



**Library Board of Trustees**

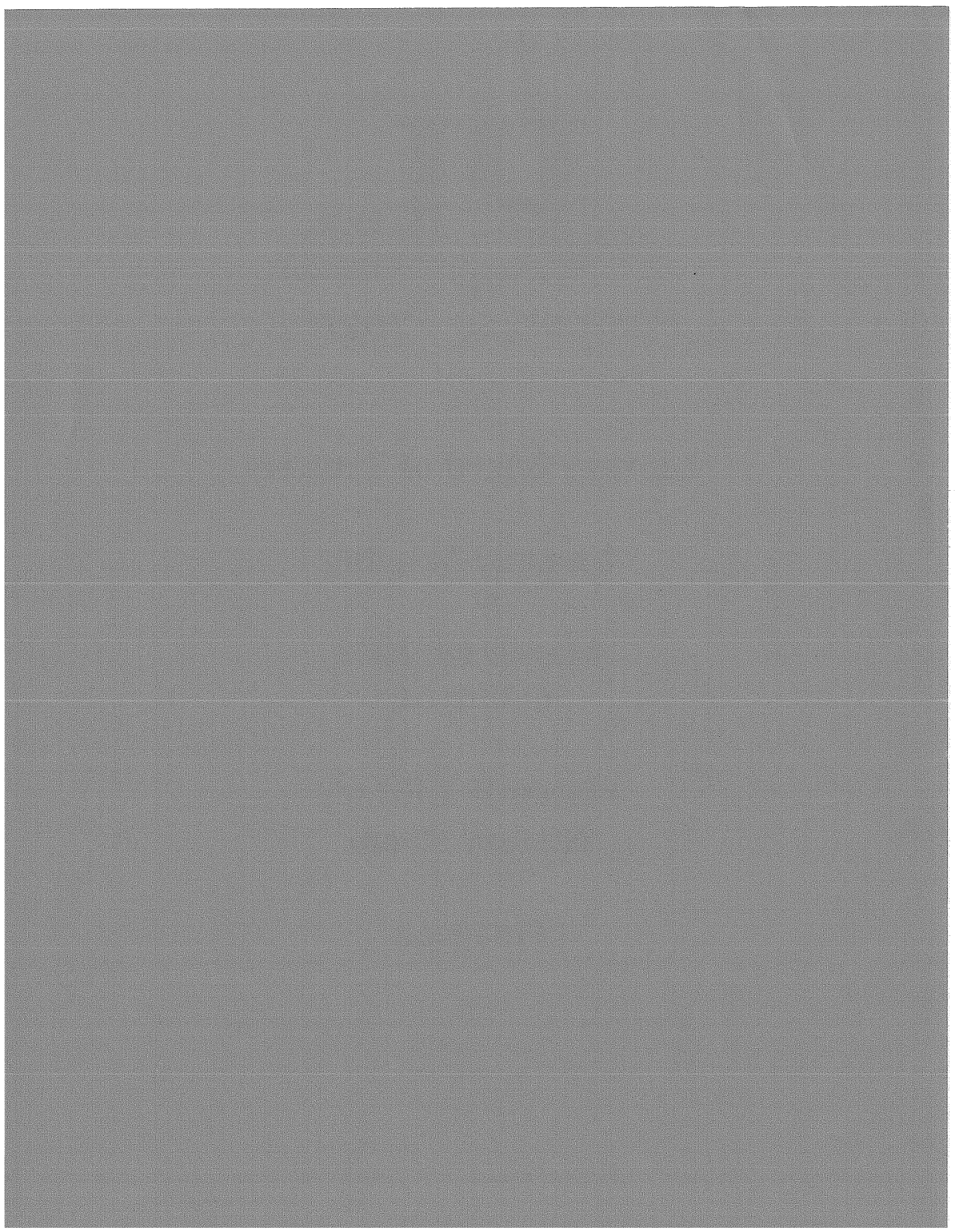
**Unusual Meeting**

**March 18, 2008**

**6:30 P.M.**

**Placentia Library  
History Room**

**Goodson**



2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Oral Communications

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.*

*Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).*

4. Budget Preview 2008-2009

Presentation: Library Director

5. Board Trustee Policy

Presentation: Board President

6. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.*

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

*J. Tomo  
4:09 PM*

*all items must be included in board packet (write up) draft*

*next May 12  
Apr 14 @ 3:30  
[Signature]*

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A  
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**ADJOURNMENT**

5. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 21, 2008 at 6:30P.M.

6. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

## AGENDA

### SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, April 1, 2008  
4:00 P.M.

Placentia Library History Room

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

- Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
- Provide literacy outreach and services to the community.
- Provide a special collection to document and preserve Placentia's History and Authors.
- Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- Promote the Library's vision through consistent messages to the public.

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

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

1. Roll Call

Recorder

@ 4:05 pm  
J.T. absent

J.



7. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the Tuesday, April 1, 2008 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, March 28, 2008.

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**Paid Family Leave**1. **Q.** What is Paid Family Leave?

**A.** Paid Family Leave is unemployment compensation disability insurance paid to workers who suffer a wage loss when they take time off work to care for a seriously ill family member or bond with a new minor child.

2. **Q.** How long may a worker receive Paid Family Leave insurance benefits?

**A.** Workers may receive up to six (6) weeks of benefits that may be paid over a 12-month period.

3. **Q.** What is the relationship of Paid Family Leave Insurance to State Disability Insurance?

**A.** Paid Family Leave Insurance is a component of the State Disability Insurance (SDI) program. The Disability Insurance benefit portion compensates workers who suffer a wage loss when they can't work because of their own illness or injury. The Paid Family Leave benefit compensates workers who suffer a wage loss due to the need to provide care for a seriously ill family member or to bond with a new minor child.

4. **Q.** Are payroll deductions mandatory?

**A.** Yes, beginning January 1, 2004, employers are required to deduct the Paid Family Leave contributions from the wages of employees' who contribute to the SDI program.

5. **Q.** Who pays?

**A.** The Paid Family Leave insurance program is fully funded by employees' who contribute to the SDI program.

More FAQs on Paid Family Leave for Employees and Employers.





[Please click here to return to the previous page.](#)

## Employment Development Department

# Paid Family Leave Insurance

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## Frequently Asked Questions

### PAID FAMILY LEAVE INSURANCE: EMPLOYEES

[Eligibility](#)

[Cost](#)

[Relation of the Paid Family Leave Insurance Program to the Family Medical Leave Act \(FMLA\) and the California Family Rights Act \(CFRA\)](#)

[Benefits](#)

[Voluntary Plans](#)

[Claim Forms](#)

### ELIGIBILITY

#### 1. Who does Paid Family Leave cover?

Employees covered by State Disability Insurance (SDI) are also covered by Paid Family Leave insurance. If a Voluntary Plan Insurer provides your company's disability insurance coverage, then it must also provide Paid Family Leave insurance coverage.

#### 2. Are self-employed individuals covered by Paid Family Leave?

Yes, but only if they participate in the [SDI Elective Coverage Program](#).

#### 3. I work for a government entity. Am I covered?

Some government workers, including school employees, may be eligible for Paid Family Leave insurance benefits if they contribute into the SDI program. Also, if you have wages from a private employer during the base period, you might qualify even though your primary employer is a government entity.

#### 4. I work for a small business. Am I covered?

Employees are covered for Paid Family Leave insurance benefits regardless of the size of their employer, provided they contribute to the SDI program.

#### 5. I work for a small business with 15 employees. I've notified my employer that I need to take time off work to provide care for a seriously ill parent and will be claiming Paid Family Leave insurance benefits. Is my employer obligated to grant me time off and to retain me as an employee with the company?

Your employer is not obligated to grant time off nor is your employer obligated to hold your job for you unless your employer is covered by the Family and Medical Leave Act and the California Family Rights Act. Unlike these laws, Paid Family Leave insurance is not a form of job



protection. In other words, it does not give you the right to take leave.

**6. May I receive Paid Family Leave insurance benefits if I work part time?**

If you work part time and still suffer a wage loss due to your family care leave, you may receive benefits provided you are otherwise eligible. Paid Family Leave insurance is a wage loss protection program, which means that individuals may be eligible for a portion of the Paid Family Leave insurance benefit if they are suffering a loss of wages and meet the other Paid Family Leave eligibility requirements.

