

Placentia Library District

POLICY HANDBOOK

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

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

2317.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

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

2317.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to the staff and the community.

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

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

2317.2.3 Advises the Technical Services Manager on catalog problems and recommends changes.

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

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

2317.2.6 Assists the public with using the electronic databases and reference services.

2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2317.2.8 Establishes and implements work procedures for department staff.

2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk.

2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years. He/she will possess a valid California driver's license and be a United States citizen.

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

2317.4.6 Knowledge of current events, literature and standard works in various fields.

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- 2317.4.7 Ability to apply the knowledge listed above.
- 2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2317.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2317.4.10 Ability to follow Library policies and procedures.
- 2317.4.11 Ability to analyze difficult problems and recommend solutions.
- 2317.4.12 Ability to take independent action.
- 2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2317.4.15 Ability to organize and manage work flow for self.
- 2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

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

- 2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2317.5.1.2 Must possess mobility to operate a motor vehicle.
- 2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2317.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.



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

2317.5.1.6 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.

2317.5.1.7 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.

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

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those 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.

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

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Placentia Library District

POLICY HANDBOOK

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

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

2319.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2319.1.6 May supervise clerical staff or volunteers.

2319.1.7 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.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

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- 2319.2.2** Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepares library materials invoices for payment.
- 2319.2.3** Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.
- 2319.2.4** Works at the Circulation Desk as the supervisor.
- 2319.2.5** Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.
- 2319.2.6** Manages the collection of fines and processing collection notices for delinquent accounts.
- 2319.2.7** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- 2319.2.8** Manages the public photocopier machines and the vending dispenser. Deleted: Vendacard
- 2319.2.9** Recommends policies for public services to the Manager of Public Services.
- 2319.2.10** Assists the public in making the most effective use of the Library's collection and facility.
- 2319.2.11** Assists the public with using the electronic databases and reference services.
- 2319.2.12** Serves as a United States Passport Application Acceptance Agent.
- 2319.2.13** Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.
- 2319.2.14** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
- 2319.2.15** Establishes and implements work procedures for department staff.
- 2319.2.16** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.



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

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

2319.4 Knowledge and abilities:

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

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

2319.4.3 Knowledge of personal computer hardware and software operations

2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2319.4.5 Knowledge of reference sources and methods to serve adult and children.

2319.4.6 Knowledge of current events, literature and standard works in various fields.

2319.4.7 Ability to apply the knowledge listed above.

2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2319.4.9 Ability to respond to common inquiries or complaints from Library customers.

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2319.4.15 Ability to organize and manage work flow for self.

2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2319.5.1.2 Must possess mobility to operate a motor vehicle.

2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

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

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

2319.5.1.6 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.

2319.5.1.7 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.

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

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those 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.

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

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Coordinator of Development & Volunteer Services

POLICY NUMBER: 2320

Public
2320.1 A non-exempt paraprofessional classification under the general direction of the Manager of Administrative Services. Works directly with the library director, library managers, library support organizations and volunteers. Performs a variety of complex, responsible activities requiring strong organizational, writing, verbal and interpersonal communication skills.

2320.1.1 Functions as the coordinator of volunteers for all library activities..

2320.1.2 Prepares all library publications, print and electronic.

2320.1.3 Serves as the staff liaison and development director for the library's support organizations.

2320.1.4 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2320.1.5 Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the District to the staff, volunteers, library support organizations and the community.

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2320.1.6 Prepares monthly and annual reports as assigned by the Manager of Administrative Services.

2320.1.7 Supervises clerical staff and volunteers.

2320.1.8 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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2320.2 Typical Tasks

2320.2.1 Coordinates volunteers for all library activities:

2320.2.1.1 Recruits, trains, coaches, assigns tasks for and evaluates volunteers.

2320.2.1.2 Collects and maintains volunteer records and prepares reports on volunteer activities.

2320.2.1.3 Devises and implements volunteer recognition programs and events.

2320.2.1.4 Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

2320.2.1.5 Meets regularly with library managers, staff, Friends Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

2320.2.2 Prepares all library publications, print and electronic:

2320.2.2.1 Prepares news releases for library programs.

2320.2.2.2 Develops and maintains a working relationship with the local news and feature staff at the Orange County Register, Placentia News Times, Los Angeles times and other regional publications.

2320.2.2.3 Prepares the District's submission to the Placentia Quarterly.

2320.2.2.4 Prepares the District's newsletter and other brochures, bookmarks and publications in support of library programs

2320.2.2.5 Prepares cable television announcements and coordinates programs.

2320.2.2.6 Prepares library program and support organization information for the library website.

2320.2.2.7 Advises the Manager of Public Services about public relations activities and publications for adult services, children's services, literacy services and the Placentia History Room.

2320.2.2.8 Coordinates other public information activities as assigned by the Manager of Administrative Services.

2320.2.2.9 Coordinates job orders with printers, designers, proof readers, mailing houses and other library publication vendors and reviews and approves their invoices for payment.

2320.2.2.10 Maintains a calendar of library publication schedules and coordinates submission deadlines with library managers, staff and support organizations.

2320.2.2.11 Coordinates and prepares library signage.

2320.2.3 Serves as the staff liaison and development director for the Library's support organizations:

2320.2.3.1 Attends all Friends of Placentia Library Board of Directors, Committee and Membership meetings and Placentia Library Foundation Board of Directors and Committee Meetings.

2320.2.3.2 Assists the Placentia Library Foundation President with preparing meeting agendas. Prepares the Placentia Library Foundation Board of Directors meeting packets.

2320.2.3.3 Requests deposit of donations, payment of invoices, and issuance of checks for the support organizations with the Manager of Administrative Services and/or Treasurer of the Friends of Placentia Library and/or the Treasurer of the Placentia Library Foundation.

2320.2.3.4 Maintains the files and official records for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.5 Takes and prepares minutes for the Placentia Library Foundation Board of Directors and Committee meetings.

2320.2.3.6 Provides staff support for fund raising projects and membership campaigns for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.7 Maintains donor records.

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2320.2.3.8 Prepares donation receipts and acknowledgment letters for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.9 Manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation

2320.2.3.10 Presents recommendations for fund raising projects and membership promotions to the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.11 Coordinates and monitors the application process for grants prepared in the name of the Friends of Placentia Library or the Placentia Library Foundation. Helps evaluate the appropriateness of specific grant opportunities to District activities and projects.

2320.2.4 Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

2320.2.5 Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events.

2320.2.6 Assists the public in making the most effective use of the Library's collection and facility.

2320.2.7 Serves as a United States Passport Application Acceptance Agent.

2320.2.8 Prepares and submits reports of activities to the Manager of Administrative Services as required.

2320.2.9 Performs other duties as assigned by the Manager of Administrative Services.

2320.3 Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and United States citizenship. Preference will be given to applicants possessing a certificate in fund raising.

2320.4 Knowledge and abilities:

2320.4.1 Knowledge of the principles of fund raising and non-profit management.

2320.4.2 Knowledge of grant writing techniques and application procedures.

2320.4.2 Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.

2320.4.3 Knowledge of the principles of volunteer management.

2320.4.4 Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.

2320.4.5 Knowledge of current events and literature.

2320.4.6 Ability to apply the knowledge listed above.

2320.4.7 Ability to make effective public presentations.

2320.4.8 Ability to read, analyze and interpret professional publications and staff reports.

2320.4.9 Ability to respond to common inquiries or complaints from Library customers.

2320.4.10 Ability to follow District policies and procedures.

2320.4.11 Ability to analyze difficult problems and recommend solutions.

2320.4.12 Ability to work independently with minimal supervision.

2320.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2320.4.14 Ability to organize, manage work flow and multi-task with frequent interruption.

2320.4.15 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2320.5 Physical Demands

2320.5.1 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.

2320.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2320.5.1.2 Must possess mobility to operate a motor vehicle.

2320.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2320.5.1.4 Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2320.5.1.5 Must be able to stand; walk; and stoop, kneel, or crouch.

2320.5.1.6 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.

2320.5.1.7 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.

2320.5.1.8 Must be able and willing to attend meetings outside of regular work hours and travel overnight.

2320.6 Work Environment

2320.6.1 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.

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



Placentia Library District

POLICY HANDBOOK

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

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

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to its customers.

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

2321.1.6 May supervise clerical staff, substitute clerks or volunteers.

2321.1.7 If he/she works a minimum of twenty hours per week, and is appointed to the Clerk II position after July 1, 2007, he/she will apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

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2321.2 Typical Tasks

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

2321.2.2 Processes telephone renewals.

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- 2321.2.3** Prepares the daily announcements for the telephone system.
 - 2321.2.4** Files documents and library materials by library filing rules.
 - 2321.2.5** Issues and renews library cards.
 - 2321.2.6** Operates a variety of office and business equipment.
 - 2321.2.7** Calculates and collects fines and fees at the Circulation Desk.
 - 2321.2.8** Answers telephone and transfers calls to the appropriate staff or department.
 - 2321.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
 - 2321.2.10** Records daily statistics at the Circulation Desk.
 - 2321.2.11** Receives cash and credit card transactions at the Circulation Desk.
 - 2321.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
 - 2321.2.13** Prepares books and other library materials for public use.
 - 2321.2.14** Repairs books and other library materials.
 - 2321.2.15** Works in Technical Services in support of professional staff.
 - 2321.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
 - 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
 - 2321.2.19** Serves as a United States Passport Application Acceptance Agent.
- 2321.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license and be a United States citizen.

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2321.4 Knowledge and abilities:

2321.4.1 Ability to type a minimum of thirty (30) words per minute.

2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2321.4.3 Ability to file accurately according to library filing rules.

2321.4.4 Ability to meet the public with tact and courtesy.

2321.4.5 Ability to follow oral and written instructions.

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

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

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

2321.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

2321.5.1.6 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.

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2321.5.1.7 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.

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

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those 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.

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

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Placentia Library District

POLICY HANDBOOK

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

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

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

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

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will communicate the goals and objectives of the District to Library customers.

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2323.1.4 May supervise substitute clerks or volunteers.

2323.1.5 If he/she works a minimum of twenty hours per week, and is appointed to the Clerk I classification after July 1, 2007, he/she will apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2323.2 Typical Tasks

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

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

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- 2323.2.5 Issues and renews library cards.
- 2323.2.6 Operates a variety of office and business equipment.
- 2323.2.7 Calculates and collects fines and fees at the Circulation Desk.
- 2323.2.8 Answers telephone and transfers calls to the appropriate staff or department.
- 2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2323.2.10 Records daily statistics at the Circulation Desk.
- 2323.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2323.2.13 Prepares books and other library materials for public use.
- 2323.2.14 Repairs books and other library materials.
- 2323.2.15 Works in Technical Services in support of professional staff.
- 2323.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2323.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2323.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2323.2.19 Serves as a United States Passport Application Acceptance Agent.

2323.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license and be a United States citizen.

2323.4 Knowledge and abilities:

- 2323.4.1 Ability to type a minimum of thirty (30) words per minute.

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2323.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.

2323.4.3 Ability to file accurately according to library filing rules.

2323.4.4 Ability to meet the public with tact and courtesy.

2323.4.5 Ability to follow oral and written instructions.

2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2323.4.7 Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

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

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

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

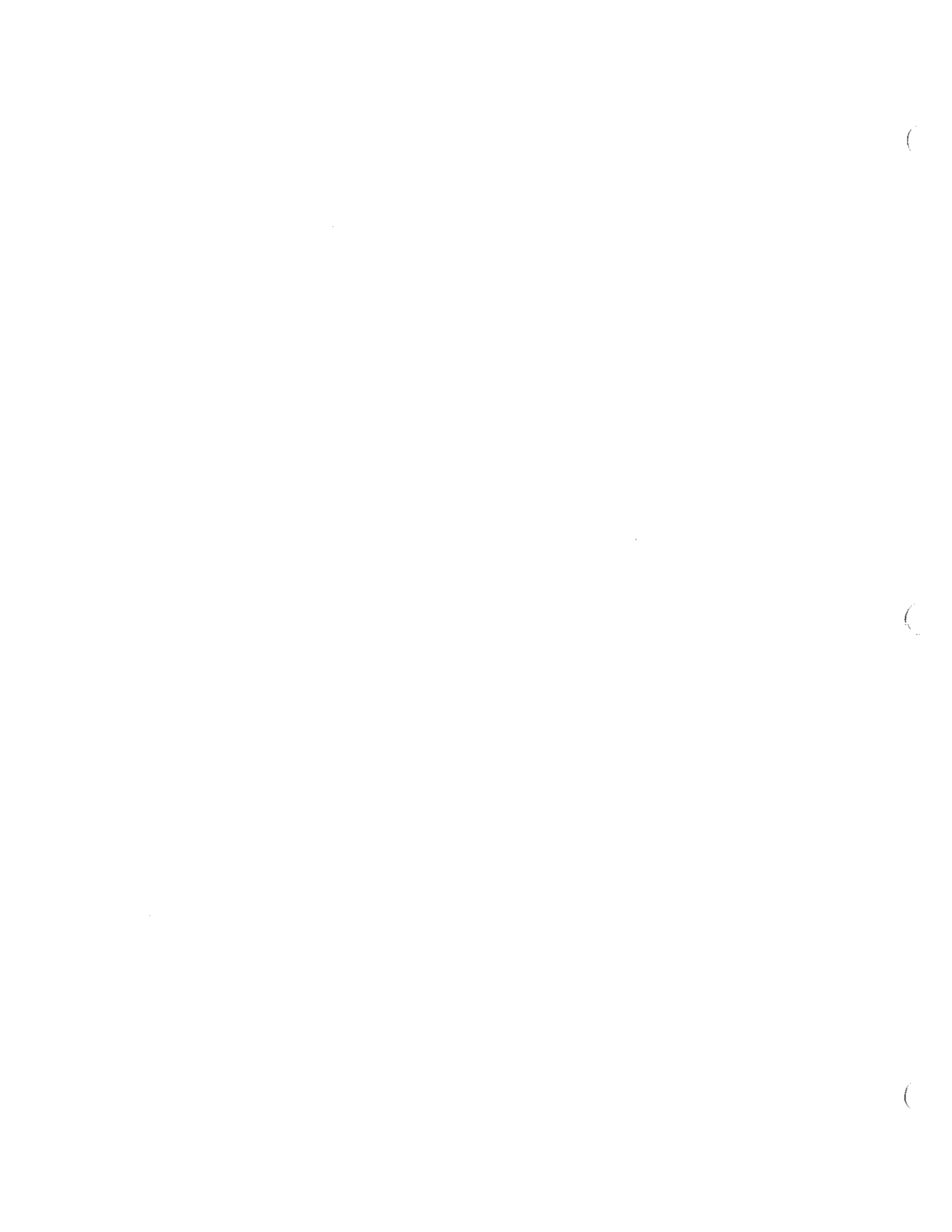
2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch.

2323.5.1.4 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.

2323.5.1.5 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.

2323.6 Work Environment

2323.6.1 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.

2323.6.2 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: Final Adoption of Placentia Library District Policies 6010 – Materials Selection Policy; 6030 – Circulation Policy; 6060 -- Patron Behavior and Latchkey Children Policy; 6065 – Public Behavior Policy; and 6067 – Client Service Policy, that were reviewed at the Library Board Work Session on January 15, 2008 and passed as a first reading on February 19, 2008.

DATE: March 18, 2008

BACKGROUND

At its Work Session on January 15, 2008 the Library Board of Trustees reviewed Placentia Library District Policies 6000 through 6080, Library Operations. At its Regular Meeting on February 19, 2008 the Library Board adopted as a first reading Placentia Library District Policies 6010 – Materials Selection Policy; 6030 – Circulation Policy; 6060 -- Patron Behavior and Latchkey Children Policy; 6065 – Public Behavior Policy; and 6067 – Client Service Policy, and referred them to the staff for review and comments.

The policies were announced at the Library Staff meeting on February 20, 2008 and posted on the staff intranet with a request for comments. No written or verbal comments were posted on the intranet nor given in writing or verbally to the Library Director.

These policies are now ready for final adoption.

RECOMMENDATION

Adopt amended Placentia Library District Policies in Series 6000 – Library Operations, as follows:

- 6010 – Materials Selection Policy
- 6030 – Circulation Policy
- 6060 -- Patron Behavior and Latchkey Children Policy
- 6065 – Public Behavior Policy
- 6067 – Client Service Policy



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

6010.1 General.

6010.1.1 Library Materials include but are not limited to books, e-books, magazines, newspapers, audio tapes, compact disks, video tapes, DVDs, photographs, maps, pamphlets and microforms.

6010.2 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. It must keep in mind first and foremost the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.3 The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.4 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

6010.4.1 The overall purpose of the material is the chief criterion of selection.

6010.4.2 Reputation and significance of the author.

6010.4.3 Timeliness or permanence of the material.

6010.4.4 Importance of the subject matter to the collection.

6010.4.5 Authoritativeness.

6010.4.6 Reputation and standards of the publisher.

6010.4.7 Readability and popular appeal.

6010.4.8 Quality of the writing.

6010.4.9 Recommendation of title in selection aids.

6010.4.10 Format of item.

6010.4.11 Physical condition of material.

6010.5 A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole. This is due to these facts:

6010.5.1 There are few books that do not have sentences, paragraphs, or pages to which some group or individual can find objection.

6010.5.2 It has been established in legal cases that a book must be judged as a whole and not on the basis of selections from it. The legal principle of the law pertaining to censorship established in Federal and States courts is that the question of obscenity must be determined by an appraisal of the predominant effect of a book read as a whole, and of its legitimate scientific or educational purpose.

6010.6 Interpretation of Policy

6010.6.1 Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments about a specific title, one may fill out a complaint form and the matter will be discussed by the Library Board of Trustees at its next regularly scheduled meeting. Complaint forms are available at the Library Reference Desk.

6010.7 Placentia History Room

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6010.7.1 The Placentia Library History Room, by the establishment of a Local Authors Collection, honors its local authors as a representative part of local history. Authors to be included are those who have written about Placentia or who live or have lived in Placentia or in the neighboring cities of Anaheim, Brea, Fullerton or Yorba Linda.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1 Items borrowed from the Library are due on the date posted on the sign at the Circulation Desk when the items were checked-out.

6030.2 Items are considered *returned* on the date they are checked in by the staff.

6030.2.1 All items for the current day are checked in before the staff ends each work day.

6030.2.2 Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

6030.2.2.1 In order to accommodate items left in a bookdrop after the Library closes on the due date, there is a 2-day grace period for all 3-week circulating items.

6030.2.2.2 On the 3rd day fines are charged from the first day an item was overdue.

6030.2.2.3. There is no grace period for videos.

6030.3 Notification Process

6030.3.1 Reminder notices are mailed to cardholders 7 days after an item's due date.

6030.3.2 Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.

6030.3.3 If "Reminder", "Invoice" or "Fine" notices are returned by the Post Office as "undeliverable" the staff will attempt to contact the cardholder by telephone at the address in the Circulation System.

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$15.00 surcharge added to the account's balance.

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6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$10.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$15.00 surcharge added to the account's balance.

6030.4 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$20.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100, which ever is greater, and the account is immediately reported to the Collection Agency.

6030.6 Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a Circulation Supervisor on duty at all times when the Library is open for public service.

6030.7 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.7.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.8 Telephone renewals and inquiries



6030.8.1 To minimize overdue fines and/or lost item charges the Library recommends that you call the Circulation department at 714-528-1906 during the hours when the Library is open for public service to:

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

6030.8.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

6030.8.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.9 Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will loan library material to California residents with a valid driver's license or library card in accordance to Santiago Library System Interlibrary Loan Policy, Guidelines and Procedures, 1988.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Behavior & Latchkey Children Policy
POLICY NUMBER: 6060

6060.1 Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.

6060.2 Staff may call for Police assistance whenever the librarian-in-charge believes it is necessary.

6060.3 The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.

6060.4 ~~If a child under age 13, is left unattended in the Library and the parents cannot be reached, the Manager or Librarian-in-Charge will call the Placentia Police Department and ask them make the appropriate arrangements.~~

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Public Behavior Policy
POLICY NUMBER: 6065

The following rules help to maintain a comfortable environment for all Library users.

6065.1 Listening devices should not be audible to anyone but you.

6065.2 The Library is a no cell phone zone. *[This issue needs further discussion—many public complaints about this policy although the Public Service staff does not want to change it.]*

6065.3 No running, rowdy behavior or fighting. Video cameras are in use throughout the Library.

6065.4 No harassment of Library staff or patrons.

6065.5 There is a limit of four people at each study table. Furniture may not be rearranged or moved from one area to another.

6065.6 Shirts and shoes are required.

6065.7 Only assistive animals are permitted in the building.

6065.8 Bicycling, skateboarding, and roller skating on Library property are a safety hazard to others. Library users are required to carry skateboards, scooters, and roller blades while in the Library. Bicycles must be left outside at the bike racks.

6065.9 Snacks and covered drinks are permitted in the Library.

Deleted: Please place any trash in the wastebaskets provided.

6065.10 Patrons have the right to quietly study, read or work without interference.

6065.11 Library staff is not responsible for providing parental supervision.

6065.12 Individuals who do not respect the rights of others will be asked to leave the Library.

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Adopted by the Library Board of Trustees, July 21, 2003.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Client Service Policy

POLICY NUMBER: 6067

The following are goals for staff behavior with the Library's clients.

6067.1 Clients feel welcome in the Library.

6067.1.1 Staff will greet clients with a smile.

6067.1.2 Staff will greet each client: Acknowledge a client's presence by looking up; making eye contact; and greeting them verbally.

6067.1.3 Staff will speak to clients in a helpful, pleasant tone of voice.

6067.1.4 Staff will be punctual. Service starts at the advertised hour the Library opens and full service is available until the hour the Library closes. Staff will arrive at his/her work assignment promptly.

6067.1.5 If staff is busy with another client, acknowledge the client who is waiting and explain that you will help the new client as soon as you can. Thank the client who has waited when you are able to help him/her.

6067.1.6 Staff will answer the phone in a timely manner. Place telephone clients on hold when helping a client in the Library. Thank the client for holding.

6067.1.7 Staff will maintain friendly contact with Library clients without engaging in lengthy or personal conversations. If it is hard to break away, explain that you enjoy talking but you need to get back to work.

6067.2 Clients feel that they are valued by the Library.

6067.2.1 Staff will look up and around while at Public Service Desks. When appropriate, staff will walk around and notice if there are people in the lobby, public service areas, stacks or at the terminals who might need help.

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- 6067.2.2 Being helpful to clients takes precedence over deskwork. Clients are not an interruption of our business, they are our business.
 - 6067.2.3 Staff should avoid merely pointing or giving clients complicated directions to find materials or another location in the Library. Whenever possible, walk the client to the appropriate area.
 - 6067.2.4 When referring a client to another staff member, ask the staff member to help the client instead of leaving the client to ask the question a second time. *For example, "Will you help Mrs. Brown with some Consumer Report Information?" Or, "Mrs. Brown, Jill can issue you a library card at the Circulation Desk."*
 - 6067.2.5 Staff should follow up and make sure that clients are finding what they need.
 - 6067.2.6 Staff should keep conversations with other staff to a minimum. If Library business must be discussed at length, do so away from the public areas.
 - 6067.2.7 Staff should keep his/her voice low so it doesn't disturb Library clients.
 - 6067.2.8 Staff should avoid accepting personal phone calls while at a Public Service desk. Personal calls may be placed on breaks and at meal periods.
 - 6067.2.9 Staff should thank clients for using Placentia Library.
 - 6067.2.10 If a client is upset about an issue and insists on speaking with management, please politely refer them, or if possible, escort them, to the Administration Office or Librarian-in-Charge. If possible, have another staff member call the Administration Office or the Librarian-in-Charge to inform them of the customer and/or issue so staff can be prepared to assist them.
- 6067.3 Clients feel the Library is accountable.
- 6067.3.1 Staff will wear a name tag at all times in the public service area.
 - 6067.3.2 When answering the telephone, staff will identify the Library department and himself/herself, and offer help.
 - 6067.3.3 Staff will provide clients with an opportunity to evaluate Library services. When clients want to make a suggestion, staff will provide a "Library Suggestion" or "Book Suggestion" form.

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6067.3.4 If there will be a lapse of time before staff can obtain information for a client, he/she will tell the client that he/she will call them (rather than having the client call the Library back).

6067.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Client Service policy.

Date

Signature

Print name here


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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Approve the Engagement Letter with Best, Best & Krieger, LLP dated March 13, 2008, for the services of Scott C. Smith, JD as Special Counsel for the preparation of the resolutions and other matters related to the establishment of impact fees for Placentia Library District with the City of Placentia and the County of Orange.

DATE: March 18, 2008

BACKGROUND

On March 4, 2008 the Placentia City Council approved the request submitted to it by the Placentia Library District to prepare the City Ordinances necessary to implement the Impact Fees approved by the Placentia Library District Board of Trustees on October 27, 2007. A copy of the Library Director's presentation to the City Council is Attachment A. Marshall Eyerman, Principal Consultant for MuniFinancial, presented the technical aspects of the District's request to the City Council and answered their questions.

Following that meeting the City Administrator notified the Library Director that the City has authorized Edward L. Bertrand, JD, Woodruff, Spradlin & Smart, to represent the City on this project and to work with Placentia Library District's special counsel.

During the past several months I have talked with a number of independent special districts in Orange County to find out who has represented them in the preparation and adoption of impact fee resolutions and ordinances. I also consulted with Joyce Crosthwaite, Executive Director of the Orange County Local Area Formation Commission since her office compiles comparative information about agency sources of revenue.

Based on these conversations I approached Scott Smith, JD at Best, Best & Krieger. This firm does a significant amount of work with independent special districts in California, is an active member of California Special Districts Association and has presented a number of the legal review seminars that I have attended over the past eighteen years. A description of Best, Best and Krieger's Special District activities is Attachment B.

A description of its qualifications to serve as the District's special counsel for this project is Attachment C.

The attorneys who represent Placentia Library District are Scott C. Smith and Jeffry F. Ferre. Background information for them is Attachment D.

The Engagement Letter is Attachment E. The hourly rate for the services of the partners is \$285. While the letter states that Best, Best & Krieger may require a deposit toward fees and costs they have not submitted an invoice with the Engagement Letter. Please note that the scope of their services is limited to this project and any additional questions or projects will require a new Engagement Letter.

RECOMMENDATIONS

1. Approve the Engagement Letter with Best, Best & Krieger, LLP for services as Special Counsel for the preparation of the resolutions and other matters related to the establishment of impact fees for Placentia Library District with the City of Placentia and the County of Orange.
2. Authorize the Library Director to sign the Engagement Letter on behalf of Placentia Library District.

Library Director's Presentation at the City of Placentia City Council Meeting on Tuesday, March 4, 2008.

Honorable Mayor, Members of the City Council, City Administrator Dominguez, staff and visitors, my name is Elizabeth Minter. I am the Library Director of Placentia Library District. I am here this evening representing the District's request that the City of Placentia adopt the resolutions that are necessary to establish and collect impact fees on behalf of the District.

Accompanying me this evening are the members of the Placentia Library District Board of Trustees:

President: Al Shkoler

Trustees: Betty Escobosa

Jean Turner

Gaeten Wood

Placentia Library District initiated a strategic planning process on July 15, 2005 with a full-day workshop that included District trustees, Library staff, members of the Boards of Directors of the Friends of Placentia Library and the Placentia Library Foundation, City staff and representatives of the community. Approximately 50 people participated in this session.

Over the next fifteen months the Library Trustees and staff took the concepts identified at the workshop, tested them at several community meetings, and developed a Strategic Plan for Placentia Library District.

Part of this plan includes changes to our physical facility.

In order to determine the District's building needs for the upcoming years, the Library Board hired a nationally recognized public library building consultant [Linda Demmers] to prepare a Facility Master Plan for Placentia Library District. City staff participated in the public study sessions for the preparation of this plan. The plan was reviewed at a public hearing on June 18, 2007 and adopted by the Library Board.

One of the recommendations of the Strategic Plan, that was re-stated in the Facility Master Plan, was that the District establish an impact fee to be a part of the financing package for future Library facility development and collection expansion. The Library Board hired MuniFinancial's Temecula Office to complete the required study and prepare the necessary reports for initiating this process as prescribed by the California Government Code.

The Library Board of Trustees approved the recommendations from MuniFinancial on October 24, 2007.

Since Placentia Library District has customers in both the City of Placentia and the unincorporated island inside the City, both the City of Placentia and the County of Orange will need to be partners with Placentia Library District in establishing and collecting the impact fees.

I would like to take this opportunity to tell you how important the participation and assistance of the City Administrator and City staff has been in this process. Their advice and counsel have been invaluable, and their encouragement has helped to keep all of us focused on the betterment of Placentia.

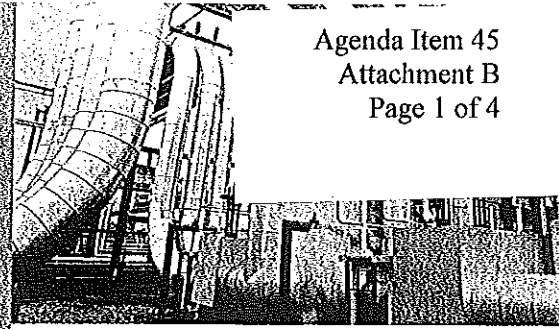
What we are requesting tonight is the authorization for the City Attorney and the legal representative of Placentia Library District to prepare the ordinance that meets the requirements of the City of Placentia. Once that is done you can schedule your public hearing and adopt the ordinance as prescribed by the California Government Code.

We have with us this evening Marshall Eyeran, our lead consultant with MuniFinancial, who will be able to respond to any technical questions about our request.

[at the end of the discussion]

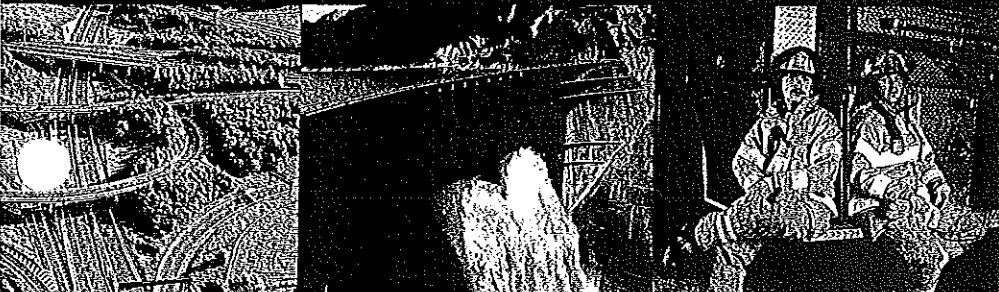
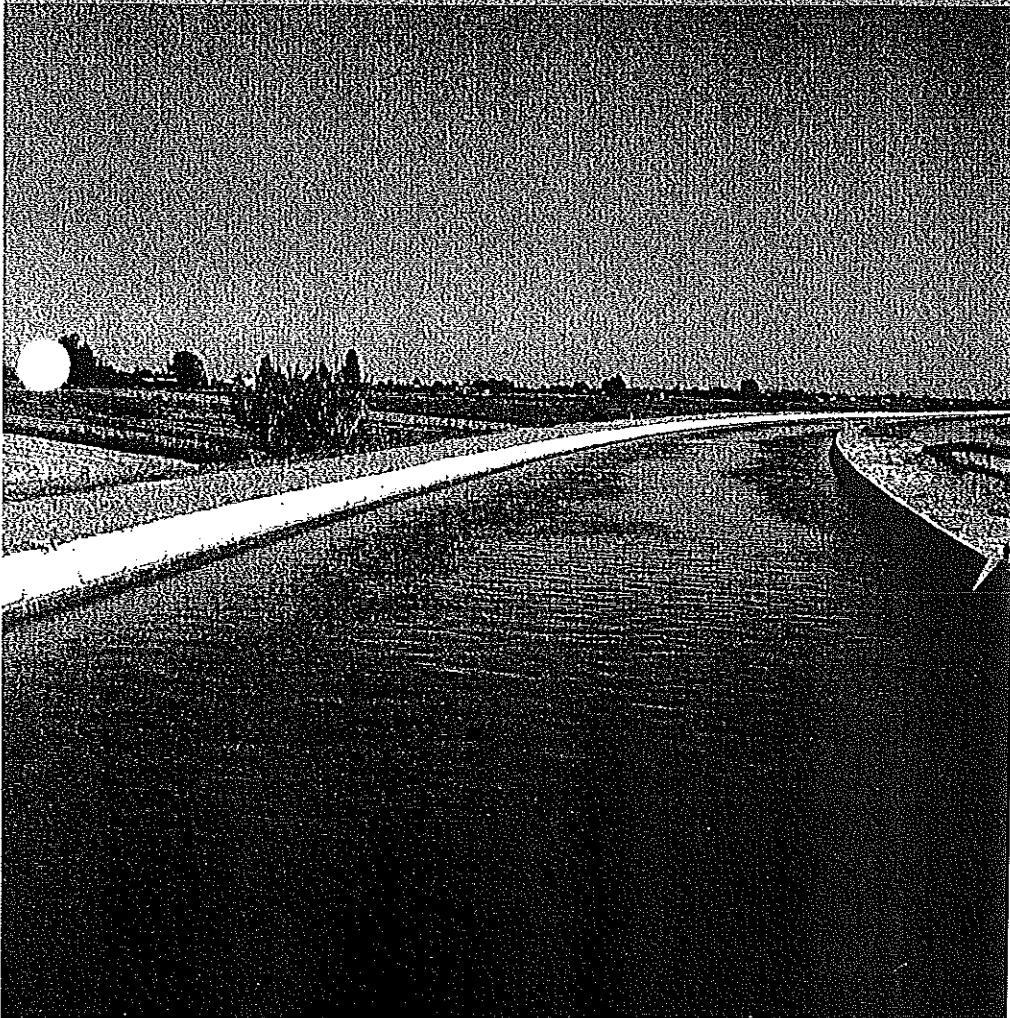
I would like to thank you, Mayor Nelson and members of the City Council, for considering our request, and I am looking forward to working with you on this project to improve the quality of public library services to our community.

Special Districts



BB&K

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Special Districts

Best Best & Krieger LLP has one of California's most extensive practices in providing legal services to special districts and other governmental entities.

We take pride in our close working relationships with the special districts we represent. We feel it is essential that board members, staff and legal counsel work closely for the best interest of the special district. Our attorneys are committed to being readily accessible to our clients and, if requested, work with staff on a day-to-day basis to address the needs of the special district. BB&K also structures the delivery of its legal services and billings to meet the unique needs of each special district client.

*General & Special
Counsel*

Public Contracting

Labor & Employment

Water Law

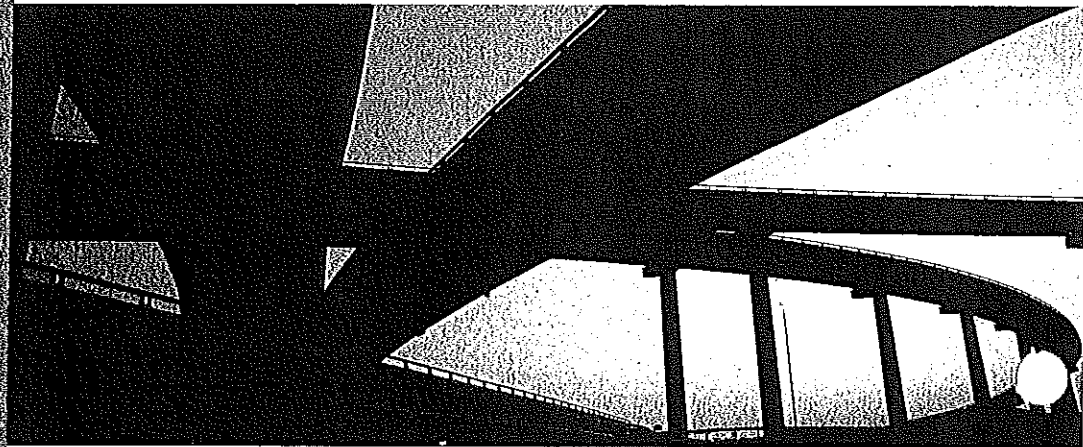
*Environmental
Compliance*

*Infrastructure
Development*

*Special Taxes,
Fees & Charges*

Public Finance

*Eminent Domain &
Land Acquisition*



BB&K clients range in size and locales from the Eastern Sierra Community Services District, East Bay Municipal Utilities District and Friant Water Users Authority in northern and central California to the Riverside County Transportation Commission and Helix Water District in Southern California.

Our special district clients include water agencies, sanitation districts, joint power agencies, community services districts, fire protection districts, transportation agencies, multi-jurisdictional redevelopment agencies, colleges/universities, school districts, hospital districts, and local agency formation commissions.



BB&K serves its special district clients in many different capacities. We provide a full range of legal services as requested by the client. They include:

GENERAL & SPECIAL COUNSEL

- Attending Board meetings
- Brown Act and other open meeting requirements
- Conflicts of Interest
- Procedures for taking Board action

PUBLIC CONTRACTING

- Facilities planning and procurement
- Facilities construction support
- Purchase and sale of real property
- Use of facilities
- Redevelopment issues

LABOR & EMPLOYMENT

- Labor negotiations
- Disciplinary matters
- Development of personnel policies

WATER LAW

- Water rights advice and litigation
- Groundwater adjudication
- Watermaster functions

ENVIRONMENTAL COMPLIANCE

- CEQA/NEPA documentation
- California and Federal Endangered Species Acts
- Addressing environmental challenges

INFRASTRUCTURE DEVELOPMENT

- Legal advice related to the development of community facilities
- Legal advice related to the provision of community services

SPECIAL TAXES, FEES & CHARGES

- Hearing and approval procedures for the adoption of rate increases and charges
- Prop 218

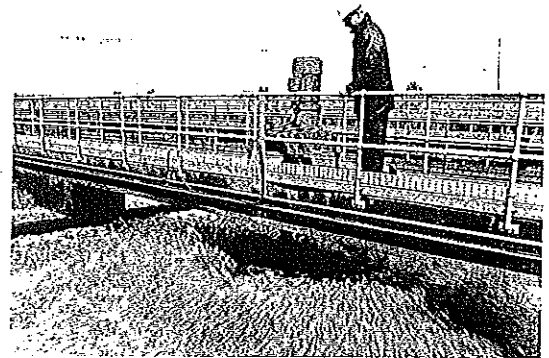
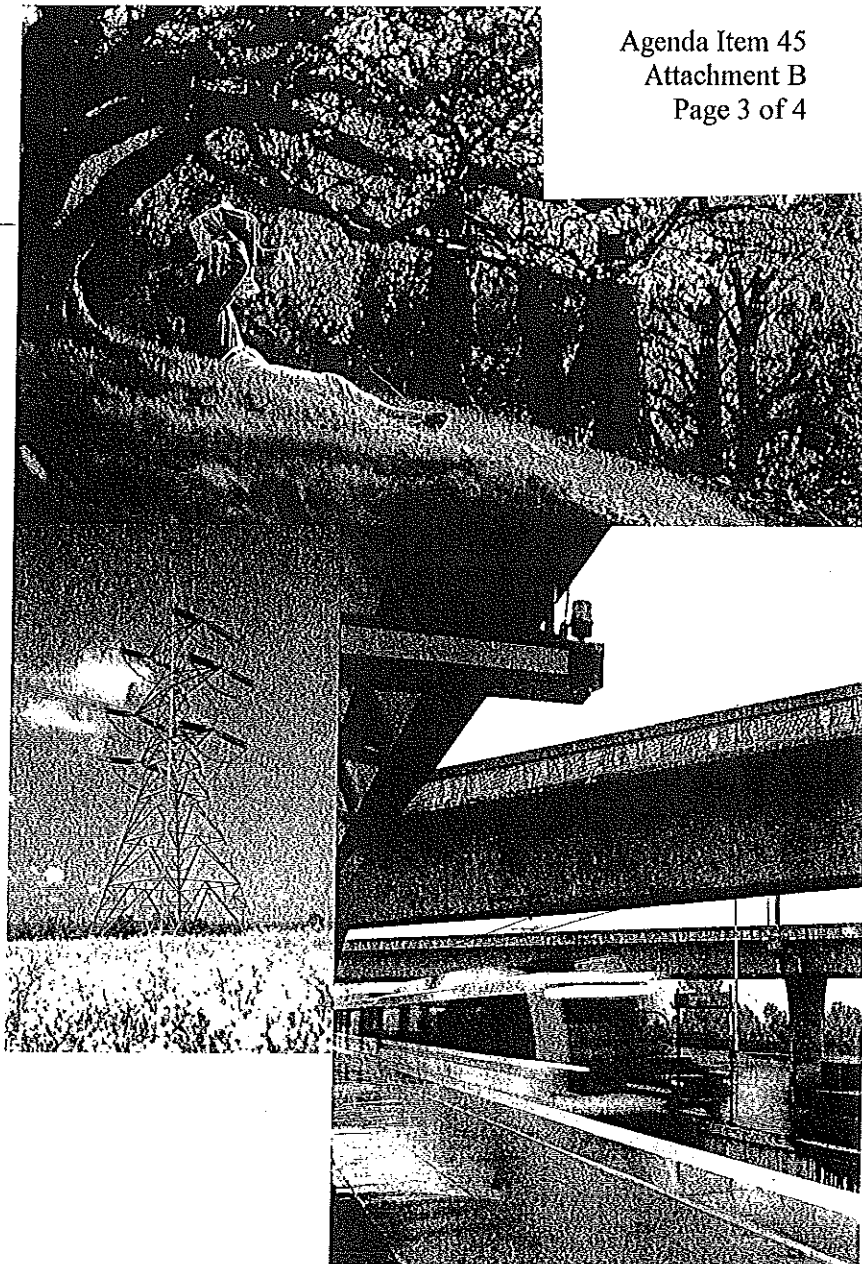
PUBLIC FINANCE

- Basic and sophisticated public finance arrangements

LAND ACQUISITION

- Property acquisitions
- Negotiations
- Eminent domain

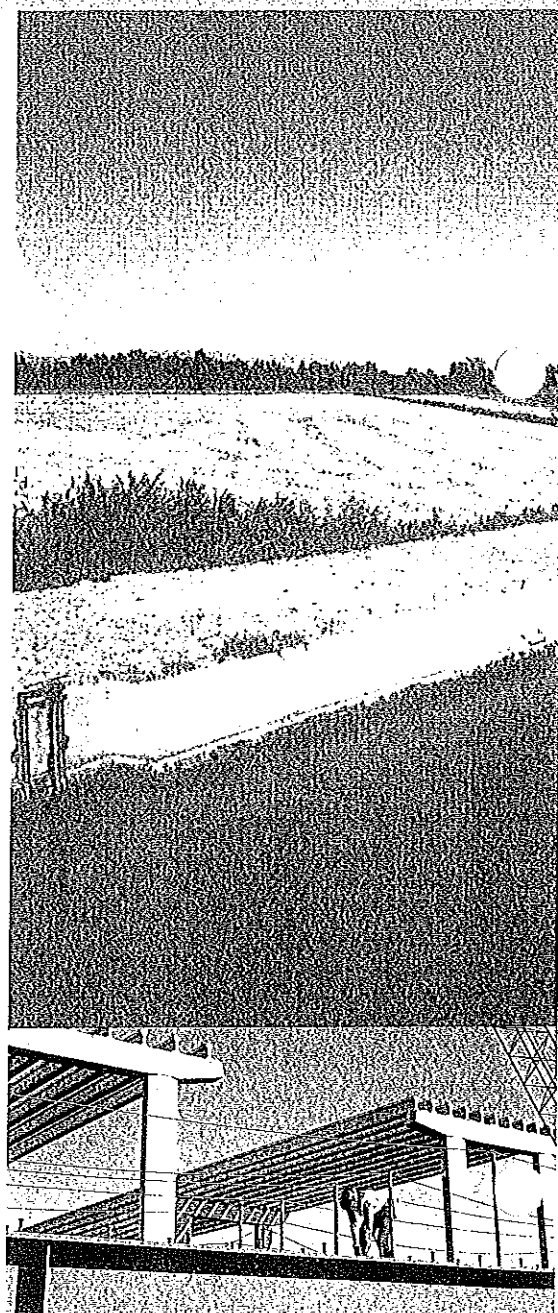
For more information on how BB&K can assist your special district or public agency, contact us via the web at www.BBKlaw.com.



Best Best & Krieger LLP is a full-service law firm with offices strategically located to serve California's most dynamic communities. In meeting the needs of public and private sector clients, BB&K offers unique experience in handling complex, multi-disciplinary issues and providing solutions of common interest to leaders of both business and government. In every instance and for every client, our approach focuses on quality, cost-effectiveness and service.



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Scott C. Smith
(949) 263-6561
Scott.Smith@bbklaw.com

March 13, 2008

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

Re: Statement of Qualifications for Special Counsel Services

Dear Ms. Minter:

Best, Best and Krieger LLP ("BB&K") is pleased to submit this statement of qualifications to assist the Placentia Library District in its review and proposed adoption of a library impact fee.

BB&K is the most experienced and largest full-service public agency law firm in California, with offices in Irvine, Riverside, Walnut Creek, San Diego, Ontario, Indian Wells, and Sacramento. The firm has provided legal services to special districts, joint powers authorities, cities, school districts, and other public agencies for more than 100 years. BB&K offers unparalleled breadth and depth of legal experience combined with local firm availability, responsiveness and cost-effectiveness.

The more than 190 attorneys at BB&K are uniquely positioned to serve your district's needs. We have extensive experience in working with special districts and cities, and in particular, representing them in their review and adoption of fees and charges, and taxes and special taxes.

Breadth of Required Legal Expertise

1. Laws and Regulations Applicable to Special Districts – BB&K has an entire practice group dedicated to representation of special districts. Jeff Ferre, who heads our Special District Practice Group will partner with me in assisting your district.

2. Rates, Charges and Fees; Proposition 218 - The firm routinely provides advice to its clients regarding the establishment and adjustment of rates, charges and fees, including the variety of state laws which must be followed in these cases, such as Proposition 218, Proposition

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Elizabeth Minter
March 13, 2008
Page 2

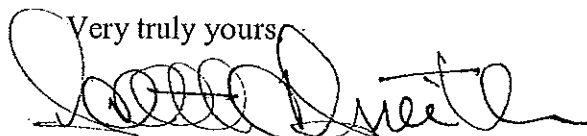
13, and Proposition 62. We have provided advice to numerous public agencies regarding effective and efficient compliance with these initiatives and federal and state case law relating to them. I have advised clients on compliance with Nollan/Dolan case law since those cases were decided. We have litigated cases involving Proposition 218. Mr. Ferre served on the Proposition 218 Subcommittee of the Legal Affairs Committee of the Association of California Water Agencies. This Subcommittee developed guidelines for compliance with Proposition 218 specifically tailored to special districts and other agencies. In addition, members of the firm participated in development of guidelines on this topic through the League of California Cities, and we have litigated cases involving Proposition 218 issues.

Proposed Legal Team

Jeff Ferre and I will be pleased to assist the District in this matter and to interface with your financial advisor and the City Attorney's office as necessary. Our team will be readily accessible to the governing board and staff at any time by phone, e-mail and in person. I have included our resumes and general firm information about our special district practice.

Conclusion

Thank you for allowing us the opportunity to submit this proposed engagement. Thank you for your time and consideration.

Very truly yours,


Scott C. Smith
Partner
of BEST BEST & KRIEGER LLP

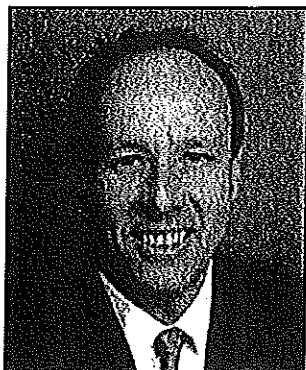
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Enclosures



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Partner



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Area of Practice:

Municipal and Redevelopment Law
Environmental Law & Natural Resources
Zoning, Planning and Land Use

Education:

JD, Brigham Young University, Provo, UT
BA, Utah State University, Logan, UT

Bar Admissions:

California, 1985

Scott C. Smith is a Partner in the Municipal Law Practice Group of Best Best & Krieger LLP. He specializes in governmental law, land use, environmental and redevelopment law. He serves on the firm's Executive Committee.

Mr. Smith currently serves as City Attorney for the Cities of Aliso Viejo and Lake Forest. He has also served as City Attorney for the cities of Santee, La Verne and Big Bear Lake and has provided city attorney services, either as general or special counsel, to the Cities of Claremont, Corona, La Verne, Fontana, Santee and Vista. He serves as associate counsel to Orange County LAFCO and as special counsel to other LAFCOs.

Mr. Smith served for 10 years as general counsel to the California Chapter of the American Planning Association and has trained new planners for that organization. He is serving his second term on the City of San Clemente's Coastal Advisory Committee. He has presented papers to the National Institute of Municipal Law Officers on transfer of development rights and CEQA. Mr. Smith has participated for several years in presenting AEP's annual CEQA update. He is a land use and environmental law instructor for UCSD extension.

Mr. Smith graduated valedictorian from Utah State University with a degree in Spanish and Political Science. He received his J.D. degree with honors from Brigham Young University Law School in 1985. He joined BB&K upon law school graduation.

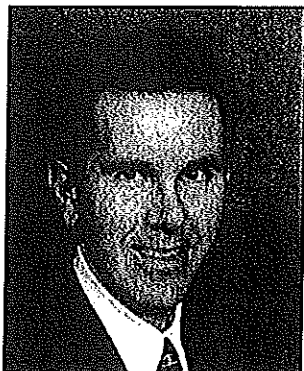
Mr. Smith served on the Solana Beach School District Board of Education from 1995-2004. He lives in San Clemente where he and his wife Wendy raise their three sons and a daughter.

Offices throughout California
Please visit BBKllaw.com



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Areas of Practice:

Special District Representation
Environmental Law & Natural Resources
Municipal Law

Education:

JD, McGeorge School of Law, University of the Pacific, Sacramento, CA
BA, University of Redlands, CA

Bar Admissions:

California, 1988

Jeffry F. Ferre is a Partner with the law firm of Best Best & Krieger LLP and Chairman of the firm's Special Districts Practice Group. Mr. Ferre serves as general counsel, or co-general counsel, to a number of public agencies and water districts. For over 19 years, he has represented public and private clients on various public law matters, including advocacy and consultation before governmental/legislative bodies. Mr. Ferre's practice areas include the Brown Act/Open Meeting Law, conflict of interest laws, finance/rates and charges, public works construction and disclosure of public records.

Mr. Ferre serves as general counsel to Cucamonga Valley Water District, Western Municipal Water District, Lake Arrowhead Community Services District, Rossmoor Community Services District, Rosamond Community Services District, Twentynine Palms Water District, and the Crest Forest Fire Protection District, among others. In his capacity as general counsel, Mr. Ferre regularly attends meetings of the Board of Directors and provides advice on all aspects of governing a public agency including the introduction and adoption of minute orders, resolutions and ordinances. This work often requires assisting clients on the timing and structure of public hearings and presentations to the public.

Mr. Ferre has served on a number of committees which have addressed issues such as implementation of Proposition 218, which deals with the adoption of public agency rates and charges. Mr. Ferre regularly conducts training courses on areas of interest to special districts and provides ethics training to public officials as required by AB 1234.

Mr. Ferre received his Juris Doctorate degree in 1988 from the University of the Pacific, McGeorge School of Law in Sacramento and was admitted to the State Bar of California that same year. He received a Bachelor of Arts degree from the University of Redlands in 1985.

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March 13, 2008

ENGAGEMENT LETTER

Honorable Board of Directors
c/o Elizabeth Minter
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Re: Library Impact Fee/Nexus Study

Honorable Board of Directors:

ABOUT OUR REPRESENTATION

Best Best & Krieger LLP is pleased to represent the Placentia Library District in its review and proposed adoption of a library impact fee. This letter constitutes our agreement setting the terms of our representation.

CONFIDENTIALITY AND ABSENCE OF CONFLICTS

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, we have maintained a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents us from representing your firm. Similarly, your firm's name will be included in our list of clients to ensure we comply with the Rules of Professional Conduct with respect to your firm.

We have checked the following names against our client index: Placentia Library District and City of Placentia. Based on that check, we can represent your District. Please review the list to see if any other persons or entities should be included. If you do not tell us to the contrary, we will assume that this list is complete and accurate. We request that you update this list for us if there are any changes in the future.

Placentia Library District
March 13, 2008
Page 2

YOUR OBLIGATIONS ABOUT FEES AND BILLINGS

We have already discussed with you the fee arrangement. My current billing rate is \$285 per hour. The rates for other attorneys working on this matter will range from \$235 to \$285. The memorandum attached to this letter describes the other aspects of our firm's billing policies. You should consider this memorandum part of this agreement as it binds both of us.

INSURANCE

We understand that you are not now insured or have any insurance that may cover potential liability or attorneys' fees in this case. If you think you may have such insurance, please notify me immediately.

We are also pleased to let you know that Best Best & Krieger LLP carries errors and omissions insurance with Lloyd's of London. After a standard deductible, this insurance provides coverage beyond what is required by the State of California.

NEW MATTERS

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. You should know that such new matters will be the subject of a new signed supplement to this agreement. Similarly, this agreement does not cover and is not a commitment by either of us that we will undertake any appeals or collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

CIVILITY IN LITIGATION

In litigation, courtesy is customarily honored with opposing counsel, such as extensions to file pleadings or responses to other deadlines. In our experience, the reciprocal extension of such courtesies saves our clients' time and money. By signing this letter you will be confirming your approval of this practice in your case.

HOW THIS AGREEMENT MAY BE TERMINATED

You, of course, have the right to end our services at any time. If you do so, you will be responsible for the payment of fees and costs accrued but not yet paid, plus reasonable fees and costs in transferring the case to you or your new counsel. By the same token, we reserve the right to terminate our services to you upon written notice, order of the court, or in accordance with our attached memorandum. This could happen if you fail to pay our fees and costs as agreed, fail to cooperate with us in this matter, or if we determine we cannot continue to represent you for ethical or practical concerns.

BEST BEST & KRIEGER
ATTORNEYS AT LAW

Placentia Library District
March 13, 2008
Page 3

CLIENT FILE

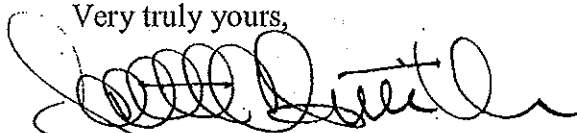
If you do not request the return of your file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.

THANK YOU

On a personal note, we are pleased that you have selected Best Best & Krieger LLP to represent you. We look forward to our work and a valued relationship with you and appreciate your confidence in selecting us to represent you in this matter. If you have any questions at any time about our services or billings, please do not hesitate to call me.

If this letter meets with Board approval, please sign and date it, and return the original to us. We have enclosed a separate signed copy of this letter for your records.

Very truly yours,



Scott C. Smith
of BEST BEST & KRIEGER LLP

SCS:jau
Enclosures

AGREED AND ACCEPTED:

By: _____
Dated: _____

BEST BEST & KRIEGER LLP'S BILLING POLICIES

Our century of experience has shown that the attorney-client relationship works best when there is mutual understanding about fees, expenses, billing and payment terms. Therefore, this statement is intended to explain our billing policies and procedures. Clients are encouraged to discuss with us any questions they have about these policies and procedures. Clients may direct specific questions about a bill to the attorney with whom the client works or to Judy Ismael of our Accounting Department. Any specific billing arrangements different from those set forth below will be confirmed in a separate written agreement between the client and the firm.

Fees for Professional Services

Unless a flat fee is set forth in our engagement letter with a client, our fees for the legal work we will undertake will be based in substantial part on time spent by personnel in our office on that client's behalf. In special circumstances which will be discussed with the client and agreed upon in writing, fees will be based upon the novelty or difficulty of the matter, or the time or other special limitations imposed by the client.

Hourly rates are set to reflect the skill and experience of the attorney or other legal personnel rendering services on the client's behalf. Time is accrued on an incremental basis for such matters as telephone calls (minimum .3 hour) and letters (minimum .5 hour), and on an actual basis for all other work. Our attorneys are currently billed at rates from \$235 to \$285 per hour, and our administrative assistants, research assistants, paralegals and law clerks are billed at rates from \$125 to \$150 per hour. These hourly rates are reviewed annually to accommodate rising firm costs and to reflect changes in attorney status as lawyers attain new levels of legal experience. Any increases resulting from such reviews will be instituted automatically and will apply to each affected client, after advance notice.

Fees For Other Services, Costs and Expenses

We attempt to serve all our clients with the most effective support systems available. Therefore, in addition to fees for professional legal services, we also charge separately for some other services and expenses to the extent of their use by individual clients. These charges include but are not limited to, mileage at the current IRS approved rate per mile, extraordinary telephone and document delivery charges, copying charges, computerized research, court filing fees and other court-related expenditures including court reporter and transcription fees. No separate charge is made for secretarial or word processing services; those costs are included within the above hourly rates.

We may need to advance costs and incur expenses on your behalf on an ongoing basis. These items are separate and apart from attorneys' fees and, as they are out-of-pocket charges, we need to have sufficient funds on hand from you to pay them when due. We will advise the client from time to time when we expect items of significant cost to be incurred, and it is required that the client send us advances to cover those costs before they are due.

Advance Deposit Toward Fees And Costs

Because new client matters involve both a substantial undertaking by our firm and the establishment of client credit with our accounting office, we require an advance payment from clients. The amount of this advance deposit is determined on a case-by-case basis discussed first with the client, and is specified in our engagement letter.

Upon receipt, the advance deposit will be deposited into the firm's client trust account. Our monthly billings will reflect such applications of the advance deposit to costs and not to attorney's fees. At the end of engagement, we will apply any remaining balance first to costs and then to fees. We also reserve the right to require increases or renewals of these advanced deposits.

By signing the initial engagement letter, each client is agreeing that trust account balances may be withdrawn and applied to costs as they are incurred and to our billings, after presentation to the client. If we succeed in resolving your matter before the amounts deposited are used, any balance will be promptly refunded.

Monthly Invoices and Payment

Best Best & Krieger LLP provides our clients with monthly invoices for legal services performed and expenses incurred. Invoices are due and payable upon receipt.

Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses is delayed until the next month and billed thereafter.

Our fees are not contingent upon any aspect of the matter and are due upon receipt. All billings are due and payable within ten days of presentation unless the full amount is covered by the balance of an advance held in our trust account. If a bill is not paid within 30 days, a late charge of one percent per month on the unpaid invoice shall be added to the balance owed, commencing with the next statement and continuing until paid.

It is our policy to treat every question about a bill promptly and fairly. It is also our policy that if a client does not pay an invoice within 60 days of mailing, we assume the client is, for whatever reason, refusing to pay. We will then advise the client by letter that the client may pay the invoice within 14 days or the firm will take appropriate steps to withdraw as attorney of record. If the delay is caused by a problem in the invoice, we must rely upon the client to raise that with us during the 14-day period. This same policy applies to fee arrangements which require the client to replenish fee deposits or make deposits for anticipated costs.

From time to time clients have questions about the format of the bill or description of work performed. If you have any such questions, please ask them when you receive the bill so we may address them on a current basis.

Changes in Fee Arrangements and Budgets

It may be necessary under certain circumstances for a client to increase the size of required advances for fees after the commencement of our engagement and depending upon the scope of the work. For example, prior to a protracted trial or hearing, the firm may require a further advance payment to the firm's trust account sufficient to cover expected fees. Any such changes in fee arrangements will be discussed with the client and mutually agreed in writing.

Because of the uncertainties involved, any estimates of anticipated fees that we provide at the request of a client for budgeting purposes, or otherwise, can only be an approximation of potential fees.

