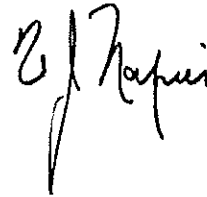


Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: January 9, 2008
SUBJECT: Technology Report for December 2007

A handwritten signature in black ink, appearing to read "V. Napier", is positioned to the right of the "FROM:" line of the header.

- Commissioned further refinements to the History Room's PICK database.
- Began re-designing the Library's website taking into account our new logo and color scheme.

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The Register
 Daily **DEC 07 2007**

ALMANAC

DISPUTE OVER MONEY
PLACENTIA

332
 The city and BNSF disagree over how much is owed to the railroad company for improvements made to the tracks as part of the Quiet Zone project, city officials say.

BNSF, which owns and operates the railroad tracks on the south side of the city, sent invoices totaling \$400,000 to the city for improvements that included medians, safety devices and signage.

The city expected the bill to be \$250,000, city engineer Andy Muth said at Tuesday's City Council meeting.

The Quiet Zone project, which finished in August, took more than six years and \$9 million to complete.

BNSF officials could be reached.

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The Register
 Daily **DEC 12 2007**

332 **PLACENTIA**

Talking about writing: Local authors will share their writing and publishing experiences from 1 to 5 p.m. Saturday at the Placentia Public Library. Authors include Clairee Tynes, Michael Gardner, Larry de Graaf, Jeannette Gardner and JoAnn de Matteo. Information: 714-528-1945, ext. 224. **Eric Neff**

714-704-3782 eneff@ocregister.com

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The Register
 Daily **DEC 08 2007**

GARDEN EVENTS *332*

EDITOR'S TOP PICK

Annual Fresh Holiday Wreath Workshop: Learn floral design techniques and be guided by an expert as you create a holiday wreath from fresh greenery and nature's decorations. 10 a.m. Dec. 8, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$50/person includes supplies for wreath. 714-278-3579. www.arboretum.fullerton.edu

Southern California Orchid Species Society: Monthly meeting of the club. This month's speaker will be Fred Clarke of Sunset Valley Orchids in Vista, whose topic will be *Cattleya mossiae*. 12 p.m. Dec. 9, Placentia Library, 411 E. Chapman Ave., Placentia. Free. 714-528-1906.

Orange County Branch of the Cymbidium Society of America: Monthly meeting of the club. 8 p.m. Dec. 12, Garden Grove Community Meeting Center, 11300 Stanford Ave., Garden Grove. Free. 714-991-8661.

Mission San Juan Capistrano Garden Tours: Garden volunteers lead visitors on Wednesday morning tours of the beautiful Mission San Juan Capistrano gardens. 10 a.m. Dec. 12, Mission San Juan Capistrano, 26801 Ortega Highway, San Juan Capistrano. San Juan Capistrano. \$5-\$9. 949-234-1300. www.missionsjc.com

Del Norte Garden Club: Features speaker Victoria Michaels of Anaheim on "Color in the Shade Garden." 9:30 a.m. Dec. 13, Placentia Library, 411 E. Chapman Ave., Placentia. Free. 562-691-6917.

California Organic Gardening Club: Meeting. 6 p.m. Dec. 12, Women's Civic Club of Garden Grove, 9501 Chapman Ave., Garden Grove. Free. 714-892-1792.

The Urban Garden Talks: A little style and flair can turn a few plants into an easy and inexpensive gift. Learn how to utilize your garden and the flower mart to make great holiday garden gifts. 12 p.m. Dec. 12, W.M. Keck Amphitheatre at Walt Disney Concert Hall, Music Center of Los Angeles County, Los Angeles. Free. 213-972-3688.

California Native Plant Society, Orange County Chapter Meeting: Share some of your favorite photos of native plants - in the wild or in the garden, locally or anywhere in the world. Bring 10-20 if they're spectacular. 7 p.m. Dec. 20, Duck Club, 5 Riparian View, Irvine. Free. 949-552-0691. ocnps.org

Christmas Arrangements with Candy Nakanishi: The Anaheim Garden Club showcases Nakanishi, who has taught floral culture and landscaping. 10 a.m. Dec. 21, Anaheim United Methodist Church, 1000 S. State College Blvd., Anaheim. Free. 714-778-3938.

www.geocitfles.com/anaheimgardenclub

Announcements are published on a space-available basis and must be submitted two weeks before the event by going to ocregister.com/homegarden and clicking on Home Calendar or Garden Calendar under EVENTS. We do not accept mailed notices of events.

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Placentia News
Weekly DEC 13 2007

**HOLIDAY READING
AT THE LIBRARY**

The Placentia Public Library will present "A Child's Christmas in Wales" on Dec. 20 at 6:30 p.m.

The program will include songs, readings, dramatics and refreshments.

Information: 714-528-1906, ext. 209.

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Placentia News
Weekly DEC 13 2007

**AUTHORS OF PLACENTIA
TO SHARE STORIES**

Local authors will share their writing and publishing experiences from 1 to 5 p.m. Friday at the Placentia Public Library.

Authors include Clairee Tynes, Michael Gardner, Larry de Graaf, Jeannette Gardner and JoAnn de Matteo. Time will be set aside for autographing copies of books.

Information: 714-528-1945, ext. 224.

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Fullerton Observer
Weekly DEC 15 2007

**DEC 20: A CELTIC CHRISTMAS
MAS, PLACENTIA LIBRARY,
411 E. CHAPMAN AVE,
PLACENTIA 337**

INFO: 528-1906 OR 870-7620
6:30pm: A FREE PROGRAM presented by TinBox Theatricals. Enjoy songs, poetry, music and dramatic/comedic readings rich in holiday traditions of the British Isles on Dec. 20 at 6:30pm. There will also be a carol singalong and a reception with the actors.

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Placentia News
Weekly DEC 13 2007

**WESTERN DINNER EVENT
WILL BENEFIT LIBRARY**

The Placentia Library Friends Foundation is holding a midwinter western round-up to raise money for the Public Library.

The event will feature Willard Wyman, author of the award-winning novel High Country, Rhonda Sedgwick Sterns, cowboy poet and storyteller, and David Bourne, a saloon pianist featured in the HBO series Deadwood.

The dinner is \$46 per person plus a cash bar, and it is being held from 5:30 to 9 p.m. Jan. 10 at the Placentia Round Table at 901 N. Bradford Ave. Tickets are available at the library circulation desk, or online at www.placentialibrary.org.

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Los Angeles Times
OC Edition DEC 19 2007
Daily

THURSDAY 337

Farmers market: Holiday carolers perform at the Holiday Farmers' Market and craft fair, 9 a.m.-1:30 p.m. Free. Center Street Promenade and Lemon Street, Anaheim.

Book group: The Aliso Viejo Library book group for adults discusses "White Noise" by Don DeLillo, 10:30 a.m. Free. Aliso Viejo Library, 1 Journey. (949) 380-1730 or www.ocpl.org

Children's crafts: Children can make winter crafts and have holiday treats, 3:30 p.m. Free. Chapman Library, 9182 Chapman Ave., Garden Grove. (714) 639-2115 or www.ocpl.org

Concert: "A Child's Christmas in Wales" features songs, readings, refreshments, 6:30-8:30 p.m. Free. Placentia Library, 711 E. Chapman Ave. (714) 528-1906 or www.placentialibrary.org

Concert: The Westminster High School Band performs a holiday show, 7-8 p.m. Free. Bella Terra Amphitheater, 7777 Edinger Ave., Huntington Beach. (714) 897-2534 or www.bella-terra-hb.com

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Los Angeles Times
OC Edition DEC 20 2007
Daily

Orange County Calendar

TODAY 337

Farmers market: Holiday carolers perform at the Holiday Farmers' Market and craft fair, 9 a.m.-1:30 p.m. Free. Center Street Promenade and Lemon Street, Anaheim.

Book group: The Aliso Viejo Library book group for adults discusses "White Noise" by Don DeLillo, 10:30 a.m. Free. Aliso Viejo Library, 1 Journey. (949) 380-1730 or www.ocpl.org

Children's crafts: Children can make winter crafts and have holiday treats, 3:30 p.m. Free. Chapman Library, 9182 Chapman Ave., Garden Grove. (714) 639-2115 or www.ocpl.org

Concert: "A Child's Christmas in Wales" features songs, readings, refreshments, 6:30-8:30 p.m. Free. Placentia Library, 711 E. Chapman Ave. (714) 528-1906 or www.placentialibrary.org

Concert: The Westminster High School Band performs a holiday show, 7-8 p.m. Free. Bella Terra Amphitheater, 7777 Edinger Ave., Huntington Beach. (714) 897-2534 or www.bella-terra-hb.com

counts the journey of Mary and Joseph to Bethlehem, 6 p.m. Free. Richman Park, 711 S. Highland Ave., Fullerton. (714) 733-3146 or www.ci.fullerton.ca.us

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Placentia News
Weekly **DEC. 20 2007**

I SNAPSHOTS



WE WANT TO WIN: Contestants for the Miss Placentia and Miss Outstanding Teen competitions Ashley Sewell, 20, from left, Rosario Rivera, 15, and Bree Nelder-mann, 15, talk to Santa Claus during a mixer sponsored by the Chamber of Commerce

Meet Miss Placentia

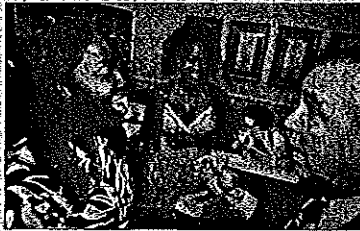
Photos by Rod Veal

Candidates for Miss Placentia title visited a recent Chamber of Commerce mixer. Also there were potential Outstanding Teen candidates and community groups and businesses that will sponsor the girls.



FUNNY: Contestants for the Miss Placentia and Miss Outstanding Teen laugh at Lauren Howard, the current Miss Placentia, as she announces this year's contestants.

JOKING: Jim Roberts, from the Placentia Library, greets and jokes with Diamond Halrston, 17, of Fullerton and Danielle Lenore, 17, of Yorba Linda, who will be contestants.



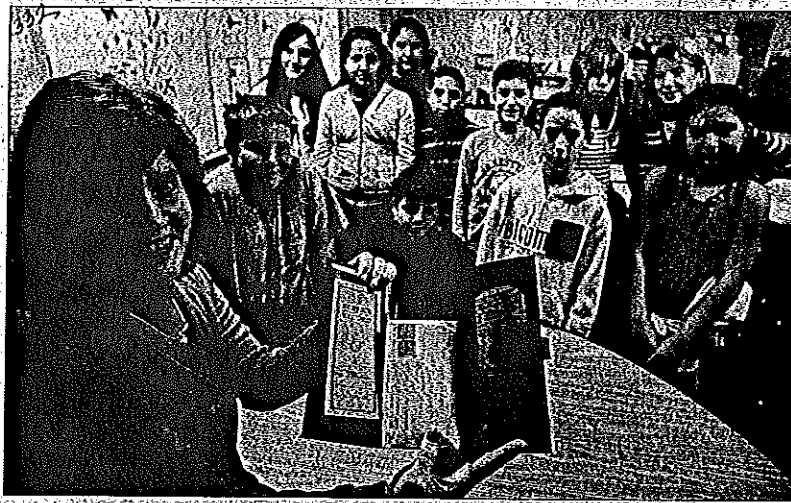
YOUNG FAN: Miss Placentia Lauren Howard talks with Paige Williams, 5 of Placentia.



COURTING A SPONSOR: Bree Nelder-mann talks with Eleanor Rankin, the first vice president of the Roundtable Women's Club, who will sponsor a few of the contestants in the pageant.



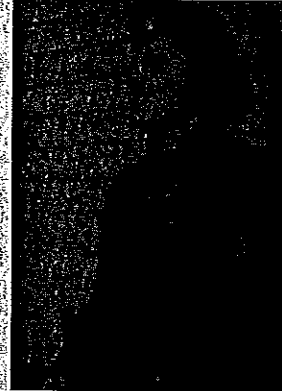
MIXIN' IT UP: Contestant for the Miss Placentia crown Sharon Keng talks with an unidentified man.



HUNTING A VET: Teacher Linda Loe, left, poses with her students and, in her hand, is the honorable discharge papers for Georgia Shellenbarger, a World War II veteran. The class has used the find as an entry into WWII history and research into who Shellenbarger is. **ROD VEAL, THE ORANGE COUNTY REGISTER**



HUNTING A VET: Raven Westewald, left, and Kayla Kenny, both students at Van Buren Elementary, look over paperwork belonging to Georgia Shellenbarger. **ROD VEAL, THE ORANGE COUNTY REGISTER**



HUNTING A VET: A photo, presumably, of Georgia Shellenbarger, a WWII veteran, who became the subject of an investigation by students at Van Buren Elementary. **CONTRIBUTED PHOTO**

GEORGIA ON THEIR MINDS

The accidental find of a wallet full of papers connects a class with a servicewoman from World War II.

By ERIC NEFF
THE ORANGE COUNTY REGISTER

PLACENTIA • It all started in an auto yard.

Don Coffman was working at Ecology Auto Wrecking in Santa Fe Springs when he noticed a pristine leather travel wallet lying in the dirt.

He picked it up, asked around unsuccessfully to find an owner, and finally brought it home to his wife, Melanie, an antique collector and teaching aide at Van Buren Elementary School in Placentia.

Melanie Coffman brought it in to show Lynda Loe, who teaches reading.

The wallet had a military logo on it, and inside were the yellowed documents and photos of a Women's Army Corps veteran from World War II Georgia Anna Shellenbarger. Loe introduced Shellenbarger to her students, and ever since the wallet has served as a passport to World War II history.

Inside were hints to Shellenbarger's time with the military,

which the students can recite from memory.

"There was so much in this little packet. We found out so much," Loe said. "It really is like a time capsule."

Loe teaches fourth-, fifth- and sixth-grade children who have difficulties in reading and math.

"I told my kids we're going to be like Sherlock Holmes; we're going to follow every lead," Loe said.

Shellenbarger's papers include several addresses, including one in Washington, D.C., and another one in New York.

One of her postwar documents says she resigned from General Motors Corp. in 1946 "to enter religious work."

The children searched for all the Shellenbargers they could find in the phone book. No one knew of her.

Shellenbarger's history made fourth-grader Cole Lankbury wonder about not just her past, but his own.

Cole told his grandfather about Shellenbarger and

Inside the wallet

- Her honorable discharge papers
- Pictures from a military show
- Shot of her in uniform
- Log of her travels while serving
- Her application for unemployment insurance - including a receipt for her \$20 check
- Her pledge to donate monthly to a Bible Institute in the Philippines
- Her resignation form from GMC Motors, which says that she "resigned to enter religious work"

asked if he was in the war, yes, he said, and he told the boy about serving in World War II.

"In my 80 years of teaching, it's the most excited I've seen kids about something that happened before they were born," Loe said.

Along the way, kids have learned math by doing calculations with ages and dates for Shellenbarger during different points of her life.

The papers are being donated to the United States Women's Army Museum in Fort Lee, Va., where they will be put on display with letters from the students.

"We would like to know if she's alive, and we would like to know where she lives," fifth-grader Austin Ritter wrote in

his letter.

Unfortunately, Loe's class will not get the chance to meet the woman they've come to learn so much about. Social Security death records accessed by The Register show that Shellenbarger died in 1988. She was 46.

"They're going to be really disappointed," Loe said of her students. "They're going to be really sad to hear that she died when she was 46. We'll do a math problem on the board with it; that's all we can do."

News researcher Michael Doss contributed to this report.

CONTACT THE WRITER:
714-704-3762 or
enell@ocregister.com

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Placentia News
Weekly DEC 20 2007

Western dinner to benefit library

³³² The Placentia Library Friends Foundation is holding a dinner featuring Willard Wyman, author of High Country, Rhonda Sedgwick Sterns, cowboy poet and storyteller, and David Bourne, a saloon pianist featured in the HBO series Deadwood.

The dinner is \$45 per person plus a cash bar, and it is being held from 5:30 to 9 p.m. Jan. 10 at the Placentia Round Table at 901 N. Bradford Ave. Tickets are available at the library circulation desk, or online at www.placentialibrary.org.

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The Register
Daily JAN - 2 2008

³³² **PLACENTIA**
Veteran event: An open house for veterans is planned for 6 to 8 p.m. Jan. 23 in the History Room at the Placentia Library. Veterans are invited to get acquainted with staff and learn about the resources provided by the library. Information: 714-528-1925, ext. 224.
Eric Neff
714-704-3782 eneff@ocregister.com

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The Register
Daily DEC 30 2007

PLACENTIA

Budget deficit at \$3 million

³³² **THEN**

The city was expecting to have a \$5.4 million general fund deficit at the end of the 2007 fiscal year.

NOW

The updated projection for the fund balance is a deficit of \$3 million. City officials cite fiscal restraint as the reason for the reduced projection.

WHAT'S NEXT

Finance Director Terrence Beaman said the deficit is still "not good" and emphasized that, while the situation has improved, it's still "up in the air" because of a pending Cal-Trans audit for city spending of state funds on a defunct rail trench project.

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The Register
Daily DEC 31 2007

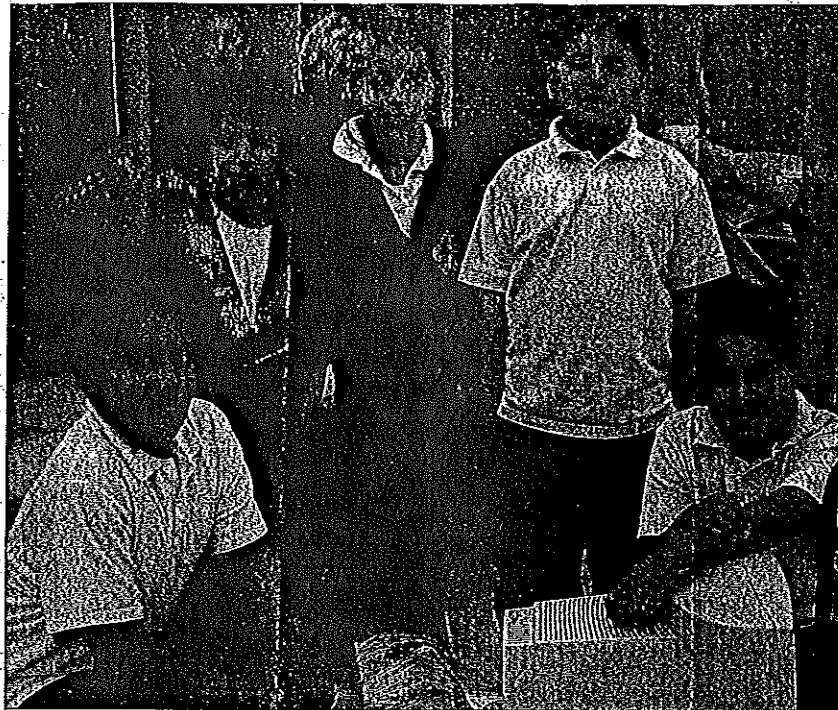
³³² **PLACENTIA**
Meeting canceled: The City Council meeting scheduled for Wednesday has been canceled. The next meeting will be Jan. 15. The cancellation will delay the appointment of a replacement on the audit oversight committee for Mayor Scott Nelson, who vacated the seat when he was appointed to the City Council in November.

Eric Neff
714-704-3782 eneff@ocregister.com

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The Register
Daily JAN 03 2008

³³² **PLACENTIA**
Captain's delay: Police Capt. Gary Sprague has told Chief Jim Anderson that he intends to delay his retirement four to six weeks to "clean up some work on my desk," Sprague said from his home Wednesday. Sprague was out sick with the flu Wednesday, but said he hopes to get back to his desk and start finishing work this week. Sprague has been a captain with Placentia Police since 2004, when he was promoted from lieutenant.
Eric Neff
714-704-3782 eneff@ocregister.com



PHOTOS COURTESY OF COMMUNITY ACTION PARTNERSHIPS
KID STUFF: Juan Rodriguez, Maribel Banda, Brianda Valenzuela, Juan Zavala and Jesus Guzman, from left, are receiving computers refurbished by Community Action Partnerships.

HIGH-TECH HELP

Students at Melrose Elementary in Placentia get refurbished computers for the holidays.

By ERIC NEFF
THE ORANGE COUNTY REGISTER

PLACENTIA • Scores of children from Melrose Elementary are entering the new year with a new toy — their first home computer.

Community Action Partnership, a nonprofit that aims to fight poverty, dis-

tributed refurbished computers to 94 kids from low-income families.

The program, which has distributed 6,000 computers so far, takes computers that have been donated by local businesses and refurbishes them.

"Helping low-income children to obtain comput-

ers and access to the Internet will help them to become more proficient and competitive with their marketable skills," said program manager Trudy Wilson.

Children who participate in the free-lunch program were eligible for, though not assured of, a computer.



GIVING: Community Action Partnerships truck driver Dennis Burrell, in back, distributes a refurbished computer to the Sandoval family, from left, Jessenia, Rosaura and Jesus.



FREE COMPUTER: Chela Martinez and Adrina Sanchez, center, receive a refurbished computer donated to Sanchez's children, from left, Adriana, baby Wendy and Albert.

SAFETY COMMITTEE MEETING
December 13, 2007
MINUTES

I. Call to Order: 11:00 A.M.

Members Attending: Nadia Dallstream
Jesus Diaz
David Ferrari
Wendy Goodson
Alexander Hernandez

II. Old Business

1. The Safety Training and Incentive Program is available to the entire staff to complete Safety Training Courses pertinent to their job classifications.

Prepared by : Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Legislative Issues and a Review of the Status of the State Budget and State Library Budget
DATE: January 15, 2008

BACKGROUND

Agenda Item 24 contains information about current legislation affecting independent special districts and libraries.

I attended the North Orange County Legislative Alliance meeting on January 17, 2008. The topic for discussion was taking public positions on the referendums on the February ballot. Information on the NOCLA positions is available at its web site: www.nocla.org.

The Independent Library District Trustees will meet on Saturday, February 16, 2008 in the Board Room at the Buena Park Library District from 9:00 to 11:00 A.M. The agenda will include discussion of the State budget and legislative reports from both the California Special Districts Association and the California Library Association.

The Trustees may report on any contacts they have had with Federal, California or Orange County Legislators.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director
Placentia Library District Board of Trustees
Placentia Library Foundation Board of Directors
Placentia Library District History Room Committee
Placentia Library Foundation Book Store Volunteers
Library Staff


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

SUBJECT: Word of Mouth Marketing topic for February 2008 – Placentia Library Friends Foundation Author's Luncheon


DATE: January 15, 2008

The fifth topic for the Word of Mouth Marketing campaign will be the **Placentia Library Friends Foundation Author's Luncheon**.


The badges will be distributed on February 1st. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.


 The badges are designed to be conversation starters. They need your participation to make them successful!

 This is the 15th year –program began in 1994

 Authors have been

1994 Ciji Ware	1999 T. Jefferson Parker	2004 Kelly Lange
1995 Elizabeth George	2000 Ruth Heller	2005 Thom Racina
1996 Elizabeth Forsythe Hailey	2001 Diane Leslie	2006 D. P. Lyle, MD
1997 Vick Knight	2002 Doreen Ludwig	2007 Sherry Halperin
1998 Barbara Seranella	2003 Lisa See	2008 Suzanne Enoch


 2008 Author is Suzanne Enoch, a Valencia High School Graduate. Romance Writer, has been on the USA Today and New York Times paperback best seller list.


 The Library has her books available in the wooden rack beside the new book display.

 Tickets are \$45.

 Event is Saturday, March 1st (always the first Saturday in March), at Alta Vista Country Club

 Celebrity waiters honor leaders of community organizations.

 Ticket sales and tips support the PLFF Adopt-a-Book program and the Book Endowment Fund – have raised over \$100,000.

 Special prizes for everyone at the table with the largest tip.

Thanks to the Program Committee for nominating the topics for the District's Word of Mouth Marketing campaign. The topics for the next few months are:

February – PLFF Author's Luncheon

March – Library Website

April – Volunteer Opportunities

May -- Summer Reading Program

June – Placentia History Room

July – Audio Books & e-books (digital branch)

August – Literacy Tutor Sign-up



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Final Adoption of Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers' Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity.

DATE: January 15, 2008

BACKGROUND

At its Work Session on November 17, 2007 the Library Board of Trustees reviewed Placentia Library District Policies 2200 through 2270, Personnel. At its Regular Meeting on December 17, 2007 the Library Board adopted as a first reading Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers' Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity and referred them to the staff for review and comments.

The policies were discussed at the Library Staff meeting on December 19, 2007 and posted on the staff intranet on December 20, 2007. They were posted again with a reminder for comments on January 6, 2008.

Written comments regarding Policy 2120 – Educational Assistance are included as Attachment A. As a result of these comments several changes are recommended and are indicated in blue type in the attached document.

The following are the policies as adopted as a first reading on December 17, 2007 and are now ready for final adoption. Policy 2120 has some additional recommendations in blue type.

 2020 Vacations – Attachment B

Added Section 2020.12 which has a buyout provision for a maximum of 25% of one year's vacation earnings for staff with a balance over 80 hours.

 2040 Sick Leave – Attachment C


Added language to Section 4040.11 to state that this benefit is for non-exempt staff only.

Added Section 2040.12 which has a two for one conversion provision for sick leave to vacation leave for employees with a balance over 800 hours.

 2110 Health and Welfare Benefits – Attachment D

Added Section 2110.4 stating that the District is covered by Social Security and Medicare.


Reorganized and expanded Sections 2110.5 Money Purchase Pension Plan and 2110.6, Deferred Compensation/457 Plan.

 2115 Volunteer Workers' Compensation Insurance – Attachment E

Updated name of the Placentia Library Friends Foundation.

 2120 Educational Assistance – Attachment F

Deleted Section 2120.2.4 and added the content to Section 2120.2.

 2125 Notary Public Training and Services – Attachment G

Multiple changes to provide for mandatory Notary certification for Library Clerk I and Library Clerk II positions. This does not affect staff who were hired prior to the Notary program.

 2130 Pay Periods and Distribution of Pay Checks – Attachment H

Updates the name of the office.

 2160 Authorized Leave – Attachment I

Grammatical change.

 2170 Performance Evaluation – Attachment J

Adds the Manager of Administrative Services to the list of those who prepare performance evaluations.

 2220 Equal Employment Opportunity – Attachment K

Deletes the statement, "We want to have the best available persons in every job."

RECOMMENDATION

Adopt amended Placentia Library District Policies in Series 2000 – Personnel as follows:

2020 – Vacations

2040 – Sick Leave

2110 – Health and Welfare Benefits

2115 – Volunteer Workers' Compensation Insurance

2120 – Educational Assistance

2125 – Notary Public Training Services

2130 – Pay Periods and Distribution of Pay Checks

2160 – Authorized Leave

2170 – Performance Evaluation

2220 – Equal Employment Opportunity

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

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

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

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

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

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

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

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

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

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

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

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

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

Deleted: As such, pay in lieu of vacation time away from work will not be permitted.¶

2020.12 Employees who have taken seventy-five per cent (75%) of the vacation hours that they accrued in the previous twelve months have the option of requesting payment for the remaining twenty-five percent (25%) or any portion thereof.

2020.12.1 These requests may be submitted to the office of the Manager of Administrative Services on November 1 and May 1 of each year with payment to be made with the first pay period of December and June.

2020.12.2 The number of hours paid may not reduce the vacation balance to less than eighty (80) hours at the time of the request.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

2040.11 The District provides an incentive program for non-exempt employees for the accumulation of sick leave hours. Exempt employees are not eligible for this program.

2040.11.1 For each calendar quarter that an employee has used no hours of sick leave he/she will receive four hours of vacation.

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

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



2040.12 Exempt or non-exempt staff with a sick leave balance in excess of 800 hours, or the pro-rated number for part-time employees, may exchange two sick days for one vacation day.

2040.12.1 These requests must be in daily increments based on the number of hours worked per week.

2040.12.2 A request may be submitted on June 1 and December 1 of each year. Requests will not be considered at other times.

2040.12.3 A request will not be granted if it brings the sick leave balance under 800 hours.

2040.13 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.13.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

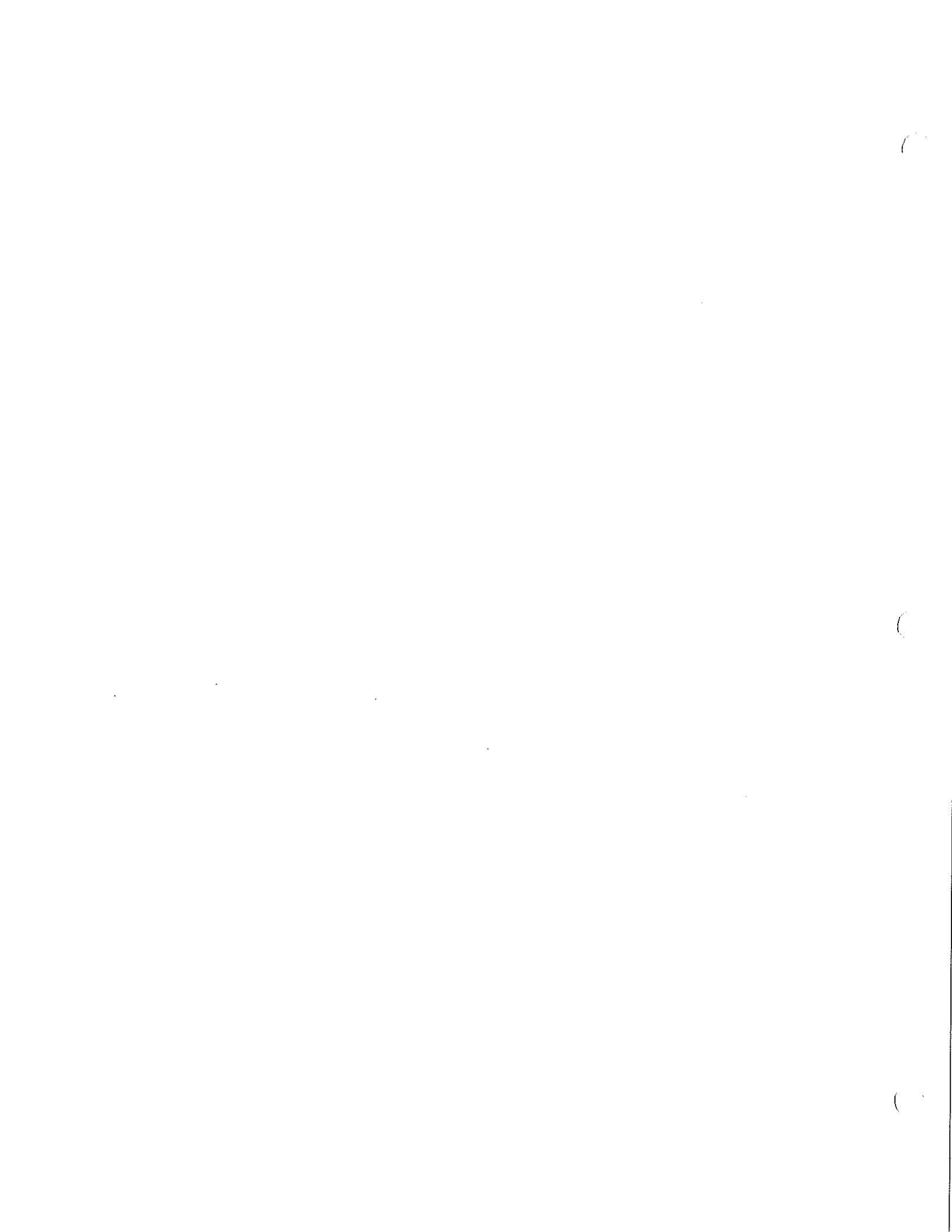
2040.13.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.13.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.14 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.14.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.



| **2040.14.2** The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

| **2040.14.3** An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

2110.0.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name



and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

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2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

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

2110.3 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

2110.5 Money Purchase Pension Plan.

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2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

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2110.5.2 The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

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Deleted: retirement plan

2110.5.3 Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

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2110.65 Deferred Compensation/457 Plan.

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2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.¶

2110.6.1 Probationary and regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

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2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

Deleted: or any other deferred compensation adopted by the Library Board of Trustees.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of the Manager of Administrative Services.



Placentia Library District

POLICY HANDBOOK

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

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

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

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

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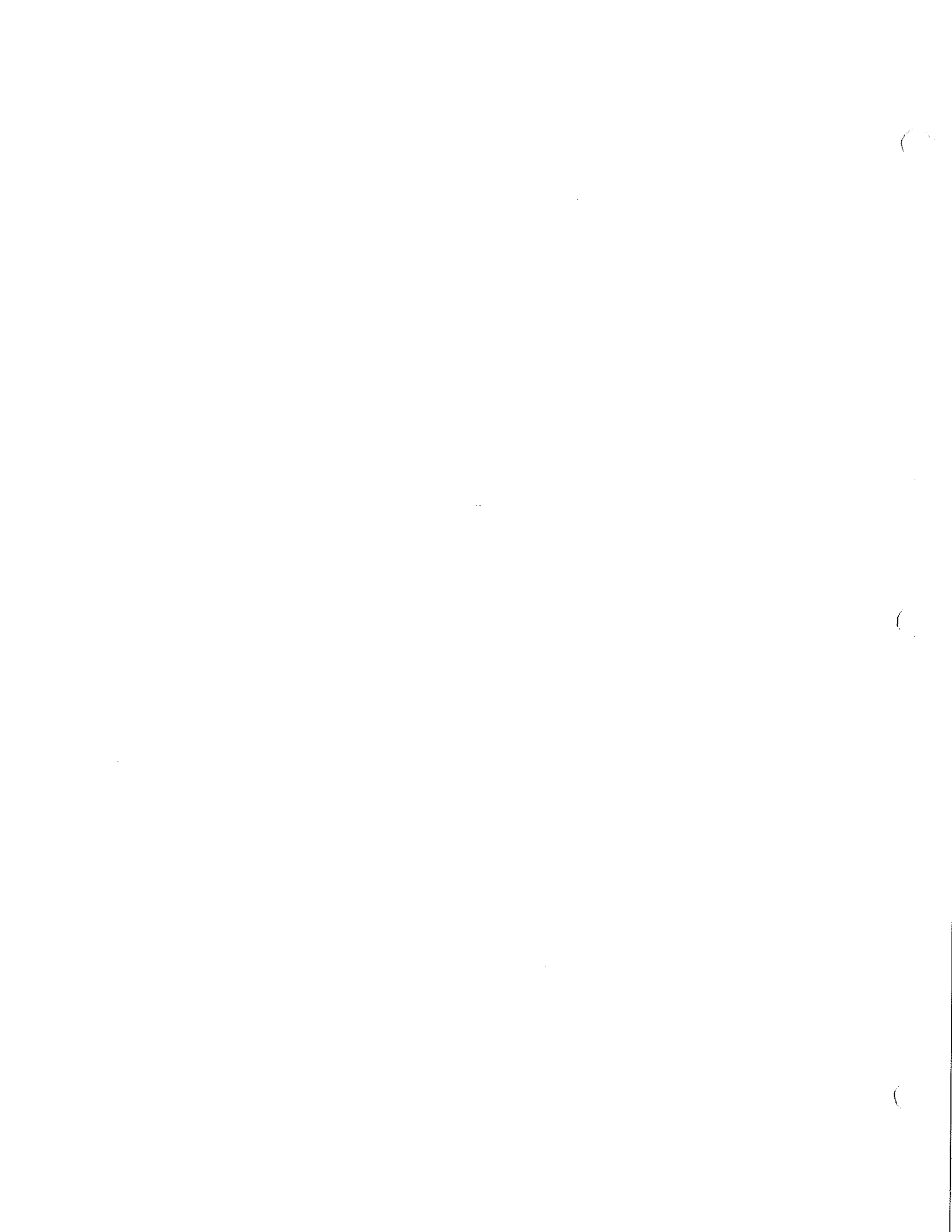
2115.4 Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

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

Deleted: Friends of Placentia Library

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

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



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

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

2120.2 The District will reimburse regular employees for approved courses of study up to \$2,500 per calendar year by the following criteria:

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

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

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

2120.2.4 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.5 Class time will not be considered part of the work week.

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

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

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

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

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

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

2120.5.3 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twenty-four months after receiving tuition reimbursement then he/she must reimburse the District based on a pro-rata time since the beginning of each class for which reimbursement was approved.

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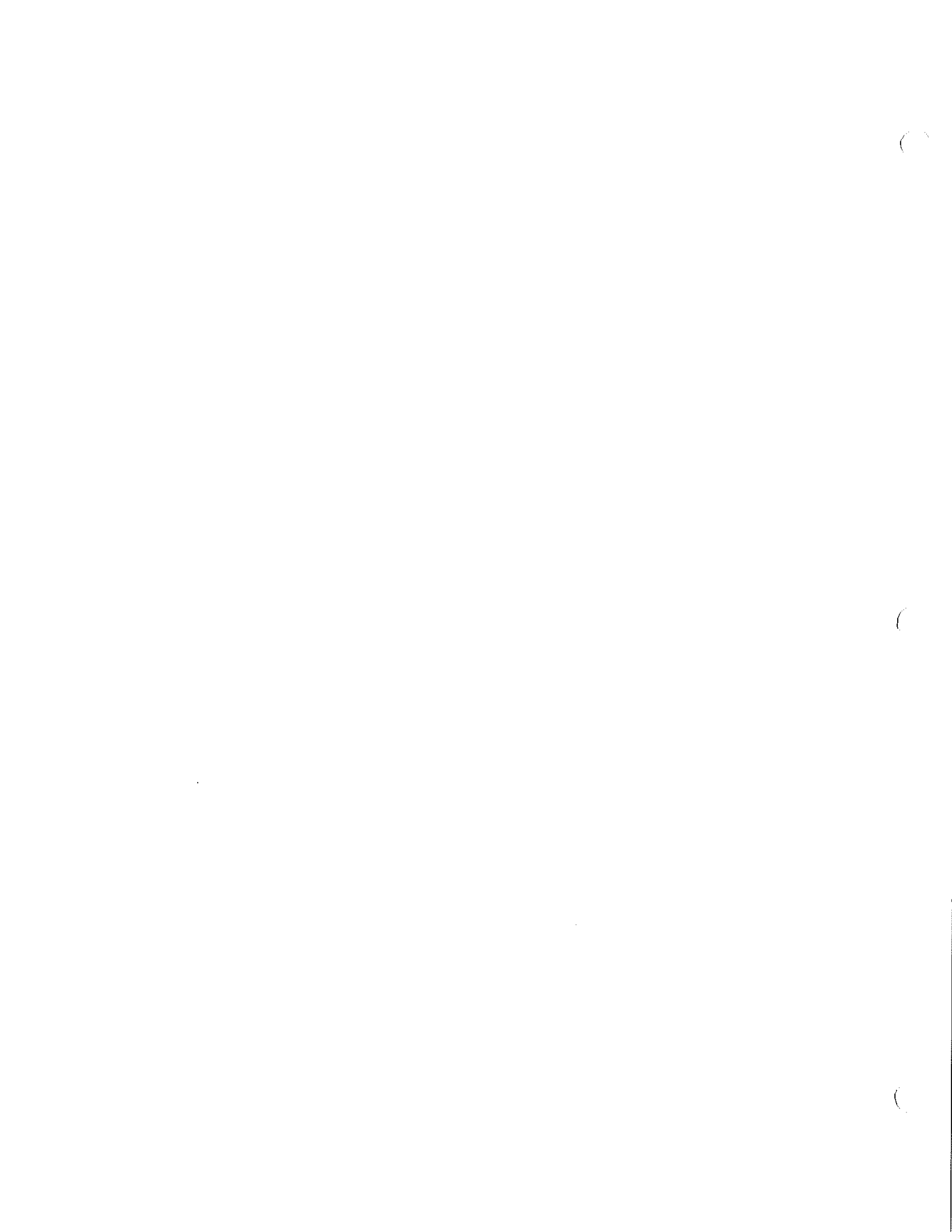
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2120.6. Only c

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Deleted: Correspondence courses are not reimbursable under this policy.

*17 months
w/no pro rata
ML RD
M2:JT*



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Notary Public Training and Services
POLICY NUMBER: 2125

2125.1 Employees of the District are encouraged to become State of California certified Notary Publics and to use that certification at Placentia Library.

2125.2 The District will pay for the training, testing and supply costs for staff willing to perform Notary functions for the District. All full time and regular part-time staff in the classifications of Library Clerk I and Library Clerk II must complete Notary certification prior to the end of their probationary period.

Deleted: for up to five employees concurrently.

Deleted: To be eligible for this program, the employee must receive advance approval from the Library Director.

2125.2.1 Employees must be working a minimum of twenty hours per week.

2125.2.2 Employees must be willing to perform their Notary duties as part of their Library job assignments.

2125.2.3 Staff other than Library Clerk I or Library Clerk II who would like to become a Notary will be considered if he/she will be able to perform Notary duties as part of their job assignment.

Deleted: Preference will be given to employees who work in Circulation and Technical Services areas who have the flexibility in their public desk schedules to perform the Notary duties. Other staff will also

Deleted: on a space available basis. .

2125.2.4 Staff who fail to pass the certification test on the second attempt will become ineligible to participate in the program. Library Clerk I and Library Clerk II who do not pass the certification test on the second attempt will be ineligible to complete their probationary period.

2125.2.5 Class and testing time will not be considered part of the work week.

2125.2.6 Staff may use their Notary certification and equipment for personal use on their own time.

2125.2.7 Staff members other than Library Clerk I and Library Clerk II, who leave District employment, or discontinue Notary certification or services, in less than thirty-six months, will be responsible for reimbursing the District for the pro-rata balance of their training, exam(s), equipment and supplies. The reimbursable amount will be deducted from their final paycheck. If a Notary

stays certified and active for thirty-six (36) months or more that ~~he/she~~ will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies.

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2125.3 Requests for Notary Public training should be submitted to the Library Director in writing. The employee will be notified of approval, or the reasons for disapproval.

2125.4 Upon completion of the Notary certification the employee is responsible for providing a copy of the Certificate to the Library Director. The Certificate is required before the equipment and supplies may be ordered.

Placentia Library District

POLICY HANDBOOK

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

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

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

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

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

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

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2130.4 Paychecks will be issued only to the employee.

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

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



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

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

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

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

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



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

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

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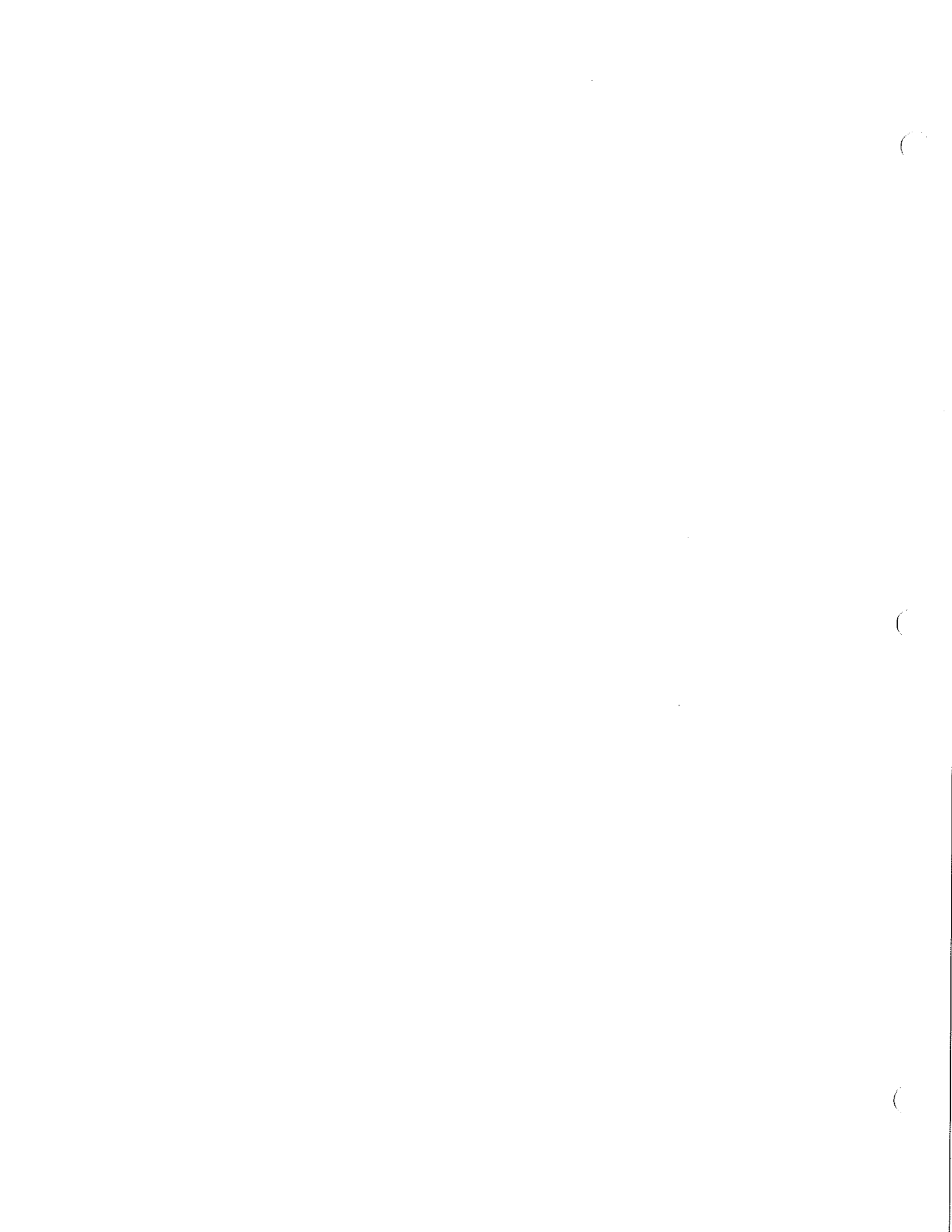
2170.3 Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

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

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

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

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



Placentia Library District

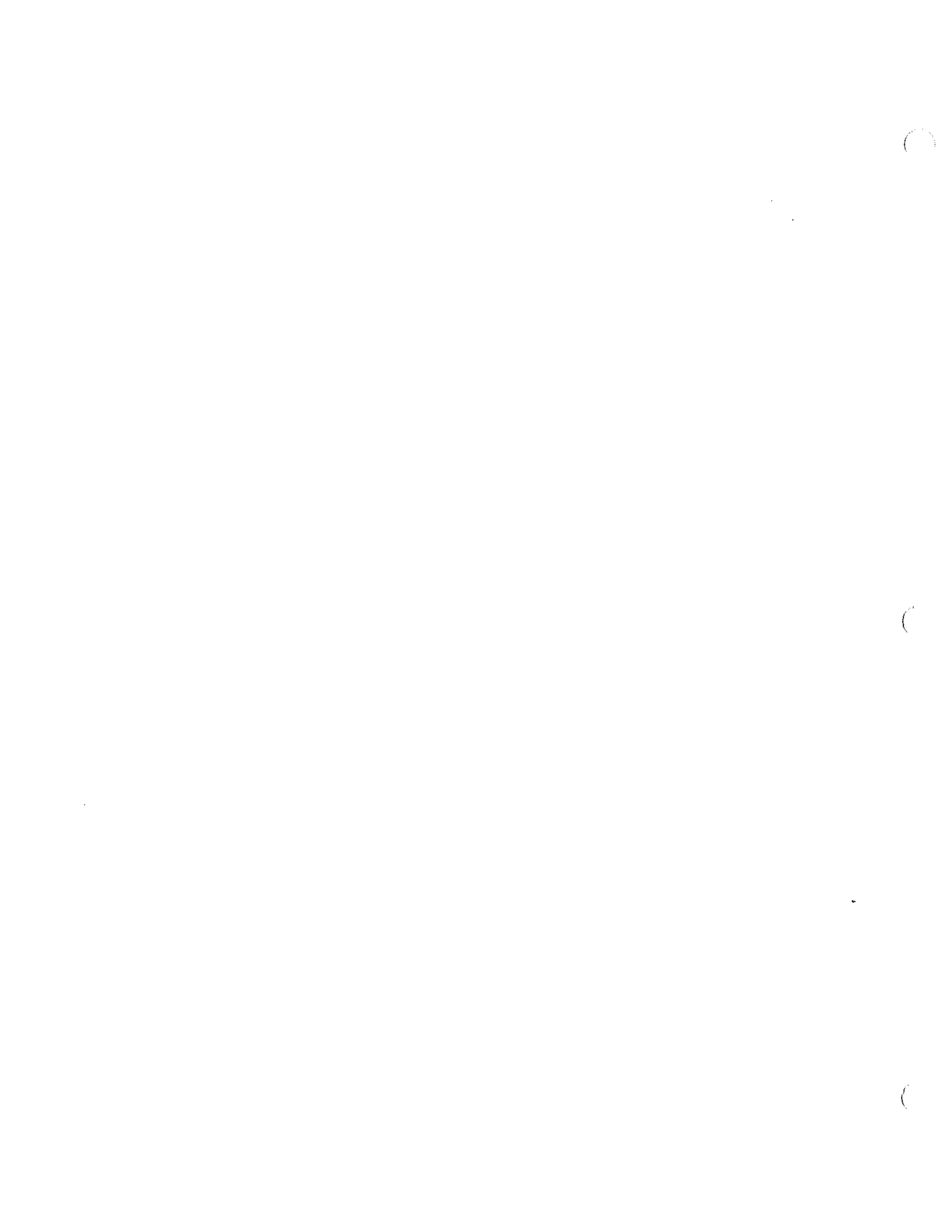
POLICY HANDBOOK

POLICY TITLE: Equal Employment Opportunity
POLICY NUMBER: 2220

2220.1 Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit.

Deleted: We want to have the best available persons in every job.

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Final adoption of Placentia Library District Policy 2325 – Library Aide.
DATE: January 15, 2008

BACKGROUND

At its Regular Meeting on December 17, 2007 the Library Board of Trustees adopted as a first reading Placentia Library District Policy 2325 – Library Aide as revised and referred it to staff for comments.

The staff comment received is Attachment A.

Placentia Library District Policy 2325 as adopted as a first reading on December 17, 2007 is Attachment B.

The Library Director recommends that age requirements not be attached to any job description except for Page/Shelver which is restricted to high school students.

RECOMMENDATION

Adopt Placentia Library District Policy 2325 – Library Aide.



Elizabeth Minter

From: Vernon [vnapier@placentia library.org]
Sent: Monday, January 07, 2008 1:05 PM
To: 'Elizabeth Minter'
Subject: Re: Library Aide job description

Elizabeth

Should we indicate that this position is available only to those over a certain age (18?)

Vernon Napier
Technical Services Manager
Placentia Library District
714-528-1925 ext.207
vnapier@placentia library.org

Hard work must have killed someone.

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Placentia Library District

POLICY HANDBOOK

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

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Administrative Services, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

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

2325.1.3 Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

2325.1.4 Works in the Public Service staff monitoring library furnishings, equipment and patron activities with the authority to enforce written Library policies and report problems to the librarian or manager-in-charge.

2325.1.5 Prepares library materials for public use.

2325.1.6 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

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2325.1.7 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

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2325.1.8 If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.



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2325.2.2 Empties the book drop.

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

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Patrols the public service areas and enforces the provisions of Placentia Library District Policies regarding patron behavior: 6025 – Public Internet Use Policy; 6040 – Beverage & Food Policy; 6060 – Patron Behavior & Latchkey Children Policy; 6065 – Public Behavior Policy; and any additional behavior policies that may be adopted by the Library Board of Trustees.

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2325.2.7 Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.

2325.2.8 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

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2325.2.9 Searches for library materials on the shelves as assigned by Library staff.

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2325.2.10 Runs errands for Library staff.

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2325.2.11 Retrieves newspapers and magazines from storage areas.

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2325.2.12 Assists public with unloading gift books and magazines from their cars.

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2325.2.13 Re-stocks the vending machines.

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2325.2.14 Sets up and breaks down tables and chairs in the Meeting Room.

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2325.2.15 Works in Technical Services in support of professional staff.

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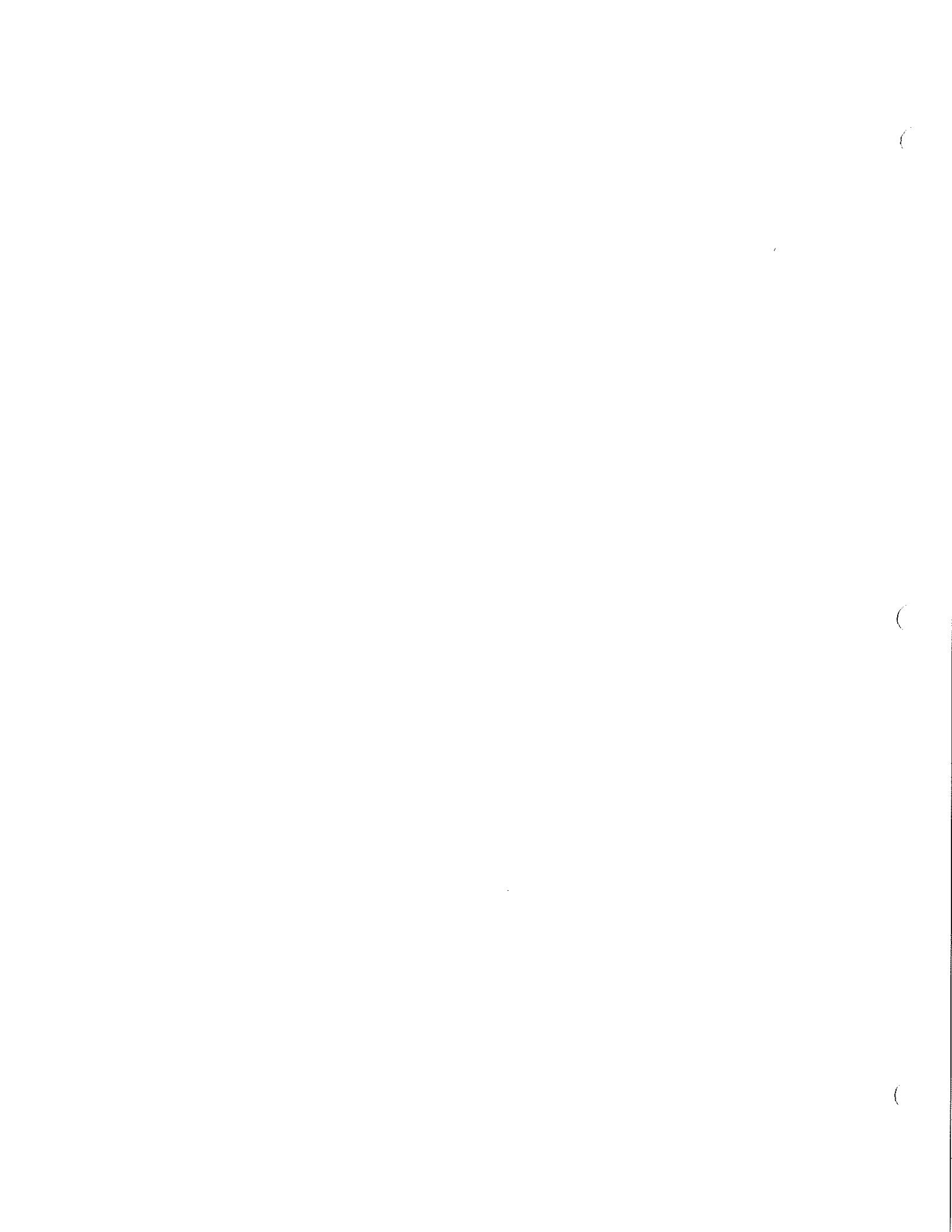
2325.2.16 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

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2325.2.17 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

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



2325.4 Knowledge and abilities:

- 2325.4.1** Ability to file accurately according to library filing rules.
- 2325.4.2** Ability to meet the public with tact and courtesy.
- 2325.4.3** Ability to follow oral and written instructions.
- 2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2325.4.5** Ability to follow Library policies and procedures.
- 2325.4.6** Ability to organize and manage work flow for self.
- 2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

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

- 2325.5.1.1** Must possess mobility to work in a standard office setting.
- 2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.
- 2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2325.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2325.5.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.



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2325.6 Work Environment

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Presentation of Fiscal Year 2006-2007 Financial Audit by Lynne Netty, CPA, from Moreland & Associates, CPA

DATE: January 15, 2008

BACKGROUND:

Lynne Netty, CPA from Moreland & Associates, will present the findings for the Fiscal Year 2006-2007 Audit of Financial Transactions for Placentia Library District.

Attachment A is the Transmittal Letter from Moreland & Associates to the Library Board of Trustees.

Attachment B is the Scope of Services and Appropriations Limit Worksheet provided by Moreland & Associates.

Attachment C is the Independent Auditor's Report for the Year Ending June 30, 2007.

Attachment D is the Management Letter for the Library Director from Moreland & Associates.

RECOMMENDATION:

Receive & File the Financial Audit for Fiscal Year 2006-2007.





1201 DOVE STREET, SUITE 680
NEWPORT BEACH, CALIFORNIA 92660

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069

TELEPHONE (949) 221-0025

January 4, 2008

The Honorable Board of Trustees of
the Placentia Library District

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) for the year ended June 30, 2007, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 4, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

Our responsibility as described by professional standards is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the basic financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in documents containing the District's financial statements and our report thereon does not extend beyond financial information identified in our report, and we have no obligation to perform any procedures to corroborate other information contained in these documents.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. We will advise management about the appropriateness of accounting policies and their application. The significant accounting policies of the District are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions during the year that were both significant and unusual, or transactions for which there is a lack of authoritative guidance or consensus.

The Honorable Board of Trustees
of the Placentia Library District
January 4, 2008
Page 2

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based upon management's knowledge and experience about past and current events and assumptions about future events. We noted that the District's significant account balances are not dependent upon management's estimates.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the District, either individually or in the aggregate, indicate matters that could have a significant effect on the District's financial reporting process.

Disagreements With Management

There were no disagreements with management on financial accounting, reporting or auditing matters that, if not satisfactorily resolved, that could be significant to the District's financial statements or to our auditors' report.

Consultation With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed With Management Prior to Retention

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. These discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and is not intended to be and should not be used by anyone other than these specified parties.

Moulton & Associates, Inc.



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TELEPHONE (949) 221-0025

January 4, 2008

The Honorable Board of Trustees of
the Placentia Library District

Independent Accountants' Report on Agreed-Upon Procedures
Applied to Appropriations Limit Worksheets

We have performed the procedures enumerated below to the accompanying Appropriations Limit worksheet No. 6 (or other alternative computation) of the Placentia Library District (District) for the year ended June 30, 2007. These procedures, which were agreed to by the District and the League of California Cities (as presented in the League publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines*), were performed solely to assist the Placentia Library District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The Placentia Library District's management is responsible for the Appropriations Limit worksheet No. 6 (or other alternative computation). This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets No. 1 through No. 7 (or other alternative computations) and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the Board of Trustees. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the Board of Trustees.

Finding: No exceptions were noted as a result of these procedures.

The Honorable Board of Trustees of
the Placentia Library District
January 4, 2008
Page 2

2. For the accompanying Appropriations Limit worksheet No. 6, we added line A, last year's limit, to line E, total adjustments, and compared the resulting amount to line F, this year's limit.

Finding: No exceptions were noted as a result of these procedures.

3. We compared the current year information presented in the accompanying Appropriations Limit worksheet No. 6 to the other worksheets described in No. 1 above.

Finding: No exceptions were noted as a result of this procedure.

4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet No. 6 to the prior year appropriations limit adopted by the Board of Trustees during the prior year.

Finding: No exceptions were noted as a result of this procedure.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet No. 6 (or other alternative computation). Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

This report is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and is not intended to be and should not be used by anyone other than these specified parties.

Moulton & Associates, Inc.

PLACENTIA LIBRARY DISTRICT
APPROPRIATIONS LIMIT WORKSHEET #6
FY 2006 – 2007
BUDGET

	<u>AMOUNT</u>
A. LAST YEAR'S LIMIT	\$2,963,176
B. ADJUSTMENT FACTORS	
1. Population %	2.18%
2. Inflation %	3.96%
Total Adjustment %	6.23%
C. ANNUAL ADJUSTMENT \$	\$ 184,497
D. OTHER ADJUSTMENTS:	
Assumed Responsibility - Booking Fees	
Property Tax Collections	-
(Lost Responsibility)	
(Transfer to Private)	
(Computational Rounding)	-
Sub-total	-
E. TOTAL ADJUSTMENTS	\$ 184,497
F. CURRENT YEAR LIMIT	\$3,147,673



PLACENTIA LIBRARY DISTRICT

Independent Auditors' Report and
Annual Financial Statements

For the Year Ended June 30, 2007

PLACENTIA LIBRARY DISTRICT
Annual Financial Report
June 30, 2007

TABLE OF CONTENTS

	<u>Page</u>
FINANCIAL SECTION	
Independent Auditors' Report	1
Management's Discussion and Analysis (unaudited)	3
 <u>Basic Financial Statements</u>	
Government-wide Financial Statements:	
Statement of Net Assets	12
Statement of Activities	13
Fund Financial Statements:	
Balance Sheet - Governmental Fund	14
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets	15
Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund	16
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	17
Notes to the Financial Statements	19
 REQUIRED SUPPLEMENTARY INFORMATION (unaudited)	
Budgetary Comparison Schedule - General Fund	32
Note to Required Supplementary Information	33

Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

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TELEPHONE (949) 221-0025

January 4, 2008

The Honorable Board of Trustees of
the Placentia Library District

Independent Auditors' Report

We have audited the accompanying financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2007 which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2007 and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and other required supplementary information identified in the accompanying table of contents are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Moreland & Associates, Inc.

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Management's Discussion and Analysis

As management of the Placentia Library District of Orange County, we offer readers of the Placentia Library District of Orange County's financial statements this narrative overview and analysis of the financial activities of the Placentia Library District of Orange County for the fiscal year ended June 30, 2007. We encourage readers to consider the information presented here in conjunction with the District's basic financial statements, which can be found on pages 12 to 29 of this report.

Financial Highlights

- 📖 The assets of the Placentia Library District of Orange County exceeded its liabilities at the close of the most recent fiscal year by \$2,479,280 (*net assets*). Of this amount, \$1,539,066 (*unrestricted net assets*) may be used to meet the District's ongoing obligations to citizens and creditors.
- 📖 The District's total net assets increased by \$212,780. This increase is attributable to lower expenditures and higher revenues than budgeted during the current fiscal year.
- 📖 As of the close of the current fiscal year, the Placentia Library District of Orange County's governmental funds reported combined ending fund balances of \$1,631,343, an increase of \$137,046 in comparison with the prior year. Approximately 100 percent of this total amount, \$1,631,343 is available for spending at the government's discretion (*unreserved fund balance*).
- 📖 At the end of the current fiscal year, unreserved fund balance for the general fund was \$1,631,343, or 65 percent of total general fund expenditures.
- 📖 The Placentia Library District of Orange County's total debt decreased by \$91,244 (20 percent) during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Placentia Library District of Orange County's basic financial statements. The Placentia Library District of Orange County basic financial statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Placentia Library District of Orange County' finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Placentia Library District of Orange County's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Placentia Library District of Orange County is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in new assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 12 to 13 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Placentia Library District of Orange County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Placentia Library District of Orange County adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 12 to 29 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 to 29 of this report.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Placentia Library District of Orange County, assets exceeded liabilities by \$2,479,280 at the close of the most recent fiscal year.

Approximately 38 percent of the Placentia Library District of Orange County's net assets reflects its investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The Placentia Library District of Orange County uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Placentia Library District of Orange County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

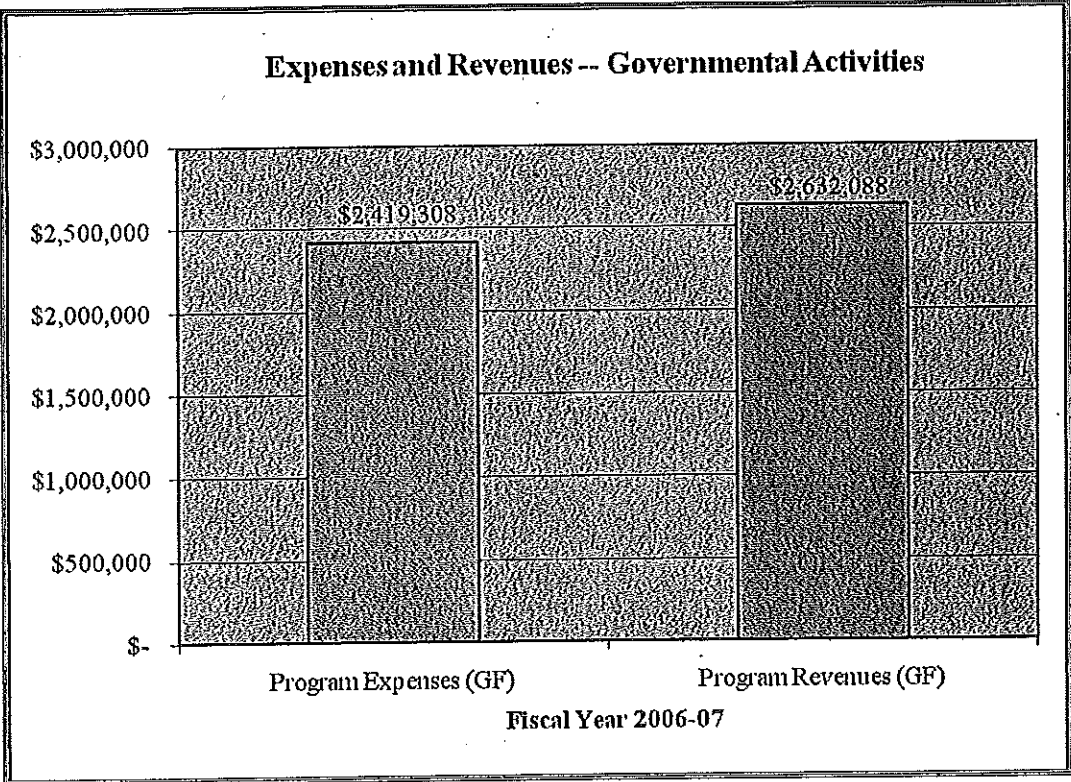
Placentia Library District of Orange County Net Assets	
	Governmental Activities 2006-07
Current and other assets	\$ 1,633,565
Capital assets	1,223,446
Total Assets	2,857,011
Long-term liabilities outstanding	375,509
Other liabilities	2,222
Total Liabilities	377,731
Net assets:	
Invested in capital assets, net of related debt	940,214
Restricted	-
Unrestricted	1,539,066
Total net assets	\$ 2,479,280

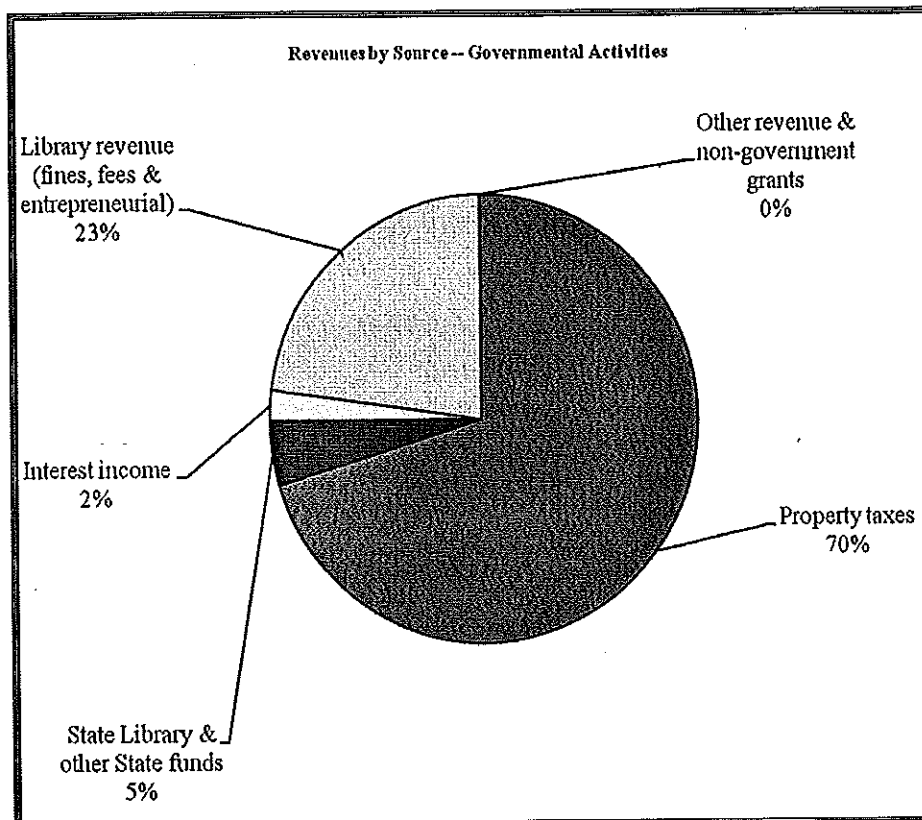
None of the Placentia Library District of Orange County's net assets are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (\$1,539,066) may be used to meet the government's ongoing obligations to citizens and creditors.

The government's net assets increased by \$212,780 during the current fiscal year. About 41 percent of this increase is from an increase in property tax revenue, about 58 percent is from other State revenue and the remainder reflects savings in expenditures.

Governmental activities. Governmental activities increased the Placentia Library District of Orange County's net assets by \$212,780, thereby accounting for 100 percent of the total growth in the net assets of the Placentia Library District of Orange County. Key elements of this increase are as follows:

- ☞ Property taxes increased by \$199,963 (12 percent) during the year. Most of this increase is the product of the increase in the number and property value of the existing homes sold and a smaller amount for the inclusion of several new properties on the property tax rolls for the first time.
- ☞ Operating grants from the State Library of California for governmental activities in support of literacy programs remained fairly constant.





For the most part, increases in expenses closely paralleled inflation and growth in the demand for services.

Financial Analysis of the Government's Funds

As noted earlier, the Placentia Library District of Orange County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Placentia Library District of Orange County's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the Placentia Library District of Orange County's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the fiscal year 2006-2007, the Placentia Library District of Orange County's governmental fund reported an ending balance of \$1,631,343, an increase of \$137,046 in comparison with the prior year. Approximately 100 percent of this total amount (\$1,631,343) constitutes *unreserved fund balance*, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the Placentia Library District of Orange County. At the end of the current fiscal year, the unreserved fund balance of the general fund was \$1,631,343, while the total fund balance was \$1,631,343. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and the total fund balance to total fund expenditures. Unreserved fund balance represents 65 percent of total generating fund expenditures, and the total fund balance also represents 65 percent of that same amount.

The fund balance of the Placentia Library District of Orange County's general fund increased by \$137,046 during the current fiscal year. Key factors in this growth are as follows:

- ☐ Property tax revenue increased.
- ☐ Expenses were less than budgeted.

The fund balance designated for lease payments reported in the general fund is \$104,364.

General Fund Budgetary Highlights

There were no differences between the original budget and the final amended budget. Current year revenues exceeded expenditures by \$137,046 so there was no need to draw upon existing fund balance.

Capital Asset and Debt Administration

Capital Assets. Placentia Library District of Orange County spent \$36,563 on equipment. The equipment purchased included an outside sign board, point of sale equipment and software and replacement computers for public services and office applications.

No major capital events were undertaken in the current fiscal year.

Additional information on the Placentia Library District of Orange County's capital assets can be found in Note III. B. on page 26 of this report.

Long-term debt. At the end of the current fiscal year the Placentia Library District of Orange County had total bonded debt outstanding of \$375,509. Of this amount, \$283,232 comprises debt backed by the full faith and credit of the government. The remaining \$92,277 of the Placentia Library District of Orange County's debt represents the District's obligation to its employees for compensated absences.




Placentia Library District of Orange County's Outstanding Debt	
	Governmental activities
	<u>June 30, 2007</u>
Capital Lease, Equipment	\$160,075
Capital Lease, Building	-
Capital Lease, Civic Center Renovation	123,157
Compensated Absences	<u>92,277</u>
Total	<u>\$375,509</u>

The Placentia Library District of Orange County's total debt decreased by \$91,244 during the current fiscal year. The primary change was the payment on the HVAC lease and the Civic Center Renovation loan.

California statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total assessed valuation. The 2006 property valuation for the City of Placentia is \$4,763,378,572. The current debt limitation for the Placentia Library District of Orange County is \$476,337,857, which is significantly in excess of the Placentia Library District of Orange County's outstanding general obligation debt.

Additional information on the Placentia Library District of Orange County's long-term debt can be found on note X on page XX of this report.

Economic Factors and Next Year's Budgets and Rates

-  The assumption used in the Fiscal Year 2007-08 Budget was that the property valuation growth would be 5%.
-  That the categorical grants from the State Library of California for Family Literacy, the English Language Literacy Intensive Program, and the Adult Literacy Program will continue to erode since the State funding has not increased in recent years. Staff is seeking corporate grants to replace these funds.
-  That the Public Library Fund grant from the State Library of California will remain constant at approximately \$21,000. This is down from \$88,826 in Fiscal Year 2000-01.

- ☐ That local revenue for Passports and photos will increase significantly because of changes in Passport requirements by the Department of State.

All of these factors were considered in preparing the Placentia Library District of Orange County's budget for Fiscal Year 2007-08.

During the current fiscal year, unreserved fund balance in the general fund increased to \$1,631,343. The Placentia Library District of Orange County has carried over all of this amount for paying the District's expenses between July 1, 2007 and the end of November, 2007 when the first property tax allocation is received from the Orange County Treasurer.

Requests for Information

This financial report is designed to provide a general overview of the Placentia Library District of Orange County's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Library Director's Office, Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870-6198.

Elizabeth D. Minter, MLS
Library Director
Placentia Library District of Orange County

BASIC FINANCIAL STATEMENTS

PLACENTIA LIBRARY DISTRICT
Statement of Net Assets
June 30, 2007

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,545,100
Taxes receivable	74,336
Interest receivable	14,129
Capital assets, non-depreciable	81,498
Capital assets, net of accumulated depreciation	<u>1,141,948</u>
Total Assets	<u>2,857,011</u>
 <u>LIABILITIES</u>	
Accounts payable	597
Due to other governments	129
Accrued liabilities	1,496
Noncurrent liabilities:	
Due within one year	104,055
Due in more than one year:	
Capital leases	179,177
Compensated absences	<u>92,277</u>
Total Liabilities	<u>377,731</u>
 <u>NET ASSETS</u>	
Invested in capital assets, net of related debt	940,214
Unrestricted	<u>1,539,066</u>
Total Net Assets	<u>\$ 2,479,280</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Activities
For the Year Ended June 30, 2007

		<u>Program Revenues</u>		
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Net Governmental Activities</u>
Governmental Activities:				
General government	\$ 2,403,754	\$ 601,022	\$ 123,677	\$ (1,679,055)
Interest	15,554			(15,554)
Total Governmental Activities	\$ 2,419,308	\$ 601,022	\$ 123,677	(1,694,609)
General Revenue				
Property tax				1,849,464
Unrestricted investment earnings				57,516
Other revenues				409
Total General Revenue				1,907,389
Change in Net Assets				212,780
Net Assets - Beginning of Year				2,266,500
Net Assets - End of Year				\$ 2,479,280

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Balance Sheet
Governmental Fund
June 30, 2007

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,545,100
Taxes receivable	74,336
Interest receivable	<u>14,129</u>
Total Assets	<u><u>\$ 1,633,565</u></u>
<u>LIABILITIES AND FUND BALANCES</u>	
Liabilities:	
Accounts payable	\$ 597
Due to other governments	129
Accrued liabilities	<u>1,496</u>
Total Liabilities	2,222
Fund Balances:	
Unreserved	<u>1,631,343</u>
Total Liabilities and Fund Balances	<u><u>\$ 1,633,565</u></u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Assets
June 30, 2007

	<u>General Fund</u>
Fund balance of governmental fund	\$ 1,631,343
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.	1,223,446
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(375,509)</u>
Net Assets of Governmental Activities	<u>\$ 2,479,280</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Revenues, Expenditures and
Change in Fund Balance
Governmental Fund
For the Year Ended June 30, 2007

	<u>General Fund</u>
Revenues:	
Property taxes	\$ 1,849,464
Other state funds	123,677
Interest income	57,516
Library income	601,022
Miscellaneous	<u>409</u>
 Total Revenues	 <u>2,632,088</u>
Expenditures:	
Current:	
Salaries and employee benefits	1,316,829
Professional services	165,787
Maintenance	108,297
Office and administration	202,734
Library programs	175,160
Books and library materials	234,594
Miscellaneous	76,997
Capital outlay	94,726
Debt service:	
Principal lease payments	104,364
Interest	<u>15,554</u>
 Total Expenditures	 <u>2,495,042</u>
 Net Change in Fund Balance	 137,046
 Fund Balance - Beginning of Year	 <u>1,494,297</u>
 Fund Balance - End of Year	 <u>\$ 1,631,343</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Statement of Revenues, Expenditures
and Change in Fund Balance of the Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2007

	General Fund
Net change in fund balance of the governmental fund	\$ 137,046
<p>Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balance because:</p>	
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount that depreciation exceeded capital outlay in the current period.</p>	(15,510)
<p>Long-term debt proceeds are reported as an other financing source and principal payments are reported as expenditures in governmental funds. However, these transactions have no effect on net assets.</p>	91,244
Change in Net Assets of Governmental Activities	\$ 212,780

See Accompanying Notes to the Financial Statements.

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PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements
June 30, 2007

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Placentia Library District of Orange County (District) conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The following is a summary of the significant policies.

A. Reporting Entity

The District was incorporated in 1919 under the provisions of the California Education Code. The District is governed by a Board of Trustees which consists of five members who are elected at large. As required by generally accepted accounting principles, the accompanying financial statements include the financial activity of the District.

The County of Orange performs all accounting functions and acts as a fiduciary agent.

B. Measurement Focus, Basis of Presentation and Financial Statement Presentations

The accounts of the District are organized and operated within the basis of a fund, which consists of a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Government-wide Financial Statements

The Government-wide Financial Statements include a Statement of Net Assets and a Statement of Activities. These statements present summaries of governmental activities for the District.

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets as well as long-term debt, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

specific function. The types of transactions reported as program revenues for the District are classified in three categories: 1) charges for services, and 2) operating grants and contributions. Charges for services include revenues generated from issuing passports to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. The District has elected not to follow subsequent private-sector guidance.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

Governmental Fund Financial Statements

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Change in Fund Balance for the governmental fund. An accompanying schedule is presented to reconcile and explain the differences in net assets as presented in these statements to the net assets presented in the Government-wide Financial Statements.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Change in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally those that are anticipated to be received within 60 days after year-end) are recognized when due. Property taxes are subject to accrual if received within 60 days after year-end. The primary sources susceptible to accrual are property taxes, investment income, and grant revenues.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recognized when due.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Fund Classifications

The District reports only one governmental fund. The *General Fund* is the District's operating fund. It accounts for all financial resources of the District.

C. Property Tax Revenues

The County of Orange is permitted by State Law (Proposition 13) to levy taxes at 1 percent of full market value of the property (at time of purchase) and can increase the assessed value no more than two percent per year. The District receives a share of this basic levy.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on July 1 and are payable in two installments which become delinquent after December 10 and April 10. The County bills and collects the property taxes and remits them to the District in installments during the year. Property tax revenues are recognized when levied to the extent that they are available to finance current operations. Property tax revenues are approximately 60 percent of total operating revenues.

D. Investments

Investments are stated at fair value which is based on quoted market prices. All investments are controlled by an investment policy that is adopted annually by the Board of Trustees within the provisions of California Government Code.

E. Capital Assets

Capital assets, which include, land, buildings and improvements, equipment, and furniture, are reported in the government-wide financial statements. Capital assets are defined by the District as individual assets with an initial, individual cost of more than \$5,000. All purchased capital assets are valued at cost where historical cost records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair value on the date received. Capital assets acquired with capital leases are capitalized in accordance with generally accepted accounting principles.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Using the convention of no depreciation expense in the year of acquisition, depreciation is recorded in the Government-wide Financial Statements on a straight-line basis over the useful life of the assets as follows: furniture, and equipment – 5 to 10 years, and buildings and improvements – 50 years.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

F. Compensated Absences Payable

Compensated absences include accrued vacation and sick leave that are available to employees in future years either in time off or in cash (upon leaving the employment of the District). All compensated absences are accrued when incurred in the government-wide financial statements. A liability for compensated absences is reported in governmental funds only if they have matured, for example as a result of employee resignations or retirements.

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

G. Claims and Judgments

The District has no estimated liability for claims and judgments as of June 30, 2007. Additionally, based on historical trends, the District estimates no liability for incurred but not reported claims.

H. Classification of Net Assets and Fund Balance

Government-wide Financial Statements

In the Government-wide Financial Statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt: This category groups all capital assets, including infrastructure, into one component of net assets. Accumulated depreciation on these assets and the outstanding principal of related debt reduce this category.

Restricted Net Assets: This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The District had no restricted net assets at June 30, 2007.

Unrestricted Net Assets: This category represents the net assets of the District that are not externally restricted for any project or other purpose.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

I. Budgetary Principles

General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year. There were no supplemental appropriations required during the fiscal year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting – under which purchase orders, contracts, or other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation – is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. The District had no encumbrances outstanding at fiscal year-end.

Continuing Appropriations

Unexpended annual appropriations lapse at the end of the fiscal year; encumbered appropriations are rebudgeted in the next fiscal year.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

III. DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

Cash and investments at June 30, 2007 consisted of the following:

Checking Account	\$	48,688
Bank Accounts - Payroll		17,336
Certificates of Deposit		<u>23,625</u>
Subtotal Deposits		89,649
Cash held by County of Orange Treasurer		<u>1,455,451</u>
Total Cash and Investments	\$	<u><u>1,545,100</u></u>

The District investment policy authorizes investment in the local government investment pool administered by the County of Orange and investments authorized under provisions of California Government Code. The District investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk:

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of year end, the average life month end maturity of the investments contained in the Orange County Investment Pool (OCIP) is approximately 335 days.

Disclosures Relating to Credit Risk:

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The OCIP is not rated.

Concentration of Credit Risk:

The investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total investments.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Custodial Credit Risk:

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Districts deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

B. Capital Assets

Changes in capital assets during the fiscal year ended June 30, 2007 were as follows:

	Balance at July 1, 2006	Additions	Deletions	Balance at June 30, 2007
Nondepreciable Capital Assets:				
Land	\$ 81,498			\$ 81,498
Depreciable Capital Assets:				
Buildings and other improvements	2,029,651			2,029,651
Equipment and furniture	626,490	\$ 36,563		663,053
Subtotal	2,656,141	36,563		2,692,704
Less Accumulated Depreciation for:				
Buildings and other improvements	(914,597)	(40,593)		(955,190)
Equipment and furniture	(584,086)	(11,480)		(595,566)
Subtotal	(1,498,683)	(52,073)		(1,550,756)
Net Depreciable Assets	1,157,458	(15,510)		1,141,948
Total Net Capital Assets	\$ 1,238,956	\$ (15,510)	\$ -	\$ 1,223,446

Depreciation expense of \$52,073 was charged to the general government function of the District.

C. Noncurrent Liabilities

All noncurrent liabilities will be repaid from future general fund resources. The following is a summary of the changes in long-term debt for the fiscal year ended June 30, 2007:

	Balance at July 1, 2006	Additions	Deletions	Balance June 30, 2007	Due Within One Year
Equipment capital lease	\$ 181,148		\$ 21,073	\$ 160,075	\$ 21,951
Civic Center renovation capital lease	205,261		82,104	123,157	82,104
Compensated absences	80,344	\$ 11,933		92,277	
	\$ 466,753	\$ 11,933	\$ 103,177	\$ 375,509	\$ 104,055

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Equipment Capital Lease

The District has entered into a lease agreement for a heating, lighting, and air conditioning system. For accounting purposes, the lease agreement qualifies as a capital lease and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The interest rate on the capital lease is 4.1%. The remaining payments are detailed below by fiscal year:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 21,951	\$ 6,228	\$ 28,179
2009	22,865	5,314	28,179
2010	23,817	4,363	28,180
2011	24,808	3,371	28,179
2012	25,841	2,338	28,179
2013-2014	<u>40,793</u>	<u>1,476</u>	<u>42,269</u>
Total	<u>\$ 160,075</u>	<u>\$ 23,090</u>	<u>\$ 183,165</u>

Civic Center Renovation

The City of Placentia obtained a loan to renovate the Civic Center area which included the Library in 2002. The District agreed to repay the Library's share of the project after the repayment of prior indebtedness in the year 2005. The Board of Trustees approved the promissory note for the renovation loan October 2003.

The original note was for \$293,691 with interest at the rate of 6.5% per annum payable in semiannual payments. The semiannual payments increase to \$50,000 each in March 2007. The remaining payments are detailed below by fiscal year:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 82,104	\$ 8,448	\$ 90,552
2009	<u>41,053</u>	<u>4,225</u>	<u>45,278</u>
Total	<u>\$ 123,157</u>	<u>\$ 12,673</u>	<u>\$ 135,830</u>

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

IV. OTHER INFORMATION

A. Defined Contribution Plan

The District's employees participate in a defined contribution plan administered by National Retirement Services, Inc. All employees with six months of service and who are at least twenty-one years of age are eligible to participate in the plan. The plan was established by Resolution of the Board of Trustees and may be amended by approval of the Board of Trustees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The contributions and any interest earned vest in increasing amounts per year of service: 1 year of service – 20% vested, 2 years of service – 40% vested, 3 years of service – 60% vested, 4 years of service – 80% vested, and 5 years of service – 100% vested.

Annually the District contributes seven percent of eligible employees' wages. For fiscal year 2006-2007, the District contributed \$80,347, based on covered salaries of \$1,007,140 for the covered period. There were 28 covered employees during the year. Assets of the plan totaled \$788,470 at June 30, 2007.

B. Liability, Property, And Workers' Compensation Protection

Intergovernmental Risk Sharing Joint Powers Agreement

The District is a member of the Special District Risk Management (Authority). The Authority is comprised of California public entities and is organized under a joint powers agreement pursuant to California Government Code Section 6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group-purchased insurance for property and other coverage.

Self Insurance Programs of the Authority

General and Auto Liability, Public Officials' and Employees' Errors and Omissions, and Employment Practices Liability. Coverage is for \$2.5 million combined single limit and per occurrence with another \$2.5 million excess coverage layer. Deductibles are \$500 per occurrence for third party general liability property damage, \$1,000 per occurrence for third party auto liability property damage, and 50% coinsurance of cost expended by the Authority in excess of \$10,000 up to \$50,000 per occurrence for employment related claims.

Employee Dishonesty. Coverage is \$400,000 per loss.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Property Loss. Coverage is for replacement cost to a combined total of \$500 million per occurrence, subject to a \$1,000 deductible.

Boiler and Machinery. Coverage is for replacement cost up to \$50 million per occurrence, subject to a \$1,000 deductible.

Public Officials Personal Liability. Coverage is for \$500,000 per occurrence for each covered official, subject to a \$500 deductible.

Workers' Compensation and Employers' Liability. Coverage is \$50 million per occurrence for workers' compensation and \$10 million for employers' liability coverage.

Adequacy of Protection

During the past three fiscal (claims) years, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

C. Relationship to Placentia Civic Center Authority

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District of Orange County, was formed in May 1972 for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility, and a library. The Authority is the owner of the facility and leases the facility back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and the District. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the District based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Financial statements of the Placentia Civic Center Authority may be obtained from the City of Placentia Finance Manager at Placentia City Hall 401 E. Chapman Avenue, Placentia, CA 92870.

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**REQUIRED SUPPLEMENTARY
INFORMATION**

PLACENTIA LIBRARY DISTRICT
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2007

	Original and Final Budget	Actual	Variance with Final Budget Positive/ (Negative)
Revenues:			
Property taxes	\$ 1,761,338	\$ 1,849,464	\$ 88,126
Other state funds		123,677	123,677
Interest income	435,546	57,516	(378,030)
Library income		601,022	601,022
Miscellaneous		409	409
Total Revenues	2,196,884	2,632,088	435,204
Expenditures:			
Current:			
Salaries and employee benefits	1,322,949	1,316,829	6,120
Professional services	168,190	165,787	2,403
Maintenance	102,750	108,297	(5,547)
Office and administration	193,700	202,734	(9,034)
Library programs		175,160	(175,160)
Books and library materials	225,816	234,594	(8,778)
Contingency	1,233,844		1,233,844
Miscellaneous	32,553	76,997	(44,444)
Capital outlay	56,700	94,726	(38,026)
Debt service:			
Principal payments	121,146	104,364	16,782
Interest payments	15,554	15,554	
Total Expenditures	3,473,202	2,495,042	978,160
Net Change in Fund Balance	(1,276,318)	137,046	1,413,364
Fund Balances - Beginning of Year	1,494,297	1,494,297	
Fund Balances - End of Year	\$ 217,979	\$ 1,631,343	\$ 1,413,364

See Accompanying Note to Required Supplementary Information.

PLACENTIA LIBRARY DISTRICT
Note to Required Supplementary Information
June 30, 2007

I. General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year. There were no supplemental appropriations required during the fiscal year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

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Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

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NEWPORT BEACH, CALIFORNIA 92660

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069

TELEPHONE (949) 221-0025

January 4, 2008

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

Dear Ms. Minter:

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2007, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 4, 2008. In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the basic financial statements and not to provide an opinion on the internal control over financial reporting. In connection with our audit, we noted the following items relating to its internal control over financial reporting which are discussed below.

CASH AND INVESTMENTS

Comment

The District does not include all of the required information on the monthly treasurer's report as required by Government Code Section 53646 (b) (1).

- The report does not include the issuer, date of issue or dollar amount invested for the investments.

Recommendation

We recommend that all required information be presented on the treasurer's report.

Ms. Elizabeth Minter
Library Director
Placentia Library District
January 4, 2008
Page 2

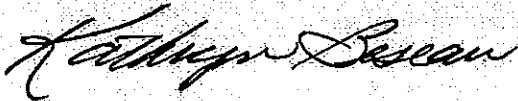
This report is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

We would like to express our appreciation for the courtesy and assistance extended to us during our audit by all of your staff.

We would be pleased to discuss with you at your convenience the matters contained in this letter or any other matters which you would like to discuss.

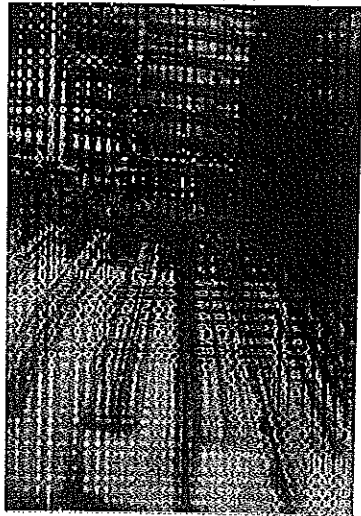
Very truly yours,

MORELAND & ASSOCIATES, INC.

A handwritten signature in cursive script, appearing to read "Kathryn Beseau".

Kathryn Beseau, Partner

KB:sr



Who's Minding the Store?

A trustee asks: *I am at my library three to four times a week, and I like to speak to the director whenever I am there. I want to be kept up to date on everything in the library. Lately I've been told that he is not in and no one can tell me where he is. Do I have a right know his whereabouts and to see his time sheet?*

You obviously take full advantage of the materials and programs that your library offers, confirming the value of a library to a community's quality of life. However, one must ask why you feel it is necessary to speak with the director each time you visit the library or to check on his whereabouts.

Most library directors are diligent in providing comprehensive monthly reports to their trustees prior to board meetings. These reports may include, circulation statistics, collection

development (materials added and deleted), computer usage, reference questions answered, program attendance, staff visits to schools, and so on. Department reports and the director's report summarize the past month's events. Usually included in the Board packet is backup information on agenda items awaiting board action.

If you want additional information regarding an issue that is under review or may be on the agenda for the board meeting, speak with the board president so that a clarifying memo can be sent to all board members. Trustees need to understand that the board has broad authority, but it is a *collective authority*. Thus trustees can only act in their official capacity during board

continued on page 3

Statewide Trustee Education Starts Fast in Kansas

Being a library trustee is a tough job! Not enough money. Not enough space. Uncertainty about laws and authority, etc.

But help is now available in Kansas. On July 1, the Kansas Trustee Education Program (KanTEP) was officially launched by the State Library of Kansas (SLK). "KanTEP will achieve four things," said state librarian Christie Brandau at the 2007 Trustees Friends Day luncheon. "It provides a benchmark for quality library trusteeship. It provides a guide to the training and guidance needed by trustees to fulfill their responsibilities. It is a tangible recognition of achievement and excellence. And it is an incentive to continue training."

KLTA, State Library partnership. In 2006, Brandau requested the Kansas Library Trustee Association (KLTA) to study trustee

training and certification. Existing trustee training in Kansas and four other states was researched. Ideas were reviewed with the seven regional system consultants and their directors as well as the KLTA board. KLTA's final recommendations were used by the State Library of Kansas (SLK) in finalizing the program.

KanTEP's five core areas address:

- the library director;
- board operations;
- budgets, marketing, and advocacy;
- policies; and
- planning for future needs.

Participants who get at least one hour of training in each of the five core areas will get a certificate from SLK that is good for three years. Recertification is available.

continued on page 7

Inside

President's Message	2
Executive Director's Report	5
News and Views	4
Midwinter Schedule	6
ALTA Award Nominations Sought	8

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ALTA President
Don Rodman

President's Message

Exploring Partnerships

These are truly exciting times for all of us, ALTA and FOLUSA members!

Since my article in the previous issue of *The Voice*, I've received several messages from ALTA members. Some of you told me that our partnership with FOLUSA is a good idea whose time has come. For others of you, well, let's just say you're still skeptical about it. Please keep in mind that I want to hear your comments—good and bad.

It is very important that we hear your voice in this discussion because this is not a done deal or something already decided by ALA. We are the drivers of this, and I want to know what you are thinking. As the planning continues, the boards of both organizations are committed to ensuring that the distinctive and important roles both groups play in the library community are preserved and that benefits to trustees and Friends will continue to grow.

The ALTA Executive Committee met in Chicago on October 19 and 20. This was the first time we had an opportunity to meet face to face to discuss where ALTA is going and how we plan to get there. We also met with ALA assistant executive director Mary Ghikas and ALA membership director John Chrastka to share where ALTA is financially and how we will improve on that in the future.

We talked about a possible structure for the organization that will meet both the needs of trustees and Friends. We know that trustees and Friends are not the same. Both groups focus on different roles and functions for libraries. However, there are other areas where they can work together for the betterment of libraries. Furthermore, there are definite benefits in a partnership for both ALTA and FOLUSA.

We both generate roughly the same revenue from membership dues, but ALTA lacks the number of products FOLUSA offers to the library community. FOLUSA's publishing and consulting services can be brought to ALTA to help get the word out for library advocacy and increase our revenues so that we can serve our members better. By forming our partnership, we will have the opportunity to provide joint programming

at the national level to support and enhance the work of trustees and Friends.

But we can expand from there, too. We can enhance the work of our regional programming committee and regional representatives by providing an opportunity to work together to produce and disseminate Web-based programming for library trustees, directors, those in state and regional library governance, and library supporters who can't attend the national meetings. We have begun to discuss program podcasts and online programs that can be given by members to their own boards at their own libraries.

A new partnership will create new synergies that can translate into increased ALTA membership. There is strength in unity. By bringing all library supporters together for America's libraries, we will strengthen both organizations and unite our voices for libraries. I strongly believe that our best days are yet to come. This partnership will provide many avenues for growth and recognition. Our powerful advocacy partnership will help ALTA and FOLUSA gain national recognition within and outside the library community.

We have scheduled an ALTA Town Meeting on Sunday, January 13, at the Midwinter Meeting in Philadelphia for you to hear what is being worked on and to add your comments—pro and con—to the process. Up until now, the discussion has been at a very high level, with few details. At that meeting, we will provide more information about structure, membership categories, and dues. We are planning to give you as definite answers to your questions as we can to help us all through the change process we are contemplating.

We are also planning on a similar meeting at the ALA Annual Conference in Anaheim, California, in the summer. At this second meeting we will provide you with an update and give more description in more detail with input you will have provided at Midwinter.

I want to emphasize an important point I have made before. We will not, repeat NOT, rush through the transition and force our decision down your throats, whatever it is! Let me reiterate



what I said for the press: "This is a bold new step for ALTA. Our association developed a sweeping new plan for the future last year, and this potential opportunity meshes well with our vision to grow membership, create new partnerships, and strengthen our voice for advocacy."

Now, having just said that, not everything will be as it is today. We are looking at a structure similar to the Association of Specialized and Cooperative Library Agencies. We are contemplating the creation of a trustee section for trustees and others who are current ALTA members. We also are planning for a Friends section for Friends of libraries. We also are looking at a possible third section for corporate partners. I see each section having its own governance structure, with the overall board made up of members from the sections.

How those board and section members are chosen, from where, what the requirements for board and committee participation will be, and how executive officers are selected are some of the issues to be determined. You may remember that a keystone of ALTA's restructuring plan was to provide the membership with an option for a library board to join as a group at a lower rate than if they joined separately. This is still our plan as we move forward, but we also are looking at various levels of membership, from those wanting to participate fully in ALA, to those for whom ALA participation is not a consideration.

I have spent much time talking about the future, but what about the here and now? There is absolutely no reason for anyone to think that current committee work does not matter. We have future commitments that we must honor. We have programs to finalize for upcoming conferences, awards to be decided on, and other committee work that must continue. Committees shouldn't need to be working like gang busters during Midwinter Meeting and Annual Conference to get things done. They need to take bites out of the work by spreading out their tasks during the rest of the year.

This is not a time for standing idly by waiting for something to happen between ALTA and FOLUSA. I have said before there will be no change in the structure in 2008. I do look for more joint endeavors between ALTA and FOLUSA this coming year. For example, the ALTA President's Program at Conference this summer will be a collaboration between ALTA and FOLUSA. ALTA and FOLUSA will work together with the ALA Washington Office to co-sponsor our annual ALA Legislative Day in Washington, the preconference, and other programs, as well.

As I said at the beginning of this article, these are exciting times. I hope you will join us in Philadelphia to help shape our destiny and join together to make us the best we can be.

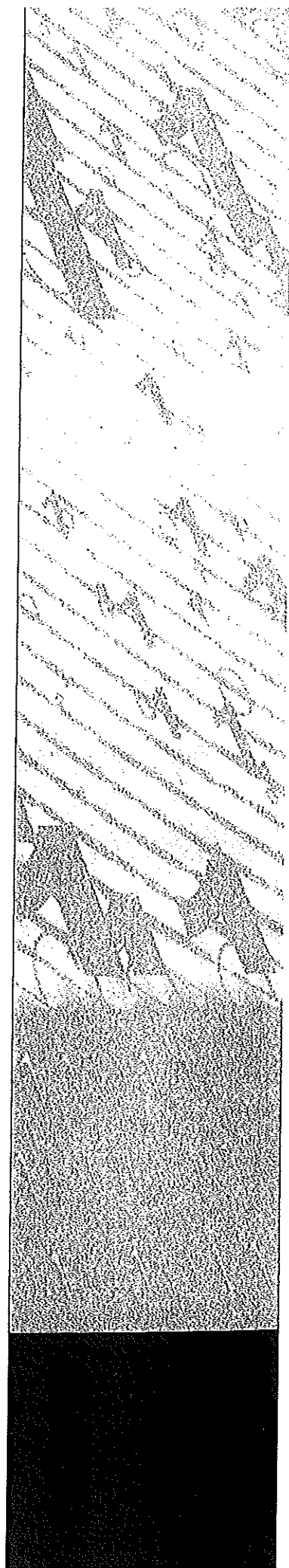
Who's Minding the Store? *continued from page 1*

meetings. All requests for information come from the board. Asking to see the director's personnel file would require board agreement obtained when the board is in session. *Under NY Freedom Of Information Law [FOIL] there are no rights to any material maintained in personnel files. Nor are time sheets public records.*

You might consider asking the board to establish some criteria whereby the director provides

the board with advance notice of dates for his upcoming off-site meetings, conferences, and so on.

This would be a good time for the board to meet and re-examine the Board of Trustees' role and responsibility and to establish a mutual understanding of the limitations of authority of the individual trustee.—*Shirley Lang, Trustee, Syosset (N.Y.) Public Library and past ALTA Board member*





Welcome, new ALTA members!

Carolyn Petersen
Fircrest, WA

Kathryn Geier
Ishpeming, MI

Albert Wiltshire
Brooklyn, NY

Robin Gard
Fort Collins, CO

Blanca Lopez
Chester, NY

Robert Emmer
Lodi, CA

George Neely
Lodi, CA

Randel Carben
Bridgeview, IL

Gary Lewis
Bridgeview, IL

Alice Vilimek
Bridgeviw, IL

Matthew Bogusz
Des Plaines, IL

Glenda Choate
Jones, OK

FUNDRAISING AND GRANTS

The Friends of the Stillwater (Okla.) Public Library have a sale of used items twice each year. In the first three sales they cleared \$25,000 to be used for the extras that make a great library. The Yale (Okla.) Friends raised money by asking for \$10 donations. After one hundred donations were received, a drawing was held for a \$200 gift certificate.—*Friends of Libraries in Oklahoma Newsletter 39, no. 1 (Summer 2006): 6-7.*

Sheridan (Wyo.) Friends of the Library (FOL) had five hundred people at their annual silent auction, with 120 volunteers bringing near-legendary hors d'oeuvres and desserts. Bookshelves were covered with table linens and decorations. The event averages \$42,000.

Niobrara County (Wyo.) Library Foundation had a lot of bake sales, raffles, bingo, and donations to reach their \$250,000 goal for \$83,333 matching funds from the Kresge Foundation. Their goal is a \$1.5 million endowment by 2015 in their small county with below-average household incomes.

Grant money also is an option for raising funds. The Foundation Center (www.foundationcenter.org) provides three hundred collections around the country of searchable directories and databases as well as how-to guides for nonprofits to locate grant sources. Going to the Web page will provide your closest access point.—*Wyoming Library Roundup 49, no. 1 (Winter 2007): 18-19, 26.*

SHIRLEY BARRETT REMEMBERED

Past ALTA Board member and trustee of the Oak Lawn (Ill.) Public Library, Shirley Barrett, passed away in late October. Condolences and remembrances may be sent to Jim Casey, Oak Lawn Public Library, 9427 S. Raymond Ave., Oak Lawn, IL 60453.

EXPANSION PROPOSED AT FOUNTAINDALE PL

The Fountaindale Public Library District, located in Bolingbrook, Illinois, about thirty miles southwest of Chicago, is expecting to go to referendum in February to build a new, 100,000-square-foot library as well as upgrade its Romeoville location. The library has outgrown its current, 48,000-

square-foot Bolingbrook facility, and the facility in Romeoville is in desperate need of an upgrade to its infrastructure and a face lift.

ALTA first vice-president/president elect Peggy Danhof is the current Fountaindale Public Library District Board president.

"The district's population is growing rapidly, and is forecasted to reach over 105,000 people. Currently we serve over 71,000 people," said Karen Anderson, library director. "When the current buildings opened, the district served 35,000 people. We expect that the new building will meet growth estimates for its collection for at least twenty years, if not more."

The \$48 million plan is expected to cost \$0.09 cents per \$100 equalized assessed valuation (EAV), or \$0.009 per tax dollar. The library currently receives \$0.29 cents per \$100 EAV for operating costs.

GOLDEN RULES FOR TRUSTEES

The Voice included the ALTA "Ethics Statement for Public Library Trustees" in an earlier issue. The Massachusetts Public Library Trustees Handbook includes these "Golden Rules for Trustees":

- Leave the actual management of the library to the library director. It is the library director's responsibility to select books and other library materials, employ the staff, and supervise day-to-day operations.
- After a policy or rule is adopted by the majority vote of the library board, do not criticize or restate your opposition publicly.
- Respect confidential information. Do not divulge information learned during executive sessions of the board, or any information regarding future board actions or plans until such action is officially taken.
- Observe the board's and the library's publicity and information policies. Do not give information individually, but refer requests to the director or an appropriate representative to interpret policies.
- Treat staff members and the director in an objective manner. Under no circumstances listen to grievances of a staff member or treat individ-

ual problems on your own. The library director is in charge of the staff and has administrative control up to the point where a grievance is presented to the library as a whole.

- Do not suggest hiring a relative as a library employee, or two members of the same family.
- All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting. Even the chairperson should abide by this rule.
- Do not hold board meetings without the library director.
- Complaints from the public are the director's responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

"GREAT WORK, GENUINE PROBLEMS"

Library Journal has a series of articles by John Berry III reporting on a study of job satisfaction

among librarians. Most library staffers (85 percent) who responded said they would choose a career in librarianship again if they had to start over. Nearly all library workers were deeply dissatisfied with salaries and library funding, the lack of which hampers creativity and innovation. A surprisingly high number expressed disenchantment with the competence of their management. Even those managers declared themselves unprepared to deal with community politics.

While respondents cited "love of books" as the most common reason they chose their careers, an equal number opted for librarianship after trying other professions and careers. Reasons respondents reported job satisfaction were:

- working with the public;
- helping people;
- assisting people in a "poor" community;
- making a positive difference in the larger community; and
- knowing they changed perceptions of librarians and libraries.

—John Berry, "Great Work, Genuine Problems," *Library Journal* 132, no. 16 (1 Oct. 2007): 26–29.

Sometimes, Timing Is Everything!

EXECUTIVE DIRECTOR'S REPORT

Earlier this year, the position for executive director of the Association of Library Trustees and Advocates (ALTA) became open. Seeing a unique opportunity, ALA Executive Director Keith Fiels came to Philadelphia to visit me at the Friends of Libraries U.S.A. (FOLUSA) headquarters, asking if we thought, as he does, that our country's libraries could all be strengthened by a united association bringing all formalized library support groups together. He proposed a possible partnership between ALTA and FOLUSA.

This is certainly a very interesting idea, and one that the boards of both associations thought worth investigating. Interestingly, FOLUSA has

its roots in ALA, having been part of that association until 1994, when we moved to Philadelphia and became an independent organization.

So, why might our respective associations want to come together? After all, the Friends and trustees have very different roles. I believe that there is merit in the idea that uniting all citizen support groups will strengthen libraries. Trustees and Friends often work together for library advocacy, and together our numbers—and therefore our voices—would be much stronger. In addition, together we might have greater access to national grants, and we would have access to our combined resources to serve you better.

You might well ask, "Are there any risks to ALTA?" We don't think so, but we are taking a year for both boards to work together to ensure that

continued on page 6

Welcome, new ALTA members!

Jean Abbott
Dalton, NH

Darlene McCoy
Parma, OH

Jane Ward
Amesbury, MA

Mary Ann Oswald
Calumet City, IL

Ignacio Jasso
Calumet City, IL

Temple Beth Am Library
Miami, FL

Rick Werner
Cleveland, OH

Tracy McGehee
Oklahoma City, OK

Jim Shonts
Nicoma Park, OK

Santa Clara County Library
Los Gatos, CA

Bertha Jolly
Calumet City, IL

Darlene Gray-Everett
Calumet City, IL

ALTA at a Glance
www.ala.org/alta

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ALTA Mission Statement

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

ALTA Vision Statement

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

Midwinter 2008, Philadelphia

FRIDAY, JANUARY 11, 2008	
9 A.M.–3:30 P.M.	Advocacy Institute
4–5:30 P.M.	Executive Committee Meeting
5:30–7:30 P.M.	<i>ALA Exhibits All Conference Reception—NO CONFLICT Time</i>
7:30–10 P.M.	President's Reception—City Tavern, 138 S. 2nd St., \$55
SATURDAY, JANUARY 12, 2008	
8–10 A.M.	Board Orientation (closed)
10:30 A.M.–12:30 P.M.	Board of Directors Meeting
1:30–3:30 P.M.	All Committee Meeting: PLA National Conf., President's Events, Membership, Leadership Dev, Development, Legislative Committee
4–5:30 P.M.	AWARDS Committee Meeting
SUNDAY, JANUARY 13, 2008	
10:30 A.M.–noon	All Committee Meeting: Intellectual Freedom, Advocacy, Regional Program, Publications Development, Newsletter, Web Site
1:30–3:30 P.M.	ALTA Town Hall Meeting/Open Forum
4–6 P.M.	Nominating Committee Meeting (Closed)
4–6 P.M.	Annual Conference Program Committee meeting
MONDAY, JANUARY 14, 2008	
8–10 A.M.	Board of Directors Meeting
10–10:30 A.M.	Executive Committee Meeting
10:30 A.M.–12:30 P.M.	NO/LOW CONFLICT TIME ALA

Look on ALTA's Web site for meeting locations (www.ala.org/alta)

Sometimes, Timing Is Everything! *continued from page 5*

both our members would have expanded services only. Before entering into a year of discussion about a possible partnership, we will be looking for ways to provide excellent services at affordable rates to a trustees and Friends group.

During the next year, I will be the executive director for both ALTA and FOLUSA as we all work

together to see whether formalizing a partnership makes sense for everyone. My promise to you is that, no matter what we decide, the services you receive will remain the same or better, and at reasonable rates to ensure your ability to stay active. Here's to an exciting year ahead!—*Sally G. Reed, Acting ALTA Executive Director*



Mark Your Calendar Important ALTA Dates

ALA MIDWINTER MEETINGS

Jan. 11–16, 2008
Philadelphia

TEEN TECH WEEK

March 4–10, 2008

NATIONAL LIBRARY WEEK

April 13–19, 2008

NATIONAL LIBRARY WORKERS DAY

April 15, 2008

NATIONAL LIBRARY LEGISLATIVE DAY

May 13–14, 2008

ALA ANNUAL CONFERENCE

June 26–July 2, 2008
Anaheim, Calif.

Customer convenience rules. Trustees can't waste time! KanTEP lets trustees pick which training methods work best for them. Methods include training conducted by the director in board meetings, state and national conferences, computer-desktop self-study, and regional system sessions.

For example, more than 160 trustees attended the annual trustee workshops offered by the Northeast Kansas Library System in late July. They each got one credit for "Marketing the Library to Your Community." Conducted by KLTA members, the workshop fulfilled one of KanTEP's five core areas.

SLK will conduct a full-day of training for "Reaching for Excellence: The Certification Program for Kansas Library Trustees" in October. Training in all five core areas will be offered. At the end of the day, participants will have met all requirements to become a certified trustee. The course will be offered live in Manhattan and via videoconferencing in other locations.

Board meeting training tested. In what appears to be a national first, ten Kansas pilot libraries tested conducting short, in-board-meeting training sessions. Directors at Abilene, Basehor, Belleville, Bonner Springs, Emporia, Garnett,

Kingman, Quinter, Syracuse, and Topeka-Shawnee County used KanTEP materials for a fifteen- to twenty-minute discussion. The topics selected were:

- "Effective Board Meetings" (4 sessions)
- "Marketing the Library to the Community" (1 session)
- "Budget Issues for Trustees" (3 sessions)
- "Evaluating the Director"

Directors were e-mailed a one-page discussion template and a short handout for trustees for each of the four topics. Each topic began with a "How would you handle this?" discussion starter.

Did board meeting CE work? Five pilot project directors returned evaluation forms. They gave positive ratings to all three aspects of their template—easy to use, clearly written, and helpful discussion starter—and also to the trustee handout. Forty-six trustees returned evaluation forms. Unanimously, they said they'd like to continue board meeting training. Most picked every three to four months for frequency.

Who'll be in the First Class of certified Kansas trustees? On Trustees-Friends Day, Brandau said, "I invite you personally to take a look at KanTEP and then consider becoming some of the first certified Kansas library trustees. If you do, I promise that you will have the satisfaction of knowing you have done the best for your library and your community."

Recognition to the First Class will include SLK, KLTA, and the regional systems to which those trustees belong. Paper and electronic venues will be used. In addition, trustees will be honored at the 2008 Trustees-Friends Day, part of the Kansas Library Association's annual conference.

For more information about KanTEP, go to www.kslibtrustees.org, then click on "Kansas Trustee Education Program." For more information about the State Library's accreditation program, go to www.skyways.org/KSL/development/libdev.html, then click on "Certification Program for Kansas Public Library Trustees." Or contact Shannon Roy, SLK, at shanroy@kslib.info.—*Ellen G. Miller, Kansas Library Trustee Association and past ALTA Board member*

KANSAS TRUSTEES WANT MORE BOARD MEETING TRAINING

When asked, "What other CE topics would you like to see presented in your board meetings?" trustee responses included:

- how to read the budget balance sheet;
- computer technical information;
- state compliance issues (employees info and library materials, handicapped accessibility);
- policies and planning for the future;
- evaluating the director;
- library advocacy;
- emergency preparedness;
- partnerships; and
- new trustee orientation.

ALTA Seeks Nominations for 2007 Awards

The Association for Library Trustees and Advocates (ALTA) invites your nomination and applications for its 2007 awards. The deadline for all nominations and applications is March 31, 2008. Applications may be obtained online at www.ala.org/ala/alta/altawards/awards.htm or by calling 1-800-545-2433, ext. 2161.

- The ALA Trustee Citation is presented to two public library trustees each year in recognition of distinguished service to library development.
- The ALTA/Gale Outstanding Trustee Conference Grant provides a \$750 grant for a trustee, currently in service on a library board, to attend the ALA Annual Conference. It is presented to trustees who have demonstrated qualitative interests

and efforts in supportive service of a local public library and have never attended an ALA Annual Conference.

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

Spring issue deadline: Article submissions due to editor February 7, 2008

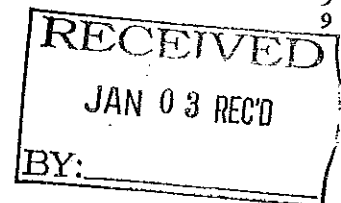
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Placentia Library District

POLICY HANDBOOK

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

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

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

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

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

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

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

2300.2 Typical Tasks

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

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

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

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

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

2300.2.6 Conducts labor negotiations.

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

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

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

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

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

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

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

2300.4 Desirable Qualifications:

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

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

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

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

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

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

2300.5 Other Requirements:

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

2300.5.2 Must possess mobility to operate a motor vehicle.

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

2300.5.4 Must possess stamina to move about the Library.

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

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services
POLICY NUMBER: 2303

2303.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2303.1.2 Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

2303.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2303.1.4 Maintains the District's checkbooks and general ledger.

2303.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

2303.1.7 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2303.1.8 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2303.1.9 Prepares monthly and annual reports on the administrative activities of the District.

2303.2 Typical Tasks

2303.2.1 Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

2303.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

2303.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

2303.2.4 Maintains the office general ledger for the District and the Placentia Library Foundation.

2303.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

2303.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

2303.2.7 Manages the Passport application agency program with the U. S. Department of State.

2303.2.8 Maintains files and records related to the operations of the Administrative Office

2303.2.9 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

2303.2.10 Makes travel arrangements for District Staff and Trustees.

2303.2.11 Schedules the use of the Meeting and Conference Rooms.

2303.2.12 Prepares District's financial and personnel reports to the State Library and other agencies.

2303.2.13 Coordinates bid processes and purchasing (excluding books and library materials).

2303.2.14 Coordinates maintenance and safety of the District's physical facility.

2303.2.15 Works on special projects as assigned.

2303.2.16 Negotiates and manages contracts and service agreements with District vendors.

2303.2.17 Manages the recruitment process for all District positions.

2303.2.18 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

2303.2.19 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2303.2.20 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

2303.2.21 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2303.2.22 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2303.2.23 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2303.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

2303.4 Knowledge and abilities:

2303.4.1 Proficiency in Word, Excel and Quickbooks.

2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2303.4.3 Knowledge of personal computer hardware and software operations.

2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting.

2303.4.5 Ability to apply the knowledge listed above.

2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2303.4.9 Ability to respond to routine inquiries or complaints from Library customers.

2303.4.10 Ability to supervise staff and implement personnel policies and procedures.

2303.4.11 Ability to analyze difficult problems and recommend solutions.

2303.4.12 Ability to take independent action.

2303.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2303.4.14 Ability to present information to District management and the Library Board of Trustees.

2303.4.15 Ability to organize and manage work flow for self and others.

2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2303.5 Physical Demands

2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2303.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2303.5.1.2 Must possess mobility to operate a motor vehicle.

2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2303.6 Work Environment

2303.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

Placentia Library District

POLICY HANDBOOK

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

2305.1 Description: The Public Services Manager, under the general direction of the Library Director, manages the adult services, children’s services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

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

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

2305.1.3 Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

2305.1.4 Oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.5 Coordinates the continuing education and in-service training program for the Public Services staff.

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

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

2305.1.8 Prepares monthly and annual reports on the public service activities of the Library.

2305.1.9 Coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks:

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

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

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

2305.2.4 Manages and coordinates the Public Service Program Information on Library's WEB site.

2305.2.5 Manages the Library's programs for adults and children and schedules and coordinates exhibits.

2305.2.6 Prepares grant applications for Public Service activities.

2305.2.7 Speaks before community groups about books and Library services.

2305.2.8 Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

2305.2.9 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

2305.2.10 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2305.2.11 Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

2305.2.12 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2305.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2305.2.14 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2305.4 Skills and Abilities:

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

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

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

2305.4.4 Knowledge of basic fund accounting and budgeting.

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

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

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

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

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

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

2305.5 Physical Demands:

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

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

2305.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

2305.5.1.5 Must possess stamina to move about the Library.

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

2305.6 Working Environment/Conditions:

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

2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Technical Services

POLICY NUMBER: 2307

REVISED:

2307.1 Description: The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

2307.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

2307.1.4 Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

2307.1.5 Coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

2307.1.8 Prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks:

- 2307.2.1** Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.
- 2307.2.2** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.
- 2307.2.3** Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.
- 2307.2.4** Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2307.2.5** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.6** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.7** Prepares grant applications for Technical Services activities.
- 2307.2.8** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.9** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.10** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.11** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- 2307.2.13** Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.
- 2307.2.14** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2307.2.15 Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2307.4 Skills and Abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

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

2307.4.3 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

2307.4.4 Knowledge of literature and standard works in various fields.

2307.4.5 Knowledge of basic fund accounting and budgeting.

2307.4.6 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.7 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2307.4.8 Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

2307.4.9 Ability to analyze difficult problems , recommend solutions and take independent action

2307.4.10 Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

2307.5.11 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

2307.5 Physical Demands:

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2307.5.1.2 Must possess mobility to operate a motor vehicle.

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

2307.5.1.4 Must possess vision to read printed material and a computer screen.

2307.5.1.5 Must possess stamina to move about the Library.

2307.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2307.6 Working Environment/Conditions:

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

2307.7 Fair Labor Standards Act Designation: Exempt – Administrative.