**7. In what situations may I claim Paid Family Leave insurance benefits?**

An employee may submit a claim for Paid Family Leave insurance benefits for the following reasons:

- To care for a seriously ill child, spouse, parent, or registered domestic partner;
- To bond with the employee's new child or the new child of the employee's spouse or registered domestic partner; or
- To bond with a child in connection with the adoption or foster care placement of the child with the employee or the employee's spouse or registered domestic partner.

**8. What constitutes a serious health condition for the purposes of Paid Family Leave?**

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves inpatient care in a hospital, hospice, or residential medical care facility. This includes any period of incapacity (e.g., inability to work, attend school, or perform other regular daily activities) or any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician or practitioner. Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraine, are examples of conditions that **do not** meet the definition of a serious health condition for purposes of Paid Family Leave.

**9. Do I have to work a minimum number of hours or days before becoming eligible for Paid Family Leave insurance benefits?**

No. Eligibility for Paid Family Leave insurance benefits is based on the earnings shown in your base period and not a specific number of days or months worked. Wages earned approximately 5 to 17 months before the beginning of your Paid Family Leave insurance claim are included in the base period.

**10. Is there a waiting period for Paid Family Leave insurance benefits?**

Both SDI and Paid Family Leave require a seven (7) calendar day non-payable waiting period.

**11. Does the seven (7) day waiting period for Paid Family Leave need to be seven consecutive days?**

No. The required seven-day waiting period does not need to be taken seven days in a row. For example, if care were provided one day per week, the seven-day waiting period would be served over a seven-week period. Benefits are payable once the seven days have been served and all other eligibility criteria are met.



**12. How many days must I be off work to receive Paid Family Leave insurance benefits?**

At least eight (8) calendar days.

**13. Do I need to take all of my Paid Family Leave insurance benefits at one time?**

No. The law does not establish a minimum number of hours or days or weeks that an employee must take Paid Family Leave insurance benefits. It only established the maximum leave time of six (6) paid weeks within a 12-month period.

**14. If I receive six weeks of Paid Family Leave insurance benefits to bond with my newborn and then one of my parents becomes seriously ill later in the year, will I be able to receive Paid Family Leave benefits again since it is for a different reason?**

You are limited to 6 weeks of benefits within a 12-month period regardless of the reason for the leave.

**15. Am I required by law to use my vacation leave when collecting Paid Family Leave insurance benefits?**

The law gives an employer the discretion (option) to require an employee to take up to two weeks of earned but unused vacation leave. Vacation leave may include paid time off. This option does not relieve employers of any collective-bargaining duties they may have with respect to vacation leave.

**16. If I have not accumulated two weeks of vacation leave do I have to use my earned but unused sick leave instead?**

No. The Paid Family Leave law does not authorize employers to require the use of sick leave in lieu of vacation.

**17. Can I use Paid Family Leave back-to-back with my Disability Insurance claim for pregnancy? Will there be an additional seven-day waiting period for Paid Family Leave?**

You may apply for Paid Family Leave insurance benefits as soon as you have recovered from your pregnancy-related disability and you are no longer in receipt of State Disability Insurance (SDI) benefits. There is no additional seven-day waiting period for a Paid Family Leave claim for benefits to bond with a newborn when the Paid Family Leave claim follows the SDI pregnancy-related claim. You will automatically be sent a Claim for Paid Family Leave (PFL) Benefits - New Mother, DE 2501FP, when your pregnancy-related disability claim ends.

**18. When must I submit a claim to bond with a new minor child in order to receive six weeks of benefits?**

Eligibility for up to six weeks of benefits to bond with a new minor child expires at the *end* of the 12-month period that begins on the minor child's date of birth, adoption, or foster care placement. Therefore, you must complete your bonding prior to the 12-month period ending date and submit your claim timely.

**19. Is a claimant eligible for Paid Family Leave insurance benefits if he/she has to provide care for a sick parent that is out-of-state or out-of-the-country?**

A claim may be submitted for Paid Family Leave benefits to care for a sick parent who is out of



the state or out of the country. Benefits may be payable provided the medical certificate is properly completed, establishes a need for care, and a claimant is otherwise eligible.

**20. Are mothers-in-law and fathers-in-law included as care recipients under Paid Family Leave?**

Mothers-in-law and fathers-in-law are not included as care recipients under Paid Family Leave.

**21. Can an employee opt out of the Paid Family Leave insurance program?**

Paid Family Leave is a component of State Disability Insurance and contributions are mandatory under the California Unemployment Insurance Code.

**22. May both parents collect benefits at the same time to bond with the same new child?**

Yes. An employee may receive up to six weeks of benefits provided all other eligibility criteria are met.

## **COST**

**1. How much does it cost?**

The cost of Paid Family Leave insurance is incorporated into the SDI contribution rate. The SDI contribution rate is .6 percent. The taxable wage limit in 2007 is \$83,389. This means that wages above this amount are not taxed for SDI.

## **RELATION OF THE PAID FAMILY LEAVE INSURANCE PROGRAM TO THE FAMILY AND MEDICAL LEAVE ACT (FMLA) AND THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

**1. What is the difference between Paid Family Leave insurance and employee leave laws?**

The FMLA and CFRA are federal and state leave laws, respectively, that allow workers to take up to 12 workweeks of unpaid leave from their jobs in a 12-month period to care for themselves or family members who are ill, or children who are unable to take care of themselves. Paid Family Leave insurance does not change either law in any way and is completely separate from them. It merely provides up to six (6) weeks of paid benefits to workers who suffer a wage loss when they take time off work to care for others.

For more information about FMLA, visit the Department of Labor's Web site at [www.dol.gov](http://www.dol.gov). For more information about CFRA contact the California Department of Fair Employment and Housing at 1-800-884-1684 or visit them on the Web at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

**2. Are employees required to take leave under the federal FMLA and the CFRA at the same time they are receiving Paid Family Leave insurance benefits?**

Yes, if your company is subject to the provisions of FMLA and CFRA. For additional information about the CFRA, visit the State Department of Fair Employment and Housing's Web site at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

**3. Is a Paid Family Leave claimant's job protected?**





The Paid Family Leave program does not protect anyone's job. It simply provides partial wage replacement when an employee cannot work due to the need to care for a child, parent, spouse, or registered domestic partner, or to bond with a new minor child. Some employees may have their job protected under other laws, such as the FMLA or the CFRA.

## BENEFITS

### 1. How soon will I receive my first check from Paid Family Leave after I mail my claim form?

Most claimants are sent Paid Family Leave checks within two weeks after a properly completed claim is received. By filling in your claim completely and verifying that all information is correct, you play a valid role in maintaining fast benefit check delivery.

### 2. How will you determine my weekly benefit amount for Paid Family Leave insurance?

We calculate your weekly benefit amount based on the calendar quarter with the highest earnings in your base period. The base period covers 12 months and is divided into four consecutive quarters of three months each. The wages you were paid approximately 5 to 17 months before your claim begins are included in the base period (they must be subject to the SDI tax). Your base period does not include wages paid at the time your claim begins.

**NOTE-If you received SDI pregnancy disability benefits and then file a Paid Family Leave insurance claim to bond with your new child, your weekly benefit amount is the same as your SDI weekly benefit amount. There is no new calculation of your weekly benefit amount when your bonding claim follows your SDI pregnancy claim. This is true even if your bonding claim does not immediately follow your SDI pregnancy claim.**

For all claims, with the exception noted above, if your claim begins on or after January 1, 2007, in the months noted below:

- **January, February, or March**, your base period is the 12 months ending last September 30. (Example: A claim beginning February 14, 2007, uses a base period of October 1, 2005, through September 30, 2006.)
- **April, May, or June**, your base period is the 12 months ending last December 31. (Example: A claim beginning June 20, 2007, uses a base period of January 1, 2006, through December 31, 2006.)
- **July, August, or September**, your base period is the 12 months ending last March 31. (Example: A claim beginning September 27, 2007, uses a base period of April 1, 2006, through March 31, 2007.)
- **October, November, or December**, your base period is the 12 months ending last June 30. (Example: A claim beginning November 2, 2007, uses a base period of July 1, 2006, through June 30, 2007.)

### 3. How much will I receive?

For Paid Family Leave claims beginning on or after January 1, 2007 weekly benefits range from \$50 to a maximum of \$882. To qualify for the maximum weekly benefit amount (882) an individual must earn at least \$20823.64 in a calendar quarter during the base period.

### 4. Will my Paid Family Leave insurance benefits equal my full pay?

Your weekly benefit amount will be approximately 55 percent of your earnings up to the



maximum weekly benefit amount.

**5. How long can I receive Paid Family Leave insurance benefits?**

You may receive up to six (6) weeks of Paid Family Leave insurance benefits during a 12-month period.

**6. May an employee receive other benefits while also collecting Paid Family Leave insurance?**

An employee may not receive Paid Family Leave insurance benefits if he or she is receiving or will receive State Disability Insurance, Unemployment Compensation Insurance, or Workers' Compensation benefits for the same period. Other benefits, such as employer paid benefits for baby bonding, may also affect payment of Paid Family Leave benefits.

**How is the Paid Family Leave insurance benefit affected when an employee receives sick leave benefits and Paid Family Leave at the same time?**

Consistent with the SDI program, sick leave benefits are treated as wages. Paid Family Leave (PFL) insurance benefits will be reduced by the amount of sick leave benefits received, and may render the employee ineligible for PFL benefits depending on the amount of sick leave benefits received and the employee's weekly PFL benefit amount.

If an employer integrates (coordinates) the sick leave (pays sick leave wages in an amount which is the difference between the Paid Family Leave insurance benefit and the full wage), the sick leave benefits received by the employee **will not** affect the PFL benefit.

**7. How are Paid Family Leave insurance benefit payments treated for tax purposes?**

The federal Internal Revenue Service (IRS) has informed the Department that Paid Family Leave (also known as Family Temporary Disability Insurance) payments are in the nature of unemployment compensation under Section 85 of the Internal Revenue Code. The Department must report the Paid Family Leave payments to the IRS on a Form 1099G and, for federal tax purposes, Paid Family Leave payments must be included in a claimant's gross income.

For some, the fact that the Paid Family Leave program is employee-funded may reduce the amount of Paid Family Leave payments that must be included in the gross income of the claimant (IRS regulation 26 Code of Federal Regulations § 1.85-1(b)(1)(iii)). Claimants should contact the IRS or their tax advisor to obtain additional information.

For state tax purposes, Paid Family Leave payments are not taxable. The Department has received a decision from the state Franchise Tax Board (FTB) that Paid Family Leave payments are not taxable by California pursuant to Revenue and Taxation Code section 17083.

## **VOLUNTARY PLANS**

**1. If I am covered by a voluntary plan for disability coverage, am I covered for Paid Family Leave insurance?**

As of July 1, 2004, all voluntary plans were required to add a provision to include benefits to care for a seriously ill family member or bond with a new minor child.



**2. If I am covered by a voluntary plan, how do I claim benefits?**

You must contact your employer for claim filing information and then your employer or its agent will pay benefits directly to you if you are eligible.

**3. If I file a claim to care for a family member or bond with a new child, how much will I be paid by my voluntary plan?**

The specific benefit level is contained in the statement of coverage that your employer must provide to you. In no case can they pay you less than the state would pay you, if you were covered by the state plan.

**CLAIM FORMS****1. How do I submit a claim for Paid Family Leave insurance benefits?**

Claims to provide care or to bond must be submitted on the Claim for Paid Family Benefits form, DE 2501F. When benefits are requested due to a need to provide care for a seriously ill family member, a medical certificate that supports the claim of a serious health condition warranting care is required. The DE 2501F contains a medical certificate that must be completed in the instance noted above. Benefits to bond with a new minor child are limited to the first year after birth, adoption, or foster care placement of a child and a medical certificate is not required. However, evidence of your relationship to the new child must be submitted with your claim.

If you are a woman currently receiving SDI pregnancy-related benefits, it is not necessary to request a Claim for Paid Family Leave Benefits. You will automatically be sent a Claim for Paid Family Leave (PFL) Benefits - New Mother, DE 2501FP, when your pregnancy-related disability claim ends.

**2. Are employers required to provide Paid Family Leave insurance claim forms to their employees?**

No.

**3. How can I obtain the claim form for Paid Family Leave?**

To order a claim form, call 1-877-BE-THERE. For orders over 25, use the [Internet Order Form](#).

**4. Can the claim form for Paid Family Leave be downloaded?**

The Claim for Paid Family Benefits form, DE 2501F, has been designed to facilitate the use of advanced "data capture" technology and thus cannot be duplicated or reproduced. Each claimant must complete an original DE 2501F form to submit a claim for benefits.

**5. Are there specific timeframes for submitting a claim to provide care for a child, parent, spouse, or registered domestic partner or bond with a new minor child?**

You must complete and mail a claim form no later than 42 days from the first day for which you may be paid due to the need to provide care or bond. If your claim is late you may lose benefits.

**6. My registered domestic partner and I have a new minor child under the age of 1 year who**



**is my partner's biological child. I would like to receive Paid Family Leave benefits to bond with our new child. What paperwork do I need to submit to apply for PFL benefits?**

In order to qualify for bonding benefits, you must complete a Claim for Paid Family Leave (PFL) Benefits, DE 2501F, and attach appropriate documentation that proves your relationship to the new minor child. In your case, you would mark "other" on questions A17 and B3 of the claim form which ask your relationship to the child and indicate in question B10 one of the documents you will be providing that proves your partner is the child's biological parent. In addition, to prove your relationship to the biological parent you will need to include a copy of your Certificate of Registered Domestic Partnership and mark the "other" box in question B10. Attach copies of both documents to your claim form and mail in the envelope provided with the claim form.

[Employer FAQs](#)  
[General FAQs](#)

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The Employment Development Department is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES




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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Budget Preview for Fiscal Year 2008-2009.  
**DATE:** March 18, 2008

### Revenue

#### Property Tax

-  The property tax consultants for the City of Placentia have estimated 4%
-  The Orange County Assessor has projected 3-6%, depending on local housing conditions. The 4% estimate for Placentia seems reasonable.
-  Lucy Dunn, in her presentation to the North Orange County Legislative Alliance, projected that Orange County is not going to have as serious an issue with the housing market because of the lack of housing availability in Orange County. Overall she projected the downturn in the region to last about 18 months.



#### Passport Revenues

-  Fewer passports are being requested. In February the number of applications processes was 29% lower than February 2007. This trend may change dramatically when the government begins to absolutely require a Passport for driving into Mexico and Canada. This could happen very soon and will probably be with minimal warning. The most recent changes in processing forms were implemented with less than two weeks notice. In the past they have given months of transition for major changes in forms.
-  The recent processing changes reduced the processing agency revenue from \$30 to \$25. This is a 17% reduction over and above the lower number of applications being processed. Even with these changes Passports is still estimated to produce approximately \$200,000 per year, especially with the photos, check fees and notary services being included.
-  Some agencies are selling Passport accessories, such as Passport wallets and other carriers.




## Personnel

COLA Information will be available for the April Library Board Meeting. The March report is scheduled to be released by the U.S. Department of Commerce at 8:30 A.M. on the day of the Library Board Meeting.

### Administrative Organization




-  The managers have been meeting to discuss the administrative reorganization since November. Valerie Poole has assisted with facilitating the discussions.
-  The recommended changes reflect a desire to implement the changes without adding additional staff. There are several changes in personnel allocations but the balance within each service area remains fairly constant. The result is that there will be a minimal fiscal impact.

### Salary & Classification Study


-  This is a very time consuming process at every level of the organization. Once the Classification Study has been done (this is the expensive part) it should stand for a number of years (5-10). The salary study needs to be updated biennially at a minimum.
-  The benefit of the study is that it will give us an accurate comparison with other public libraries, and give us recommendations for what is needed to bring the salaries and other employee benefits into a parallel relationship with those with whom we compete for staff.
-  The cost of doing a combined classification and salary study is estimated to be around \$20,000. The real cost, however, is in planning for implementing the recommendations in future budget years.

### Benefit Adjustments

#### Pension Plan


-  Determining whether to switch carriers from the current manager, National Retirement Services to PARS. If we do switch to PARS, which type of plan does the Board wish to purchase? Staff has recommended a government profit sharing plan. From an accounting point of view it would be advantageous to make the switch effective July 1.
-  Designing the new plan – we need to discuss the process and timeline.
-  Do we want to use a multi-year phase in -- adding 1% per year (.5% for part time), for four years until the new plan is fully implemented. This would add approximately \$42,000 per year rather than the full amount all at once.

## Dental Plan

-  Raising the co-pay on major dental from 60% to 80%


The cost differential is \$9.18 per month, per full time employee covered. This is approximately one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial when a co-pay for a single crown is over \$270 – the 80% benefit would reduce this co-pay to \$135, which is still a reach for staff members at the lower salary ranges. This is especially true since major dental work is rarely limited to one tooth and even with a 20% co-pay the individual amount can be well over \$500.

## Vision Plan


-  Raising the benefit coverage to maximum available in the plan.

The cost differential is \$8.90 per month, per full time employee covered. This is slightly less than one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial, especially when we work in an institution that is so dependent upon viewing computer screens and reading book spines. Having the proper eye ware is critical to staff success.

## Technology Projects


-  Replacing the alarm system for the Library. This will bring the Library in to compliance with ADA requirements for the alarm system. The cost is approximately \$46,000.

We are talking with the City Public Works Department about doing the project jointly with the City. This may bring a project savings of up to 15%.

-  Social networking implementation for Reference Services

The Public Services Department had as one of its operational goals for the current fiscal year the implementation of instant messaging services for Adult Reference. At this point it has not yet been accomplished.

Given the widely acknowledged trends in reference services toward this type of communication the Managers have been studying the use of social networking in other public libraries. Based on this knowledge we are recommending that social networking be implemented in the next fiscal year through the use of a combination of high school pages and librarians stationed in the Work Room or Literacy Office. The recommended goal for the first year is to have a few hours of access per day: 3:00 – 6:00 P.M., Monday through Thursday, 10:00 A.M. to 2:00 P.M. on Saturday and 1:30 to 4:30 P.M. on Sunday. The new Technology Coordinator will be actively involved in initiating this service.

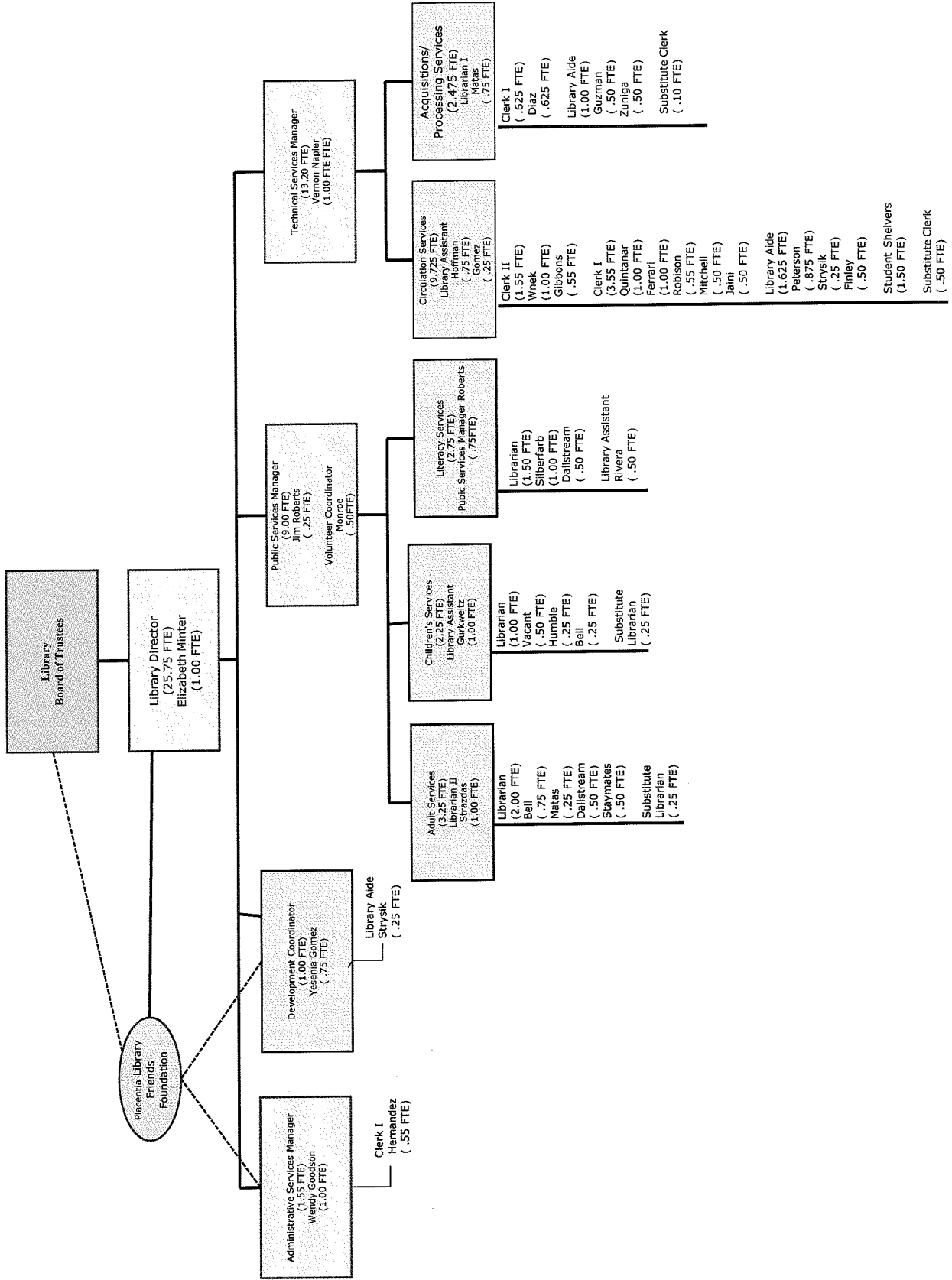
 RFID equipment and conversion

This project will prepare our collection for whatever remodeling or expansion is done for Placentia Library. It will also give us the opportunity to introduce self-service check-out to our patrons. The cost of this project is approximately \$200,000. This project can be funded with a loan through the Special District Finance Authority as soon as the City loan has been repaid in full in September 2008.

 Placentia History Room digitization projects

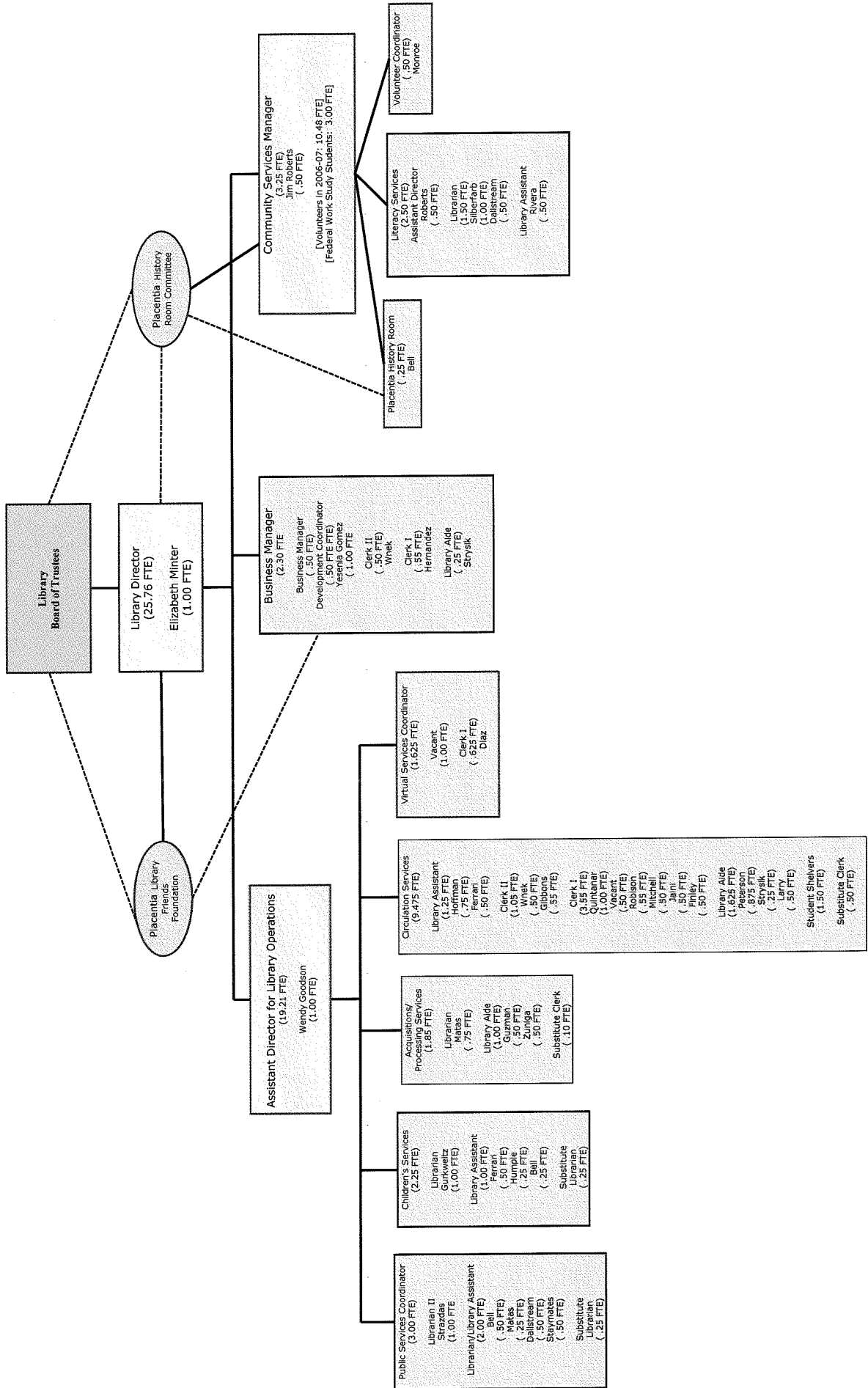
Staff is ready to approach local donors to raise the money for the \$80,000 newspaper digitization project for the Placentia History Room. While this does not have a direct impact on the operating budget it will have an impact on the use of the Placentia History Room staff allocation for the next fiscal year as there is a lot of local work that needs to be done with this project. As this project is completed we hope to transition directly in to digitizing the high school annuals. The Placentia History Room Committee is working on processing photographs in to the digital database. All of this material will be available through the Library's web site and also through the OCLC services on the internet and Google called WorldCat.

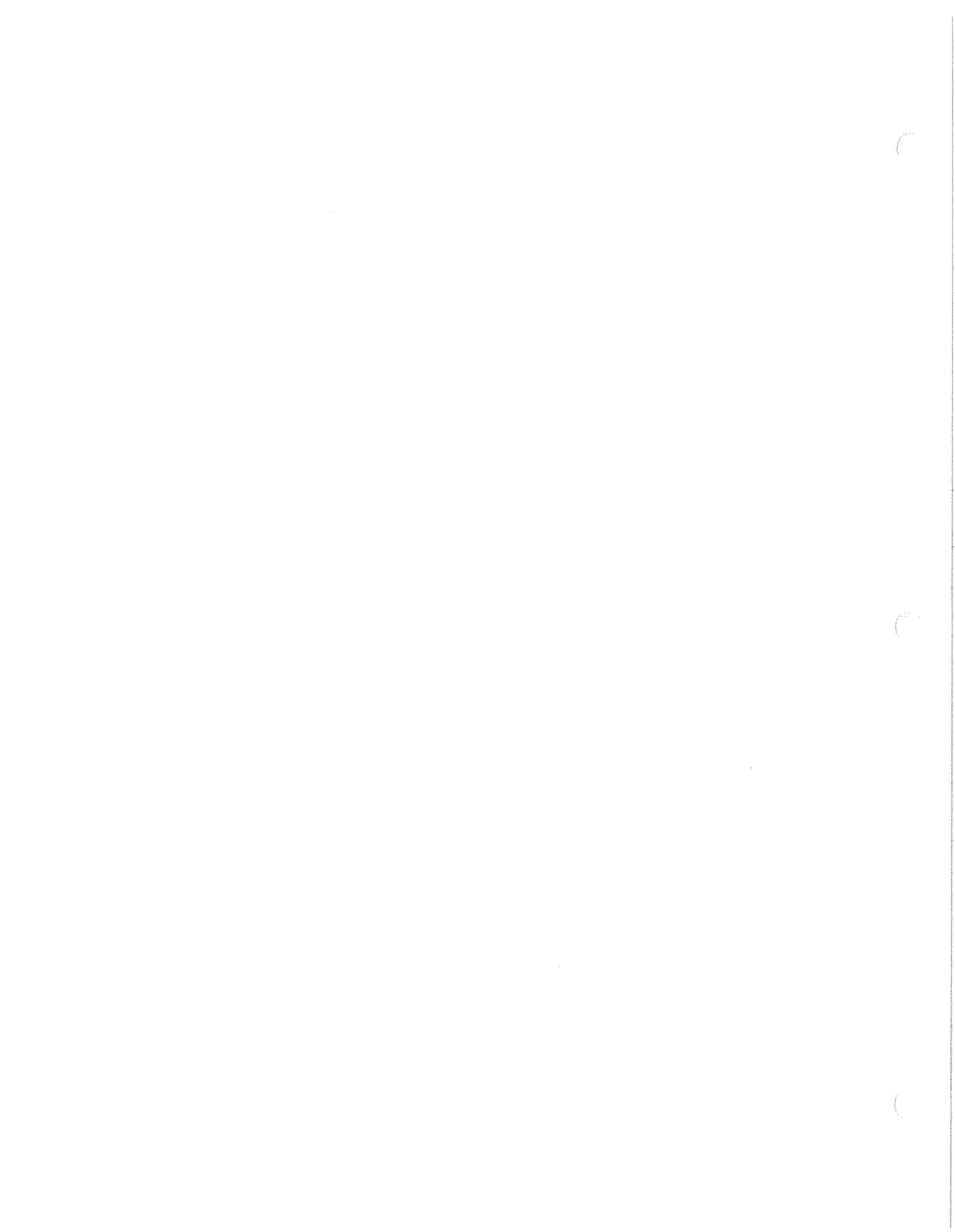
# Placencia Library District Fiscal Year 2007-08





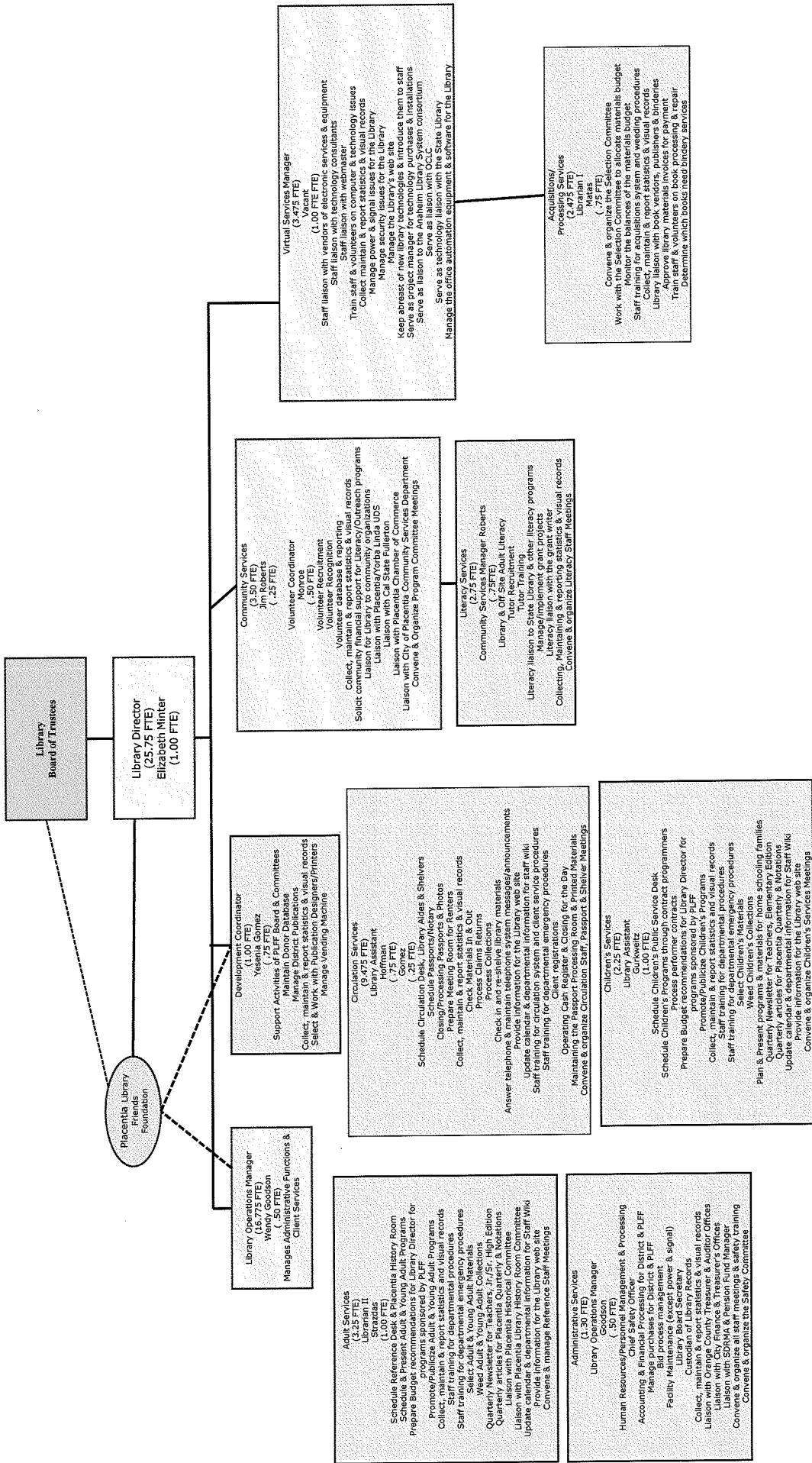
# Placentia Library District Fiscal Year 2008-09 Discussion Draft







# Placentia Library District Fiscal Year 2008-09 Discussion Draft

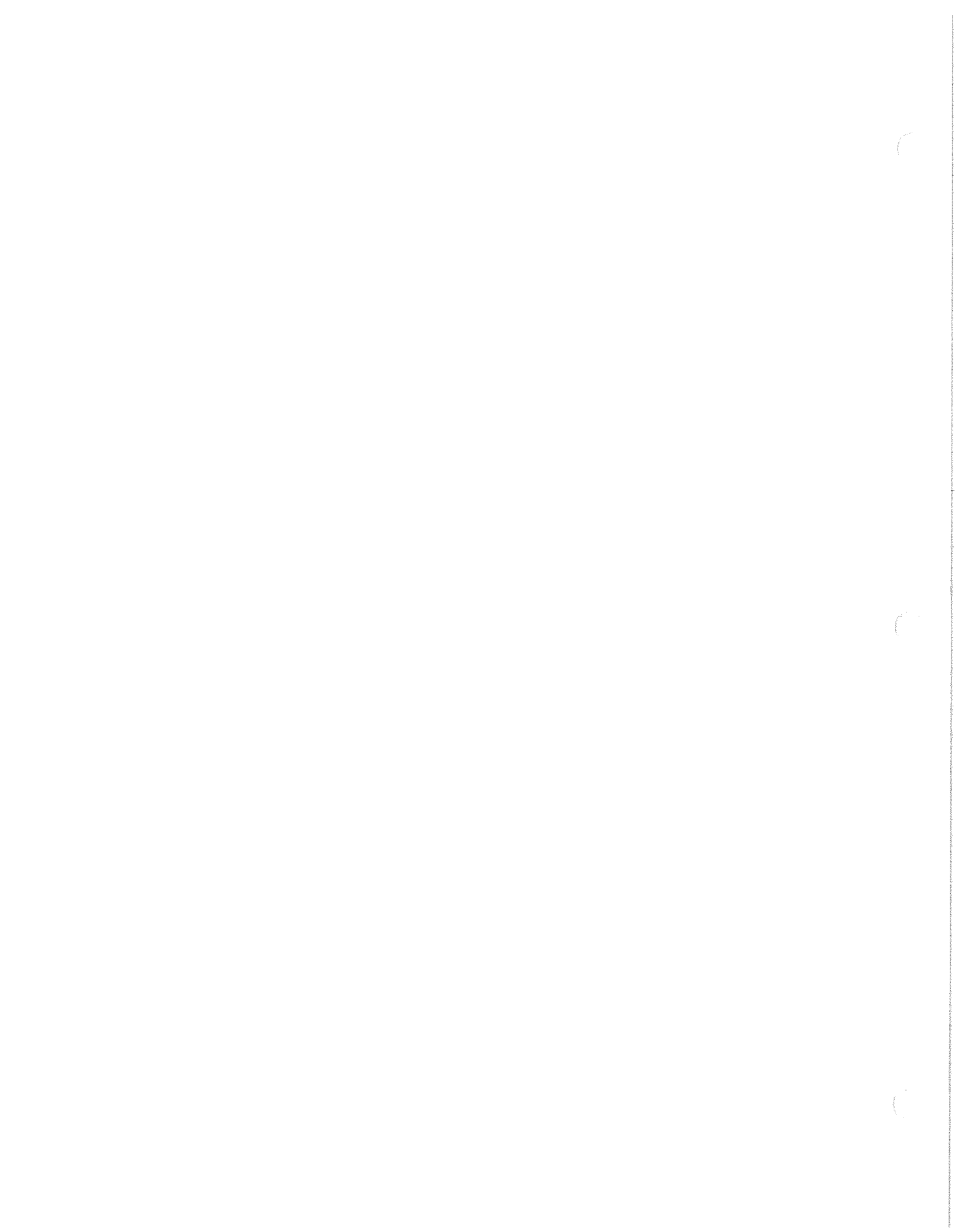




## Business Manager

(2.30 FTE)

Human resources/personnel management & processing  
Accounting & financial processing for District & PLFF  
Manage purchases for District & PLFF  
Risk management administration (filing reports/statistics)  
Bid process management  
Library Board Secretary  
Custodian of Library records  
Meeting room booking schedule  
Staff vacation schedule  
Collect, maintain & report statistics & visual records  
Liaison with Orange County Treasurer & Auditor Offices  
Liaison with City Finance & Treasurer's Offices  
Liaison with SDRMA & pension fund manager  
Support activities of PLFF Board & committees  
Maintain donor database  
Prepare & publish Notations  
Collect, maintain & report statistics & visual records  
Manage vending machine



## Community Services Manager

(3.25 FTE)

Jim Roberts

(.50 FTE)

[Volunteers in 2006-07: 10.48 FTE]

[Federal Work Study Students ; 3.7 FTE]

[Cal State Fullerton Interns: 3.0 FTE]

### Chief Safety Officer

Facility Maintenance (except power & signal)

Manage the test proctoring program

Convene and organize the safety committee & submit monthly minutes to SDRMA

Convene & organize all staff meetings & safety training

Convene & organize Program Committee Meetings

Prepare and submit grant applications for Library activities

Manage/implement grant projects

Prepare & manage district publications except Notations

Select & work with publication designers/printers

Update calendar & Library information for staff intranet & Community

Calendar

Build & maintain Library liaison with schools and collaborative organizations

Provide information for the Library web site

## Placentia History Room

Work in the Placentia History Room during public service hours

Present Placentia History Room Programs for classes & community groups

Coordinate the Placentia Newspaper Digitization Project

Coordinate photograph digitization projects

Quarterly articles for Newsletter for Teachers, Elementary & Jr./Sr. High Editions

Quarterly articles for Placentia Quarterly & Notations

Liaison with Placentia Historical Committee

Liaison with Placentia Library History Room Committee

Update calendar & departmental information for staff intranet

Provide information for the Library web site



Volunteer Coordinator  
(.50 FTE)

Volunteer Recruitment

Volunteer recognition & recognition event planning  
Volunteer database & reporting  
Collect, maintain & report statistics & visual records  
Solicit community financial support for Literacy/Outreach programs  
Liaison for Library to community organizations  
Liaison with Placentia/Yorba Linda UDS  
Liaison with Cal State Fullerton  
Liaison with Placentia Chamber of Commerce  
Liaison with City of Placentia Community Services Department

Literacy Services  
(2.50 FTE)

Library & off site adult literacy  
Tutor recruitment  
Tutor training  
Literacy liaison to State Library & other  
literacy programs  
Prepare and submit grant applications for  
Literacy activities  
Manage/implement grant projects  
Literacy liaison with the grant writer  
Collect, maintain & report statistics &  
visual records  
Convene & organize Literacy Staff  
Meetings



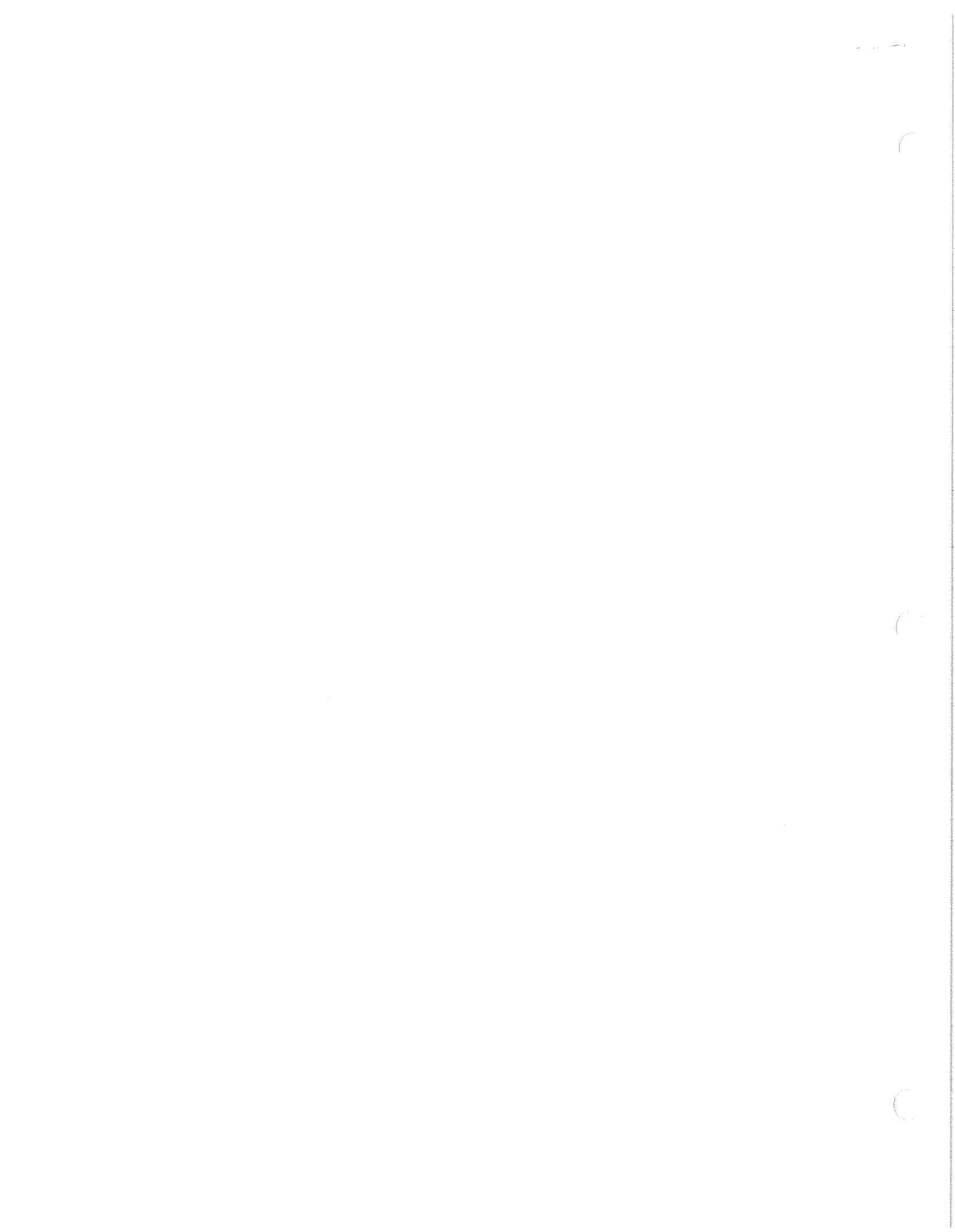


Assistant Director for Library Operations  
(19.21 FTE)

Wendy Goodson  
(1.00 FTE)

Public Services Coordinator  
(3.00 FTE)

Schedule Reference Desk & Placentia History Room  
Schedule & present adult & young adult programs  
Prepare budget recommendations for Library  
Director for programs sponsored by PLFF  
Promote/publicize adult & young adult programs  
Collect, maintain & report statistics and visual  
records  
Staff training for departmental procedures  
Staff training for departmental emergency  
procedures  
Select adult & young adult materials  
Weed adult & young adult collections  
Quarterly newsletter for teachers, jr./sr. high  
edition  
Quarterly articles for Placentia Quarterly &  
Notations  
Update calendar & departmental information for  
staff intranet  
Provide information for the Library web site  
Convene & manage reference staff meetings



Virtual Services Coordinator  
(1.625 FTE)

Staff liaison with vendors of electronic services & equipment  
Staff liaison with technology consultants  
Staff liaison with webmaster  
Train staff & volunteers on computer & technology issues  
Collect maintain & report statistics & visual records  
Manage power & signal issues for the Library  
Manage security issues for the Library  
Manage the Library's web site  
Keep abreast of new library technologies & introduce them to staff  
Serve as project manager for technology purchases & installations  
Serve as liaison to the Anaheim Library System consortium  
Serve as liaison with OCLC  
Serve as technology liaison with the State Library  
Manage the office automation equipment & software for the  
Library

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Acquisitions/  
Processing Services  
(1.85 FTE)

Convene & organize the Selection  
Committee

Work with the Selection  
Committee to allocate materials  
budget

Monitor the balances of the  
materials budget

Staff training for acquisitions  
system and weeding procedures

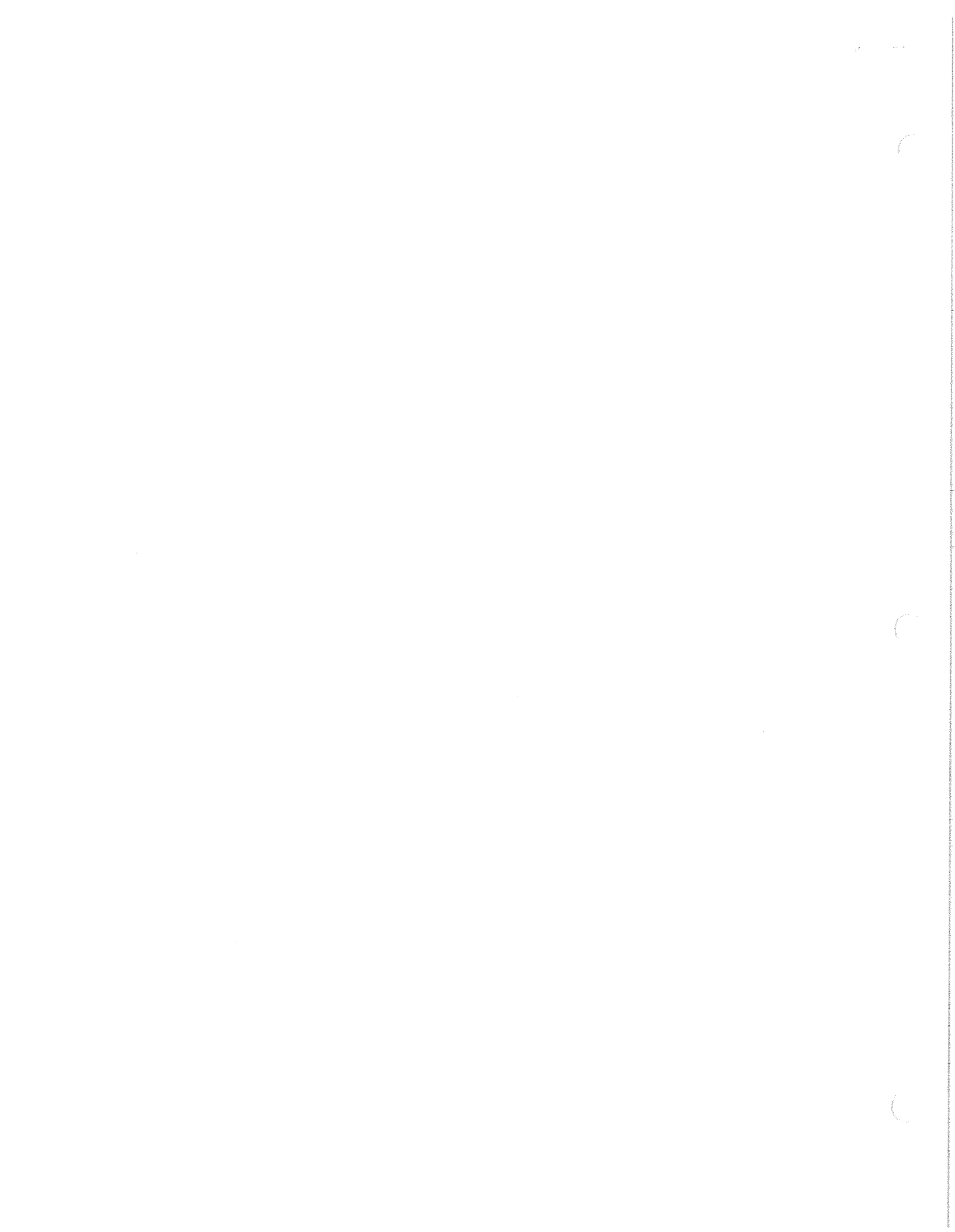
Collect, maintain & report  
statistics & visual records

Library liaison with book vendors,  
publishers & binderies

Approve library materials invoices  
for payment

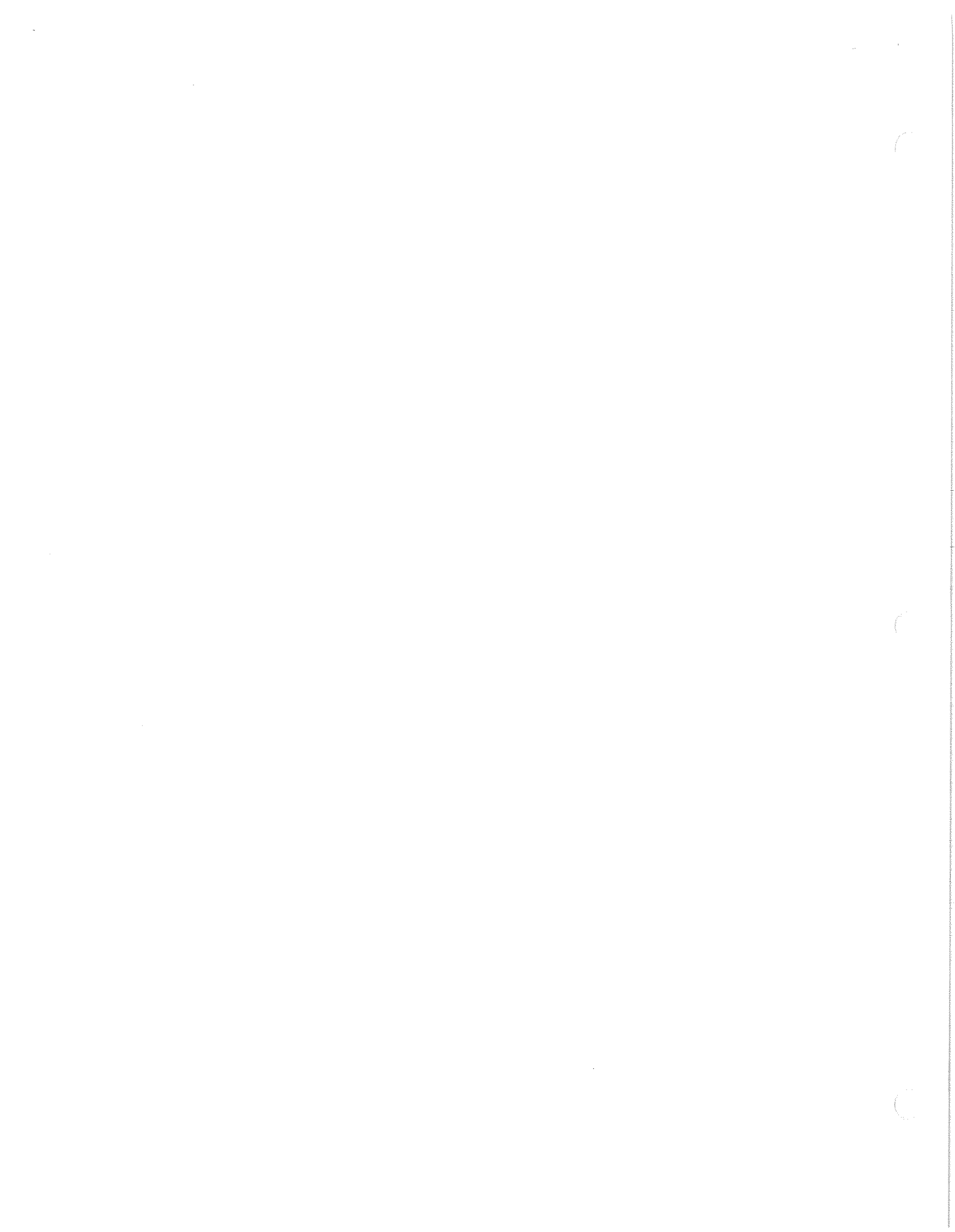
Train staff & volunteers on book  
processing & repair

Determine which books need  
bindery services



Children's Services  
(2.25 FTE)

Schedule children's public service desk  
Schedule children's programs through  
contract programmers  
Process performer contracts  
Prepare budget recommendations for  
Library Director for  
programs sponsored by PLFF  
Promote/publicize children's programs  
Collect, maintain & report statistics and  
visual records  
Staff training for departmental procedures  
Staff training for departmental emergency  
procedures  
Select children's materials  
Weed children's collections  
Plan & present programs & materials for  
home schooling families  
Quarterly newsletter for teachers,  
elementary edition  
Quarterly articles for Placentia Quarterly &  
Notations  
Update calendar & departmental  
information for staff intranet  
Provide information for the Library web  
site  
Convene & organize Children's Services  
Meetings





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees




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

**SUBJECT:** Budget Preview for Fiscal Year 2008-2009.




**DATE:** March 18, 2008

Revenue

Property Tax

-  The property tax consultants for the City of Placentia have estimated 4%
-  The Orange County Assessor has projected 3-6%, depending on local housing conditions. The 4% estimate for Placentia seems reasonable.
-  Lucy Dunn, in her presentation to the North Orange County Legislative Alliance, projected that Orange County is not going to have as serious an issue with the housing market because of the lack of housing availability in Orange County. Overall she projected the downturn in the region to last about 18 months.

Passport Revenues

-  Fewer passports are being requested. In February the number of applications processed was 29% lower than February 2007. This trend may change dramatically when the government begins to absolutely require a Passport for driving into Mexico and Canada. This could happen very soon and will probably be with minimal warning. The most recent changes in processing forms were implemented with less than two weeks notice. In the past they have given months of transition for major changes in forms.
-  The recent processing changes reduced the processing agency revenue from \$30 to \$25. This is a 17% reduction over and above the lower number of applications being processed. Even with these changes Passports is still estimated to produce approximately \$200,000 per year, especially with the photos, check fees and notary services being included.
-  Some agencies are selling Passport accessories, such as Passport wallets and other carriers.

## Personnel

COLA Information will be available for the April Library Board Meeting. The March report is scheduled to be released by the U.S. Department of Commerce at 8:30 A.M. on the day of the Library Board Meeting.

### Administrative Organization

- 📖 The managers have been meeting to discuss the administrative reorganization since November. Valerie Poole has assisted with facilitating the discussions.
- 📖 The recommended changes reflect a desire to implement the changes without adding additional staff. There are several changes in personnel allocations but the balance within each service area remains fairly constant. The result is that there will be a minimal fiscal impact.

### Salary & Classification Study


- 📖 This is a very time consuming process at every level of the organization. Once the Classification Study has been done (this is the expensive part) it should stand for a number of years (5-10). The salary study needs to be updated biennially at a minimum.
- 📖 The benefit of the study is that it will give us an accurate comparison with other public libraries, and give us recommendations for what is needed to bring the salaries and other employee benefits into a parallel relationship with those with whom we compete for staff.
- 📖 The cost of doing a combined classification and salary study is estimated to be around \$20,000. The real cost, however, is in planning for implementing the recommendations in future budget years.

### Benefit Adjustments

#### Pension Plan


- 📖 Determining whether to switch carriers from the current manager, National Retirement Services to PARS. If we do switch to PARS, which type of plan does the Board wish to purchase? Staff has recommended a government profit sharing plan. From an accounting point of view it would be advantageous to make the switch effective July 1.
- 📖 Designing the new plan – we need to discuss the process and timeline.
- 📖 Do we want to use a multi-year phase in -- adding 1% per year (.5% for part time), for four years until the new plan is fully implemented. This would add approximately \$42,000 per year rather than the full amount all at once.

## Dental Plan

-  Raising the co-pay on major dental from 60% to 80%


The cost differential is \$9.18 per month, per full time employee covered. This is approximately one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial when a co-pay for a single crown is over \$270 – the 80% benefit would reduce this co-pay to \$135, which is still a reach for staff members at the lower salary ranges. This is especially true since major dental work is rarely limited to one tooth and even with a 20% co-pay the individual amount can be well over \$500.

## Vision Plan


-  Raising the benefit coverage to maximum available in the plan.

The cost differential is \$8.90 per month, per full time employee covered. This is slightly less than one hour's wage for the lowest paid employee covered by the plan. The difference in coverage is substantial, especially when we work in an institution that is so dependent upon viewing computer screens and reading book spines. