 of the California Education Code. The Director shall present to the Board a list of all hiring selections, resignations, terminations, or changes in status for all employees, indicating employee name, position, department, and effective date of change in status. Such list shall be provided in the Board's Consent Calendar at each regularly scheduled meeting and shall list all changes having occurred within the prior month. Approval of the Consent Calendar by the Board will constitute official appointment of all officers and employees of the Library District in accordance with Division 20, Article 2, Section 19647 of the California Education Code.

Revised December 12, 1991; Revised March 13, 1997; Last Reviewed May 8, 2002

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#### 4090.0 Employment of Relatives

Relatives or cohabitants of employees or Library Trustees will not be eligible for employment with the District when actual or potential problems of supervision, safety, security, morale, or actual or potential conflicts of interest exist and the problems cannot be resolved by reasonable accommodation. "Relatives" are defined as an employee's parents, child(ren), spouse, brothers, sisters, in-laws and step relationships. For the purposes of this policy, "cohabitation" is defined as two legally unrelated individuals who share a household.

If two employees marry, become related, or cohabit, and the potential or actual problems noted above exist, only one of the employees will be permitted to remain employed by the District unless reasonable accommodation will eliminate the actual or potential problems. The decision as to which relative or cohabitant will remain employed by the District must be made by the two employees within thirty (30) calendar days of the creation of the relationship. If no decision has been made by the end of the thirty (30) calendar days, the District will select the employee to be terminated.

If an employee and a volunteer marry, become related, or cohabit, and the potential or actual problems noted above exist, only one of the individuals will be permitted to perform services for the District as an employee or volunteer unless reasonable accommodations will eliminate the actual or potential problems. The decision as to which individual will be allowed to continue to provide services to the District must be made by the two individuals within thirty (30) calendar days of the creation of the relationship. If no decision has been made by the end of the thirty (30) calendar days, the District will select the individual whose relationship with the District will be terminated.

If a Library Trustee and an employee or volunteer marry, become related, or cohabit, and the potential or actual problems noted above exist, the employee or volunteer will be permitted to remain employed by the District or to volunteer services to the District if reasonable accommodation will eliminate the actual or potential problems. If the actual or potential problems cannot be eliminated by reasonable accommodation the employee will be terminated or the volunteer will no longer be allowed to volunteer services to the District.

If accommodations are made for any of the above situations, these accommodations will be documented in writing.

Adopted May 11, 1995; Revised August 14, 1997; Last Reviewed May 8, 2002

5000.0 LIBRARY OPERATION

5010.0 Hours

**Peninsula Center Library**

Monday through Thursday	10:00 a.m. - 9:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

**Malaga Cove Plaza Library**

Monday	10:00 a.m. - 5:00 p.m.
Tuesday	1:00 p.m. - 7:00 p.m.
Wednesday	1:00 p.m. - 7:00 p.m.
Thursday	1:00 p.m. - 7:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	Closed

**Miraleste Library**

Monday	10:00 a.m. - 5:00 p.m.
Tuesday	1:00 p.m. - 7:00 p.m.
Wednesday	1:00 p.m. - 7:00 p.m.
Thursday	1:00 p.m. - 7:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	Closed

Revised May 12, 1988; Revised November 1, 1991; Updated July 16, 1993; Updated November 10, 1994; Updated March 9, 1995; Updated April 13, 1995; Updated August 5, 1995; Updated January 11, 1996; Updated June 13, 1996; Revised April 10, 1997; Revised December 11, 1997; Revised February 1999; Last Reviewed January 1999; Revised May 1, 1999; Last Reviewed June 8, 2000; Updated September 8, 2000

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5015.0 National Days of Mourning

The Board of Library Trustees authorizes the Director, in the event that the President of the United States declares a national day of mourning, to close library facilities on that day.

Approved January 13, 1973; Revised December 12, 1991; Last Reviewed April 11, 2002

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5020.0 Library Use

5020.1 Eligibility

A. WHEREAS the Board of Library Trustees supports the concept that all people of the state have free and convenient access to all library resources and services;

BE IT RESOLVED that the Palos Verdes Library District will extend to all residents of the State of California the same borrowing privileges available to the residents of the Palos Verdes Library District.

**Adopted January 9, 1969; Revised July 9, 1987; Last Reviewed April 11, 2002**

## B. Identification Requirements

1. Adult patrons must show the following: photo identification AND proof of current address, such as a current utility bill, bank statement, or credit card bill showing their name and current address. If the patron does not have the required proof of current address as described above, a driver's license or other proof of current address will be accepted on the first checkout; however, on the second visit the patron will be required to provide the required proof of address.

2. Minors (under 18 years of age): parent or legal guardian must be present to show identification required (described above) and to sign the library card application form and the minor's library card before the card will be issued to the minor. In order to receive a library card, children must be able to print their first name or be at least three years of age.

Exception to the above: minors visiting the library on a supervised class trip may obtain a library card if the teacher or scout leader in charge of the group has obtained a completed library card application form from the parents or legal guardians prior to the library visit.

## C. Library Card Renewals

All library cards will be verified one year from activation date. Patron verifications are accomplished in one of two ways.

1. If the patron is still in the database, staff simply verifies the patron's personal information and reactivates the card.
2. If the patron has been deleted from the database (records are purged if not used within a three period), a new application is required per Policy No. 5020.1.B (Identification Requirements). Borrowing privileges as stated in Policy No. 5020.2 (Borrowing Privileges) apply.

Adopted January 9, 1969; Revised July 9, Revised September 8, 1994; Revised April 11, 1996; Revised June 13, 1996; Revised July 13, 2000; Revised April 11, 2002

## 5020.2 Borrowing Privileges

### A. Loan Periods:

- 1-day loan: new feature videos/DVDs
- 7-day loan: video materials, DVDs, rental books
- 14-day loan: new books; e-books
- 28-day loan: all regular books, audio books (cassette & CD)

B. Borrowers are limited to thirty (30) items, (exception: limit three (3) new videos/DVDs; ten (10) other videos/DVDs; holds can be placed)

- C. Upon approval by a librarian, teachers who teach within and provide proof of employment with a school within the Palos Verdes Library District service area may check out items for a 60-day extended classroom loan.

**Adopted October 20, 1965; Revised January 30, 1986; Revised June 11, 1992, Revised May 12, 1994; Revised October 9, 1997; Revised April 11, 2002.**

### 5020.3 Withdrawal of Library Privileges

If an individual owes \$5.00 or more in fines or has been billed for 1 or more unreturned items, his or her borrowing privileges are suspended until the fine is paid.

Adopted October 20, 1965; Revised January 30, 1986; Revised June 11, 1992, Revised May 12, 1994; Revised October 9, 1997; Revised April 11, 2002.

### 5020.4 Behavior

#### A. Removal from Library

Any behavior in the Library or on the grounds which interferes with the use of the Library by others or which endangers property or persons is reason for immediate removal from the premises at the discretion of the Library staff or security officer. Any individual or group engaging in such behavior may be asked for identification. Repeated incidents may result in the suspension of borrowing privileges and/or the suspension from using the library facilities.

Adopted December 9, 1982; Revised December 10, 1987; Revised June 11, 1992; Last Reviewed April 11, 2002

#### B. Monitors

The hiring of monitors (security officers) has been approved by the Board to ensure an atmosphere in the Library which allows all patrons the freedom to pursue their tasks and interests with a minimum of disturbance and allow staff to carry out their assigned duties without having to maintain order.

Adopted December 9, 1982; Revised December 10, 1987; Revised June 11, 1992; Last Reviewed April 11, 2002

### 5020.5 Unattended Children

The Palos Verdes Library District as a public institution, is devoted to serving the needs of patrons of all ages. The Library staff, however, cannot assume responsibility for the safety and conduct of children left unattended. Parents are advised that they may not leave children under the age of nine unattended in the Library. Parents are responsible for their child's behavior while in the Library.

Adopted July 9, 1987; Last Reviewed April 11, 2002

## 5020.6 Copyright Regulations

Copying of any library material owned by the District, including books, periodicals, newspapers, phonodiscs, audiotapes, videotapes and information in any form is governed by United States copyright law. The following notice is to be posted in all District libraries:

### NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Adopted July 12, 1990; Revised June 11, 1992; Last Reviewed April 11, 2002

## 5020.7 Reference Materials

Valid identification is required for use of reference materials shelved behind the Reference Information Desk. All reference materials must be used in the Library and those borrowed from the Reference Information Desk must be returned to the Reference Information Desk the same day they are borrowed, at least ten minutes before closing.

Anyone failing to return borrowed reference materials, with the exception of limited-time-use items, to the Reference Information Desk will be fined \$5 per day, per item. Limited-time-use items must be returned within allotted reserve period.

Removal of any reference materials from the Library may be considered theft under the California State Penal Code, Section 490.5, and offenders may be subject to prosecution.

Adopted January 13, 1983; Revised July 12, 1990; Last Reviewed April 11, 2002

## 5020.10 Internet Access by Minors

Patrons under 18 years of age must have written permission from a parent, legal guardian or adult caregiver to access the Internet.

Adopted November 11, 1999; Last Reviewed April 11, 2002

## 5040.0 Policies Regarding Library Materials

### 5040.1 Selection of Materials

The Board of Library Trustees, recognizing the pluralistic nature of this community with the varied backgrounds and needs of all its patrons, hereby adopts the following principle and practices as the Library Materials Selection Policy.

- A. The Library Bill of Rights, the Intellectual Freedom Statement, the Statement of Labeling and the Freedom to Read Statement of the American Library Association are fundamental to this policy.

B. The Library is considered a resource of thought, opinion and expression of humankind, and as such, materials in its collection are inclusive rather than exclusive.

C. Library materials are primarily chosen for values of interest, proven or potential, information and enlightenment of all people of the community. Secondary considerations include availability, cost, the amount of similar materials already in the collection and the extent to which the materials may be available elsewhere in the community or in the Metropolitan Cooperative Library System.

D. The schools provide books and related materials which support the curriculum, therefore the Library does not purposely duplicate materials used in the community's schools.

E. Library materials selection shall be vested in the District Director and under his or her direction such members of the staff who are qualified by reason of education or training. Any library materials so selected shall be held to be selected by the Board of Trustees.

F. Discriminating use of library materials is purely an individual matter, and while everyone is free to reject for themselves materials which they do not approve, they shall not be allowed to impose their personal taste in restricting the freedom to access of library materials for others.

G. As an institution devoted to the dissemination of the knowledge of humankind and adhering to the right of all patrons to free access of library materials, the Library does not wish to be placed in the position of interfering with the right of parents or guardians to determine their children's selection of materials. Any restriction to access of library materials shall be the sole responsibility of a child's parent or guardian.

H. The Library does not place materials on "closed shelves" to protect the public from the content of the material. Other than reference materials, the only items of limited access are those which themselves need protection because of cost, frequency of use, susceptibility to loss or damage, and fragility or physical format unsuited to heavy use.

I. Gifts of library materials or funds to enrich the Library's collection are welcome. The principles and practices set forth here are applied to all materials proffered. The Library reserves the right to accept or refuse any conditions placed upon gifts of materials or funds.

Adopted August 9, 1990; Last Reviewed April 11, 2002

#### 5040.2 Disposal of Library Materials

Disposal of library materials is a normal and on-going part of library operations. Library materials are items in the collection for use by the public including, but not limited to, books, periodicals, videocassettes, compact discs and audiocassettes. Although the Director and his/her designee make the ultimate decision regarding disposal/retention of library materials, consideration needs to be given to

The specific library "weeding" policy is available in Administration. All deselected library materials are considered for sale by the Friends of the Library.



**Adopted June 8, 2000; Last Reviewed April 11, 2002**

#### 5050.0 Fines and Fees

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Type	Circulation Fee	Overdue	Maximum Fine	Charge for Lost or Completely Damaged
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Books, Circulating		254 per item per day	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)
Books, Reference (non-circulating)			If not returned to Reference Desk before library closes, patron charged price of item (includes a \$15.00 processing fee.)	
Books, Rental	7 days: \$1.00 Limit: 4-weeks	254 per item per day	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)
Compact Discs	no charge 28-day loan	254 per item per day	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)
eBook/Reader	no charge 14-day loan	254 per day	Price of item (\$350 includes case, eBook, charging adaptor, processing)	Price of item (\$350 includes case, eBook, charging adaptor, processing)
Young Readers Pamphlets/Pictures (vertical file materials)		104 per item per day	Price of item (includes a \$3.00 processing fee)	Price of item (includes a \$3.00 processing fee)
<b>Paperbacks</b>				
Adult		104 per item per day	Price of item (includes a \$3.00 processing fee)	Price of item (includes a \$3.00 processing fee)
Young Readers		104 per item per day	Price of item (includes a \$3.00 processing fee)	
<u>Periodicals</u>				
Adult		104 per item per day	Price of item (includes a \$3.00 processing fee)	Price of item (includes a \$3.00 processing fee)
Young Readers		104 per item per day	Price of item (includes a \$3.00 processing fee)	
<b>Recordings/Cassettes/CD=s</b> (inspected for damage)				
Young Reader Kits		254 per item per day	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)
Audio Books		254 per barcode per day	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)
Videocassettes/DVD	new features: (limit 3) 1 day \$1.00/title others:(limit 10) 7 days: \$1.00/title	\$1 per item per day	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)
Interlibrary Loan Material		\$3 for non-pick-up; \$1 per day overdue	Price of item (includes a \$15.00 processing fee)	Price of item (includes a \$15.00 processing fee)

*Adopted August 9, 1990; Revised November 12, 1992; Revised January 14, 1993; Revised June 10, 1993, Revised April 14, 1994; Updated November 10, 1994; Revised May 11, 1995; Revised December 12, 1996; Last Reviewed January 1999; Revised August 12, 1999; Revised June 8, 2000; Revised July 13, 2000; Revised February 21, 2001; Revised August 9, 2001; Revised April 11, 2002.*

## 5050.2 Additional Charges

Computer Printouts: 12¢ per page with debit card

Library Cards: \$1.00 for replacement card (if card is lost)

Meeting Rooms: Refer to Policy No. 6000. (Meeting Room Policies and Procedures)

Display Cases/Exhibits: No charge for display; \$25.00 removal fee if not removed in accordance with Policy No. 6000 (Display Case Policies and Procedures)

Microform PhotoCopiers: 25¢ per image (20¢ with debit card)

Photocopiers: 15¢ per image (12.5¢ with debit card); 60¢ per copy for color

Returned Checks: \$25 per check

Photocopies for Request for Public Documents: 15¢ per image

Delinquent Accounts: Fines and fees exceeding \$25.00 will be sent to collection agency. An additional \$15.00 processing fee will be added to patrons record.

### 5050.3 Refund Policy for Paid Material Returned

The District will refund the cost of an item to the patron if returned within six (6) months after patron record is marked “declared lost.” Receipt for payment of the item must accompany request for refund. The District will not refund fines related to this item.

Adopted August 9, 1990; Revised November 14, 1991; Revised November 12, 1992; Revised June 10, 1993; April 14, 1994; Revised May 12, 1994; Revised June 9, 1994; Updated November 10, 1994; Revised May 11, 1995; Revised December 12, 1996; Revised October 9, 1997; Last Reviewed January 1999; Revised August 12, 1999; Revised June 8, 2000; Revised August 9, 2001; Revised April 11, 2002

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### 5050.4 Use of Collection Agency Services

Recognizing that it is in the best interest of the District and community to assure that library materials are returned promptly so that others may benefit from their use and that costs are associated with the notification and collection of overdue materials, the District utilizes the services of a collection agency in its efforts to assure the return of materials and collection of fines and fees. All contracts entered into for purposes of collection must be approved by the Board.

Adopted August 11, 1994; Revised July 10, 1997; Last Reviewed April 11, 2002

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### 5060.0 Gifts /Donations

Gifts/donations may take the form of cash or property. In addition, a gift/donation may be restricted or unrestricted. Restricted gifts/donations are those for which the donor has made a specific limitation. The donor must put all restrictions in writing, and if any excess is anticipated after the donor’s initial restriction is satisfied, limitations on use of the excess, if any, should be included. Unrestricted gifts/donations are those that have no limitations and may be used as designated by the Board. All gifts/donations, whether in the form of cash or property, are considered to be donations to the District, not to

individual locations, unless restricted by the donor as stated above. All gifts/donations of cash are deposited in either the General Fund or Gift Fund in accordance with Policy No. 7030.0.C.

The District reserves the right to accept or reject any proposed gift/donation or to accept or reject any conditions placed upon gifts/donations. Acceptance of a restricted gift is considered acceptance of the donor's limitation.

Adopted June 13, 1972; Revised August 9, 1990; Revised August 13, 1992; Revised October 8, 1998; Revised May 11, 2000; Last Reviewed April 11, 2002

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## 5070.0 Patron Concerns

Patrons raising questions regarding library materials are given the opportunity to complete either the "Request for Reconsideration of an Item in the Collection" form or the "Request for Reconsideration of an Item Not in the Collection" form together with copies of the Library Materials Selection Policy, the Mission and Goals of the Palos Verdes Library District, and the Library Bill of Rights.

Patrons are given the opportunity to make suggestions regarding library policy and practices through the suggestion boxes located in each Library. All patrons who leave their name, address and telephone number will receive a written or verbal response to their suggestions.

Patrons may comment to the Board of Library Trustees during their regularly scheduled meetings under Agenda Item "Communications and Comments From the Public Concerning Items Not on Agenda."

Adopted December 13, 1990; Last Reviewed April 11, 2002

## 5080.0 Volunteer Services

### A. Purpose Statement

The Palos Verdes Library District encourages volunteerism as one way to involve members of the community in the activities of the District and at each of the District's three facilities. The volunteer program enhances library service by supplementing library staff with volunteers. Volunteers extend library service, provide community involvement and give support to the District. Volunteers do not displace existing staff and are not the sole resource for providing public library service. The relationship of volunteers and staff is one of partnership and the purpose of the partnership is to better serve the general public.

The benefits from a strong volunteer program are many. Volunteers help the District to:

- continue, improve and expand its levels of service and increase efficiency;
- receive new and creative ideas and community input;

- enhance its image and relationship with the community;
- communicate the vital role and resources of the libraries in the community; and

B. Program Responsibility

The Program is headed by a Coordinator who works closely with the Director in implementation. The Volunteer Program is supported by the Peninsula Friends of the Library by authority of the Board of Trustees.

C. Qualifications and Placement

The District encourages volunteers who are committed, enthusiastic people who are eager to use their time, energy and talent for the advancement of the Library District's service to the community. Volunteers are required to maintain borrowing privileges in accordance with Policy No. 5020.2 (Borrowing Privileges). Volunteer selection is based on his/her qualifications, interests, and ability to perform specific duties as outlined in the volunteer job descriptions and availability of jobs. Details such as duties, qualifications, time commitment, and training requirements for the various volunteer opportunities are included in the Volunteer Handbook and are available from the Coordinator.

The District reserves the right to make volunteer appointments based upon the applicant's ability to perform required tasks, and upon the needs of the specific library facility. Each volunteer is interviewed by the Coordinator and/or appropriate task supervisor. Some applicants may not be placed. Every effort is made to match volunteer applicants with duties that best complement their skills and interests. Any volunteer who does not follow volunteer policy and procedures or is unable to meet the needs of the library will be asked to terminate the volunteer relationship.

The District has adopted a nepotism policy which also applies to volunteers and can be found in Policy No. 4090.0 (Employment of Relatives) of the Trustee Policies and Procedures Manual.

#### D. Workplace Policies and Procedures

1. *Appearance and Behavior.* The library is a public service organization. Volunteers, like staff, are a reflection of the Library District. Volunteers and staff are asked to speak quietly and act in a business-like manner.

Library volunteers must wear their name tags at all times while volunteering. The name tags are provided by the Peninsula Friends of the Library and stored in the Circulation Department when not in use.

Dress should be neat and appropriate to the tasks. Aprons are available for anyone who may wish to shield clothing from dirty jobs.

2. *Work Schedules.* Some tasks require a set work schedule. The volunteer and the task supervisor establish mutually agreed-upon time schedules. It is important that volunteers follow the agreed-upon schedules and that volunteers report to work on time. If changes in schedule are necessary, they should be discussed with the supervisor in advance. In case of an emergency requiring a change in schedule, the supervisor should be notified by telephone as soon as possible.

3. *Time Sheets.* It is important to keep track of the volunteer hours. This is essential for workers' compensation coverage. It is also helpful to the Library Board of Trustees to know how much the service levels have been enhanced through the commitment and time provided by volunteers.

4. *Telephone Calls, Visitors, and Children.* The library is a place of business. The telephones are for business calls or emergencies only. If volunteers need to make personal calls, they should use the public telephones.

Friends and family will be interested in what volunteers do at the library. However, volunteers are asked not to bring visitors or children to work or to spend time with them while they are working as a volunteer.

Volunteers are asked to refrain from lengthy conversations with staff. Staff and volunteers are both at the library to do their jobs.

5. *Confidentiality.* The uses that people make of the library or what they choose to check out -- books, magazines, videos, etc. -- are considered confidential and should not be discussed with anyone. The information that people seek from a librarian and the personal information kept in the District's patron database are also considered confidential.

6. *Patron Questions and Comments.* Volunteers should not attempt to answer any reference questions but should refer the patrons to a librarian at the Adult or Young Readers Reference Desks at Peninsula Center Library, or to the librarian-in-charge at Miraleste Library and Malaga Cove Plaza Library.

If a patron wishes to make a complaint, the volunteer should direct him/her to the appropriate staff. Volunteers do not state, argue or defend District policy or position.

7. *Non-Public Areas and Facilities.* Non-public areas such as staff work areas, break rooms, staff restrooms, storage areas, etc., may be used by volunteers only during volunteer hours and when performing specific volunteer tasks.
8. *Emergency Procedures.* The On-site Coordinator will review the emergency and evacuation information of the specific facility during the orientation and tour. Volunteers are to follow the instructions of the librarian in charge in an actual emergency. The safety of patrons, volunteers, and staff is a number one priority.
9. *Safe and Healthful Working Conditions.* The District is committed to providing safe and healthful working conditions. The personal safety and health of each volunteer and staff member is of primary importance. (See Board policy 4060.0) Any injuries are to be reported immediately to the Coordinator or staff in charge. Duly authorized volunteers are covered by workers' compensation. In all cases, an Incident Report is to be completed and submitted to the Administrative offices within 24 hours.

There is no smoking permitted in any District facility (See Board Policy 6060.0).

10. *Policy Against Harassment.* The District is committed to providing a work environment that is free of unlawful and improper harassment of volunteers as well as staff. (Board Policy 4050.0--Policy Against Harassment) Any such incidents should be reported immediately to the Coordinator and the District Director. The District will take steps to correct the situation and to prevent future incidents.

These policies and procedures are included in the Volunteer Handbook which also contains specific task procedures, volunteer job descriptions, and other pertinent information.

#### E. Recognition

The Coordinator, working closely with the Peninsula Friends of the Library and the Director, is responsible for planning and implementing different methods of volunteer recognition.

Generally, volunteers donate three to ten hours in the library per week. Volunteers who donate many hours of service over the years are eligible to receive special library privileges.

Based on cumulative hours, those volunteers donating 100 hours or more receive the following:

- 100 -- engraved volunteer name badge
  - 500 -- name entered on Volunteer Wall of Fame
- 1,000 -- exempt from holds fees and a book donation
  - 2,000 -- exempt from video fees and a video donation
  - 3,000 -- a book donation
  - 4,000 -- exempt from books on cassette fees and a book on cassette donation
  - 5,000 -- a "classic book" donation or a PBS or "classic" video donation
    - 6,000 -- exempt from overdue fines and a book on cassette donation

Hours counted, for purposes of this recognition, are those hours spent performing tasks described in the approved job descriptions for volunteers.

Adopted December 13, 1990; Revised July 26, 1995; Revised July 10, 1997; Revised June 8, 2000; Revised June 14, 2001



6000.0 USE OF DISTRICT FACILITIES

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6010.0 General Policy

- A. The Board of Trustees of the Palos Verdes Library District recognizes the community ownership of the District and the requirement for community services to:
  - 1. promote community educational, informational, cultural, and social exchanges
  - 2. provide free or low cost means for community groups to meet and/or publicize programs to the community
- B. District facilities (i.e., meeting rooms, display cases, public bulletin boards, display racks, and the art gallery) shall be maintained for public use, communication, and information. The District encourages public, private, community and social organizations to use these facilities and will adopt policies to encourage such use.
- C. Every effort will be made to accommodate the needs of individuals or groups wishing to use District facilities. Priority will be given to District functions and activities. While the District will do its utmost not to interfere with facilities use, permission for use may be subject to cancellation or rescheduling if facilities are needed for library purposes. In such event, all fees will be refunded. The District accepts no liability, beyond refunding prepaid fees, for lack of availability of a scheduled meeting room or display case for factors beyond its control.
- D. The Board of Library Trustees is the final authority for implementation of the provisions of these policies and the related administrative procedures. Requests for exceptions to these policies and procedures may be brought to the Board in accordance with Policy No. 8200.3 (Agenda Items from the Public).
- E. Failure to comply with provisions of the facilities use policies may result in cancellation of the access agreement and denial of access to facilities in the future. In addition, if the Board believes there is a violation of District policy, or use constitutes a hazard, maintenance problem or is not in compliance with the missions and goals of the District, the Board reserves the right to revoke the privilege of use of the meeting room at any time.
- F. The District accepts no liability for use of the facilities. While not a prerequisite to use the facilities, individuals and organizations are encouraged to obtain appropriate insurance for the meeting, display, etc. The District accepts no liability for materials, works of art, etc., which are deposited in District facilities for exhibits or displays. The District does not provide insurance for materials exhibited or displayed.
- G. Facilities use is limited to the type of activity for which the approved application states. The Office of the Director must be notified of any changes in the type of meeting or activity planned.
- H. The applicant and his/her organization shall be responsible for damage to equipment and/or property.

- I. Use of District facilities does not constitute District endorsement of the policies, views, or beliefs of any individual or group providing a program.
- J. For further information regarding use of District facilities, or to request an application, please call the Administrative offices at 310-377-9584, ext. 245 or 247.

6020.0 Meeting Room Policies and Procedures

6020.1 Meeting Room Definition of Terms

The terms defined below are used to determine the appropriate fee reflected in the Tables included in Policy No. 6020.7 (Meeting Room Schedule of Fees and Fee Policy).

A. Facility Open/Facility Closed: The definition of “open” or “closed” varies with each facility. The hours reflected below are considered “open”. The remaining hours, not reflected, are considered “closed”.

1. Peninsula Center Library

Monday through Friday	8:00 a.m. - 9:00 p.m.*
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

\* There is no special setup for meetings booked from 8:00 a.m. - 10:00 a.m. Applicant is required to accept the meeting room “as is”.

2. Malaga Cove Plaza Library

Monday and Saturday	10:00 a.m. - 5:00 p.m.
Tuesday through Thursday	1:00 p.m. - 7:00 p.m.

3. Miraleste Library

Monday	10:00 a.m. - 2:00 p.m.
Tuesday through Thursday	1:00 p.m. - 2:00 p.m.
	5:00 p.m. - 7:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.

All other open hours are reserved for the District’s after-school program.

B. Prime Time: “Prime Time” for any facility is defined as evenings after 6:00 p.m. and all open hours Saturdays and Sundays.

C. Not-for-Profit/For-Profit

1. Not-for-Profit individuals and groups may be in either of two categories:

a. Not-For-Profit organizations as defined by the Federal Revenue Code 501(C)3, 501(e), 501(f), 501(k), and 501(n).

a. Individuals or groups not registered under the Federal Revenue Code may qualify for “not-for-profit” fee schedules under the following circumstances:

- 1) The purpose of the meeting is educational or of general community interest, and
- 2) The responsible person(s) or group does not solicit customers nor derive income associated with the subject of the meeting.

2. Not-for-Profit groups have a different fee schedule if the meeting is social, instead of educational or organizational business.
3. All other individuals and groups are considered to be "For-Profit".

B. Meeting Open to Public/Closed to Public

1. Meetings are considered "Open to the Public" under the following guidelines:
  - a. Admission may not be restricted by the user nor may there be any admission charges or solicitation of funds. However, not-for-profit users whose meeting is open to the public may accept voluntary donations to recover meeting costs.
  - b. Any literature publicizing the meeting must state that it is open to the public and there is no admission charge.
2. Meetings "Closed to the Public" are those meetings where admission is restricted by the user to members, ticket holders, invitees, etc.

6020.2 Meeting Room Rules - General

- A. Reservations are made in the order in which the completed application and required payment are received.
- B. Ability to reserve meeting room facilities is limited to no more than once per week by the same not-for-profit organization, regardless of which facility is used, and to no more than two prime time slots in any one month.
- C. For-Profit individuals or groups may reserve meeting rooms up to 6 months in advance at all facilities. Not-for-Profit individuals or groups may reserve meeting rooms up to two months in advance except in the first and third full weeks of each month. Reservations for the first and third full weeks will be allowed up to one year in advance. The first and third full weeks are defined as the full weeks starting and including Sunday. A calendar will be available for the public setting forth the first and third full weeks of each month as specified above.
- D. A written request for refund must be submitted if the meeting is canceled. All fees (other than the non-refundable administrative fee) are refundable with two weeks or more notification.
- E. Items such as books, paintings, candy, etc., may not be sold on library premises in connection with the use of any library meeting room. Library-sponsored programs may be exempt from this regulation per Policy No. 6080.0 (Sale of Items on District Premises).
- F. All public relations materials advertising an event (invitations, flyers, brochures, etc.) must contain the official name and telephone number of the sponsor.
- G. Persons using the facilities must conform to all fire and safety regulations, including but not limited to maintaining open aisle space, abiding by occupancy limits, and no open flames.

6020.3 Meeting Room Rules - Peninsula Center Library

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Peninsula Center Library:

- A. Private social affairs such as parties, receptions and celebrations are not allowed at Peninsula Center Library.
- B. Light refreshments **only** may be served from, but not prepared in, the serving kitchen adjacent to the Community Room at Peninsula Center Library. Both rooms must be returned to the condition in which they were found. Failure to clean up will result in a \$50 per hour charge for cleanup time and possible restriction from future meeting room use. Only light refreshments may be served in the Conference Room at Peninsula Center.

6020.4 Meeting Room Rules - Malaga Cove Plaza Library

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Malaga Cove Plaza Library:

- A. The Gallery, located on the lower level of the library, may be used as a meeting room. It can provide theater-style seating for 75-100 and seating at tables for 50-60. A small kitchen is available.
- B. Private social affairs such as parties, receptions and celebrations are not allowed at Malaga Cove Plaza Library.
- C. Parking is available, including two handicapped parking spaces and two staff parking spaces. The staff parking spaces must be kept clear during library open hours.
- D. The room must be returned to the condition in which it was found. Failure to clean up will result in a \$50 per hour charge and possible restriction from future meeting room use.
- E. When the Gallery is reserved for a meeting at the same time there is an art exhibit, the meeting has precedence over the exhibit and may preclude the availability to view art.

6020.5 Meeting Room Rules - Miraleste Library

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Miraleste Library:

- A. Main area of library can hold approximately 75 people.
- B. Community Room area of library can hold approximately 15-20 people.
- C. A small staff kitchen is available for light refreshments.
- D. The room must be returned to the condition in which it was found. Failure to clean up will result in a \$50 per hour charge for cleanup time and possible restriction from future meeting room use.

*Revised June 13, 2002*

6020.6 Meeting Room Application Procedures

- A. Applications for use of meeting room facilities shall be made through the Office of the Director at Peninsula Center Library. Information and applications may be requested by calling (310) 377-9584, extension 245 or 247.
- B. Applications must be signed by a responsible adult officer or member of the sponsoring organization or, in the case of individuals, by the individual. It is the responsibility of the person who submits the application to be aware of these policies and communicate them to individuals using the library meeting room facilities. If a change in the person responsible for the meeting occurs, the Office of the Director must be notified immediately.
- C. Applications will be processed in the order received. Reservations are accepted upon receipt of a completed application accompanied by full payment of all applicable fees (see Tables 1 and 2).
- D. All equipment requests must be indicated on the meeting room application. A list of available equipment at each location is contained in Policy No. 6020.8 (Equipment Available at Various Locations). If the equipment is not requested in the application, the District cannot guarantee its availability.
- E. A separate application must be completed for each meeting scheduled.
- F. Full payment is due with the application. Checks should be made payable to the **Palos Verdes Library District**. Payment should be mailed or brought to: Office of the Director, Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, CA 90274

6020.7 Meeting Room Schedule of Fees and Fee Policy

- A. All organizations except those affiliated with the Library District are required to pay a non-refundable administrative fee, as follows:
  - 1. Peninsula Center Community Room and Malaga Cove Gallery: \$25
  - 2. Peninsula Center Conference Room and Miraleste: \$15
- B. There will be no charge for room setup of any one of the four diagrams shown on the application form; there is a \$25 charge for custom setup other than those shown on the application form.
- C. Hours will be charged for total room use, including the time necessary to set up, conduct the meeting, teardown and cleanup.
- D. In addition to the administrative fee, there are five usage fee schedules defined in Tables 1 and 2 for different facilities. All usage fees are based on a 3-hour minimum. Fractional per hour fees in excess of three hours are calculated to the half hour. Figure 1 is a decision tree used to establish the appropriate fee.
- A. No request for "not-for-profit" use will be approved if a fee is to be collected at the library other than the exception noted in Policy No. 6020.1.D (Meeting Open to Public/Closed to Public). Even if an organization is charging such a fee or accepting donations at another location, the meeting itself must be open to the public free of charge.



**TABLE 1**

**FEE SCHEDULE FOR THE PENINSULA CENTER LIBRARY COMMUNITY ROOM  
AND MALAGA COVE PLAZA LIBRARY GALLERY**

<b>SCHEDULE</b>	<b>AMOUNT TO BE CHARGED FOR USE OF ROOM</b>	<b>BRIEF EXAMPLES OF VARIOUS USES</b>
A	\$25 admin. fee	!Not-for-Profit; open to the public; library open hours !Artist reception for displaying artists at Malaga Cove during open hours (limited to one per showing)
B	\$25 admin. fee; \$50 (3 hr. min). \$25 per hour or fraction thereafter	!Not-for-Profit; open to the public, use of MC Gallery when Peninsula Center is open, but Malaga Cove is closed
C	\$25 admin. fee \$150 (3 hr. min) \$50 per hour or fraction thereafter	!Not-for-Profit; open to the public Social Event (except displaying artist reception); open hours !Not-for-Profit; closed to the public; open hours !For-Profit; open to the public; open hours !Not-For-Profit; open to the public; closed hours (Mon. - Sat.)
D	\$25 admin. fee \$225 (3 hr. min.) \$75 per hour or fraction thereafter	!For-Profit, open to the public, Peninsula Center closed !For-Profit, open to the public, M.C. Gallery when Peninsula Center is open, but Malaga Cove is closed; !Not-for-Profit, closed to the public, library closed, both facilities
E	\$25 admin. fee \$275 (3 hr. min) \$100 per hour or fraction thereafter	!Not-for-Profit, closed to the public social event, open or closed hours !For-Profit, closed to the public, open or closed hours !Not-For-Profit; social event at Malaga or Miraleste, open or closed to the public; any time on Sunday

**TABLE 2**

**FEE SCHEDULE FOR THE PENINSULA CENTER CONFERENCE ROOM, MIRALESTE  
LIBRARY MEETING ROOM AND ART EXHIBIT HANGING**

<b>SCHEDULE</b>	<b>AMOUNT TO BE CHARGED FOR USE OF ROOM</b>	<b>BRIEF EXAMPLES OF VARIOUS USES</b>

A	\$15 admin. fee	!Not-for-Profit; open to the public; open hours !Malaga Cove art exhibit hanging
B	\$15 admin. fee; \$50 (3 hr. min). \$25 per hour or fraction thereafter	!Not-for-Profit, open to the public, use of Miraleste Library Meeting Room when Peninsula Center Library is open, but Miraleste is closed
C	\$15 admin. fee \$50 (3 hr. min) \$25 per hour or fraction thereafter	!Not-for-Profit, closed to the public, open hours !For-Profit; open to the public; open hours !Not-For-Profit, open to the public; closed hours (Mon. - Sat.)
D	\$15 admin. fee \$75 (3 hr. min.) \$40 per hour or fraction thereafter	!For-Profit, open to the public, Peninsula Center closed !For-Profit, open to the public, Miraleste during Peninsula Center Library open hours, but Miraleste is closed; !Not-for-Profit, closed to the public, closed hours, both facilities (Mon. - Sat.)
E	\$15 admin. fee \$100 (3 hr. min) \$50 per hour or fraction thereafter	!Not-for-Profit, closed to the public, closed hours, both facilities (Sunday) !For-Profit, closed to the public, open or closed hours

6020.8 Equipment Available at Various Locations and Fee Schedule

- A. In addition to the administrative fee and the usage fees, library equipment may be rented based on the following schedule in Table 3.
- B. If the equipment is not requested in the application, the District cannot guarantee its availability.
- C. Users requesting piano tuning other than that regularly scheduled by the District shall reimburse the District in advance in the amount of \$75 per tuning. Piano tuning shall be performed only by the District's authorized technician.

**TABLE 3  
Equipment Available at Each Facility and Fee Schedule**

EQUIPMENT	CHARGE	LOCATION			
		PC Communi ty Room	PC Conference Room	Malaga Cove	Miraleste
Piano	\$25	X		X	
Overhead Projector	\$25	X	X	X (w/screen )	X (w/screen)
Slide Projector	\$25	X	X	X (w/screen )	X (w/screen)
VCR and Monitor	\$25	X	X	X	X
VCR or Computer Hookup (Overhead Projector)	\$25	X			
Whiteboard	No Charge	X	X	X	
Podium and 1 microphone	No Charge	X		X	
Multiple Microphones	\$25	X		X	
Flip Chart	No Charge	X	X	X	X
Coffee Urn	No Charge			X	X
Coffee Maker with Coffee and Supplies	\$2.00 per pot	X			



## 6020.9 Meeting Room Setup

- A. Standard meeting room setups are available for selection (refer to meeting room application form for setup diagrams). The room setup will be arranged by District staff in advance of scheduled meeting times.
- B. A customized setup may be requested for an extra fee of \$25. If a customized setup is requested, a diagram of the meeting room must be provided with the application.
- C. There is no special setup for meetings booked 8:00 a.m. to 10:00 a.m. at Peninsula Center Library in accordance with Policy No. 6020.1.A (Facility Open/Facility Closed).
- D. The District cannot guarantee staff will be available to assist with changes in setups requested 24 hours or less prior to the scheduled meeting time.
- E. Users may be required to use existing setup if multiple meetings are scheduled back-to-back.

*Revised July 13, 2000; Last Reviewed June 13, 2002*

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## 6030.0 Art Exhibit Policies and Procedures

### A. Art Exhibit Policy

The Gallery at Malaga Cove Plaza Library is the only area for hanging art exhibits. The area is open to the public only during regular open hours of the library, subject to Policy No. 6020.4 (Meeting Room Rules - of Malaga Cove Plaza Library). Extended hours and exclusive use of the room are subject to the fee schedule for use of the Gallery beyond regular library hours (Policy No. 6020.7 - Meeting Room Schedule of Fees and Fee Policy).

Exhibits must conform to the mission and goals of the Palos Verdes Library District as stated in Policy No. 2000.0 (Goals and Philosophy). Paintings and other artwork may be sold on the premises. However, if sales are made, the organization or individual artist must remit 20% of the gross sales to the District. Monies are credited to the General Fund and used for District purposes.

The exhibit area at Malaga Cove Plaza Library is allocated up to eighteen (18) months in advance in the following manner:

Applications received by January 15 will be considered for exhibit between January and July of the following year. Applications received by July 15 will be considered for exhibit between July and December of the following year.

If there are more applications than available time slots, the applications will be reviewed by a three-person committee consisting of a member of the Malaga Cove Library Advisory Committee, the Malaga Cove Branch Manager and the Executive Assistant, and assignments will be made by the end of the month in which they were accepted (July or January). Otherwise, the applications will be processed and assignments made by the Executive Assistant. The committee will have final authority over assigning exhibit times.

Each applicant may exhibit a maximum of one time per year as an individual and one time per year in a group, or in two group shows, for a total two exhibits per year.

## B. Application Process

In addition to complying with those sections of Policy No. 6020.0 (Meeting Room Application Procedures) which apply, exhibitors must complete an Exhibitor's Release Form, which unconditionally releases the District from liability in connection with the exhibit. It also includes a description of the art exhibit. This form should be submitted no later than six weeks prior to the exhibit opening. Furthermore, exhibitors are encouraged to provide a statement or resume of the artists' creative work.

## C. Installing and Monitoring Art Exhibits

1. The District does not provide attendants or monitors during an exhibit or for the hanging or removal of an exhibit. These are the responsibilities of the exhibitor. It is strongly recommended that an attendant be provided to ensure the safety of the exhibit.
2. Exhibit area must be left in satisfactory condition, and the applicant shall be liable for any damage resulting from the use of the exhibit area.
3. Removal of the exhibit must be completed by the date specified on the application. There is a \$25 charge if staff removes an exhibit.

## D. Public Notice of Art Exhibit

The District does not provide publicity for art exhibits. Exhibitors are encouraged to publicize all exhibits.

*Approved January 12, 1978; Revised February 13, 1986; Revised November 14, 1991; Revised July 26, 1995; Revised October 14, 1999; Revised July 13, 2000; Revised May 10, 2001; Revised June 13, 2002*

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## 6040.0 Display Case Policies and Procedures

### A. Display Case Policy

1. Use of display cases is limited to exhibits which conform to the mission and goals of the District as stated in Policy No. 2000.0 (Goals and Philosophy).
2. Display case exhibits shall be for the purpose of: furthering the educational interests of the community; providing information about community groups, activities, and concerns; providing a forum for political expression; providing residents a showcase for leisure time activities and interests; and promoting library usage.
3. Display cases are not to be used for commercial or promotional purposes or for the personal gain of individuals or groups.
4. Price lists or prices on individual items are not allowed.
5. Display case use is allocated up to 12 months in advance for displays up to two weeks' duration with one renewal of two weeks, if booking permits, within one month of requested date. Non-library sponsored displays in other areas of the

library, or displays of a longer duration, require approval of the Board of Library Trustees.

## B. Display Cases Available

Locked display cases are available for public use at Peninsula Center Library and Malaga Cove Plaza Library. There is not a locked display case available for public use at the Miraleste Library.

## C. Application Process

In addition to complying with those sections of Policy No. 6020.0 (Meeting Room Application Procedures) which apply, display case users must submit a Display Case Application Form indicating display case(s) desired, and the duration, dates, purpose and sponsor of the display; and an Exhibitor Release Form, which indicates a detailed description of the material to be displayed and unconditionally releases the District from any liability in connection with the display. Although display cases are locked, the District does not provide insurance for the material exhibited.

## D. Installing Displays

1. The District does not provide transportation, staff assistance, supplies or materials for the display.
2. Installation and removal of the display will be the responsibility of the applicant. Removal of the exhibit must be completed by the date and time specified on the application. There is a \$25 charge if staff removes an exhibit.
3. Display case(s) must be left in satisfactory condition, and the applicant is liable for damage resulting from the use of the display case.

*Approved February 9, 1978; Revised February 3, 1986; Revised March 10, 1988; Revised November 14, 1991; Revised December 12, 1996; Revised July 13, 2000; Last Reviewed June 13, 2002*

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## 6050.0 Public Bulletin Board and Literature Racks Policy

The District maintains bulletin boards and literature racks for display of materials of public interest. The policy and procedures for the use of these areas follow.

### A. Use Priority

Due to space limitations and amounts of material submitted, priority is as follows:

1. Palos Verdes Library District information and announcements (including materials related to Friends of the Library, Library Foundation and candidates for the office of Library Board Trustee)
2. official public notices from the four Peninsula cities
3. local community agency information and announcements

## B. Material Requirements

To qualify for public display, material must conform to the following requirements:

### 1. Events must be

- a) of an educational, cultural, and/or informational nature,
- b) sponsored by a not-for-profit organization, and
- c) open to the public.

"Fee-based or free" is a judgement of the sponsoring organization, and plays no part in the decision to post publicity in the library, as long as the above three criteria are met.

Individuals or groups using District meeting rooms who wish to publicize their events on the public boards, must also be in compliance with Policy No. 6020.0 (Meeting Room Application Procedures)

### 2. Political Materials

Announcements of partisan or non-partisan meetings are acceptable, but political materials endorsing specific candidates or political points of view will not be posted. The **ONLY** exception to this rule is outlined in Policy No. 6090.1 (Campaign Literature).

### 3. Religious Materials

Announcements of sectarian or non-sectarian events are acceptable. However, materials which seek to proselytize or convert will not be posted.

### 4. Commercial Materials

Commercial advertisements or announcements (neighborhood garage sales, want ads, etc.) and personal ads for sales and/or services (tutoring, used equipment sales, self-authored book sales, etc.) will not be accepted for posting.

### 5. Sizes Limitations

Posters must be no larger than 16 x 20 inches. Items delivered in multiples must not exceed 8½ x 11 inches. Larger items will be accepted **only** if they arrive pre-folded to this size.

## C. Approval

Material destined for either the bulletin boards or display racks must be approved and initialed by an adult reference librarian. The material will then be posted or displayed by a staff member.

## D. Questions

Questions regarding this policy or about suitability of materials should be initially directed to a Reference Librarian at (310) 377-9584, ext. 213. If approval is denied, the decision

may be appealed to the Director who will review the request and approve, deny or refer to the Board. If the request is not approved, the applicant may appeal the Director's decision at a regular meeting of the Board in accordance with Policy No. 8200.4 (Agenda Items from the Public).

*Date of adoption undocumented; Revised August 9, 1990; Revised September 8, 1994; Revised June 12, 1997; Revised July 10, 1997; Revised March 11, 1999; Revised July 13, 2000; Last Reviewed June 13, 2002*

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6060.0 No Smoking Food, Drink, Personal Belongings and Behavior Policies

A. Smoking

Smoking is prohibited in all District buildings and vehicles. Smoking is the carrying, holding, possession or smoking of a lighted pipe, cigar, cigarette or the lighting of a pipe, cigar or cigarette. District buildings are those structures or portions of structures owned, leased, under the jurisdiction and control of, or occupied by the Palos Verdes Library District, its officers, employees or departments. District vehicles are those vehicles owned and operated by the District.

B. Food and Drink

Food and drink (food, candy and beverages) are prohibited in the Library Services areas of District buildings. The only exception is closed-topped water bottles, which will be allowed in library service areas. Food and beverages are allowed in other building areas, as noted in Policy No. 6020.3.B (Meeting Room Rules) and 6020.B.A (Use of Malaga Cove Plaza Library).

C. Audible Signals

Audible signals from electronic devices, such as cell phones and pagers, shall be turned off while in District buildings.

D. Animals

No animal is allowed in District buildings, except disability assisting dogs.

E. Other prohibited behaviors include, but are not limited to:

1. bare feet;
2. rollerblading, skateboarding, bicycling or wearing ice skates or roller skates on District property;
3. Moving library furniture without authorization;
4. Vandalizing or defacing District buildings or property;
5. disruptive noise and actions; and
6. use of cell phones within service areas.

Appropriate signs shall be conspicuously posted and maintained at all District sites.

***Adopted June 13, 1991; Effective October 1, 1991; Last Reviewed January 1999; Revised July 13, 2000; Revised August 9, 2001; Last Reviewed June 13, 2002***

No storage space shall be provided in any District facility for any organizations, groups, or other persons except by approval of the Board of Library Trustees, who may decide to charge a fee.

EXCEPTIONS TO DATE:

- Peninsula Friends of the Library,
  - Palos Verdes Peninsula Library Foundation

*Adopted December 9, 1971; Revised March 10, 1988; Revised July 12, 1990; Revised June 11, 1992; Revised July 13, 2000; Last Reviewed June 13, 2002*

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6080.0 Sale of Items on District Premises

6080.1 General Policy

The District permits the sale of materials on District premises in conjunction with programs sponsored by the District, library advisory committees, Peninsula Friends of the Library, or Palos Verdes Peninsula Library Foundation.

The District generally does not permit individuals or community groups or organizations to sell products, tickets or other items on District premises. The exception to this is an artist exhibit authorized by the District from which the exhibitor remits 20% of gross sales to the District in accordance with Policy No. 6030.0.A (Art Exhibit Policy).

*Adopted April 13, 1978; Revised December 12, 1991; Revised July 10, 1997; Revised October 8, 1998; Revised July 13, 2000; Last Reviewed June 13, 2002*

6080.2 Sale of Donations and Obsolete Materials

The District permits the sale of donated and obsolete (discarded) materials and equipment by the Peninsula Friends of the Library.

*Adopted December 12, 1991; Revised July 13, 2000; Last Reviewed June 13, 2002*

6080.3 Sale of Library-Related Items on Library Premises by Staff or Volunteers

Recognizing that there are occasions when it is desirable for staff and volunteers to sell such items as library-related merchandise or tickets to benefit the District, the Board authorizes the Director, on a case-by-case basis, to arrange for such sales as are deemed appropriate. Factors to be considered include tracking and accountability of monies and inventory, adoption of appropriate internal control procedures, availability of staff so as not to impact primary library services, and appropriateness of items sold.

*Adopted July 26, 1995; Last Reviewed July 13, 2000; Last Reviewed June 13, 2002*

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6090.0 Uses Related to Political Issues

6090.1 Campaign Literature

Candidates for local, non-partisan office and official committees sponsoring or opposing ballot measures may have informational material posted. This service is compatible with the mission of the District. The District accepts no responsibility for this material and in no way endorses any candidate or issue. All parties must conform to the following guidelines.

The District will specifically notify candidates for Library Trustee of this service, and this service will be generally publicized by announcement on District bulletin boards.

- A. Materials must be in a format to be posted or laid flat on a counter. Free standing displays are not permitted.
- B. Posters are limited in size to 16" x 20". Candidates or sponsoring groups are limited to one poster and multiple copies of only one piece of informational material with a maximum size of 8-1/2 x 11 inches. Larger items must be pre-folded to this size or smaller.
- C. Space will be made available seventy-five (75) days prior to the election.
- D. Materials must be removed one day after election and will be discarded one week after election.

*Adopted February 11, 1982; Revised July 12, 1990; Revised July 9, 1992; Revised September 14, 1995; Revised June 12, 1997; Revised July 10, 1997; Last Reviewed June 13, 2002*

6090.2 Collection of Signatures for Petitions

Individuals who collect signatures for petitions on District property are subject to the following guidelines:

- A. a disclaimer must be displayed at the location of signature collection which shall read: "Collection of signatures on petitions constitutes no endorsement by the Library or the Board of Library Trustees of the policies, beliefs, or views of the sponsoring groups or individuals."
- B. Collection of signatures must take place outside the District building and not within 50 ft. of library entrance.
- C. Fire and safety requirements as determined by the District must be observed.
- D. Activities must be limited so as not to interfere with patrons entering the library.

*Adopted November 12, 1987; Revised July 9, 1992; Revised August 13, 1992; Revised June 13, 2002*

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6100.0 Filming, Videotaping, and Still Photography on the District Property

- A. This policy regulates the filming, videotaping, and photographing of activities affecting District facilities in order to avoid or minimize disruptions/health and safety risks to the patrons and staff of the District. The District encourages such activities but are subject to necessary and appropriate restrictions such as time, place and manner, as deemed necessary and appropriate in accordance with Policy No. 6100.2 (Approval Process).
- B. Anyone filming, taping or photographing must ask that an announcement be made that filming or photographing is taking place, allowing patrons who do not wish to be in the pictures to move or leave.

*Adopted August 13, 1992; Revised June 13, 2002*

6100.1 Approval of Activities

Activities that do not cause, or every effort is made to minimize, disturbance during normal library hours, will be approved. Activities outside normal library hours will be approved provided all costs and other liabilities arising from such activities are assumed by the user.

*Adopted August 13, 1992; Last Reviewed June 13, 2002*

6100.2 Approval Process

- A. Any person or organization wishing to engage in any activity covered by this policy should contact the Director.
- B. The Director will review the request and approve, deny or refer to the Board. If the request is not approved, the applicant may appeal the Director's decision at a regular meeting of the Board in accordance with Policy No. 8200.4 (Agenda Items from the Public).
- C. Depending on the nature and timing of the activity, an application, fee, deposit and/or proof of insurance may be required.

*Adopted August 13, 1992; Last Reviewed June 13, 2002*



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7000.0 BUSINESS AND LEGAL

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7005.0 Accounting Process

The District shall maintain fund accounting principles and expend revenues in accordance with Government Accounting Standards Board (GASB) regulations.

7005.1 Fund Definition

For accounting purposes, a fund is a self-contained accounting entity with its own asset, liability, revenue, expenditure, and fund balance or equity accounts.

7005.2 Fund Categories

Fund categories are defined in three broad areas: Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Aside from the legally required General Fund, the Board may establish other types of funds at its discretion to segregate monies for a specific purpose (see Policy No. 7005.3.B – Unrestricted Funds). However, the number of funds should be limited to the minimum number consistent with legal and operating requirements. Overuse of funds complicates the accounting system and adds unwarranted complexity to financial reporting. At time of audit and in accordance with GASB regulations, these fund types shall be classified in one of the major fund categories described below.

A. Governmental Funds

To account for basic operations of government entities.

1. General Fund

To account for all assets, liabilities, revenues and expenditures not accounted for in another fund.

2. Special Revenue Funds

To account for the proceeds of specific revenue sources legally restricted to expenditures for specific purposes.

3. Capital Projects Funds

To account for land acquisition or construction of major permanent capital facilities.

4. Debt Service Funds

To account for the accumulation of resources for payment of long-term debt principal and interest.

B. Proprietary Funds

To account for goods and services provided by an activity if the agency intends the activity to be self-supporting currently or in the future. These funds operate in a similar manner to private business (Enterprise Funds) or for goods or services provided to another governmental agency (Internal Service Funds). Currently, the District does not have this category of fund.

C. Fiduciary Funds

To account for assets where the Board acts as an agent for individuals, private organizations, other government units, and/or other funds.

7005.3 Fund Classifications

A. Restricted Funds

Governmental or private resources available only for specific projects or defined purposes (e.g., designated gifts, grants and debt service monies).

B. Unrestricted Funds (Board Designated)

Revenues available for whatever purposes deemed necessary and appropriate by the Board (e.g., General Fund, undesignated gift monies).

7005.4 Establishing, Closing, Reporting and Transferring Between Funds

A. A fund shall be established via Board resolution. The resolution shall include, but not be limited to, the title, purpose, source of revenue, authorization(s) for expending funds, date, and the category and type of fund in accordance with Policy No. 7005.2 (Fund Categories) above.

B. The Board may, at its discretion, close a fund. A fund may be closed via Board resolution. The resolution shall include but not be limited to, the title of fund to be closed, closing balance in the fund, date, and the title of the fund(s) to which the monies will be transferred.

C. Board Designated Funds shall be reported quarterly in accordance with Policy No. 7020.3.B (Quarterly Reporting). A detailed report of the sources and uses of the Gift Fund shall be performed in accordance with Policy No. 7020.4.C.2 (Semi-Annual Reporting).

D. The Board may transfer monies between unrestricted funds by majority vote as noted in Policy No. 7032 (Inter-fund Transfers).

7005.5 Current District Funds

Below are funds currently managed by the Board of Library Trustees. Each fund is labeled as to category and classification defined above.

A. General Fund (Governmental, Unrestricted)

Fund used to account for District operations.

B. Debt Service Fund (Governmental, Restricted)

Fund used to account for accumulation of resources for payment of General Obligation Bond principal and interest. Calculation of these payments is performed by Los Angeles County.

C. Capital Projects Fund (Governmental, Unrestricted)

1. Asset Replacement Fund

Resources set aside, usually from the General Fund, for initial or replacement asset purchases.

2. Building Fund

Originally established to account for bond money for the construction of the Peninsula Center facility. Currently used to account for litigation.

D. Gift Fund (Fiduciary, Restricted and Unrestricted)

1. Accounting for Gift Fund Resources

Gift money is usually derived from library support organizations such as the Peninsula Friends or Library, Palos Verdes Peninsula Library Foundation, or individual residents of the District. Gift monies may be restricted or unrestricted as defined in Policy No. 7005.3 (Fund Classifications). Both the General Fund and Gift Fund may be affected by a gift/donation depending on its character. All unrestricted gifts, and restricted gifts of less than \$1,000, shall be deposited in the General Fund, as these funds are usually spent within a twelve-month period. Restricted gifts that represent payment to the General Fund for the advance purchase of a gift item also shall be deposited directly into the General Fund. All other restricted Gifts of \$1,000 or more shall be deposited into the Gift Fund and tracked individually.

2. Accounting for Gift Fund Interest Income

The Gift Fund may contain several gifts with different designations. Interest income related to each gift shall be allocated on the basis of dollar amount at the close of the reporting period.

Adopted November 9, 2000; Revised June 13, 2002

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7010.0 Budgeting Process

The Board of Library Trustees is responsible for adoption of the annual Operating Budget (General Fund) and annual budgets for all other Funds on or before September 1 each year in compliance with Division I, Part 11, Chapter 9, Section 19655, of the California Education Code. The fiscal year of the Palos Verdes Library District is July 1 to June 30.

The Director is responsible for preparing and submitting annual revenue and expenditure budgets to the Board in accordance with the calendar prescribed in Policy No. 7010.1 (Calendar for Budget Submissions).

7010.1 Calendar for Budget Submissions

The Budget Calendar is keyed to the following regular monthly meetings of the Board:

- March Board may provide such guidance as deemed appropriate for use in preparing the forthcoming annual budgets.
- April Present the First Reading of Budget.
- May Present the Second Reading of Budget.
- June Present the Third Reading of Budget if not adopted by the Board at the Second Reading.
- September On or before the 1st adopt the annual budgets.
- February Present recommended revisions to the current year revenue and expenditure budgets to the Board.

Adopted May 12, 1988; Revised September 13, 1990; Revised September 10, 1992; Last Reviewed August 10, 2000; Last Reviewed June 13, 2002

7010.2 Current Budget - PVLD Adopted Budget FY 2002-2003

Distributed under separate cover

ASSETS

CASH ON DEPOSIT

- 0100 LOS ANGELES COUNTY POOLED SURPLUS
- 0114-0115 BANK OF AMERICA MONEY MARKET
- 0120 BANK OF AMERICA GENERAL DISBURSEMENTS
- 0125 BANK OF AMERICA PAYROLL
- 0126 CASH ON HAND
- 1200-1221 RECEIVABLES-TAXES
- 1225 RECEIVABLES-INTEREST
- 1229 RECEIVABLES - CLSA
- 1235 RECEIVABLES-OTHER (DEPOSITS RECEIVABLE)
- 1240 DEPOSIT - LOCAL HISTORY ROOM - MALAGA COVE
- 1300 DUE FROM OTHER FUNDS
- 1350 PREPAID AGREEMENT
- 1351 PREPAID INSURANCE
- 1352 PREPAID - OTHER
- 1499 UNDEPOSITED FUNDS

LIABILITIES

- 2100 ACCOUNTS PAYABLE ACCRUED
- 2108 PAYABLE-SALES/USE TAX
- 2109 PAYABLE TO PENINSULA FRIENDS OF THE LIBRARY (PFL)
- 2135 ACCRUED VACATIONS
- 2137 ACCRUED SALARIES
- 2138 ACCRUED PAYROLL TAXES
- 2150-2153 TAXES WITHHELD
- 2154 PAYABLE-PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
- 2155 PAYABLE- SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
- 2158 GARNISHMENTS
- 2160 PAYABLE-MUTUAL OF AMERICA
- 2161 PAYABLE-NATIONWIDE SOLUTIONS
- 2170 - 2179 DEPOSITS
- 2200 DUE TO OTHER FUNDS
- 2300 DEFERRED REVENUE
- 2720 PAYABLE - BONDS
- 3100 FUND BALANCE - DESIGNATED
- 3200 FUND BALANCE - UNRESERVED

REVENUES

PROPERTY TAXES:

- 4001 - 4050 AD-VALOREM LEVIES
- 4060 REDEMPTION
- 4185 HOMEOWNERS EXEMPTION
- 4186 OTHER SUBVENTION
- 4202-4204 GRANTS
- 4205 CLSA REIMBURSEMENT

4206 MEETING ROOM FEES  
4210 PAYPHONE INCOME  
4223 COLLECTION REVENUE  
4225 RENTS & CONCESSIONS  
4239 BOOK RENTAL FEES  
4240 FINES  
4242 AUDIO MATERIALS  
4243 DEBIT CARD FEES  
4245 LOST MATERIAL FEES  
4247 VIDEOCASSETTE FEES

4250 - 4260 GIFTS  
4300 OVER/SHORT  
4350 SALE OF FIXED ASSETS  
4360 ART EXHIBIT PROCEEDS  
4400 MISCELLANEOUS INCOME  
4420-4421 INTEREST INCOME  
4500 PUBLIC LIBRARY FUND  
4550 TELECONNECT REFUND  
4600 SETTLEMENTS (LITIGATION)  
4980 TRANSFERS - IN

EXPENDITURES

SALARY RELATED

5100 SALARIES  
5101 OTHER COMPENSATION  
5105 FICA-EMPLOYER  
5106 STATE UNEMPLOYMENT  
5108 PERS CONTRIBUTION-EMPLOYEE  
5109 PERS CONTRIBUTION-EMPLOYER  
5110 GROUP INSURANCE  
5111 WORKERS COMPENSATION INSURANCE  
5140 - 5161 PROFESSIONAL SERVICES

BUILDING AND MAINTENANCE

5220 COMMUNICATIONS  
5223/5270 HOUSEHOLD EXPENSES  
5225 INSURANCE-GENERAL  
5226 CASUALTY LOSS EXPENSE  
5230 - 5231 MAINTENANCE-EQUIPMENT  
5235 - 5240 MAINTENANCE-BUILDING AND GROUNDS  
5250 TRANSPORTATION  
5261-5263 UTILITIES

AUTOMATION

5300 DATA LINE  
5303 AUTOMATION SUPPLIES  
5304 INTERNET SERVICE PROVIDER  
5305 HARDWARE MAINTENANCE  
5306 SOFTWARE MAINTENANCE  
5307 REPAIRS/MAINT/SPARE PARTS  
5308 OCLC CATALOGING  
5311 SMALL EQUIPMENT/SOFTWARE (OVER \$200/UNDER \$1999)

LIBRARY MATERIALS

5340 - 5342 ADULT BOOKS  
5343 - 5345 ADULT SERIALS  
5346 ELECTRONIC DB LICENSES  
5348 ADULT PAMPHLETS

5350 VIDEO MATERIALS  
5351 - 5353 ADULT AUDIO MATERIALS  
5354 ADULT MATERIALS - GIFTS  
5355 - 5358 YOUNG READERS BOOKS  
5359 YOUNG READERS SERIALS  
5360 YOUNG READERS PAMPHLETS  
5361 - 5362 YOUNG READERS AUDIO MATERIALS  
5363 YOUNG READER MATERIAL - GIFTS  
5364 BINDING  
5366 GRANTS, LIBRARY MATERIALS  
5370 YOUNG READERS "IN-HOUSE" VIDEOS

OFFICE AND LIBRARY

5440 MEMBERSHIPS  
5441 METROPOLITAN COOPERATIVE LIBRARY SYSTEM (MCLS) DUES  
5442 PROFESSIONAL DEVELOPMENT/TRAINING  
5365 PROFESSIONAL BOOKS  
5443 TRAVEL/CONFERENCE SEMINARS  
5444 CLASSIFIED ADVERTISING/RECRUITING  
5445-5448 GRANTS – OTHER  
5449 EMPLOYEE TRAINING  
5450 SMALL EQUIPMENT/SOFTWARE (OVER \$200/UNDER \$1999)

5461/5462 OFFICE/LIBRARY SUPPLIES

5463 POSTAGE  
5466 PUBLIC RELATIONS  
5467 PUBLIC RELATIONS - GIFTS  
5470 TAX COLLECTION FEE  
5471 - 5472 PROGRAMMING  
5476 LIBRARY ADVISORY COMMITTEES  
5479 BANK FEES

5485 ELECTION EXPENSE  
5488 T/S ILL/OCLC/ACCESS  
5489 T/S OCLS ACTIVITY  
5490 INTER-LIBRARY LOAN  
5550 MISCELLANEOUS EXPENSE

FIXED ASSETS

6440 COMPUTER HARDWARE/SOFTWARE  
6441 FIXED ASSETS – GIFTS  
6450 FIXED ASSETS-EQUIPMENT/OFFICE FURNITURE  
6460 CONSTRUCTION IN PROGRESS

TRANSFERS

4500 TRANSFER IN  
8440 TRANSFERS OUT

Adopted November 14, 1991; Revised August 8, 1996; Revised August 14, 1997; Revised November 12, 1998; Revised May 11, 2000;  
Revised August 10, 2000; Revised June 13, 2002

7017.0 Definitions of Financial Accounts

<u>ASSETS</u>		
0100	CASH ON DEPOSIT-LOS ANGELES COUNTY POOLED SURPLUS	Cash on deposit with Los Angeles County Pooled Surplus Fund. Cash with the County is pooled with other County investments, but segregated into several Funds
0114-0115	CASH ON DEPOSIT-BANK OF AMERICA - MONEY MARKET	Cash on deposit with Bank of America in money market account to maximize earnings prior to disbursement.
0120	CASH ON DEPOSIT-BANK OF AMERICA GENERAL DISBURSEMENTS	Cash on deposit with Bank of America in a checking account to be used for general disbursements.
0125	CASH ON DEPOSIT-BANK OF AMERICA PAYROLL	Cash on deposit with Bank of America in a checking account to be used for payroll disbursements.
0126	CASH ON HAND	Cash on hand for various purposes such as cash register change, coin changer and administrative petty cash.
1200-1221	RECEIVABLES-TAXES	Includes the uncollected portion of taxes levied in the current fiscal year or in prior fiscal years and remaining unpaid.
1225	RECEIVABLES-INTEREST	Interest income earnings not yet distributed by LAC Pooled Surplus Fund or bank.
1229	RECEIVABLE - CLSA	Reimbursements from direct loan and inter-library loan transactions to be received from the State of California.
1235	RECEIVABLES-OTHER	Includes miscellaneous amounts owed to the District such as travel advances.
1300	DUE FROM OTHER FUNDS	Amounts owed to General Fund from Special Funds

1350-1352PREPAIDS	Expenses paid in advance. Such as a one year insurance renewal paid in full at the beginning of the year.
<u>LIABILITIES</u>	
2100 PAYABLE-ACCOUNTS	Includes amounts reflecting liability of the District for Library materials, supplies, services, equipment or fixed assets that have been ordered and received but not yet paid for.
2108 PAYABLE-SALES/USE TAX	Includes amounts collected on rental of videos, DVDs, rental books, etc., not yet remitted to the State Board of Equalization.
2109 PAYABLE - PENINSULA FRIENDS OF THE LIBRARY (PFL)	Includes monies collected from Miraleste and Malaga Cove books sales not yet paid to PFL
2135 ACCRUED VACATIONS	Includes compensated absences (unpaid vacation) earned but not taken.
2137 ACCRUED SALARIES	Includes earned salaries by employees but not paid. Necessitated by payroll on tenth of following month for work through the end of the previous month.
2138 ACCRUED PAYROLL TAXES	Includes the payroll taxes for the earned salaries by employees but not paid. Necessitated by payroll on tenth of following month for work through the end of the previous month.
2150 - 2153 PAYROLL TAXES WITHHELD	Includes payroll taxes withheld from paychecks but not yet remitted to the taxing agency.
2154 PAYABLE-PERS	Includes retirement contribution amounts withheld from paychecks but not yet remitted to PERS.

2155	PAYABLE-SEIU	Includes union dues amounts authorized by employee to be withheld from paycheck but not yet remitted to the union.
2158	PAYABLE - GARNISHMENTS	Includes amounts disbursed to the IRS or State not yet deducted from the employees paycheck.
2160	PAYABLE-MUTUAL OF AMERICA	Includes deferred compensation contributions authorized to be withheld from paycheck by employee (457 Plan) but not yet remitted to Mutual of America.
2161	PAYABLE-NATIONWIDE SOLUTIONS	Includes deferred compensation contributions authorized to be withheld from paycheck by employee (457 Plan) but not yet remitted to Nationwide Solutions
2170 -2179	DEPOSITS	Includes amounts received as gifts, but not yet spent.
2200	DUE TO OTHER FUNDS	Amounts owed to a particular Fund by another Fund of the District (e.g. Building, Asset Replacement, etc.)
2720	BONDS PAYABLE	Includes the General Obligation Refunded Bonds, Series 1998; Bond Payments are scheduled to be paid once a year until the year 2016
3100 - 3200	FUND BALANCE	The excess of assets over liabilities and reserves.

REVENUES

PROPERTY TAXES:	
4001-4050AD-VALOREM LEVIES	Includes revenues resulting from levies made against the secured and unsecured property value rolls. Secured rolls are the real estate properties and unsecured rolls are personal properties.

4185	HOMEOWNERS EXEMPTION	Includes revenues received from the State as a subvention for the Homeowner's exemption credit excluded from the secured taxes levy.
4186	OTHER SUBVENTION	Includes revenues received as a subvention for amounts excluded from the levy.
4202 - 4204	GRANTS	Monies awarded to the District from local, state and federal entities for library needs (i.e., programming, materials and tuition)
4205	CLSA REIMBURSEMENT	Includes revenue, authorized by the California Library Services Act, for direct loan, ILL, and database reimbursement.
4206	MEETING ROOM FEES	Includes revenue for the use of the meeting rooms and equipment.
4210	PAYPHONE INCOME	Commission received from monies collected from payphones located on District property.
4223	COLLECTION REVENUE	Monies recovered by the District's collection agency for lost materials and unpaid fines to the District.
4225	RENTS & CONCESSIONS	Includes revenue from the use of copy machines, microfilm/fiche printers, telephones and typewriters.
4239	BOOK RENTAL FEES	Includes revenue from best sellers rented to public.
4240	FINES	Includes revenue from the collection of fines for overdue books and other library materials. Includes cash over and short.
4242	AUDIO MATERIALS	Includes revenue from rental of books on tape.

4243	DEBIT CARD FEES	Includes commissions received from the debit card vendor on debit card usage.
4245	LOST MATERIAL FEES	Includes revenue from the collection of fees for lost books and other library materials.
4247	VIDEOCASSETTE FEES	Includes revenue from the rental of videos and DVDs.
4250-4260	GIFTS	Includes donations from all sources for library materials, programming, fixed assets, and other specified or unspecified materials.
4350	SALE OF FIXED ASSETS	Monies received from the sale of library equipment (i.e., computers, printers, book shelves, etc.)
4360	ART EXHIBIT PROCEEDS	Commissions received from the sale of art.
4400	MISCELLANEOUS INCOME	Includes revenue from all sources not listed above.
4420-4421	INTEREST INCOME	Includes income from interest earned on bank deposits and deposits in Los Angeles Pooled Surplus Fund.
4500	PUBLIC LIBRARY FUND	Includes revenue distributions from the State of California Public Library Fund.
4550	TELECONNECT REFUND	Discounts received on all telecommunication bills through a satellite plan for LSTA
4600	SETTLEMENTS	Monies received from litigation settlements.
4980	TRANSFERS - IN	Funds transferred from another Fund.
<u>EXPENDITURES</u>		
5100	SALARIES	Wages for salaried and hourly employees, temporary employees, overtime premium pay, vacation and sick leave.

5101	OTHER COMPENSATION	Other types of compensation such as mileage allowance
5105	FICA-EMPLOYER	Employer's contribution toward employee's coverage under Federal Insurance Contributions Act.
5106	STATE UNEMPLOYMENT	Cost of employees' coverage under state program. District participates in the reimbursement program.
5108	PERS CONTRIBUTION- EMPLOYEE	Employer's contribution toward employee's coverage under Public Employees Retirement System. Currently, the District contributes 100% of the employee's contribution.
5109	PERS CONTRIBUTION- EMPLOYER	Employer's contribution toward coverage under Public Employees Retirement System.
5110	GROUP INSURANCE	Employer's share of health, dental, life and accidental insurance.
5111	WORKERS COMPENSATION INSURANCE	Cost of total workers compensation coverage provided by State Compensation Insurance Fund.
5140 - 5161	PROFESSIONAL SERVICES	Legal (labor and general) services, audit fees, graphic artist fees, computer consultants, engineering and legal services related to special project scope of work and contracts and security monitor services
5220	COMMUNICATIONS	Telephone, fax lines, pagers, SPRINT, dedicated lines for alarm systems and maintenance/installation costs for telephones.
5223	HOUSEHOLD EXPENSES	Cost of contracts for housekeeping services such as pest control, trash pick-up, security alarm monitors, window cleaning, cleaning supplies, sanitary supplies, and lights.

5225	INSURANCE-GENERAL	Commercial property coverage for buildings and contents, general liability, umbrella liability, automobile, comprehensive crime coverage, boiler & machinery.
5226	CASUALTY LOSS EXPENSE	Includes all casualty loss expenses beyond insurance recovery.
5230-5231	MAINTENANCE-EQUIPMENT	Expenditures for services, supplies, and repairs for keeping all furniture and the following equipment in operating condition: typewriters, computers (mainframe and microcomputers) and peripherals, cash registers, copy machines and reader-printers (public and staff), phone system, piano, and all maintenance equipment.
5235-5240	MAINTENANCE-BUILDING AND GROUNDS	Expenditures for maintaining the useful life of structures, improvements, and grounds including systems which make the building operational, such as HVAC, elevator, landscaping, custodial, electrical, and plumbing equipment. Also included are replacements which do not extend life of structure or result in betterment.
5250	TRANSPORTATION	Maintenance of District's vehicles (including gasoline) and the reimbursement to maintenance personnel for use of their personal vehicles when on District business.
5261-5263	UTILITIES	Cost of all utilities, such as water service, natural gas and electric service.
5300	DATA LINES	Data lines including OCLC telecommunications and T1 lines connecting the branches to the Peninsula Center Library and the network to the Internet Service Provider.

5303	AUTOMATION SUPPLIES	Specialized supplies used with the District's automated systems and for maintenance of these systems, such as library cards, data mailers, barcodes, printer supplies, computer disks and tapes, cables, paper, and application software under \$2,000
5304	INTERNET SERVICE PROVIDER	Fees charged by the Internet Service Provider to provide a link to the Internet for the District's network.
5305	HARDWARE MAINTENANCE	Maintenance costs for hardware for the District's automated systems, provided through maintenance contracts and time and materials.
5306	SOFTWARE MAINTENANCE	Maintenance costs for software for the District's automated systems, provided through maintenance contracts and time and materials. This includes software support as well as regular upgrades to that software.
5307	REPAIRS/MAINT/ SPARE PARTS	Includes costs for maintaining computers, printers, etc., such as repairs, maintenance and spare parts.
5311	SMALL EQUIPMENT/ SOFTWARE (OVER \$200/UNDER \$1999)	Includes cost for automation equipment purchases such as printers, computers and monitors over \$200 and under \$1,999
5340 - 5342	ADULT BOOKS	Includes cost of adult reference and circulating monographic hardback and paperback books for use by the public, including monographic series purchased through "standing orders." Also includes hardback college catalog collection and college catalogs on microfiche.
5343 -5345	ADULT SERIALS	Includes cost of adult periodical subscriptions and indexes for public use, in various formats (such as print, microform and CD-ROM).

5346	ELECTRONIC DATABASE LICENSES	Includes the cost of online license fees and software from vendors such as EBSCO, Gale Group, Newsbank and Books in Print
5348	ADULT PAMPHLETS	Includes cost of adult pamphlets and government documents used by the public and purchased individually through GPO and through standing orders deposit accounts with GPO and Bernan, and through standing orders with Ebsco. Also includes Unipub publications purchased through a Unipub standing order deposit account.
5350	VIDEO MATERIALS	Includes cost of all VHS videocassettes (adult and young readers) and all future video formats used by the public.
5351 -5353	ADULT AUDIO MATERIALS	Includes cost of all adult audiocassettes and compact discs and any future audio format, used by the public.
5354	ADULT MATERIAL GIFTS	Includes cost for adult library materials such as books, standing orders and subscriptions purchased with donated monies
5355 -5358	YOUNG READERS BOOKS	Includes cost of young readers reference and circulating monographic hardback and paperback books for use by the public, including monographic series purchased through "standing orders."
5359	YOUNG READERS SERIALS	Includes cost of young readers periodical subscriptions and indexes for public use, in various formats.
5360	YOUNG READERS PAMPHLETS	Includes cost of young readers pamphlets and government documents used by the public and purchased individually through GPO and through standing orders with Ebsco.

5361 - YOUNG READERS AUDIO 5362 MATERIALS	Includes cost of all young readers phonorecords, audiocassettes and compact discs and any future audio format, used by the public.
5363 YOUNG READERS MATERIALS - GIFTS	Includes cost for young readers library materials such as books, standing orders and subscriptions purchased with donated monies
5364 BINDING	Cost of sending library books and periodicals to a commercial bindery. Primarily used to preserve back issues of magazines and to repair out-of-print materials still valuable for public use.
5365 PROFESSIONAL BOOKS	Includes cost of all materials (print or non-print), used exclusively by staff or Board in order to conduct library business.
5366 GRANTS - LIBRARY MATERIALS	Library materials purchased with local, state or federal funds
5370 YOUNG READERS "IN HOUSE) VIDEOS	Includes videos for use exclusively in-house by YR Librarians for Young Readers programming.
5440 MEMBERSHIPS	Membership and dues in societies, professional and trade organizations. Includes employees and Trustees.
5441 METROPOLITAN COOPERATIVE LIBRARY SYSTEM (MCLS) DUES	Membership contribution to support services (including delivery, communication, reference, etc.) of the Metropolitan Cooperative Library System (MCLS).
5442 PROFESSIONAL DEVELOPMENT	Includes costs that pertain to employee or Board development such as in-house training to conduct library business.

5443	TRAVEL/ CONFERENCE/ SEMINARS	Costs, including registrations, meals, lodging, travel by air or car, and other incidental expenses incurred by employees and Trustees at professional conferences, local meetings and workshops. Also includes mileage reimbursements for use of personal cars on District business to branches and other authorized uses.
5444	CLASSIFIED ADVERTISING/ RECRUITING	Cost of newspaper, professional newsletters and other media of classified advertising for personnel postings, legal notices, and other required notifications. Also includes any related recruiting expenses such as overnight lodging of job candidates or authorized moving expenses of new employees.
5445-5448	GRANTS – OTHER	All items purchased other than library materials with local, state or federal funds
5449	EMPLOYEE TRAINING	Includes in-house training for employees such as the Dynix system, safety and computer
5450	SMALL EQUIPMENT/ SOFTWARE (Over \$200/under \$1999)	General, office-type and library supplies including equipment with unit cost greater than \$200 and less than \$1,999
5461-5462	OFFICE/ LIBRARY SUPPLIES	General, office-type & library supplies including equipment whose unit cost is less than \$200. Includes supplies for Trustee meetings.

5463	POSTAGE	Postage charges for meter mail, freight, UPS/Federal Express charges, stamps, postal insurance. An allocation, based on studies, is deleted from postage and transferred to inter-library loan expense.
5466/5467	PUBLIC RELATIONS	Materials publicizing library services and programs, including book lists, brochures, photography, filming of Trustee meetings, adult and young reader printing, semi-annual District newsletter printing and production costs, and holiday decorations.
5470	TAX COLLECTION FEE	Costs billed by County of Los Angeles for the collection of property taxes.
5471-5472	PROGRAMMING	Materials and services costs related to library-related adult and young reader programs for the community.
5476	LIBRARY ADVISORY COMMITTEES	Amounts allocated for each library advisory committee for miscellaneous expenditures.
5479	BANK FEES	Fees charged by the payroll service for the preparation of the District's semi-monthly payroll and service charges on the several bank accounts. Return check fees and other miscellaneous charges.
5485	ELECTION EXPENSE	Fees charged by the County of Los Angeles Registrar-Recorder for the District's allocated costs of the biennial election of Library Board of Trustees or library issues subject to the electorate.
5488	TS/ILL/OCLC/ACCESS	Internet hourly access fee which allows cataloging and interlibrary loan to be done online

5489	CATALOGING	Technical Service costs for OCLC activities including exporting, changing, adding and updating material records.
5490	INTER-LIBRARY LOAN	All identified costs related to the inter-library loan service provided for the patron. The costs include the OCLC charges for online searching, connect charges (Compuserve), fees charged by the lending library for book rental or copy fees, and an out-going postage charge allocation for books borrowed by or loaned to other libraries.
5550	MISCELLANEOUS EXPENSE	Infrequent or small expenditures which cannot be classified in any other expenditure account.
6440	COMPUTER HARDWARE/ SOFTWARE	Costs of hardware or software with unit cost of \$2,000 or more
6441	FIXED ASSETS – GIFTS	Costs of furniture/equipment or hardware/software with unit cost of \$2,000 or more purchased with monies gifted to the District.
6450	FIXED ASSETS – EQUIPMENT/OFFICE FURNITURE	Cost of furniture or equipment whose unit cost is \$2,000 or more.
6460	FIXED-ASSETS CONSTRUCTION IN PROGRESS	Cost of construction to any of the three library buildings in excess of \$2,000 (i.e., roof, HVAC, remodeling, fixtures, etc.)
<u>TRANSFERS</u>		
4500	TRANSFERS IN	Funds transferred from other funds.
8440	TRANSFERS OUT	Funds transferred to another Fund .

Adopted November 14, 1991; Revised August 8, 1996; Revised September 11, 1997; Revised November 12, 1998; Revised May 11, 2000; Revised August 10, 2000; Updated September 2002

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## 7019.0 Special Projects

Management reports may be required for certain items or processes that do not fit the structure of strict accounting rules. Therefore, management reports are developed that allow latitude in format and use of numbers derived from the accounting records. Reports used to track specific projects are examples of these types of reports.

### 7019.1 Characteristics of Special Projects

- A. Special Projects are funded through the transfer of monies from one of the unrestricted District funds or the Gift Fund contained in Policy No. 7005.5 (Current District Funds).
- B. Special Projects have a defined scope of work, specific goals, and an identified completion. Example events which would close a Special Project include: report submitted, rework or refurbishment list completed, policy modified, etc.
- C. Special Projects have a designated Project Manager. For facilities projects utilizing architectural services, the Project Manager may be referred to as "Owner's Agent" and may be a Trustee, the Director, staff, or other person.

### 7019.2 Creating a Special Project

A Special Project is created by majority vote of the Board with an authorizing resolution. The resolution includes:

- A. amount and source of funds required for the project;
- B. name of Project Manager or Owner's Agent;
- C. date of authorization and estimated completion date; and
- D. list of general tasks to be accomplished.

Special Projects will not normally be created for activities that take less than three months to complete or are expected to incur less than \$5,000 total project cost.

### 7019.3 Monitoring Special Projects

- A. The Project Manager shall maintain a Project Docket with authorizing documents, task lists, schedules, budget and expense record, etc. The Finance Director provides fiscal support and controls as required.
- B. Written monthly reports shall be provided in accordance with Policy No. 7020.3.A.3 (Monthly Reporting).

### 7019.4 Modifying Special Projects

Revisions, such as additional funding and/or changes in scope or schedule, shall be authorized by the Board and require a new resolution superseding the prior resolution.

7019.5 Terminating Special Projects

A. Special Projects shall terminate

1. automatically at the time specified in the current resolution, requiring no Board action; or
2. by Board adoption of a new resolution which terminates the project.

B. Termination ends authorization to encumber additional funds.

- C. If funds remain from a project created through a designated gift, the donor shall be contacted for direction regarding the remaining funds. If the donor provides no direction, the funds will be transferred to the General Fund and expended at the Board's discretion. If funds remain that are not from a designated gift, excess funds will be returned to the original funding source.

Adopted November 9, 2000; Last Reviewed June 13, 2002

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7020.0 Reports/Schedules

7020.1 Annual Audit

The Board of Library Trustees provides for an annual audit of all District funds. The audit is provided by an independent public accounting firm responsible solely to the Board. The Board will engage the auditor and receive directly the audit results.

The audit is submitted to the Board on or before the regular December Board meeting and once accepted is distributed to the Board, Los Angeles County Auditor-Controller, and U.S. Bank Corporate Trust Services (Bond Trustee).

Adopted May 12, 1988; Revised August 14, 1997; Revised November 12, 1998; Revised August 10, 2000; Last Reviewed June 13, 2002

7020.2 State Reports

A. State Library

California Education Code, Division I, Part 11, Chapter 9, Section 19653 requires a comprehensive report of District operations including collection data, circulation, funding and expenditures be filed with the State Library on or before August 31 each year.

The Director is responsible for preparation and submission of this report to the State Librarian. A copy of the Palos Verdes Library District annual California Public Library report shall be furnished each Trustee at the next Board Meeting following submission.

The Director shall maintain a copy of the most recent Palos Verdes Library District annual report and the California Library Statistics and Directory in the Office of the Director for viewing by the public or Trustees.

Adopted May 12, 1988; Revised August 10, 2000; Last Reviewed June 13, 2002



B. State Controller

The Director shall file with the State Controller's Office within 90 days after the end of each fiscal year a detailed report of all financial transactions of the District.

The Director shall maintain a copy of the State Controller's Consolidated comparative statistics for all Special Districts (Financial Transactions of Special Districts) in the Office of the Director for review by the public or Trustees.

Adopted May 12, 1988; Revised September 13, 1990; Last Reviewed August 10, 2000; Last Reviewed June 13, 2002

7020.3 Reports to the Board of Library Trustees

A. Monthly Reporting

3. Operational Statistical Reports

The Director shall provide in the monthly Agenda Packet for each Trustee, Operational Statistical Report that contains the following information as a minimum:

- a. patron door count,
- b. circulation statistics,
- c. reference requests processed by the Reference Department,
- d. use of meeting rooms,
- e. materials added to the collection by category and number,
- f. inter-library loan transactions, and
- g. number of volunteers and volunteer hours.

Each of the foregoing statistical items shall be furnished for the:

- a. number of volunteers and volunteer hours,
- b. previous month,
- c. last year same month,
- d. year-to-date totals, and
- e. comparable prior year totals for each facility and the District in total.

2. Approved Budget Performance Report

Each month Trustees, shall have included within the Agenda Packet a General Fund Income Statement reflecting income and expenditures for the previous month. This report shall include as a minimum:

- a. account description,

- b. appropriated budget totals, current month and year-to-date,
- c. percentage of the budget year remaining,
- d. actual revenues and expenditures, current month and year-to-date, and
- e. percentage of account budget remaining.

3. Special Project Reports

Each month Trustees, shall have included within the Agenda Packet a written report for each ongoing Special Project. This report shall include at a minimum:

- a. financial status
- b. significant events
- c. dollar estimate to complete
- d. tasks to complete

If the proposal involves a contractual obligation, the report shall include dates for Requests for Proposal, contract award and contract completion.

B. Quarterly Reporting

The Director shall provide each Trustee, at the Regular Board meetings held in August, November, February and May, a Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance for each of the District's Funds and a Cash and Investment Report reflecting all Funds.

The Director shall provide each Trustee at the first Board meeting of each calendar quarter a listing of all contracts due to expire in the following quarter. The schedule shall include the following: name of company, purpose of contract, date contract was first issued, start date, expiration date, extension option, cost and comments.

C. Semi-Annual Reporting

The Director shall provide each Trustee, no later than June and December of each year, a schedule reflecting information regarding individual gifts contained in the Gift Fund. The schedule shall include the following: name of donor, amount of original donation, restrictions on donation, purpose and amount of donation expensed, and balance of donation remaining.

D. Annual Reporting

1. The Director shall provide each Trustee, at the regular September meeting of the Board, a schedule reflecting the disposal of fixed assets through sale, gift, exchange/trade in or discard for the preceding fiscal year. The schedule shall indicate, if available, the inventory number, date of acquisition, cost of item, and income received (if any).
2. The Chair of each standing or special committee shall provide each Trustee, at the regular January Board meeting, a report reflecting the activities/accomplishments of the committee in the prior calendar year.

3. The Director shall provide with the First Reading of the Budget a list of all contracts to be entered into by the District for the coming year. The list shall include the following: name of company, purpose of contract, date contract was first issued, start date, expiration date, extension option, cost and comments.

**Adopted May 12, 1988; Updated June 26, 1989; Revised August 8, 1996; Revised August 14, 1997; Revised March 9, 2000; Revised May 11, 2000; Revised June 8, 2000; Revised August 10, 2000; Revised January 9, 2003**

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7030.0 Funding Sources - General Fund

District funding is currently provided from the following sources: District property taxes, internal income, gifts and grants, interest income and the State of California.

A. Property Taxes

Both secured and unsecured property is taxed at the rate of one (1) percent of the full market value as established by the 1978 assessment rolls. The District receives only a portion of these property taxes. Each year this property base assessment is adjusted by changes in population, the CPI, and sale of individual properties. The Homeowners Exemption taxes are subvented 100 percent by the State.

Distribution of all these forms of property tax is made by the Los Angeles County Auditor's Office following the distribution formula established by Chapter 6, Part 0.5 (Sections 95 and 98.6), Division I of the Revenue & Taxation Code (popularly known as AB-8).

B. Internal Income

The Board of Library Trustees authorizes and directs that internal income be generated from fines, meeting room fees, rentals, concessions, miscellaneous fees and gifts as separately specified in operating policies contained in Policy No. 5000.0 (Library Operations).

C. Gifts and Grants

Gift money is income usually derived from library support organizations, such as the Friends or Library Foundation, or individual residents of the District. Gift monies may be restricted or unrestricted as defined in Policy No. 5060.0 (Gifts/Donations). Both the General Fund and Gift Fund can be affected by a gift/donation depending on its character. Policies regarding both funds are discussed here.

All unrestricted gifts and restricted gifts of less than \$1,000 shall be deposited in the General Fund, as these funds are usually spent within a twelve-month period. Restricted gifts of \$1,000 or more that represent payment to the General Fund for the advance purchase of a gift item also shall be deposited directly into the General Fund. All other restricted gifts of \$1,000 or more shall be deposited into the Gift Fund. Gift fund interest income shall be allocated to each gift on the basis of its dollar amount. Reporting of amounts contained in the gift fund shall be performed in accordance with Policy No. 7020.3.C.2 (Semi-Annual Reporting).

Grants are usually provided to the District by the State or Federal government or a recognized foundation. They are restricted to the program for which they are requested.

D. Interest Income

Interest Income is generated from earnings on balances maintained by Los Angeles County and in various money market accounts.



E. State of California

1. Public Library Fund

On September 27, 1982 the Governor signed Senate Bill 358 as Chapter 1498, Statutes of 1982, creating Chapter 1.5 (Section 18010 et seq.) of Part 11 of the Education Code. This bill is referred to as the Public Library Finance Act of 1982. It created the Public Library Fund providing state assistance annually to the state's eligible public libraries. Funds for this program appear in the Local Assistance portion of the annual budget of the California State Library, and must be approved each year by the Legislature and the Governor. This program is administered by the California State Librarian. Funds can be used for "general library purposes", but the funds cannot be used to reduce the local budget from the prior year as an offsetting revenue source.

The first year of implementation was 1983, and the program has never been fully funded. The actual amount from the Public Library Fund distributed to each eligible library depends on three factors: a) the total amount approved by the Legislature and Governor for the year in question; b) the number of public library jurisdictions eligible for that year; and c) the success of local jurisdictions in raising a sufficient amount of local revenues to meet the designated level of local funds required by the State.

There have been several changes to the local match requirements in recent years in response to budget reductions at the local level. These changes have been limited to the fiscal year in which the specific legislation was passed.

2. California Library Services Act

The California Library Services Act (CLSA) enables libraries throughout the state to provide users with services and resources from all libraries in the state. Quarterly revenues from CLSA are reimbursements based on transactions for direct loans and inter-library loans to patrons outside PVLD's service area. An annual database subsidy based on participation in the MCLS Linked system provides additional monies.

Adopted May 12, 1988; Revised November 14, 1991; Revised May 11, 1995; Revised August 14, 1997; Revised November 12, 1998; Revised February 10, 2000; Revised May 11, 2000; Last Reviewed June 13, 2002

7031.0

Donors of restricted or non-restricted gifts/donations given to PVLD per Policy No. 7030.0.C will be acknowledged on the Donor Board located in the entrance to Peninsula Center Library (level 3). Donors shall include individuals, organizations (other than library support groups) and businesses. There are four (4) levels of recognition:

Partners:	\$1,000 - \$1,999
Patrons:	\$2,000 - \$4,999
Sponsors:	\$5,000 - \$9,999
Benefactors:	\$10,000 or more

Adopted: December 12, 2002

## 2.0 Inter-fund Transfers

Upon Board approval of the audit and subsequent to all audit adjustments made to the quarterly financial reports, the Finance Director shall review fund balances in all Board-designated funds as reflected on the Combined Statement of Revenues, Expenditures and Changes in Fund Balance. The Finance Director shall then recommend to the Board the transfer of excess fund balance amounts, or any portion thereof, to the appropriate Capital Project fund(s) as defined in the audit. All fund transfers require Board approval.

Approved May 11, 2000; Last Reviewed June 13, 2002

## 5.0 Investment Policy

- A. This Investment Policy applies to all funds of the District as identified in the District's Independent Auditor's Reports and General-Purpose Financial Statements, with the exception of those funds governed by bond indentures or bond resolutions. The following is a list of funds included:
1. General Fund
  2. Capital Projects fund
  3. Expendable Trust Fund
- B. Investment Authority
1. Pursuant to Education Code Section 19658, the Los Angeles County Treasurer is the investment authority for, and holder of all District Funds, except as otherwise specified in this Paragraph and Paragraph D of this Policy.
  2. All revenue derived from taxes, together with all money acquired by gift, devise, bequest, or otherwise, for purposes of the District, shall be paid to the Los Angeles County Treasury to the credit of the Library Fund of the District. If payment into the Los Angeles County Treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the Board of Library Trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the District, in accordance with the terms and conditions of the gift, devise, or bequest. If a gift, devise, bequest or otherwise is to be spent during the fiscal year of receipt, the District Director may deposit the money in either a District-maintained account or in the Los Angeles County Treasury, depending upon the dollar amount, length of time and the anticipated margin of return on investment before it is expended.
  3. All funds in the District's Library Fund of the Los Angeles County Treasury shall be held in the Los Angeles County Pooled Surplus Investment Fund, unless the District makes a special request of the County Treasurer for placement in other lawful investments with a term of no less than two (2) years. However, few funds are eligible for this type of long-term investment, as funds of the District must remain sufficiently liquid to enable the District to meet all operating

requirements that might be reasonably anticipated, including but not limited to, the operating budget of the current fiscal year.

C. District Authority

1. The District may withdraw funds from the County Treasury to use for general and special operations of the District. In order to disburse funds related to these obligations, transfers from the County Treasury shall be made to District-maintained financial accounts. These transfers shall be made on order of the Board of Library Trustees or the District Director on an as-needed basis, usually once per month, to cover anticipated expenses of the District.
2. District-maintained financial accounts must be held in California or federally chartered banks or other financial institutions that are members of, and insured by, FDIC or FSLIC. These financial institutions shall be selected by the District Director or Finance Director and approved by the Board of Library Trustees.

D. Ethics and Conflicts of Interest

No District officer or employee shall make, participate in making, or use his or her official position to influence a decision regarding District investments in which he or she has a financial interest in the outcome of that decision, as provided in California Government Code Section 1090 et seq. And California Government Code Section 87100 et seq.

E. Reporting

1. In accordance with CGC S53646(b)(1), the Director of Finance shall submit to the Board of Library Trustees a quarterly Cash and Investment Report. This quarterly report shall be submitted at the Regular Board meetings held in August, November, February and May. The report shall reflect all District funds at quarter end and the location of same, i.e., County of Los Angeles Pooled Surplus Investment Fund or District-maintained financial accounts. This report shall also include a statement that (1) all investments are in full compliance with the Investment Policy, with any exception(s) disclosed and, (2) the District will meet its expenditure obligations for the next six months, as required by California Government Code Section 53646(b)(2) and (3) respectively.
2. A report summarizing the County of Los Angeles Pooled Surplus Investment Fund also is available for inspection in the Office of the Director. The report is entitled "Excerpts from the Report of Investment" and is published by the County of Los Angeles Treasurer and Tax Collection on a monthly basis.

F. Investment Policy Review

The Investment Policy shall be reviewed annually by the Board of Library Trustees and revised by the Board of Trustees as necessary.

Adopted October 8, 1987; Revised November 14, 1991; Revised November 9, 1995; Revised June 13, 1996; Revised February 10, 2000; Last Reviewed June 13, 2002



0.0 Insurance

It is the Board of Library Trustees policy to provide insurance coverage for the following: Property, fire, ECE (Extended Coverage Endorsement) and basic liability, not less than 90% co-insurance (based on current appraised value):

Peninsula Center	Malaga Cove	Miraleste	
Buildings & Contents	\$ 31,370,603	3,478,801	1,310,934
Fine Arts	0	350,000	0
Valuable Papers	250,000	250,000	250,000
Deductible (per occurrence)	2,000	2,000	2,000
Electronic Data Processing			
Hardware \$ 750,000	9,000	9,000	
Software	128,750	2,500	2,500
Extra Expense	128,750	2,500	2,500
Deductible	2,000	2,000	2,000
Earthquake Sprinkler Leakage	1,000,000	0	0
Deductible	10,000		
Flood 5,000,000	Rep't Value	Rept'd Value	
Deductible	500	500	500
Commercial/General Liability	10,000,000/ 500 deductible		
Blanket Business Income	250,000		
Employment Related Practices	10,000,000		

Automobile property and liability: \$10,000,000 for District vehicles and any future automobiles or trucks purchased or leased by District. Deductible \$1,000.

Uninsured motorist: \$10,000,000 limits. No Deductible.

Boiler and machinery equipment installed in any District facility: \$50,000,000 Deductible \$1,000.

Umbrella Policy liability no less than \$10,000,000. Covers all employees and Trustees. Personal Liability Coverage for Trustees: \$500,000

Comprehensive Crime coverage including Blanket Employee Dishonesty Coverage for all employees: up to \$250,000. No deductible.

Worker's Compensation for employees and volunteers, in compliance with State regulations. Also includes Employers Liability of \$1,000,000 per accident, per employee.

State Unemployment insurance coverage for all employees of the District, through a State administered program that the District underwrites on a reimbursable basis.

Public Officials and Employees Errors and Omissions Liability with a liability limit of \$10,000,000 annual aggregate.

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0.0 Legal Counsel

It is the policy of the Palos Verdes Library District to utilize independent and competent legal counsel.

The Board currently contracts with two private law firms specializing in public sector law; one as General Counsel and one for labor and employee relations. The function of counsel is to advise the Board and the Director in all legal matters. Counsel for labor and employee relations serves on the negotiating team during collective bargaining with the recognized employees' organization.

From time to time as may be required, the Board shall contract for legal counsel to handle specific legal situations confronting the District. The Director may use attorneys not on contract with the District on an hourly basis, as may be required, provided total fees for any one firm do not exceed \$3,000 on an annual basis. Such use will be reported at the next regularly scheduled Board meeting.

Adopted May 12, 1988; Revised November 14, 1991; Revised August 14, 1997; Updated November 12, 1998; Revised September 14, 2000; Last Reviewed June 13, 2002

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0.0 Contracts and Agreements

0.1 Approval

All contracts and resolutions must be approved by no less than three (3) Board members, with the following exceptions:

- A. The Director is authorized to enter into contracts funded via a line item in the current fiscal year General Fund Budget, or in a Board Resolution, in accordance with Policy No. 7120.0 (Authority for Budgeted Purchased). Notice is required to the Board in the Consent Calendar at the next Regular meeting after contract ratification identifying the contract date, contractor, cost, authorizing budget line item or Board Resolution, length of contract, and other pertinent information.
- B. The Director may, at his/her discretion, present any contract to the Board for discussion and prior approval. Any Board member may request that a contract be presented to the Board for discussion and prior approval.

Adopted May 12, 1988; Revised August 10, 2000; Last Reviewed June 13, 2002

0.2 Personnel

- A. The Board of Library Trustees is responsible for selecting and contracting with a District Director, establishing the salary, benefits and terms of employment, and completing an annual review. The Director's termination shall be tendered to or directed by the Board.
- B. The Board is responsible for contracting with the recognized employees' association covering wages, benefits, terms of employment, and working conditions.

Adopted May 12, 1988; Revised December 13, 1990; Revised September 10, 1992; Revised August 14, 1997; Revised December 11, 1997; Updated November 12, 1998; Last Reviewed June 13, 2002

0.3 Property Contingency

Library District - Village Shopping Center Agreement

The District is a party to an agreement with the Village Shopping Center and the City of Rolling Hills Estates which provides for reciprocal parking between the Village Shopping Center and Peninsula Center Library. By this agreement the Village Shopping Center maintains the small plaza on Deep Valley Drive which occupies land owned by the Library District.

Adopted May 12, 1988; Revised December 13, 1990; Revised August 14, 1997; Revised December 11, 1997; Updated October 1998; Revised August 12, 1999; Revised August 10, 2000; Last Reviewed June 13, 2002

0.0 Retention of Administrative Records

It is the responsibility of the Director of the Palos Verdes Library District to create and maintain current and useful administrative files and records as a basic management resource for the District. Similarly, the Director is responsible for the maintenance of the necessary historical records required by law and accepted practice. The Director shall review these files and records periodically to determine the adequacy of the retention procedures. The Director will carry out these duties in line with the specific guidelines outlined below. Changes in these guidelines shall be brought to the Board for its consideration and approval. Unusual items, not listed, should be brought to the Director's attention.

Revised July 10, 1997; Revised May 11, 2000; Last Reviewed June 13, 2002

RECORD      RETENTION

AMERICANS WITH DISABILITIES ACT (ADA)

forms	3 years	Self Evaluation
years		Complaints 3
Complaints	3 years	Responses to

BOARD OF LIBRARY TRUSTEES

Meetings	Permanent	Minutes of Board
Trustee Elections/Appointments	Permanent	
of Board and Committee Meetings	6 months	Audio Recordings
of Board and Committee Meetings	Permanent	Video Recordings
Packets	5 years	Agendas/Agenda

CALIFORNIA LIBRARY SERVICES ACT, ILL DATA 4 years

COLLECTION FORMS (July 1878, Article 7 Interlibrary Loans Section 20265(b) of CSLB's regulations)

CIRCULATION RECORDS

Computerized fines & fees	3 years
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CORRESPONDENCE  
Chronological File of Correspondence

5 years

**FINANCIAL RECORDS**

Accounting Records of Original Entry  
(Financial ledgers and journals)

Permanent

Bank Statements/Canceled Checks/Deposit Slips  
Cash Collections Account  
Imprest Cash Account  
Payroll Account

3 years  
4 years after audit  
4 years after audit  
4 years after audit

Audits Permanent

Plans

5 years

Budgets/Capital

**FIXED ASSET RECORDS**

Reports

10 years

Annual Disposal

Inventory Detail

10 years

Library

Construction  
(Bonds, election, construction, architects, outfitting, litigation, etc.)

Permanent

Tait Appraisal

Permanent

**INSURANCE**

Group

4 years after termination

Insurance Claim

Liability  
Workers Compensation

Permanent  
5 years after file is closed

Property &

**LITIGATION (except library construction)**

settlement

3 years after final

**PAYROLL**

Report

5 years

Bank Payroll

(ADP)

5 years

Earnings Record

Reports

5 years

P.E.R.S. Monthly

Work

5 years after audit

Record of Sunday

Cards  
W-2 Forms 5 years

5 years

Time Sheets or

**PERSONNEL**

Applications

3 years

Employment

and Posted Positions

4 years

General Interest

Charts

permanent

Organization

Personnel Files	permanent	Employee
year		Grievances 1
		Job Descriptions
	2 years	Labor Contracts
	5 years	Exposure to
Hazards	30 years after termination	
Immigration/Naturalization	3 years or	
1 year after termination		
Pension, Insurance, Seniority and Merit Pay Plans	1 year after	
termination of plan		
	PRESS RELEASES	8 years
PURCHASING/CONTRACTS		
bid amounts)	10 Years	Bids (bidders and
Completed	10 years	Contracts
	7 years	Purchase Orders
Logs	7 years	Purchase Order
Requisitions	7 years	Supply
years		Invoices 10
		TAX REPORTS
Tax Withheld Report)	5 years	DE-3 (State Income
Income Tax Withheld Report)	5 years	941-E (Federal
Report to P.E.R.S.)	5 years	OAR-S (F.I.C.A.
years		Sales Tax 5
		Unemployment
	6 years	

Revised October 8, 1992; Revised September 8, 1994; Revised July 10, 1997; Last Reviewed January 1999; Revised June 10, 1999; Revised October 14, 1999; Revised August 10, 2000; Revised June 13, 2002

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### Disposal of Materials and Other Items Deemed Inappropriate for Retention

The purpose of this policy is to provide a procedure for handling disposal of items owned by the District other than library materials (for library materials see Policy No. 5040.2), which are inappropriate for retention, to assure such actions are in the best interests of the District and the community, and to provide a process of control and review by the Board.

A. Definition of Items

1. Fixed assets -- furniture or equipment costing or valued for replacement at \$2,000 or more
2. Other furniture, equipment and supplies -- material costing or valued for replacement at less than \$2,000

B. Factors to be Considered Prior to Disposal

1. Usefulness to the District now or in the future
2. Costs to achieve usefulness to the District now or in the future

C. Means of Disposal

1. Sale – income is received by the District. Board shall be provided with justification of sale and information on how sale is to be conducted. Sale must be approved by Board action.
2. Gift -- restricted to other libraries unless otherwise authorized by Board action.
3. Exchange/Trade-in – credit is received by the District toward acquisition of similar item
4. Discard -- to be utilized only if other means of disposal are not possible or appropriate

D. Responsibility for determination

1. Fixed assets (see “A” above) and Art or Other Artifacts -- The Director makes recommendation to the Board as to items and means of disposal. Decision is then made by Board action.
2. Other furniture, equipment and supplies (see “B” above) -- The Director makes the decision as to items and means of disposal; no Board action is necessary unless sold (see “D.1” above).

E. Reporting

A written annual report shall be provided to the Board in accordance with Policy No. 7020.3.D (Annual Reporting).

Approved April 14, 1977; Revised August 9, 1990; Revised October 6, 1994; Revised June 8, 2000; Last Reviewed June 13, 2002

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0.0 Purchasing Policy

It is the policy of the Palos Verdes Library District to purchase quality products and services. The District purchases products and services from the lowest responsible bidder. However, lowest cost will not be the sole factor in selecting vendors to provide products and services necessary for operation of the District. Value, future costs and quality of service will be given equal weight.

Purchases are made by employing either a bid or Request for Proposal (RFP) process. Bid process implies that the lowest price will be the sole criteria in the award selection if the minimum stated requirements are met. RFP processes allow for selection based on stipulated award criteria in addition to price.

Products and services which are required to be bid by law will be governed by the applicable laws. The District, as an independent special district formed under the Education Code, is not required to follow the Public Contracts Code. However, the District will follow similar bid procedures and will utilize a Request for Proposal (RFP) type procedure, when the product or service exceeds \$10,000.

If products or services are deemed available only from a sole source, the Director may waive the requirements set forth in each of Sections 7130.0 B, C and D below.

Adopted October 13, 1988; Revised April 9, 1992; Revised August 8, 1996; Revised August 14, 1997; Revised August 10, 2000; Revised June 13, 2002

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0.0 Authority For Budgeted Purchases

The Director is delegated the authority to enter into contracts for the purchase of any product or service approved in the current fiscal year budget in accordance with the policies set forth herein.

Adopted October 13, 1988; Revised April 9, 1992; Revised August 14, 1997; Last Reviewed June 13, 2002

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0.0 Purchasing Limitations

- A. A budgeted purchase, service, contract or agreement, not including Library materials as defined in Policy No. 7140.0 (Purchase of Library Materials), in an amount not exceeding \$5,000 (as a one-time purchase) for any one item may be accomplished by negotiated agreement between the District Director and one or more vendors.
- B. A budgeted purchase, service, contract or agreement, not including Library materials as defined in Policy No. 7140.0 (Purchase of Library Materials), in an amount greater than \$5,000 and less than \$10,000 (as a one-time purchase) shall be awarded to the successful vendor after obtaining informal quotes from at least three independent vendors with due regard to the policy set forth in Policy No. 7100.0 (Purchasing Policy).
- C. A budgeted purchase, service, contract or agreement, not including Library materials as defined in Policy No. 7140.0 (Purchase of Library Materials), in an amount greater than \$10,000 (as a one-time purchase) shall be made by appropriate advertising for bids .

- D. Budgeted professional services agreements which are not required by law to be bid, may, at the discretion of the Director, be obtained by a Request For Proposal-type process. Public notice of such RFP shall be advertised. An RFP would not be mandated for professional services purchases under \$5,000.
- E. Detailed records of informational quotes will be maintained by the District for a period of ten (10) years. Refer to Policy No. 7070.0 (Retention of Administrative Records)

Adopted October 13, 1988; Revised April 9, 1992; Revised September 14, 1995; Revised August 8, 1996; Revised August 14, 1997; Revised August 10, 2000; Revised June 13, 2002

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## 0.0 Purchase of Library Materials

- A. Library materials include, but are not limited to, books, videocassettes, audiocassettes, microfilm, microfiche, software for public use, compact discs, pamphlets, and serials such as periodicals.
  - A. Purchasing of library materials shall be at the discretion of the Director and limited solely by the dollar amounts provided within the current District budget.
  - B. The District utilizes various library vendors to assure the best prices, discounts, and services relating to library materials.
  - C. The Director shall prepare, issue, and evaluate RFP's for outsourced acquisition of library materials no less than every three years.
  - D. Detailed records of informational quotes will be maintained by the District for a period of ten (10) years. Refer to Policy No. 7070.0 (Retention of Administrative Records).
  - E. Upon occasion, library personnel will go to a warehouse and select numerous titles and volumes. Before going to such locations, an informal survey will be done to identify similar warehouses and to solicit informal quotes as to discounts received.
  - F. Upon occasion, library personnel will purchase memorial or recognition books or other media directly from a local supplier. The quantity of these purchases, which must be done in a timely manner and it is determined that they cannot be obtained through traditional sources, does not normally exceed 30 items per year. These purchases are excluded from this policy.
  - G. Upon occasion, the materials sought are obtainable only from one publisher or distributor and there is no option for further discounts. These materials are excluded from this policy.

Adopted October 13, 1988; Revised April 9, 1992; Revised September 14, 1995; Revised August 14, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

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### Purchase of Unbudgeted Products and Services

- A. Purchase of any unbudgeted product or service in an amount not exceeding \$3,000 (as a one-time purchase) may be negotiated by the Director with due regard to the policies set forth herein and will be reported to the Board at the next regular meeting.
- B. Purchases of any unbudgeted products or services in an amount greater than \$3,000 (as a one-time purchase) shall first be submitted to the Board at the next regular meeting, The Board shall approve such purchases by obtaining no less than three (3) votes.

Adopted October 13, 1988; Revised April 9, 1992; Revised August 14, 1997; Revised December 11, 1997; Revised August 10, 2000; Revised June 13, 2002

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### Emergency Purchases

- A. The Director is delegated the authority to act and enter into any purchasing action for products or services in the event of emergency involving potential loss of life or property damage.
- B. If time permits, the Director is to inform the President of the Board, or in the absence of the President, to inform the Vice-President of the Board.
- C. When this authority is exercised, the Director shall inform all Trustees of action taken within 10 days, but not later than at the next regularly scheduled meeting.

Adopted October 13, 1988; Revised April 9, 1992; Revised August 10, 1995; Revised August 14, 1997; Last Reviewed June 13, 2002

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### Purchases through Purchasing Services Agreements between other governmental entities and suppliers and through Cooperative Agreements with other governmental entities.

- A. The Director has the authority and is directed to join into such purchase agreements, when substantial cost savings exist, as is deemed appropriate for the purchase of materials, equipment and supplies.
- B. The Director may choose to use or not use a bid process, depending on the item(s) to be purchased. When such action is taken, it shall be reported to the Board at its next regularly scheduled meeting. Under no circumstances shall a purchase be authorized for more than \$10,000 without prior Board approval, unless it is an emergency purchase.
- C. The District shall maintain a separate file of all acquisitions made through such agreements.

Adopted June 13, 1991; Revised April 9, 1992; Revised August 10, 1995; Revised August 14, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

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0.0 Service Contracts and Professional Services Agreements

For all service contracts and professional service agreements, the Director shall prepare, issue and evaluate appropriate Request For Proposals no less than every three years, unless otherwise directed by the Board. The objective is to re-assess the price, utility, and service received to assure the District is receiving quality service at a competitive price. The results of such review shall be reported to the Board.

**Adopted August 10, 1995; Revised August 10, 2000; Last Reviewed June 13, 2002**

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## 8000.0 BOARD OF LIBRARY TRUSTEES POLICIES AND PROCEDURES

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### 8010.0 Election of Board Members

The Board of Library Trustees consists of five members elected at large from the District and who serve without pay for four-year staggered terms. Elections are held biennially in odd numbered years on the same day as state general elections, the first Tuesday after the first Monday in November. Pursuant to Education Code Section 19700, Trustees take office the first Friday in December succeeding their election.

**Date of adoption undocumented; Revised December 11, 1997; Last Reviewed June 13, 2002**

### 8010.1 Official Tabulations of Votes

The official tabulation of votes in a Trustee election, furnished by the Registrar-Recorder of the County of Los Angeles, shall be recorded in the minutes of the next Board meeting following an election or upon receipt.

**Date of adoption undocumented; Adopted June 13, 1984; Last Reviewed June 13, 2002**

### 8010.2 Vacancy on the Board of Trustees

If a vacancy should occur on the Board of Library Trustees, the remaining Trustees shall fill that vacancy within sixty (60) days either by appointing a new Trustee or by calling an election at the next available special district election date. After sixty (60) and until ninety (90) days, the County Board of Supervisors may fill the vacancy either by appointing a new trustee or by calling an election. After ninety (90) days, the District must call an election. Elections will be held on special district election dates as specified by California Election Code Section 2502. The vacancy will be filled for the unexpired term.

**Date of adoption undocumented; Revised June 9, 1988; Last Reviewed June 13, 2002**

### 8010.3 Candidate Statements for District Elections

The District requires payment to the County of Los Angeles in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words.

**Adopted May 11, 1989; Last Reviewed June 13, 2002**

## Palos Verdes Library District Affirmation of Allegiance for Trustees

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Date of adoption undocumented.; Revised June 10, 1993; Last Reviewed June 13, 2002

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### 8020.0 Officers

Officers of the Board shall be President, Vice-President and Secretary. The President and Vice President shall serve as an Executive Committee when it is advisable that two board members represent the Board and no other committee has been assigned.

Date of adoption undocumented.; Revised February 9, 1989; Revised December 10, 1998; Last Reviewed June 13, 2002

### 8020.1 Election of Officers

The Board elects officers at the regular December Board meeting from among its members. The officers remain in office for a term of one year or until their successors are duly elected. In order to ensure continuity and rotation of responsibility, it is recommended that the previous Vice President become the new President.

Date of adoption undocumented.; Last Reviewed June 13, 2002

### 8020.2 Vacancies

A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next Regular Board meeting. The term of office shall be for the unexpired term.

### 8020.3 Duties of Officers

#### A. President

1. chairs all Board of Trustees meetings;
2. carries out necessary duties as prescribed by law;
3. works closely with the Director to facilitate effective communication among the Board, administration and community;
4. works with the Director in preparing the agenda for all Board of Trustees meetings;
5. appoints Standing Committees, including chair of each Committee, Board Liaisons and may create Special Committees (also called Ad Hoc Committees) to perform a specific task; all appointees require approval by a majority of the Board of Trustees;

6. calls special meeting of the Board of Trustees; and
7. provides to the Board, at the January Regular meeting, and at other times as necessary, a memorandum identifying the chairs and members of all committees, the liaisons, and the delegates to the MCLS.

B. Vice President

1. assumes duties of the President in the absence of the President; and
2. carries out necessary duties as prescribed by law.

C. Secretary

1. transcribes and/or authenticates the minutes of all regular and special meetings;
2. presides at all regular meetings in the absence of the President and Vice President; and
3. carries out other duties as prescribed by law.

Date of adoption undocumented; Revised December 10, 1998; Revised August 10, 2000; Last Reviewed June 13, 2002

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8030.0 Board Committees

Board committees are constituted to facilitate Board effectiveness within the powers and authority delegated by the Board of Trustees. The creation of committees is discretionary and the President, with the concurrence of the Board, may appoint committees at any time. Community members may serve on committees; however, the President of the Board designates the chair of each committee.

Committees must operate within the confines of the Ralph M. Brown Act if:

- it is created or approved by formal action of the Board; or
- it has a continuing subject matter jurisdiction; or
- it has a fixed meeting schedule.

Furthermore, the Brown Act dictates that meetings shall:

- be held in a suitable location,
- be open to the public,
- have an agenda posted at least 72 hours prior to the meeting, and
- items from the public will be heard, in accordance with Policy No. 8200.8 (Guidelines for Addressing the Board of Trustees by Member of the Public) if they are within the subject matter jurisdiction of the Board committee.

8030.1 Standing Committees

Each Standing Committee shall consist of two Trustees, unless otherwise stated. Usually, a standing committee has a continuing subject matter and a fixed meeting schedule and is, therefore, subject to the Brown Act as stated in Policy No. 8030.0 (Board Committees).

A. Community Relations Committee

1. shall consist of two trustees and, as non-voting members, a representative from each of the following: Peninsula Friends of the Library, Library Foundation, each of the three Library Advisory Committees; Metropolitan Cooperative Library System Advisory Board delegate or alternate; and other community representatives in accordance with Policy No. 8030.0 (Board Committees).
2. coordinates the awards program for the District by:
  - a. determining appropriate awards for staff, Board and community;
  - b. determining events at which awards are to be presented;
  - c. actively pursuing ways to recognize superior contributions to the District;
  - d. recommending books to be placed in the collection in their honor; and
  - e. making presentations to awardees.
3. Chair shall create and coordinate the annual calendar for Trustees' attendance at the meetings of the three Library Advisory Committees, Peninsula Friends of the Library Board meetings and Library Foundation Board meetings, and make necessary adjustments throughout the year;
4. oversees appointment of new members of the Library Advisory Committees (LAC);
  - a. in March, the Committee distributes the application form to persons interested in serving on a Library Advisory Committee and promotes community interest in serving;
  - b. upon receipt of all applications, no later than May 15, copies are given to the appropriate LAC for recommendations to the Community Relations Committee. The Committee reviews the LAC recommendations and makes its recommendation for new LAC members to the Board of Trustees for approval at the June meeting; and
  - c. so advises new members;
5. oversees the development and reviews the implementation of a planned, on-going community program designed to promote public and staff awareness of the District's mission and goals, maintain and enhance the image of the District as a people-oriented public agency with valuable resources for the individual and the community; and maintain and further develop community support for the District;
6. Coordinates the preparation and publication of the District newsletter in June of each year;
7. develops and oversees a Board policy on media relations;
8. represents the District at community functions as appropriate; and



## 8030.2 Special Committees

Special Committees (also called ad hoc committees) may be created by the Board or the President, with concurrence from the Board, at any time to perform a specific task. Membership may be composed exclusively of trustees, or may be composed of trustees, staff, or community persons, or any combination of the above. A press release may be issued asking for volunteers to serve on the committee, if appropriate. Members of the community wishing to be appointed to a committee shall submit a resume, which will be distributed to all members of the Board. Approval of membership requires a simple majority vote of the Board.

At its creation, the committee shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of the membership, a full description of the functions to be discharged, and the authority the committee will have. Ad Hoc Committees 'sunset' no later than the end of November. They may be re-constituted after new Board officers are elected in December and new appointments are made by the Board President.

Special committee meetings may be held with notice of time, place and business to be transacted posted at least 24 hours prior to such meetings.

Adopted February 12, 1987; Revised December 13, 1990; Revised December 11, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

## 8030.3 Reporting of Committees

The Chair of each committee shall provide a comprehensive (written and oral) report to the Board at the regular meeting following each committee meeting. An annual written report will be presented to the Board in accordance with Policy No. 7020.4.D.2 (Reports to the Board of Library Trustees).

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## 8040.0 Board Liaisons

All positions are appointed by the Board President with the concurrence of the majority of the Board.

Each liaison will provide the Board with a comprehensive report of activities at the Board meeting immediately following any activity, including recommendation for Board action when appropriate.

### 8040.1 Government Relations Liaison

- A. monitors current legislative activity at city, county, state and federal levels that would impact the District;
- B. provides information to the Board regarding legislative issues and their impact on the District;
- C. after consultation with the Board of Trustees, contacts legislators, as appropriate, to advocate the District's position on individual legislative issues; and
- D. attends legislative days in Sacramento representing the District.

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8045.0 Board Representatives

From time to time, the Board is asked to appoint from its members a representative to community-wide committees or organizations to represent the unique interests of the Palos Verdes Library District.

Last Reviewed June 13, 2002

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8045.1 Peninsula Friends of the Library

All Trustees, rotating, act as Board representatives at all Friends' Board meetings and other special events sponsored by Friends.

Adopted December 10, 1988; Revised December 14, 1989; Revised June 13, 1992; Last Reviewed June 13, 2002

8045.2 Palos Verdes Peninsula Library Foundation

All Trustees, rotating, act as Board representatives at all Foundation Board meetings and other special events sponsored by the Foundation.

8045.3 Library Advisory Committees

All Trustees, rotating, act as Board representatives at all Library Advisory Committee meetings and other special events sponsored by the committees.

Adopted November 12, 1998; Revised August 10, 2000; Last Reviewed June 13, 2002

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8055.0 Board Appointments

The Board may call members of the community to serve the Library District as needed.

Adopted December 10, 1987; Last Reviewed June 13, 2002

8055.1 Metropolitan Cooperative Library System Advisory Board

A. The District is a member of and participates in activities of the Metropolitan Cooperative Library System (MCLS). The Board of Trustees appoints a delegate and alternate delegate(s) to the MCLS System Advisory Board (SAB). Delegates serve a two-year term beginning on July 1st of odd numbered years. Below is a schedule for the appointment process.

- |          |  |
|----------|--|
| February | Prepare and release a news story on activities of the SAB. Include an invitation for applications to represent the District. |
| April 10 | Closing date for applications.   |
| April    | At the Board meeting, the President appoints an ad hoc Selection Committee of two trustees to interview applicants.          |

- May At the Board meeting, the Board appoints a Delegate and an Alternate.
- June 20 On or before this date, the Director shall inform the Director of MCLS of the appointment of District Delegate and Alternate(s).

B. SAB District Delegate and Alternate

	<u>Term</u>
Frances Wielin (delegate)	July 1, 2001 - 2003

Adopted December 10, 1987; Revised September 8, 1988; Revised June 8, 1989; Revised August 10, 2000; Revised August 2001; Last Reviewed June 13, 2002

8055.2 Library Advisory Committees

A. Purpose

The Library Advisory Committees shall serve as an advising and implementing conduit between the community and the Board of Trustees. It is intended that each committee shall represent the diverse population and interests of the communities it serves.

The Library Advisory Committees, in addition to their advisory role, provide support for library programs and activities as requested by the Branch Librarians, District Director or Board of Trustees.

It is recognized that while all Library Advisory Committees operate under the same overall policies and procedures, specific activities/programs may vary based on the needs of the respective library branches.

B. Duties

1. The Library Advisory Committees shall assist the District and the Board by:
  - a. Making recommendations regarding priorities, services, needs, facilities, programs and activities in relation to each branch.
  - b. Advocating and promoting Palos Verdes Library District, its issues and programs within the community.
  - c. Sponsoring and/or assisting with specific programs and activities as approved by the Board and appropriate staff.
  - d. Encouraging community members to volunteer to work as part of the District's volunteer program in support of each branch.
  - e. Promoting continual membership to the Library Advisory Committee.
  - f. Providing input to staff or Board on library matters relayed from the community.
  - g. Providing support for library programs and activities as requested.
2. Library Advisory Committees, while reporting to the Board, shall coordinate closely with the Branch Managers and District Director in the formulation and execution of programs

and activities. Use of library funds, personnel, facilities and equipment in support of Library Advisory Committee activities, projects and programs will follow established Palos Verdes Library District policies and procedures. The Library Advisory Committees nor its members may obligate the District or staff or act as its agent.

- All requests for permission to hold a Library Advisory Committee initiated and sponsored program/activity shall be presented to the Board of Trustees at a regular scheduled Board meeting. Requests shall include, as a minimum, type of event, date (if appropriate) and library district resources needed to support the activity such as funding, staff time and volunteer requirements.
3. All printed communications, such as newsletters, advertisements, newspaper or TV articles, shall have prior staff approval.

### C. Committee Structure

1. There shall be three Library Advisory Committees, one for each District facility. Each Committee shall consist of a minimum of five (5) and a maximum of nine (9) members, one of whom shall serve as chair. Members may serve two (2) consecutive two-year terms; members, under special circumstances, may be reappointed at the completion of the second term, but with priority given to new applicants.
2. Applications for membership will be accepted at all District libraries no later than the 15<sup>th</sup> of May of each year. Applicants should designate the specific advisory committee of interest and include a letter expressing applicant's interest in the Library and brief pertinent background information.
3. Membership applications will be reviewed by the Community Relations Committee. Recommendations for appointment will be given to the Board at the June Board meeting. Membership takes effect at the Library Advisory Committee meetings following the June Board meeting. Current members serve until new members are appointed.
4. The Community Relations Committee may also recommend to the Board up to three (3) alternates in order of priority for each committee for a term of one year. Alternates may attend all meetings and participate in activities, but have no vote. Alternates shall fill positions in the event of vacancies on the Library Advisory Committees, serving the remainder of the term of office vacated. If the alternate does not accept the vacancy, he/she will be dropped from the list of alternates.
5. At the discretion of the Library Advisory Committee, three consecutive unexcused absences of any member may result in termination of membership.

### D. Meetings and Reporting

1. Each committee will hold a minimum of quarterly meetings. Additional meetings may be held as needed. The three committees will also meet as a Joint Committee in the months of March and October, and at other times as required, to discuss District-wide issues. The Chairperson of the Joint Committee shall rotate for each meeting among the chairs of the three committees in the following order: Malaga Cove, Miraleste and Peninsula Center.
2. The committee chairs will report to the Board quarterly, both in person and by written report. The written report will be submitted in time to be included in the respective meeting packet for the Trustees.
3. All committee meetings will be held pursuant to public notice, under the Brown Act. Agendas for each meeting will be developed by the committee chair and reviewed by the Director or designee.
4. Each Trustee, rotating, shall act as a Board representative at each Library Advisory Committee meeting.

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Adopted November 13, 1997; Revised December 11, 1997; Revised June 11, 1998; Last Reviewed January 1999; Revised June 10, 1999; Revised November 11, 1999; Revised August 10, 2000; Revised June 13, 2002

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8060.0 Board Responsibilities and Guidelines

The Board of Library Trustees determines the operating policies of the District, appropriates all monies to be expended and works closely with the Director to insure a well run operation which fulfills the needs of the community.

Last Reviewed June 13, 2002

8060.1 Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act; however, the Director's decisions shall be subject to review and action by the Board of Library Trustees at its next regular meeting.

It shall be the duty of the Director to inform the Board of Trustees promptly of such situations and of the need for policy.

Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Last Reviewed June 13, 2002

8060.2 Board Requests of Staff or Legal Counsel

Any request by a Trustee for services from staff or legal counsel, or for library supplies, should be made through the Director. The Director shall be the line of official communication between the Board and all District personnel and legal counsel.

The Director may, from time to time, assign specific members of the staff or request legal counsel to work directly with a Board member, a Board Committee or on a Board Project.

Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Revised October 14, 1999; Revised August 10, 2000; Last Reviewed June 13, 2002

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8070.0 Expense Reimbursement Policy

8070.1 Activities and Expenses Covered by the Policy

A. Membership Dues

Membership dues for each Trustee in the California Association of Library Trustees and Commissioners (CALTAC) and the California Library Association (CLA) will be paid by the District. Membership dues for the President of the Board will be paid by the District for the American Library Association. (ALA)

B. Conferences, Meetings, and Workshops

With prior approval of the Board, Trustees attending conferences, meetings, or workshops related to their responsibilities as Trustees of the District will be reimbursed for their actual and necessary expenses according to the guidelines listed in 8070.2.

C. Special Projects

Trustees and the Director attending conferences and meetings, or travel as needed for special library projects, will be reimbursed for their actual and necessary expenses according to the guidelines listed in 8070.2.

D. Community Activity or Visibility

With prior approval of the Board, Trustees attending community sponsored functions, where the presence of a representative is requested or important, will be reimbursed for their actual and necessary expenses according to the guidelines listed in 8070.2.

E. Legislative Activity

With prior approval of the Board, Trustees attending or participating in legislative activities, such as CLA Legislative Day, will be reimbursed for their actual and necessary expenses according to the guidelines listed in 8070.2.

F. Executive Committee Authorization

When it is not possible to obtain prior approval of the Board for attendance at aforementioned activities, the Executive Committee has the authority to approve. The Committee shall report all such approval at the next regular meeting of the Board.

Adopted April 10, 1980; Revised October 8, 1981; Revised May 8, 1984; Revised December 13, 1990; Last Reviewed June 13, 2002

8070.2 Expense Reimbursement Policy Coverage and Procedure

A. Transportation

The District will pay round trip coach airfare when air transportation is required. If the destination is within reasonable driving distance, the District's mileage allowance set forth in the Personnel Policies and Procedures Manual shall be applicable. Mileage reimbursement shall not exceed coach air fare. Related parking, taxi, or bus transportation will also be paid.

B. Lodging

The District will pay the single room rate or otherwise lowest available rate for each participant while attending a meeting outside the Los Angeles area.

C. Meals

Trustees or the Director will be reimbursed for actual meal expenses incurred while pursuing legitimate District business. Reasonable expenses for tips, refreshments and hospitality extended to guests of Trustees or the Director will be approved.

D. Registration Fees

Conference, workshop and meeting registration fees will be paid by the District.

E. Submission of Reimbursement Claims

Requests for reimbursement must be submitted on the appropriate form to the Executive Committee, composed of the President and Vice-President, and must be substantiated whenever practicable by paid bills and receipts. After approval by the Executive

Committee, reimbursement will be paid by the Finance Director in the next regular payment cycle. Approval for travel related reimbursement for members of the Executive Committee must be obtained from at least one Trustee who did not travel.

Adopted April 10, 1980; Revised October 8, 1981; Revised May 8, 1984; Revised December 13, 1990; Revised November 12, 1998; Last Reviewed June 13, 2002

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## 8100.0 Board Meeting Policies

### 8100.1 Regular Meetings

Regular Board of Trustees meetings are held the second Thursday of each month at 7:30 p.m. in the meeting room of one of the District's libraries. The schedule of dates and locations of Board meetings for the next fiscal year is determined at the regular June meeting.

All meetings are subject to the Ralph M. Brown Act (see PVLD Reference Manual for full text of Act.) The District shall post the agenda for its regular meeting 72 hours prior to the meeting.

Adopted June 14, 1984; Revised November 8, 1990; Revised December 11, 1997; Last Reviewed June 13, 2002

### 8100.2 Special Meetings

Pursuant to the provisions of Government Code Section 54956, Special Meetings of the Board may be called by or at the direction of the President, or upon the written request of three or more Trustees by delivering personally or by mail written notice to each Trustee and the local newspapers. The notice shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. In addition, the Board member requesting the meeting shall, as early as possible but no later than 24 hours prior to such meeting, submit the following information to all Board members and the Director: a) objective(s) or desired result of the meeting, b) proposed agenda with fixed time limits for discussion of each item, and c) motion or action required for conclusion of the meeting, if any. Non-agenda items shall not be considered or discussed at such meetings. Special meetings must be open to the public.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of District facilities, the Board of Trustees may hold an emergency meeting without complying with the 24-hour notice requirement of this section.

Study Meetings are a form of Special Meetings called for the purpose of Board, staff and public discussion of a topic of interest. These are topics not easily discussed within the time limits of a regular Board meeting. Study Meetings are conducted in an informal workshop environment, and Paragraphs a, b, c and d of Policy 8200.8 do not apply. Board action is restricted to placing items on the agenda of the next regular or special meeting. Action(s) will be recorded; however, minutes are not required.

Adopted June 14, 1984; Revised July 8, 1993; Revised February 12, 1998; Revised August 10, 2000; Revised March 8, 2001; Last Reviewed June 13, 2002

### 8100.3 Executive Sessions

The Ralph M. Brown Act allows private executive sessions for discussion of personnel and legal matters. The Meyers-Milias-Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A Board member may participate in the discussion via telephone; however, he or she may not be counted as part of the quorum and may not vote on the matter at hand. These sessions require the same notice as special meetings.

**Adopted June 14, 1984; Revised November 12, 1998; Last Reviewed June 13, 2002**

8100.4 Parliamentary Procedure

Sturgis's Standard Code of Parliamentary Procedure shall govern the parliamentary procedures of the Board.

Steps based on the Sturgis for a motion presented to the Board:

- A. Member makes the motion;
- B. Motion is restated by the Chair at the request of a member or at the discretion of the Chair;
- C. Discussion of motion pending;
- D. Motion to be restated by the Chair at the request of a member or at the discretion of the Chair; and
- E. Board votes; ayes, nays and abstentions shall be recorded in the minutes.

Adopted June 14, 1984; Revised December 14, 1989; Last Reviewed June 13, 2002

8100.5 Quorum

A quorum consists of three members of the Board. An affirmative vote by a majority of the members present and voting is required to approve any action. Also refer to Policy No. 7060.1 (Contracts and Agreements - Approval)

The Chair shall, after calling the meeting to order, recognize the arrival or departure of any Board member before adjournment. This information shall be included in the minutes of that meeting.

Adopted June 14, 1984; Revised September 10, 1992; Revised December 11, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

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8200.0 Presenting Matters to the Board

8200.1 Agendas

- A. Every Trustee, staff member and committee member of Palos Verdes Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a Board meeting, shall notify the District Director of the fact in writing before 12:00 noon on the Thursday of the week preceding the day of such regular Board meeting. The District Director and the President of the Board shall determine which of such items, other than those requested by a Trustee, are to be placed on the agenda. All items requested to be placed on an agenda by a Trustee shall appear on the agenda, except that the District Director shall place no item on the agenda, including those requested by a member of the Board, without a brief general description of the item for inclusion in the agenda.
- B. The District Director shall prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than noon on the Saturday preceding the meeting. Other groups such as the Peninsula Friends of the Library, League of Women Voters', MCLS System Advisory Board representatives and the local press receive the agenda and the minutes. The Agenda shall be prominently

- displayed at the Board meeting. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and a copy thereof shall be posted on a business day at least seventy-two (72) hours before the meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.
- C. No matters other than those on the agenda shall be acted upon by the Board; provided, however, that the Board may take action on a matter not appearing on the posted agenda (1) upon a determination by a majority vote that an emergency situation exists, as defined in Government Code Section 54956.5; or (2) upon a determination by a two-thirds (2/3) vote of the Board, or if less than two-thirds (2/3) of the members are present, a unanimous vote of the members present, that the need to take action arose subsequent to the posting of the agenda for the meeting and is time critical per Government Code Section 54956.5. No action will be taken on agenda items for which there are review attachments unless the attachments have been provided to each Trustee at least 24 hours prior to the Board meeting. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.
- D. Any Trustee may remove an item from the agenda, except an item specifically requested by another Trustee, by placing written notice in the office of the Director prior to 10:00 a.m. on the Monday preceding the Board meeting. The President may thereafter have the matter included on the agenda by requesting the District Director prior to 3:00 p.m. on the Monday preceding the meeting to include said item on the agenda. No item may be removed from the agenda after 3:00 p.m. on the Monday preceding the meeting except by a vote or consent of the Board at the meeting for which the agenda was prepared.

E. On every regular Board meeting agenda, there shall be a section entitled "Agenda

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F. Any Trustee may add an item at the time of the Board meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

Approved October 8, 1982; Revised June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Revised October 12, 1995; Revised December 12, 1996; Revised December 11, 1997; Last Reviewed June 13, 2002

#### 8200.2 Order of Business

The order of business as set forth in the Agenda may be adjusted during the meeting with the approval of the Board members. As a permanent agenda item following the Consent Calendar, there will be an opportunity for communication and comments from the public concerning items not on the agenda.

Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Last Reviewed June 13, 2002

#### 8200.3 Minutes

Minutes of Board meetings are a matter of public record. The most recent Minutes shall be displayed in each District library for the benefit of the public and the staff. The official written Minutes are filed in the Office of the Director and are available for public inspection and review during normal business hours.

Audiotapes of Board meetings are not considered official records and are kept for the convenience of the Board Secretary for a period of six months. Videotapes of Board meetings are to be kept permanently.

Approved October 8, 1982; Adopted June 14, 1984; Revised December 13, 1990; Revised December 12, 1991; Revised November 9, 1995; Revised December 11, 1997; Last Reviewed June 13, 2002



#### 8200.4 Agenda Items from the Public

Members of the public wishing to place an item on the agenda should send a written request to the District Director dealing with the subject and the reasons for the request. The Director will review the request with the Board President, who then decides whether and how the subject will be placed on the agenda of a future meeting.

Adopted July 8, 1993; Revised December 11, 1997; Last Reviewed June 13, 2002

#### 8200.5 Adequate Information to Precede Action

Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating information any person requests the Board to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision. All budget considerations shall be presented by the second reading so the Board can give each item adequate consideration.

Adopted June 14, 1984; Last Reviewed September 8, 1994; Revised December 11, 1997; Revised August 10, 2000; Last Reviewed June 13, 2002

#### 8200.6 Trustee Suggestions

Trustee suggestions for library services and operations should be referred to the District Director for evaluation as part of the District's total programs prior to final Board consideration.

Adopted June 14, 1984; Revised December 11, 1997; Last Reviewed June 13, 2002

#### 8200.7 Official Reports

Whenever a Board member attends a meeting as an official representative of the Board or District, a written or oral report should be made available to the other Board members.

Adopted June 14, 1984; Last Reviewed June 13, 2002

#### 8200.8 Guidelines for Addressing the Board of Trustees by Members of the Public

At each regular meeting, time is set aside for oral communications from the public. Members of the audience may speak on any District-related subject which is not included on the agenda under the agenda item "Communication and Comments from the Public Concerning Items Not on the Agenda."

Later, when each agenda item comes before the Board, the President (or Chair) will invite those who have filled out request cards to speak on that item after comments from staff and the Board.

The Board recognizes its responsibility to openness in governing and the importance of public input. However, in order to conduct its business in an orderly and efficient manner, the Board will require reasonable policies regarding public presentations to the Board.

- A. Those wishing to address the Board should fill out a request card for each agenda item they wish to speak on and hand it to an appropriate staff member.

- B. When called to speak, speakers should go to the microphone and identify themselves by name and give their city of residence.
- C. Remarks shall be limited to three minutes per person and to twelve minutes per topic. This applies to both non-agenda and agenda items.
- D. All remarks are to be directed to the Chair. Dialogue between members of the public and between the public and Trustees is not permitted. Board members may briefly respond to comments or questions from the public.
- E. Remarks by any person addressing the Chair which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the District, any member of the Board, or any other individual, shall not be permitted. The Board cannot prohibit public criticism of policies, procedures, programs or services of the District or the acts or omissions of the Board itself. (Gov. Code 54954.3(c)) (The law provides no immunity for defamatory statements.)
- F. The Chair shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.
- G. Persistent violations of these rules shall be grounds for termination by the Chair of the person's privilege of addressing the Board.

Adopted July 8, 1993; Revised August 8, 1996; Revised June 12, 1997; Last Reviewed June 13, 2002

#### 8200.9 Agenda Attachments

All items indicated as attachments to the agenda for any items to be considered by the Board will be available at least 72 hours prior to the commencement of the meeting at which Board deliberation is required, and when possible, at the time of agenda distribution. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

Adopted September 8, 1994; Last Reviewed June 13, 2002

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#### 8210.0 Correspondence

Board members, acting in their capacity as an officer, committee chair, or liaison, may issue correspondence on District letterhead stationery as it relates to the office, committee, or liaison function. Board members shall provide a copy to the Director for file and distribution to the Board as required. Correspondence representing or advocating a District position on an issue (e.g., ballot measure) require prior Board approval.

Adopted June 14, 1984; Revised August 10, 2000; Last Reviewed June 13, 2002

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#### 8220.0 Access to Facilities

Board members may request keys to District facilities. Keys are considered the property of the Palos Verdes Library District and shall be returned to the District when the Trustee retires from the Board.

## 8230.0 Awards and Honors Policy

The Board of Trustees will honor and recognize people from the community and the faithful service of the staff by presenting to the honorees a Certificate of Recognition and selecting from or adding an appropriate item to the collection with an appropriate bookplate in his/her honor.

Adopted June 14, 1984; Revised November 12, 1987; Revised December 13, 1990; Last Reviewed June 13, 2002

## 8230.1 Staff Recognition Policy

The Board will honor staff by:

- A. designating the November Board Meeting each year as "Staff Recognition Night",
- B. sending invitations in October to appropriate honorees to attend this Recognition Night,
- C. presenting a Certificate of Recognition upon completion of:
  - 10 years employment
  - 15 years employment
  - 20 years employment
  - 25 years employment
  - 30 years employment
- D. placing proper notice of these awards in the minutes of the meeting, and
- E. releasing suitable publicity to local media.

Adopted June 14, 1984; Revised November 12, 1987; Revised December 13, 1990; Last Reviewed June 13, 2002

## 8230.2 District Volunteers

Acting upon recommendations submitted by the Director, the Board will recognize volunteers who have contributed significant hours of service to the District by selecting from or adding an appropriate item to the collection with an appropriate bookplate in their honor. Such recognition may be in the form of a memorial to recognize deceased volunteers.

Adopted June 14, 1984; Revised November 12, 1987; Revised December 13, 1990; Revised November 14, 1991; Revised November 12, 1998; Last Reviewed June 13, 2002

## 8230.3 Community Recognition

- A. The Board may from time to time honor and recognize individuals from both within and outside the community who have distinguished themselves by service to the Palos Verdes Library District by selecting a book from or adding a book to the collection with a special bookplate in honor of the awardee.
- B. The Board may from time to time honor and recognize individuals from both within and outside the community who have distinguished themselves in a manner not directly related to service to the Palos Verdes Library District by selecting a book from or adding a book to the collection with an appropriate bookplate in honor of the awardee.

Adopted November 12, 1987; Revised June 14, 1990; Revised May 10, 1990; Revised November 14, 1991; Last Reviewed June 13, 2002

#### 8230.4 Board Procedures for Implementing Recognition of Persons Distinguishing Themselves

- A. Any Board Member may nominate an individual for consideration of an Award. Together with this nomination, the Board member shall recommend to the full Board a book be placed in the library's collection in honor of the nominee.
- B. In those cases where time is of the essence, the Director shall be provided with a memorandum instigating action for implementing Award recognition.

Adopted May 10, 1990; Revised September 8, 1994; Revised November 12, 1998; Last Reviewed June 13, 2002

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#### 8250.0 Benefit Affairs

Since the Board is concerned with the protection and promotion of the good will of the District, functions or activities held on behalf of the District shall be open to the public and require prior approval of the Board. No such function shall financially obligate the District. If District facilities are to be used, adequate insurance coverage must be provided by the sponsors.

Adopted June 14, 1984; Revised November 12, 1987; Last Reviewed June 13, 2002

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#### 8300.0 Communications

##### 8300.1 Media Policy

###### C. Responsibility

1. The District's Director shall coordinate the release of information concerning the District and the actions of the Board of Trustees.
2. Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board unless such position was passed by a motion of the Board. In such a case, the motion should be quoted exactly. Individual Board members are encouraged to report all media contacts to the District's Director.
3. District employees and/or volunteers shall refer media inquiries to the District's Director. District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the District. District employees and/or volunteers should report all media contact to the District's Director.

###### D. Cooperation with Media

1. The District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.

2. Media representatives are encouraged to attend meetings of the Board of Library Trustees and its standing committees and will receive meeting announcements and agendas. Agenda packets will be supplied upon request.

E. Visits to District Facilities

1. When visiting District libraries in an official capacity, media representatives shall notify staff of their presence and activity. Staff so noticed shall inform the District's Director of the presence of media representatives at a District facility.
2. Media wishing to photograph District facilities shall adhere to guidelines set forth in Board Policy No. 6100.0 (Filming, Videotaping, and Still Photography on the District Property).

F. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold.

G. Confidentiality

The District shall not release information which is private or confidential as identified by law and Board policy.

**Adopted July 26, 1995; Revised November 13, 1997; Last Reviewed June 13, 2002**

## 9000.0 RELATIONSHIPS AND AFFILIATIONS WITH OTHER ORGANIZATIONS

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### 9010.0 Professional and Library-related Organizations

The Board of Library Trustees encourages memberships and participation in library-related organizations by Board members and District staff. Certain membership fees and meeting expenses may be approved for payment by the Board either in the yearly budget process or on a one-time approval basis.

**Adopted December 10, 1987; Revised September 10, 1992; Revised October 9, 1997; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**

#### 9010.1 American Library Association

The District pays American Library Association (ALA) dues for the Director and the Board President.

**Adopted December 10, 1987; Revised July 13, 2000; Last Reviewed June 13, 2002**

#### 9010.2 California Library Association

The District pays California Library Association (CLA) dues for the Director, members of the Board and professional employees in accordance with Policy No. 4040 (Personnel Policies and Procedures Manual) after completion of the probation period.

**Adopted December 10, 1987; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**

#### 9010.3 Metropolitan Cooperative Library System (MCLS)

A resolution of the Board was adopted at the 467th Regular Meeting on August 3, 1967 which authorized the Library Director, on behalf of the District, to make application to the California State Librarian and to the San Gabriel Valley Library System to permit the Palos Verdes Library District to become a part of such system; and approved and adopted the plan of service of said San Gabriel Valley Library System.

The San Gabriel Valley Library System later changed its name to the Metropolitan Cooperative Library System (MCLS). MCLS has 31 member libraries and 26 associate member libraries. In 1992, the Santiago Library System created a partnership with MCLS. The Santiago Library System has 9 member libraries. The services offered are described in a brochure available through the office of the Director. The Director is a voting member of the MCLS Council, which sets the policy of the System.

The District supports and participates in the Metropolitan Cooperative Library System (MCLS). The Director is responsible for providing within each annual District budget for the District's MCLS membership dues. The Director or his/her designee is directed to actively participate in the Administrative Council of MCLS as a voting member, setting policy for the System. The Board further supports MCLS by authorizing active participation of all employees of the District as appropriate to their positions in the various programs, seminars and other educational forums sponsored by MCLS.

#### 9010.4 System Advisory Board of MCLS

The Palos Verdes Library District participates and supports the System Advisory Board of MCLS by appointing a representative and an alternate, who are residents within the District. The System Advisory Board (SAB) was mandated in the California Library Services Board (CLSB) Act, with the intent of providing citizen input to library service. Delegates to the SAB should be, according to the Act, representatives of the public at large and of the underserved residents within the system service area. In order to encourage maximum participation from the community, it is preferred that Trustees not be appointed as delegates or alternates. The Board appoints this delegate and alternate(s) to attend all meetings of the System Advisory Board and report to the Library Board Meetings as needed. The delegate receives notices, agendas, and minutes of the Board meetings and is encouraged to attend all Board meetings. Duties of the delegates include:

- a) assisting the Administrative Council in the development of the system plan of service;
- b) advising the Administrative Council on the need for services and programs; and
- c) assisting in the evaluation of the services provided by the system.

Delegates and alternates serve a two-year term beginning on July 1 of odd-numbered years. (See also Policy No. 8055.1 – Metropolitan Cooperative Library System Advisory Board.)

#### 9010.5 California Association of Library Trustees and Commissioners

The Board of Library Trustees are members of the California Association of Library Trustees and Commissioners (CALTAC). Dues for this membership are paid by the District. CALTAC is an affiliate of the California Library Association and communicates to its membership through Caltactics, its quarterly publication.

#### 9010.6 Peninsula Friends of the Library

The Peninsula Friends of the Library is recognized as a lay support group for the Library District. The Friends is the sponsoring organization for a portion of the Volunteer Program, Book Sales and the Library Shop.

Requests by members of the Friends for clerical assistance or services from staff or for Library supplies should be made through the Director. The Director shall be the line of official communication between the Friends and all District personnel.

Attendance, support and encouragement of the Friends' activities are recommended for all Trustees. A schedule of the Friends' Board meetings is given to all Trustees annually, and one elected Trustee is scheduled to attend each Friends Board meeting.

The President of the Friends receives a full packet for Board meetings. The President, or his or her designee, is encouraged to attend all Board meetings of the District.

Adopted December 10, 1987; Revised December 12, 1991; Revised October 9, 1997; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002

#### 9010.7 Palos Verdes Peninsula Library Foundation

The Palos Verdes Peninsula Library Foundation is recognized as a fundraising support group for the Library District. The Foundation was established to solicit major corporate and individual gifts, grants, major contributions from other foundations, and to solicit individuals for planned giving.

The District Director is designated as an ex-officio member of the Foundation board and will be the official line of communication between the Foundation and the Board of Trustees and all District personnel.

Requests by members of the Foundation for clerical assistance or services from staff, or for library supplies, should be made through the District Director.

The President of the Foundation receives notices, agendas, and minutes of Board meetings. The President or his/her designee is encouraged to attend all Board meetings of the District.

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Adopted October 9, 1997; Updated November 12, 1998; Revised July 13, 2000; Last Reviewed June 13, 2002

#### 9020.0 Local Organizations

##### 9020.1 Palos Verdes Peninsula Coordinating Council

The Library District is a member of the Palos Verdes Peninsula Coordinating Council and is represented at its meetings by a delegate of the staff and/or Trustees. The District Director is responsible for placing Library dates on the monthly Coordinating Council calendar.

Adopted December 10, 1987; Revised September 13, 1990; Revised September 10, 1992; Revised July 13, 2000; Last Reviewed June 13, 2002

##### 9020.2 Chamber of Commerce

The Palos Verdes Library District is a member of the Peninsula Chamber of Commerce. The Director and Trustees are encouraged to attend and participate in Chamber functions.

Adopted December 10, 1987; Revised September 10, 1992; Revised July 13, 2000; Last Reviewed June 13, 2002

##### 9020.3 League of Women Voters of the Palos Verdes Peninsula

The League of Women Voters of the Palos Verdes Peninsula sends an observer to the meetings of the Board of Library Trustees. The League receives meeting notices, agendas, and minutes of the Board's public meetings.

Adopted December 10, 1987; Revised September 10, 1992; Revised July 13, 2000; Last Reviewed June 13, 2002

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9030.0 Local Government Jurisdictions

9030.1 City of Palos Verdes Estates

This City has within its boundaries the Malaga Cove Plaza Library. The population of this City is served in its entirety by the District.

The District is a member of the Palos Verdes Homes Association and is a voting member by virtue of being a property owner within Palos Verdes Estates.

The Board authorizes the Director or his or her designee to represent the District at the annual and other membership meetings of the Palos Verdes Homes Association.

**Adopted December 10, 1987; Revised December 12, 1991; Updated November 12, 1998; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**

9030.2 City of Rancho Palos Verdes

This City has within its boundaries the Miraleste Library. The population of this City is served in its entirety by the District.

**Adopted December 10, 1987; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**

9030.3 City of Rolling Hills

The population of this City in its entirety is served by the District.

**Adopted December 10, 1987; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**

9030.4 City of Rolling Hills Estates

This City has within its boundaries the Peninsula Center Library. The population of this City in its entirety is served by the District.

**Adopted December 10, 1987; Revised September 13, 1990; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**

9030.5 Palos Verdes Peninsula Unified School District

The service boundaries of the Palos Verdes Peninsula Unified School District and the Palos Verdes Library District are essentially the same.

**Adopted December 10, 1987; Revised July 13, 2000; Last Reviewed June 13, 2002**

9030.6 County of Los Angeles

There are small unincorporated areas of Los Angeles County that lie within the service boundaries of the District. These areas include Academy Hill and Westfield.

**Adopted December 10, 1987; Revised September 10, 1992; Revised May 11, 2000; Revised July 13, 2000; Last Reviewed June 13, 2002**