BEST BEST & KRIEGER LLP

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Budget Preview for Fiscal Year 2008-2009. The Library Director will make a presentation on revenue, personnel and other budget issues for the upcoming budget preparations.**

DATE: March 18, 2008

BACKGROUND

The Library Director will make a presentation on revenue issues, employee benefit options including dental and vision plans and pension, organizational structure and resulting salary implications and a full scale classification and compensation study.

RECOMMENDATION

Action to be determined by the Library Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel Authorization for the Special District Risk Management Authority Safety Claims Education Seminar.

DATE: March 18, 2008

BACKGROUND

The Special District Risk Management Authority presents a Safety Claims Workshop semi-annually, once in Southern California and once in Sacramento.

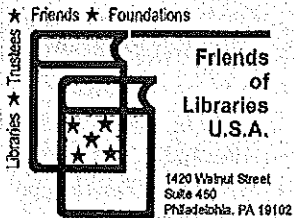
Participation in these workshops is required for the District to qualify for its discount in workers' compensation and liability insurance premiums. Normally the Administrative Services Manager and the Safety Committee Chair attend these meetings and the Library Director attends only the meeting in Southern California.

The Administrative Services Manager is not available to attend the Safety Claims Workshop in Sacramento on Tuesday, March 25 so the Library Director is scheduled to attend in her place. Since the workshop begins at 8:30 A.M. Library Director Minter and Safety Committee Chair David Ferrari will need to travel to Sacramento on Monday afternoon and return on Tuesday afternoon. There is no cost for the workshop and lunch is provided. Travel and housing expenses may be paid from the General Fund and should not exceed \$900.

RECOMMENDATION

Authorize Library Director Minter and Library Assistant David Ferrari to attend the Special District Risk Management Authority Safety Claims Education Seminar in Sacramento, March 24 and 25, 2008 at a cost not to exceed \$900, to be paid from the General Fund.





news update

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JANUARY 2008

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2009 BOOK LOVER'S CALENDARS: Order by March 1 for guaranteed fulfillment and free shipping! See page 3.

APPLY TO RECEIVE A \$500 BOOKS FOR BABIES GRANT: FOLUSA will award 20 grants of \$500 each. See page 14.

PLA 08: FOLUSA and ReferenceUSA present "Authors, Chocolate, and Champagne." See page 14.



Opportunities Abound for Fame and Fortune for Your Friends in 2008!

We love telling people they've won. Whether it involves fame or fortune, we know you like to be recognized for your hard work, ingenuity, creativity, and tireless efforts to support your library. In this issue you'll find the winners of the 2007 National Friends of Libraries Week Awards on pages 12-13. Be inspired by their creativity and start planning now for your 2008 celebration during National Friends of Libraries Week, October 19-25, 2008.

Speaking of 2008, FOLUSA is pleased to announce three different opportunities to win fame or fortune (or even both!) in this new year. From matching grants to \$1,000 cash awards, there's something for which every one can apply. Application forms for all awards can be found online or you may contact the FOLUSA office for forms to be faxed or mailed for those without Internet access.

FOLUSA/Nordstrom Books for Babies Grant Matching Program

As part of a recent \$10,000 donation from Nordstrom in support of FOLUSA's Books for Babies program, 20 grants of \$500 each will be awarded in 2008. Grants will be awarded in two cycles and applicants do not need to be a member of FOLUSA to apply. See page 14 for details. If you've been thinking about starting a Books for Babies program (or already have one in place), be sure to apply for these matching grants.

2007 Baker & Taylor Awards

These awards, given annually since 2000 and generously sponsored by Baker & Taylor, honor the accomplishments of Friends groups. Award winners receive a cash award for their Friends group, and the awards are presented at the FOLUSA author program during the ALA annual

conference. These awards are open to Friends Group, Library, All-in-One, and Associate members of FOLUSA. See page 4 for complete details.

2007 Best Friends Awards

Back again for a third year, the FOLUSA Best Friends Awards recognize outstanding publicity and promotional materials created by Friends groups. Winners receive a certificate of recognition, are featured in *News Update*, and samples of their materials are posted online in the Friends Zone for other members to access. These awards are open to Friends Group, Library, All-in-One, and Associate members. See page 4 for complete details.

New Award Categories Announced

In an effort to recognize outstanding efforts of all types of Friends groups and libraries, FOLUSA is utilizing a new set of categories for judging. Understanding that Friends groups with access to paid staff (whether employed by the library or the Friends directly) have a leg up on those who are strictly volunteer, the new award categories offer a more level playing field. In addition, specific categories for other types of Friends groups allow those groups the opportunity to achieve fame and fortune as well. For both the Baker & Taylor and the Best Friends Awards, the following categories will apply for 2008:

- ♦ Public Library Friends Group with assistance from paid staff (employed by library or Friends group).
- ♦ Public Library Friends Group without paid staff.
- ♦ Academic Friends Group
- ♦ School Library or Media Center Friends Group
- ♦ State Friends Group

Books for Babies: First Steps to Literacy and Lifelong Learning

In our last issue, we announced that Nordstrom has made a generous gift to FOLUSA to help extend our reach into communities across the country with our Books for Babies program. Because of their generosity, we are able to offer matching grants to groups and clubs who wish to start or supplement an existing Books for Babies program (see page 14).

It's no secret that getting books into the homes of families with babies and small children is critical. Studies show categorically that children who enter kindergarten with a book-rich background enter far ahead of kids with no book experience and sadly, many of these children never catch up.

Our Books for Babies kits can be the first step for a child's entry into a life of learning and success. The kits include a board book appropriate for a baby, easy to read and understand materials for new parents on why and how to read to their babies, a soft-cover picture book on the importance and fun of reading to babies and children, and - importantly - "baby's first library card!" Our kits come in both English and Spanish.

The kits are only the first step on the baby's road to learning. We encourage groups engaging in a Books for Babies program to include local information about the library telling new parents about the rich collection of materials for children and parents as well as the expertise of the children's librarian who will help them select materials just right for their children.

While the FOLUSA / Nordstrom grants will heavily discount the prices of our kits, they still aren't free. We're hoping that interested groups will use this opportunity to connect with partners in their community to come up with the matching money needed. Luckily, this won't be hard.

Nothing will be more appealing to many of the civic groups and foundations in your town than supporting literacy at the earliest ages. Let potential partners know that their support will be leveraged by our grants - making their contributions go further. Let them know that this is an opportunity to help you connect new par-

ents with the library's resources and how important that is for life-long learning.

And, just who are these potential partners? Think about all the clubs in town who exist to improve the quality of life in your community. Rotary, Lions, Kiwanis, and similar civic groups all have giving components as part of their mission. Find out how and when you might apply for their grants and talk to someone in the know about how best to structure your proposal for success.

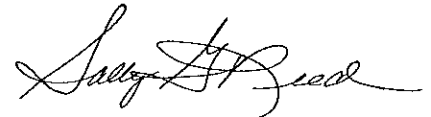
There may be literacy groups in your area who would welcome the opportunity to partner with you in this important endeavor. Give these organizations a call and let them know about this grant program, see if they would like to play a role in getting books

into the homes of new babies. Local businesses, too, might be approached - especially if you are willing to include their participation in all your local publicity. Finally, don't forget about the "big box" stores in town. Most, if not all, have funds to provide for community projects. Give the manager a call. Find out what their guidelines are for applying for these funds and put together a proposal.

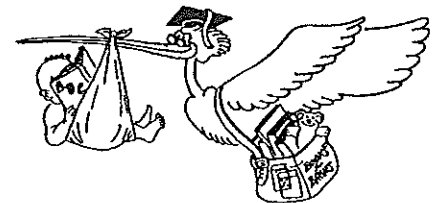
FOLUSA can help! We have published a toolkit called *Getting Grants in Your Community* that will provide you with more details on how to raise money for special projects such as "Books for Babies." There are sample grants that you can copy and modify for your own use. There is even a digital template that you can fill in and print out for a completed grant proposal! All-in-One members can access this toolkit in the Friends Zone and others can purchase copy from us for \$20.

An excerpt focusing on Books for Babies grants specifically can be found online at www.babieslovebooks.org and can be downloaded free of charge.

The cost of illiteracy in our country is incalculable. Adults who can't read cannot fulfill their potential as contributing citizens in our society. While it costs us all untold millions for the consequences of illiteracy, it costs very little to educate and prevent it. Providing parents with materials and education about the importance of reading to their children - beginning at birth - is a critical first step. We are grateful to Nordstrom and to all of you who are working to offer children their first step toward success.



BOOKS FOR BABIES



FOLUSA NEWSUPDATE

is published six times a year by
Friends of Libraries U.S.A.
1420 Walnut Street, Suite 450
Philadelphia, PA 19102-4017

For membership information
call (215) 790-1674
or 1-800-9FOLUSA.

E-mail: friends@folusa.org
Website: <http://www.folusa.org>

Send editorial contributions, articles,
newsletters and news releases attention
News Update to the address above.

News Update is a copyrighted publication
and cannot be photocopied and distributed.
For information about additional subscrip-
tions please contact the FOLUSA office.

Protect Your Board Members and Assets with the FOLUSA Member Insurance Program

Currently in its second year, FOLUSA's member insurance program offers a unique combination of insurance coverage for Friends Group, Library, Associate, and All-In-One members. Our insurance brokers, Herder-Tarricone Associates and AMWINS, have created an insurance program, underwritten by E-Risk, which includes the following coverages:

- ◆ Directors & Officers Liability
- ◆ Employment Practices Liability
- ◆ Bodily Injury
- ◆ Limited Property

This program enables members to choose coverage on a "shared basis" or enjoy the same outlined coverage on a "stand alone basis." The only difference is cost. The "Shared Limit" provides members who are comfortable with sharing a limit of coverage with fellow FOLUSA members a very affordable approach to their insurance needs. The "Stand Alone Limit," which is slightly more expensive, enables members to secure their own limits of insurance for the coverages indicated above.

More information about these options can be found in the FAQ in the Special Offers section of the Friends Zone. A brochure outlines the coverage in more detail providing some claims examples in addition to the actual sample claims below. Premiums can be found on the application form also available in the Friends Zone.

Sample Claims

1. The executive director of a non-profit organization was terminated due to unauthorized spending of the organization's funds. The organization was sued for wrongful termination. The case was settled in favor of the former executive director. Defense expenses exceeded \$50,000.

2. Allegations of improper conduct were made against an organization and a volunteer that was conducting a book sale involving children. The organization was sued for not properly vetting the volunteers. Further, the volunteer brought discrimination charges against the club because he was asked to no longer participate in the organization.

3. A claim was brought against a non-profit organization for misappropriation of funds because the individual felt that the money that he had donated was not spent wisely. The organization returned the donation and paid \$20,000 in defense.

4. A catering company brought a claim against a non-profit organization for breach of contract. The organization was having a donor drive which included food and a speaker. The event was cancelled because of inclement weather. The caterer sued for breaching the contract she had made with the organization. The case settled for \$5,000.

Some Friends groups may need additional coverage. Businessowners Policy Coverage is now available for Friends Groups who may need General Liability and Property coverage for operations or circumstances that are not covered in the FOLUSA policy, such as a store or coffee shop. Coverage could include General Liability for property damage or bodily injury of others and Property coverage for your building and/or the contents owned by your group. Coverage for Hired & Non-owned Auto Liability and Special Events may also be added.

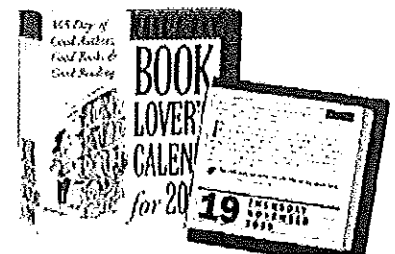
To learn more, please log-in to the Friends Zone (see back of this newsletter for your log-in) to view the FAQ and brochure. If you have additional questions, please refer to the contact information in the Friends Zone.

Order 2009 Book Lover's Calendars Now!

As many of you are aware, demand from libraries and Friends groups for the 2008 edition of the *Book Lover's Calendar* was triple that of the previous year. The result was that the publisher ran out early, and a great number of orders went unfulfilled. To insure that we see no repeat of that situation, Workman is offering an incentive of free shipping to libraries and Friends groups that order the 2009 edition before March 1, 2008.

Orders placed by the March 1 deadline will have guaranteed availability, as they will be incorporated into the initial print run. Additionally, pre-publication orders will be shipped in the summer, allowing more time for Friends groups to sell the calendars. Payment is not required in advance. Workman can bill and ship the calendars, as soon as they arrive at the warehouse.

For more details, including the order form, please log into the Friends Zone at www.folusa.org. You will find your log-in on the back of this newsletter, or you may contact the FOLUSA office by phone or email (see page 2).



Special Offer Update: Mackinac Island Press

Many of you expressed interest in the special offer from Mackinac Island Press but were hesitant to participate due to the initial order requirements. Mackinac Island Press is pleased to update their offer and invite more groups and libraries to participate. Please log-in to the Friends Zone at www.folusa.org for updated information.

Baker & Taylor Awards to be Presented at the 2008 ALA Annual Conference: Win \$1,000 for Your Library!

It's time for the 2007 Baker & Taylor Awards. Five Friends groups will be recognized for their outstanding efforts to support their library. Awarded annually since 2000, the Baker & Taylor Awards have recognized more than 25 Friends groups around the country. The 2007 winners will also be announced during the ALA annual conference in Anaheim, CA in June, 2007. Applications must be postmarked by May 1, 2008 so now is the time to think about your activities in 2007 with an eye on winning \$1,000!

The awards will be given based on outstanding activities by the Friends group during the 2007 calendar year (or for a specific project culminating in 2007). An application can be made based on one specific program that was particularly successful, or on behalf of the group's activities for the entire year.

Applicants must be current Friends Group, Library, All-in-One, or Associate members of FOLUSA. Membership must be valid through June 2008. Personal members and those receiving additional newsletters are not eligible. Please contact FOLUSA by phone or email to verify your eligibility or upgrade your membership prior to mailing your entry.

Applicants may apply in any of the following categories:

- ◆ Public Library Friends Group with assistance from paid staff (employed by library or Friends group).
- ◆ Public Library Friends Group without paid staff.
- ◆ Academic Friends Group
- ◆ School Library or Media Center Friends Group
- ◆ State Friends Group

To apply for any of the Baker & Taylor Awards, mail the application form in the Friends Zone, a two-page summary, any additional background information, and a copy of the official release form available in the Friends Zone. Entries must be postmarked no later than May 1, 2007.

Supporting materials (press releases, photographs, clippings, promotional materials) may be included. No materials can be returned. Entries will be evaluated on a five-point scale, with these areas taken into consideration:

1. Planning: Friends, library, and community involvement, use of resources, appropriateness of the activity, and measurable goals and objectives.
2. Implementation: Use of resources, public relations, task monitoring, and broad membership involvement.
3. Evaluation: Assessment of activity or program, measurable results.
4. Innovation: New idea or implementation, creative involvement of people, fresh use of public relations.
5. Community Involvement: Broad support by the community in planning and implementation.

Additional remarks commenting on aspects you feel are noteworthy but which do not fit the rating criteria are welcomed and encouraged.

To learn more about libraries and Friends groups winning past awards, visit www.folusa.org and click on "Resources" then "Grants & Awards." Here you will find summaries of winners for the 2000 to 2006 Baker & Taylor Awards. Look in the Friends Zone for a sample award application to help you in preparing your entry.

Please contact the FOLUSA office by phone or email with any questions about these awards or eligibility.

Third Annual Best Friends Awards Due April 1

Your Friends Group works hard to promote the library and its program and resources in the community. Now is your chance to achieve national recognition!

The FOLUSA Best Friends Awards will recognize Friends around the country for their print and electronic materials that promote the group and its special programs and projects. The awards do not evaluate the type or scope of Friends programs, rather they look at the materials that promote programs and special projects coordinated by the Friends.

The winners will be recognized in *News Update* and on the FOLUSA website. Winners will receive a certificate of recognition from FOLUSA. Winning entries will be scanned and posted in the Friends Zone.

To enter the FOLUSA Best Friends Awards, mail five **original** copies of the item you are submitting along with the official entry and release forms postmarked by April 1, 2008. You may enter up to two items per category, however, each item must be accompanied by an entry form and release form (available in the Friends Zone). For each item submitted we will need five **original** copies. Originals cannot be returned.

Additional information, including the official entry and release forms, can be found online in the Friends Zone at www.folusa.org. Don't miss this easy opportunity to receive national recognition for promoting your library and Friends Group.

Entry Categories

- ◆ Newsletters (Print & Electronic)
- ◆ Membership: Brochures
- ◆ Membership: Other Materials
- ◆ Planned Giving Brochures
- ◆ Advocacy Materials
- ◆ Websites
- ◆ Program Publicity
- ◆ Fundraisers
- ◆ Special Project Publicity
- ◆ Book Sales
- ◆ Friends Stores



BAKER & TAYLOR
Information and Entertainment Services

New Education Program Helps Kansas Trustees

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. On July 1, 2007, the new Kansas Trustee Education Program (KanTEP) was officially launched by the State Library. The goal of the voluntary Kansas Trustee Education Program (KanTEP) is to enhance library service for all Kansans through knowledgeable public library trustees.

"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 'raining.'"

Kansas Library Trustee Association's 2006 recommendations were used by the State Library in finalizing the program. KanTEP's five core areas address the library director, board operations, budgets and advocacy, policies, and planning for future needs. Participants who get at least one hour of training in each of the five core areas receive a certificate good for three years. Recertification is available. Credits can be earned many ways, including workshops, conferences, self-study and training in local board meetings.

During the spring of 2007, ten pilot libraries tested doing short in-board-meeting training. Directors at participating libraries used KanTEP materials for a 15-20 minute discussion. Directors were emailed a discussion template and trustee handout for each four topics – evaluating the director, effective board meetings, budget making and marketing. Each topic began with a "how would you handle this?" scenario. The director picked one topic and presented it. Director and trustee valuation forms went to the State Library. Feedback was excellent from all libraries participating in the pilot program, which has now been expanded across the state.

KanTEP's Five Core Areas and Their Topics

- ♦ Trustees shall be able to employ and supervise a qualified library director and periodically evaluate the director's competence.
- ♦ Trustees shall have the skills to enable the library board to function effectively through good board organization, good documentation and new trustee orientation.
- ♦ Trustees shall be knowledgeable about the library's annual budget and skilled in marketing and advocating for the library's needs with local government, community leadership and state government.
- ♦ Trustees shall be capable of assessing and adopting policies that will result in the effective operation of the library, in accordance with state and local laws and with full respect for the Library Bill of Rights.
- ♦ Trustees shall facilitate an ongoing process of strategic planning for the library and will determine their community's future needs for library facilities, collections and information access.

Training materials are available online for all to access through WebJunction at <http://ks.webjunction.org/do/DisplayContent?id=18812>. This will take you directly to the materials for the KanTEP program. From this link you can also click on "Friends and Trustees" under "Resources" in the menu on the left to find the 10-minute training materials for use at board meetings. Scroll down on this same link to find "Key Resources" with links to "Training Resource Kit for Pennsylvania Public Library Trustees" as well as a Trustee toolkit created for the 2006 Tennessee Public Library Trustee Workshop, a Training Workshop of the Tennessee State Library and Archives.

WebJunction is a cooperative of library staff sharing and using online resources that enable them to identify and embrace appropriate technologies and apply them to our daily work. WebJunction is supported in part by OCLC, grants from IMLS and The Bill & Melinda Gates Foundation, partners in state library agencies and other library service organizations, and by the library community.

FOLUSA and ALTA to Co-Sponsor Virtual March on Washington

Since 2003 FOLUSA has annual sponsored a Virtual March on Washington in conjunction with National Library Legislative Day. Now in our 6th year FOLUSA welcomes the Association for Library Trustees and Advocates (ALTA) as a co-sponsor.

Wednesday, May 14, 2008, is National Library Legislative Day. On this day, hundreds of librarians (and a handful of Friends and Trustees) will make their way to Washington D.C. to visit with their senators and representatives to discuss library issues. As important as it is for librarians to go to Washington, it is equally important for those who cannot go to make their voices heard - even if "virtually."

Visit www.folusa.org and click on "Advocacy" and then "Virtual March" for a flyer you can print and distribute. You will also find a list of additional ideas for things you can do to promote the Virtual March in your community. There is strength in numbers and libraries need your help.



**6th Annual Virtual
March on Washington
May 12-16, 2008**

Library Foundation of Los Angeles Supports Central Library and 71 Branches

When the first reading rooms opened to the public in 1873, the Los Angeles Public Library had only about 750 books in its collection. Today, there are more than 6 million volumes dispersed throughout the Central Library and 71 branch libraries.

The Library Foundation of Los Angeles was founded in 1992 to secure private support for the Los Angeles Public Library's collections, for selected capital improvements, to expand library services, and to promote greater awareness of the library's valuable resources. The Foundation supports projects which complement, but do not supplant, the city's responsibility for library operations. To date, the foundation has raised more than \$70 million dollars to help support the Central Library and its 71 neighborhood branches.

The 1986 fires that devastated the Central Library galvanized the city. Corporate and community leaders responded immediately, launching a Save the Books campaign to raise funds to replace the more than 400,000 destroyed volumes. The response was tremendous: thousands of people volunteered, millions of dollars were raised, and a legacy was created.

Lodwick M. Cook, then Chairman and CEO of ARCO, was the driving force behind Save the Books. He saw in this outpouring of support a city that was passionate about libraries. Coincidentally, this was all taking place at a time when libraries across the country were struggling with shrinking budgets. Mr. Cook, along with local civic leaders, believed the time had come to follow a tradition established long ago by universities and colleges -- creating public/private partnerships committed to ensuring continued growth and development of valued institutions.

In 1992, the Library Foundation of Los Angeles was established to raise private sector support to benefit the entire Library system -- its 71 branches and, of course, the Central Library. Mr. Cook became the Foundation's first Chairman, and many of his Save the Books col-

leagues joined as founding members of the Board of Directors.

The Library Foundation hosts a number of special events to further its fund raising efforts. These include readings and ticketed dinners that benefit the Los Angeles Public Library.

Los Angeles Public Library Awards Dinner

The annual Awards Dinner is held each spring in the Central Library to raise funds for Library programs and services city-wide. During the dinner, three honorees are recognized. The Los Angeles Public Library Literary Award is awarded to a writer for his or her contribution to literature. The Library Foundation of Los Angeles Light of Learning Award is given in recognition of an individual or organization that has made a significant contribution to reading, libraries, and learning. The Library Foundation of Los Angeles Corporate Philanthropy Award is presented to a corporation whose generosity and philanthropy have benefited the Library Foundation and the Library.

Gregory Peck Reading Series

In 1995, Academy Award-winning actor Gregory Peck created an annual series of literary readings that features some of the most acclaimed actors of our time, who read aloud from their favorite plays, poems, short stories, novels, essays and letters. The readings are a benefit of Library Associates' membership at the Sustainer (\$250) level and higher and take place in the Central Library's Mark Taper Auditorium.

Today, the series continues under the direction of members of the Peck family. Veronique Peck heads the program, with Cecilia Peck-Voll and Anthony Peck serving as co-hosts for the readings. The Gregory Peck Reading Series begins a new season each September and runs through June, taking a hiatus during the summer months.

Major Donor Recognition Event

Each year, the Library Foundation hosts a special event honoring donors who have contributed \$1,000 or more. In 2006, the event featured a program and dinner at the Central Library with Robert Mankoff, who discussed his new book, *The Cartoons of the New Yorker: History Told Through Humor*. Highlights from other Major Donor Events include:

- o Gregory Peck, reading from *To Kill a Mockingbird*.
- o A program honoring the Los Angeles premiere of "Ragtime - The Musical," with a reading by E.L. Doctorow from his book upon which the musical was based, and a program by members of the production's cast and creative team.
- o Michael Blake, the Academy Award-winning author of *Dances with Wolves*, in "Custer Rides Again!," a one-man show based on his book *Marching to Valhalla: A Novel of Custer's Last Days*.
- o Vartan Gregorian, noted author, educator, and world scholar, discussing his autobiography, *The Road to Home: My Life and Times*.
- o Patricia Marshall Gelbart and Alan Bergman performing songs with lyrics Mr. Bergman wrote with his wife, Marilyn Bergman, in "A Celebration of Words and Music," an original production created by Larry Gelbart in collaboration with Mrs. Gelbart and Mr. Bergman.

Stay Home and Read a Book Ball

Each year, the Library Foundation launches one of its most popular fund-raising campaigns, the Stay Home and Read a Book Ball. Instead of asking everyone to get dressed up and go to a fancy event, the Foundation invites them to stay home, curl up some place comfortable, and read their favorite book.

This annual non-event provides funding for Library cultural and educational outreach programs. Learn more about the Library Foundation at www.lfla.org.

FRIENDS ON CAMPUS:

Academic Libraries and Their Friends

Friends of the University of Illinois Library at Urbana-Champaign

The Friends featured "Save an 'Endangered Species' with a Gift to the Library Friends" in their recent newsletter which included a list of materials in need of preservation or restoration to ensure their longevity and availability. Each listing included a description of the book or other material(s) as well as information noting its historical significance and the amount required to save the endangered items. These listings are in addition to the regular "Library is looking for..." list that appears in each issue of the newsletter.

Friends are also invited to sponsor an exhibit case in the "Bronze Tablet Hallway." Every year since 1925, the University has recognized its top scholars through Bronze Tablets that hang in the north-south corridor of the Main Library. A source of great pride, the tablets display the names of students who have graduated with university honors. Alumni who visit campus often make a special trip to the library to see their names and share college memories with family and friends.

The Library Exhibit Committee plans to install several new exhibit cases in this hallway, which serves as a convenient access point for library resources as well as a popular shortcut. These wooden cases, handmade using a custom design, will elegantly showcase various aspects of the library's collections in highly a visible location. The cabinets will be handcrafted in cherry, equipped with storage drawers, and sealed to protect the contents from dust and moisture. A gift of \$5,500 per case will cover the cost of construction and provide a small fund to assist in upkeep. Each gift for a case will acknowledge the donor and/or honoree with a plaque mounted either on the case or in another secure location.

Friends of the Duke University Libraries

Ghost stories read by Reynolds Price, a discussion of human attempts to mimic nature's designs, a celebration of the publication of a book based on unique materials found in the Special Collections Library... these are examples of Friends programs that attract diverse audiences to the library. In alternate years, the Friends of the Library and the Gothic Bookshop co-sponsor an essay contest and a book collectors contest, which are open to undergraduates and graduate students.

The Lionel Stevenson Essay Contest honors the memory of a member of the English faculty. The contest rewards the writer of the best essay of no more than 2000 words with a \$500 Gothic Bookshop gift certificate. The essay theme is set each time the contest is offered. "My Love Affair With a Book" and "A Book for the Centuries" are two recent themes.

The Jeremy North Book Collectors Contest, named for the first manager of the Gothic Bookshop, recognizes the efforts of student book collectors with a \$500 prize in the form of a gift certificate to the Gothic in both an undergraduate and a graduate category.

In 2004 the Friends established an award of up to \$750 to support undergraduate summer research. The award is administered through the summer research fellowship program of Trinity College's Undergraduate Research Support Office. The Friends of the Duke University Libraries Award is given annually to a Duke undergraduate student to support summer work on an approved project in a library, archive, or museum with a collection relevant to the research. A student receiving the Friends Award might also receive funding from other university sources up to a total of \$2500, which is the maximum award offered through Trinity College programs.

Library Associates of the University of Louisville Libraries

The Library Associates Board of the University of Louisville Libraries has become a very active group during the last two years thanks to a recent reorganization by the Libraries' Director of Development, Traci Simonsen. The Board includes 15 members from the University and the community who have a special interest in supporting the University Libraries.

Several new ideas for fundraising have been put into action during the past year. The opening of an online gift shop for gift boxes, chocolates, and copies of photographs from our photographic archives collection which houses 1.5 million photographs and hundreds of separate collections including local history photographs and fine prints. Phone-a-thons held by student volunteers soliciting donations from alumni who typically do not donate to the university. The phone-a-thons have been quite successful and unique because they utilize students for fundraising on behalf of the Libraries.

Another most successful fundraising event was held in May at the home of Dick Wilson, Chair of the Library Associates Board. The event was entitled "An Evening with Coach Steve Kragthorpe, University of Louisville's New Head Football Coach." He discussed the link between athletics and academics and his plans for the Cardinals football team. This special fund raising event generated money for the purchase of new books for the collections.

Share Your Story!

Tell us about your great idea, unique program, or successful fundraiser. Materials can be submitted via email to friends@folusa.org or by mail to the address on page 2.

Fundraising

⇒ Sylva, NC

Some industrious young people made the night of September 20th a significant occasion by participating in the 2007 Books for Bricks Challenge. These young people read over 1,000 books to raise more than \$2,000 for the new library building fund. Their diligence pushed the fund over the first benchmark of \$100,000. On October 20th the children were invited to the County Commissioner's meeting where they each received a certificate of appreciation from the board chairman.

Outreach

⇒ Maryland

The Citizens for Maryland's Libraries (state Friends group of Maryland) and the Maryland Library Association sponsored a booth at the Baltimore Book Festival in September. Thousands of people stopped by to report how much they loved their library. "Quench your thirst" bottles of water were very popular too, as the festival goers enjoyed hot and sunny days. The bottles featured labels that read "Quench your thirst for knowledge at the library."

⇒ Tulsa, OK

From helping support book reviews to planning music programs, the Friends of Tulsa City-County Libraries hold the love of reading close to their hearts. The Friends offer the program "Ambassadors," which bring book reviews and special interest topics to seniors who cannot visit the library. The Ambassadors visit local assisted living and retirement centers, church groups, and retiree clubs. The Ambassadors project was created seven years ago and grew out of the Friends Outreach Committee. "The mission of the group is to promote the goals of the library through diverse activities and programs," said Gretchen Hannefield, Friends Liaison and Volunteer Coordinator. "It is important to remain mentally stimulated and discuss good books with others." However the Ambassadors offer more than book reviews. Sometimes they dress in fun costumes that relate to the topic and offer music, history, poetry or photo pre-

sentations. Some Ambassadors have taught art, created poetry, or entertained with music. The program needs a variety of volunteers from different backgrounds to remain successful. Ambassador program visits are free and coordinated by Hannefield through a program booklet that is produced and distributed to centers and clubs in the area.

Volunteers

⇒ Harrison, AR

The Friends of the Library, Boone County, Arkansas, Inc. recently became a work station of the Retired Senior Volunteer Program (R.S.V.P.) of Boone and Marion Counties. R.S.V.P., a nationwide program instituted in 1969 by an amendment to the Older Americans Act, works with nonprofit organizations and agencies - both secular and faith-based - to promote service opportunities for older Americans. It matches the personal interests and skills of older Americans with opportunities to better their communities. By becoming a work station, the Friends help strengthen their local R.S.V.P. organization, which in turns helps strengthen the Friends. Both organizations can tap into the talents, skills, and experience of each other's volunteers. All FOL volunteers over the age of 55 who are or become R.S.V.P. members can pool their FOL hours of service with those of the larger R.S.V.P. organization that they may be recognized at state and national levels. Editor's Note: for more information about the R.S.V.P. program visit <http://www.seniorcorps.org/about/programs/rsvp.asp>.

Programs

⇒ Belcamp, MD

The Harford County Public Library's winter reading program theme is eye-catching and fun! The article starts, "Don't let winter weather fence you in; Let Your Imagination Run Wild... Read." The winter reading program for adults and high school teens runs from January through March. Participants are invited to special library programs, read books toward their goal, and are rewarded once

they complete the program. To complete the program, adults read or listen to five or more books. High school teens must read at least three books, which can be either titles of their choosing or required reading for school. Winter reading participants receive a registration and completion gift, while supplies last. New this year, high school students can win a trophy. The high school with the largest percentage of students who complete the program will be awarded a trophy, sponsored by the Harford County Council of PTA's, Inc. The winter reading program is supported by the Friends of the Harford County Public Library and the Harford County Public Library Foundation.

⇒ Fort Collins, CO

On Saturday, December 8, from 10 a.m. to 2 p.m., the Fort Collins Regional Library District and the Friends of the Library hosted over 20 Colorado authors and illustrators to sell, autograph, and talk about their books. Some of the participants included Claudia Mills, Phyllis Perry, Mark Ludy, Marianne Mitchell, and Caroline Stutson. The event was extended from 2:30 to 4:00 p.m. for teachers and school media specialists only.

⇒ Mishawaka, IN

For Children's Book Week, all three locations of the Mishawaka-Penn-Harris Public Library celebrated with a Book Swap. Children, preschool through sixth grade, were invited to drop off up to four new or gently used books to exchange for others. Books were accepted at the Children's Services desk between November 5 and 12. Tickets were issued for each book dropped off. Tickets were then redeemable at any of the three Book Swaps (one held at each location) during Children's Book Week.



Miscellaneous

Blairsville, GA

The Friends of the Union County Library sponsor a "Book Exchange" during their annual membership luncheon each December. The Book Exchange is a big hit every year. Attendees bring a new or gently used, but dearly loved book. In the past books have been wrapped, but this year unwrapped books were placed on a table for perusing. Early arrivals were given a number entitling them to first choice of the books.

Hutchinson, KS

The Friends of the Hutchinson Public Library have been funding a new good behavior incentive project for kids called, "You've Been Ticketed" since July. Each time a staff member notices a young patron using the library appropriately, they may give the young patron a red ticket slip to fill out with their name and contact information. Those who get ticketed are eligible to win \$10 coupons for various restaurants, IMAX shows, movie tickets, and other fun prizes. At the end of each month, 10 ticket stubs are drawn from those collected, and parents are called to give them the good news of their child's behavior. The idea came from Longmont (KS) Public Library's "Radically Good Behavior Raffle." It has so far been a positive step in the right direction for the Hutchinson Public Library.

Franklin, WI

The Franklin Public Library calls upon patrons to help fill their display cases. The library "loans out" display cases for one month for patrons to display their collections. Past displays have included sports memorabilia, hobby displays, and a Beatrix Potter collection. The Adult Services librarian acts as a coordinator of the program.

Manchester, NJ

In November, the Friends of the Manchester Library hosted members from the 21 branches of the Friends of the Library at an information exchange. Ideas as well as good and bad results of functions were exchanged during the lively and informative meeting. Breakfast and lunch were served during the meeting which ran from 9:00 a.m. to 12:30 p.m.

Kirkwood, MO

Santa needed help with his correspondence this year, so members of the Friends of the Kirkwood Public Library came to the rescue. The Friends were happy to send a "Letter from Santa" to all children - no matter how young or old! A form was required for each letter along with a check in the amount of \$5 payable to the Friends. The form included space for the child's name, age, gender, address, special accomplishment, one thing the child needs to work on (for example, saying 'please' and 'thank you'), the person from whom Santa will get updates (mom,

dad, grandparents, teacher, etc.), and names of siblings, family members, pets, or others who live with the child. A space for the name, address, and phone number of the person requesting the letter was also on the form. Volunteers from the Friends personalized letters from the jolly old elf himself.

Membership

Bangor, PA

The Friends of the Bangor Public Library have started a Junior Friends group. Open to all Bangor library patrons, ages five to twelve, parents included. Monthly meetings will include a literature-related creative activity as well as discussion and preparation for such library projects as author, community, fundraising, and family event. Membership dues are \$1.00 per year. Junior Friends of the Library will focus on supporting and promoting library services in addition to supporting literature and related activities. Junior Friends will empower children to contribute to the library and the community and encourage family involvement."

Share Your Story!

Tell us about your great idea, unique program, or successful fundraiser. Materials can be submitted via email to friends@folusa.org or by mail to the address on page 2.

Get *your* name in ^a book!



When you contribute \$25 or more to Arlington Public Library, your name, or the name of the person you choose to honor will be printed on a bookplate and placed in a new book that will circulate throughout the library system.

The Friends of the Arlington (VA) Public Library have a catchy slogan for their "Buy-A-Book" program. "Get your name in a book!" invites patrons to donate in multiples of \$25 to sponsor a new book for the library. Bookplates are added to each book based on the wishes of the donor. A convenient donation envelope (pictured above and right) allows quick and easy check-off boxes for donors, who can choose to donate to a branch or to the central library.

YES! I want to help Arlington Public Library buy more books for my branch library or for Central Library. Here is my contribution. I understand that bookplates that include my name will be placed in new books.

Gift Levels	
Buy	
One book	\$ 25
Two books	\$ 50
Three books	\$ 75
Four books	\$ 100
A shelf of books	\$ 500

Yes! Please put *my* name in ^a book!

Please Print Name _____
 Title _____ Age _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____
 E-mail _____
 I enclose a gift of \$ _____
 to purchase one book, your gift, or children's books for _____
 my gift(s) _____
 to: Central Library _____
 or: Branch(es) _____

This gift is made in my name anonymously
 for anniversary of _____
 in memory of _____
 in honor of _____
 for birthday of _____

Please include recipient's gift amount, will not be disclosed
 Name _____
 Address _____
 City _____ State _____ Zip _____

Please print your donation to the Friends of the Arlington
 National Credit Card, your company's card, or
 enclose your check or money order, made payable to
 Friends of the Arlington Public Library

People Can Make a Difference

by Betty Cash, President, Friends of the Boca Raton (FL) Public Library

A booming real estate market... rising construction costs... an active hurricane season... state mandated budget cuts for Florida cities... all these issues resulted in a "perfect storm" for the city of Boca Raton. Caught in the crossfire was the voter approved new downtown library!

Four year ago, it became obvious that the existing library located in downtown Boca Raton was outdated and inadequate with only 23,700 square feet. Also, the population had increased in the western part of the city and a branch library was needed to service the citizens living in that area. In March 2003, a referendum was overwhelmingly passed by the citizens of Boca Raton for two new libraries.

Construction on the western branch library began first, but was plagued with contractor disputes, delays from hurricane related work stoppages and material stoppages, and rising construction costs, putting it approximately two years behind schedule. Meanwhile, through a complicated land swap, the city was able to obtain a site for the new downtown library. It looked as if the pieces for the library were finally in place.

In August 2007 as the city prepared its capital budget, it became evident that the 52,000 square foot downtown library, approved by voters, would cost \$12.5 million more than what the voters approved in the referendum. This increase resulted primarily due to the rising cost of construction. It was clear that in the current political climate it was not possible to go back to the voters. The City Council considered several options, hoping to act with fiscal responsibility, yet still meet their promise to voters. One option was to renovate the existing building, adding 7,000 square feet. This would have resulted in the closure of the library during the construction period.

The Friends of the Boca Raton Public Library felt strongly that we needed to have the downtown library built on the newly acquired land. This would allow the existing downtown library to stay open

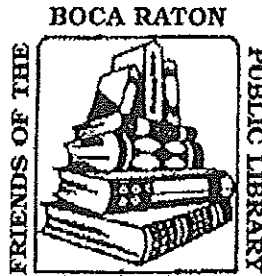
during construction thus maintaining continuous library services to the area. Based on

the costs, we knew that the 52,000 square foot library was no longer a possibility, but hoped for a compromise that would meet the needs of Boca Raton. We needed to galvanize our efforts so our voice could be heard by the City Council and inform the public.

The Friends met to discuss the issue and decided on a strategy. We sent an email to our list of patron; over 1,500 people. We urged them to contact their City Council members. We spoke with our friends and neighbors, explaining the situation. We attended City Council meetings to voice our concerns and offered other cost savings measures that could be taken. We made sure we were available to the press and provided information about the original referendum and the existing city library.

The citizens of Boca Raton responded with clear conviction! They sent emails and letters to Council members. Parents of elementary-aged children were strong supporters of keeping the downtown library open. Children ride their bikes to the library and they did not want to see the library closed during construction. Deputy Mayor Susan Whelchel stated, "The general ground swell of support was important to remind us of our commitment to meet the referendum promises. It also brought to my attention and educated me as to how many people do use and need the downtown library... particularly local schools whose students are within walking distance of the library." Further she stated, "There is no question that the grass roots efforts in support of a new downtown library made an impact on my thoughts."

The Boca Raton Library Advisory Board credited the Friends of the Library for their active campaign to support the



downtown library. Kathleen Murdoch, Chairperson, stated that the Friends' "diligence and tireless efforts to generate support from the citizenry were crucial factors in the outcome of the Council's decision."

All the efforts paid off, the City Council unanimously agreed to keep the downtown library open and to construct a new 30,000 square foot library on the nearby land which had been purchased for that purpose. Additionally, there will be room to expand the new library if the need arises in the future. The efforts put forth by the Friends of the Library and the citizens of Boca Raton were rewarded with a favorable solution for all parties. Without the voices of ordinary citizens speaking out, we may not have achieved this outcome. People can make a difference!

Just for Fun: Oh Dewey!

December 10 was the anniversary of the birth of Melvin Dewey, creator of the Dewey Decimal System. To celebrate the birthday of Melvin Dewey - known as the "father of public libraries" - the Friends of the Tulsa City-County Libraries hosted a one-woman show about one almost-librarian's quirky adventures with the Dewey Decimal System.

What happens when the library's computer catalog system breaks down? For "almost-librarian" Laura Raphael it means chaos... and a promise to herself to learn the Dewey Decimal System backward and forward, without the computer's help. Attendees were led through Raphael's passionated, winding, and idiosyncratic journey through the maddening yet ultimately brilliant Dewey Decimal System. (Jokes and bibliographies were included.)

"Do You Know Your Dewey Number?" Before and after the program Tulsa City-County Library librarians cataloged attendees according to their interested and provided their very own personalized Dewey Decimal number.

Kirkwood Friends' Book Purses Featured on NPR Interview

Reprinted from the November 2007 issue of *Chapter & Verse*, the newsletter of the Friends of the Kirkwood (MO) Public Library

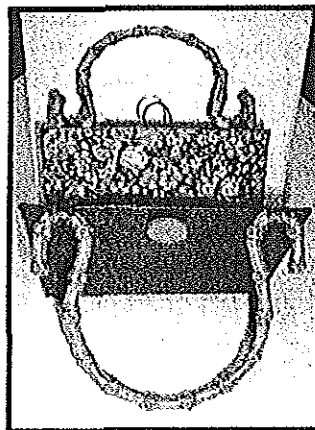
In early October, Virginia (Ginny) Kramer (Editor of *Chapter & Verse*) and her husband Kay were exhibiting at an annual fine press book fair in New Castle, Delaware, known as the Oak Knoll Fest. Virginia was approached by Allan Stypeck, co-host of an NPR program called, "The Book Guys." He explained that he and Mike Cuthbert were attending the Fest to do interviews for their NPR program. They hoped to do enough interviews to tape two broadcasts.

Virginia indicated that it would be nice for her to be included, but they should interview her husband because he, of course, was more knowledgeable about his letterpress printing. That's when Allan told her, "No, the reason we want an interview is to learn more about those book purses we've heard so much about."

Well, you see, Ginny and Kay take the

Friends' book purses with them whenever they exhibit at a book fair. Word had spread to The Book Guys because of the Kramers' previous exhibits at this annual event. The two hosts were charmed by the idea of someone taking books that no one wanted and turning them into something both useful and beautiful, while raising money for the library at the same time.

If you would like to hear the interview (of both Ginny and Kay, actually) you can find it online at www.bookguys.com. On the main page, scroll down to "Archives (Past broadcasts)" and click. On the second page, look for broadcast "0741- 10-11-07-The first of two shows of interviews with outstanding fine book printers and makers from around the world..." You can click on that link to listen to the broadcast or you can even download it to your MP3 player. The



broadcast is an hour long. Ginny and Kay's interview is about 30 minutes into the program and lasts about 10 minutes.

Another nice touch is that The Book Guys provide links to websites of the folks they interview. So, you'll find a link to the Friends web page that advertises Greentree Books Shop and displays the book purses. It's shame that radio is not a visual medium. Ginny could have shown about a dozen purses she had with her at the fair. Instead, she could only describe them.

As a result of the broadcast, one purse was purchased by a lady in Omaha, Nebraska. With luck, this national exposure will result in the sale of additional

book purses, to help keep the purse ladies busily making more.

.....
The Friends of the Kirkwood Public Library have been creating and selling "book purses" made from old books. See more pictures online at www.kpl.lib.mo.us.

Friends of the Franklin (WI) Public Library Host Divas and Divine II Fundraiser

Divas and Divine Desserts II, an elegant evening of music and delectable goodies, was held on Saturday, November 17 by the Friends of the Franklin Public Library in Franklin, WI.

The divas performed Broadway musicals under the coordination of Monica Simons, who recently made her concert debut at Carroll College's Shattuck Auditorium and has also been a National Anthem singer for the Milwaukee Bucks and the Milwaukee Wave. A past member of the Milwaukee Symphony Chorus, Monica made her second appearance at Divas and Divine Desserts.

Divas included Maria Myles; Shamayne O'Keefe, whose past roles include the Queen in the play "Cinderella" and Dorothy in "The Wizard of Oz" and at the Acting Irish International Festival; Brittany Schiltz and Kayla Doucette, both students at Forest Park Middle School. Kayla also performs with the Milwaukee Youth Symphony Orchestra. Pianist Galina Gerakosov accompanied them. Breaking from the diva billing, Franklin Mayor Tom Taylor, who has sung professionally, also entertained.

Throughout the evening the audience was treated to wonderful desserts prepared by Culinary Artist Sharon Holden. Her specialty is truffles, but several other tasty morsels also made their appearance on platters throughout the night. Volunteers were called up on from the Friends to help prepare the divine desserts during the week prior to the event. Holden promised to teach volunteers "tricks of

the trade" in exchange for their help. Additional volunteers helped set up, serve, and clear before, during, and after the event.

Tickets were \$12 by advance purchase or \$15 the evening of the event. The event was presented in partnership with the Franklin Cultural Center, which sold tickets online throughout their website via credit card. The Franklin Cultural Center is an organization dedicated to promoting the local arts and is working to build a performing arts center.

To help publicize the event the Friends called upon members to help distribute flyers to homes in their communities. A volunteer coordinated the effort which allowed those interested to request flyers to be dropped off at their homes for distribution in their neighborhood. The coordinator made sure only one person distributed flyers in each neighborhood to prevent duplication.

Five Groups Win \$250 for National Friends of Libraries Week Celebrations

National Friends of Libraries Week has caught on fast and FOLUSA is truly excited about all the wonderful celebrations that occurred this past October. With the support of the Lana and Michael Porter Foundation, five Friends Groups have been awarded \$250 each in honor of their celebrations. Their stories follow here, but don't forget to look for additional information and graphics available on the FOLUSA website. As no entries were received for the School Media Center or Academic Friends categories, three winners were selected in the "Public Library Friends Group without Staff" category. Congratulations to all!

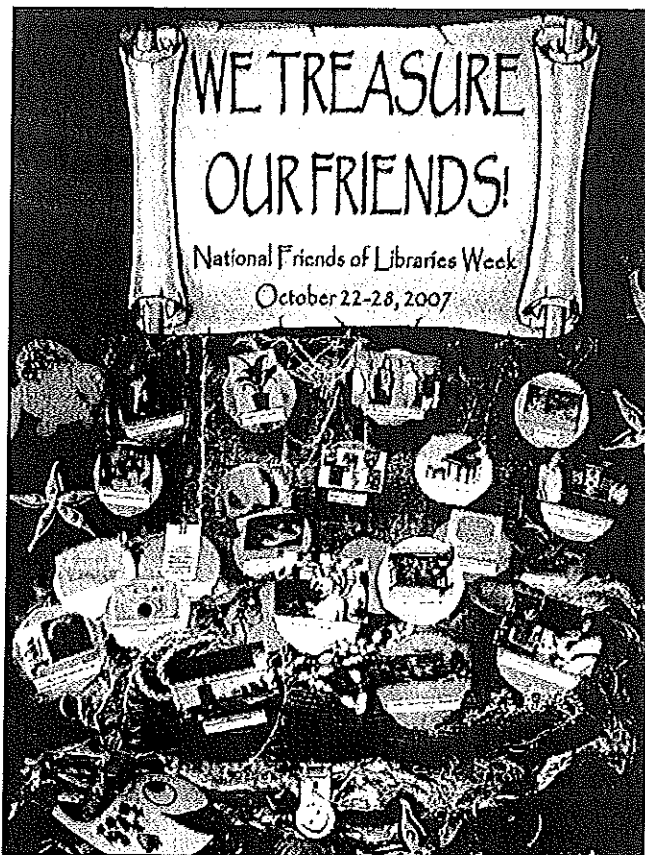
Public Library Friends Group with Staff:
Hunterdon County (NJ) Library

The Hunterdon County (NJ) Library celebrated National Friends of Libraries Week with a colorful display entitled "We Treasure Our Friends," featuring a treasure

chest of "gold" medallions showing many of the items and services the Friends have given to the library system. Friends of Hunterdon County Library Liaison to the library staff Karen Kilpatrick collaborated with PR Chairperson and staff artist Jim Thatch to create the display.

The display featured a treasure chest, which once opened, afforded an "eye-popping experience of some of the items and services the Friends have donated recently..." Photographs of the display were sent with a press release to local newspapers and library director Mark Titus wrote a letter to the editor ("Group is a Powerhouse") which was printed in the primary local paper. Titus stated in the press release, "They are great community partners and prove it every year, all year round - from the outstanding Book Sale event to all the wonderful contributions and services to our library which help us enhance our offerings."

The display was on view for the public during National Friends of Libraries Week and the library invited all Friends members to stop by and see the display honoring their work. The display is now housed at the North County Branch in Clinton, NJ for all to see.



"We Treasure Our Friends" was the theme of the Hunterdon County (NJ) Library's celebration of their Friends. Staff created a treasure chest with gold medallions illustrating the various ways the Friends support the library.

Public Library Friends Group without Staff:
Friends of the Fountain Valley (CA) Public Library

The Friends of the Fountain Valley (CA) Public Library worked with Adult Services of the Orange County Public Library to coordinate a workshop for the many different Friends groups who support the county's libraries. The workshop offered a chance for these groups to get to know each other and to share their ideas and experiences. Held at a local restaurant, the program featured a guest speaker followed by a Q&A session which covered everything from attracting new members to tax and financial issues. It was at this point during the program that many of the library staff in attendance got the chance to publicly express their gratitude towards their Friends.

After the Q&A attendees visited display tables set up by the various Friends groups before enjoying lunch. In addition to helping to coordinate this event, the Friends held a visit by a local author in celebration of National Friends of Libraries Week. The staff of the library also set up a special display honoring the Friends. The display included Friends' scrapbooks from as far back as 15 years, which not only illustrated the Friends commitment to the library, but served as a "walk back in time" for the community. The display proved to be so popular with patrons that it has yet to be replaced.

The group also used the bookmarks with quotes from FOLUSA's website to create bookmarks. They even added ribbons to the end and a sticker on the back that read "Thanks for your support! Friends of the FV Library - 2007."

Friends of the Marion Mohr Memorial Public Library, Johnston, RI

Utilizing the quotes provided by FOLUSA as a framework, the Friends of the Marion Mohr Memorial Public Library in Johnston, RI, created visual representations to invoke a strong sense of connection to the past, present, and future of libraries in our society. The quilted pattern of their display board was



The Friends of the Marion Mohr Memorial Library used quotes provided by FOLUSA to create a "quilt" display board and special designed bookmarks which they laminated and distributed.

chosen to illustrate the passing on of knowledge, traditions, and stories which libraries have long represented throughout history. Each quote was represented as an individual square which is bordered with artwork that captures the unique spirit of the individual's insight into the role public libraries have played in shaping our world.

The creative display allowed the Friends to capture the attention of library patrons in order to share the mission of the Friends: to assist in the growth, development, and promotion of the library's services, facilities, and programs. Recent fundraising efforts were highlighted including their newly designed Friends merchandise (mugs and bags). Information was provided to elicit new members and laminated bookmarks were distributed featuring the quotes with borders complementing the display board. The display board was a big hit

with members, patrons, and library staff, and will be used for future Friends' outreach activities involving school, the senior center, and town related activities.

Library Friends of Conroe (TX)

The Library Friends of Conroe (TX) began their celebration by coordinating a proclamation signed by a Montgomery County Judge on October 8. "Make Friends with a Good Book" was the theme of an open house held on October 25 during which the Friends donated books to the library on behalf of Boy Scout Troop 292 for their help with book sales, several library staff members for their outstanding support of the Friends, and charter Friends member Jeanette DeFee, among others. A picture of DeFee and Friends President Vicki Christopher was published in the local newspaper.

A table was set up in the library during National Friends of Libraries Week with large thank you cards from the public, bookmarks, and brochures about the

Friends. In addition, copies of *Quiet Strength* by Tony Dungy were given to the county commissioners, county judge, and mayor, thanking them for supporting the library system. These books featured a bookplate, "In recognition of National Friends of Libraries Week, please accept this book as a token of appreciation for all that you do to improve our city. The quiet strength that Coach Dungy refers to in his book is reflected in your character that makes us proud to call Montgomery County our home."

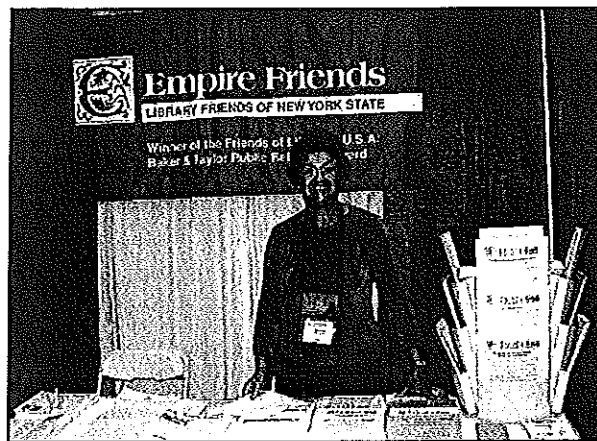
Incoming Empire Friends president Betsy Sywetz staffs the Empire Friends booth at the New York Library Association conference in October.

State Friends Empire Friends (NY)

Wow, talk about being busy! The Empire Friends (NY) caught the National Friends of Libraries Week bug early and it paid off. In their Spring 2007 newsletter, Empire Friends President Susan Swanton announced plans to support the national efforts and promote National Friends of Libraries Week in New York (previously they had coordinated a state week recognizing Friends, generally during the week following National Library Week).

In May, the New York Library Association (NYLA) Legislative Committee approved NYLA support for this effort and began coordinating a statewide proclamation, which was approved on June 12 by both the New York State Senate and Assembly. In August the Empire Friends and NYLA issued a joint press release, and the Friends continued their publicity with a follow-up article in their September newsletter.

Continued promotion was featured at the Friends' booth at the NYLA conference in October. The result? Groups across the state were energized by the efforts and coordinated a wide variety of activities in their local towns and cities. Much publicity was generated in various newspapers celebrating Friends and recognizing their outstanding support of libraries. The Empire Friends plan to continue working with NYLA to ensure this becomes an annual event in the state and at county, city, and town levels to honor Friends for all the good work they do for the libraries they love and cherish.



2008 FOLUSA/Nordstrom Books for Babies Grants

Twenty \$500 Grants to be Awarded Nationwide to Support Books for Babies

In honor of the publication of Nordstrom's first book, *Once Upon a Holiday the Moon Fell Out of the Sky*, the company is donating \$10,000 to support FOLUSA's Books for Babies program. Stickers on the books informed shoppers about Nordstrom's support.

In addition to the national exposure for both FOLUSA and our Books for Babies program, we have created Babies Love Books, a new website (www.babieslovebooks.org) that provides parents and caregivers with information on the importance of reading to their babies, tips on how to read to their babies, recommended, age appropriate titles for babies beginning with birth for each developmental stage through kindergarten, and links to other resources for new parents.

In addition, FOLUSA will award 20 matching grants during the course of one year of \$500 each to Friends of Library groups, librarians, women's clubs and other official entities with an interest in early childhood literacy to purchase Books for Babies kits to distribute in their communities.

FOLUSA will award 20 grants for \$500 to match \$1,000 raised by selected Friends groups, women's groups, libraries, and other non-profit organizations for purchasing Books for Babies kits from FOLUSA.

NORDSTROM

The grants will be awarded in two cycles beginning in April. Grant recipients do not need to be members of FOLUSA.

To win a \$500 grant the organization must demonstrate that it has the matching \$1,000, which must be paid by check or money order when the kit order is placed. Awards will be made to organizations who have previously purchased Books for Babies kits and to those who are starting a new Books for Babies program for the first time. Grant recipients must agree to send FOLUSA samples of local publicity. This can include, but is not limited to, library or organization newsletters, articles in the local newspaper, website coverage, as well as television and/or radio interview.

Ideas for initiating a Books for Babies program can be found online at www.folusa.org. Included are tips for working with partner organizations in

your community as well as success stories from other groups. Grant applications will be considered based on the following criteria:

- ◆ Effective kit distribution plan.
- ◆ Effective use of the kits to connect new parents with their local library.
- ◆ Involvement of the local library.
- ◆ Effective plan for publicity for their Books for Babies program.

Applications can be found online at www.folusa.org/outreach/books-for-babies.html or on the Babies Love Books website at www.babieslovebooks.org. For those without Internet access, please contact the FOLUSA office (see page 2) and we will mail or fax an application.

Applications for the first grant cycle are due by April 1. Recipients will be notified by April 15 and kits must be ordered by June 1. Applications for the second grant cycle are due by October 1. Recipients will be notified by October 15 and kits must be ordered by December 1. Applicants not awarded grants in the first cycle may amend their applications and be reconsidered for the second grant cycle.

Questions about grants or the Books for Babies program should be directed to booksforbabies@folusa.org or by calling the FOLUSA office (see page 2).

Authors, Chocolate & Champagne at PLA

Wednesday, March 26 ♦ 8:30-10:30 p.m. ♦ Hilton Minneapolis, Salon C

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FOLUSA presents an evening of authors reading from their works while you enjoy chocolate dessert and champagne. A book signing will follow with some books being given away free and others sold at a generous discount. Tickets are \$20 in advance online at www.folusa.org, at booth 1641, or at the door. Early purchase is recommended. Please visit www.folusa.org for the most up-to-date information about authors. Current line-up includes John Coy, Ceridwen Dovey, Leif Enger, Chuck Logan, Gary Moore, John Sandford, and Kao Kalia Yang.



NOTABLE QUOTABLES

From *Notes from Friends*, newsletter of the **Friends of the Staunton (VA) Public Library**:

"Knowing I lov'd my books, he furnish'd me from mine own library with volumes that I prize above my dukedom."

Williams Shakespeare
The Tempest, Act 1, Scene 2

"A book is a version of the world. If you do not like it, ignore it; offer your own version in return."

Salman Rushdie

"Thank you for sending me a copy of your book. I'll waste no time reading it."

Moses Hadas (1900-1966)

From *Just Between Friends*, newsletter of the **Friends of the Clinton (IA) Public Library**:

"The richest person in the world - in fact all the riches in the world - couldn't provide you with anything like the endless loot available at your local library."

Malcolm Forbes

From the newsletter of **The Friends of the Cadillac-Wexford Public Library (MI)**:

"It took people 10 years to figure out that while stuck in a morning commute, they could be listening to a book."

Publishers Weekly, Paul Hilts

"The illiterate of the 21st century will not be those who can't read and write, but those who cannot learn, unlearn, and relearn."

Alvin Toffler

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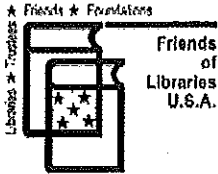
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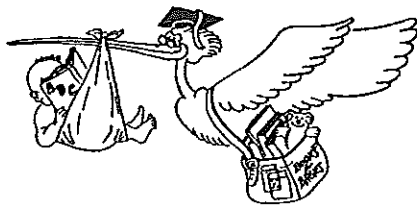
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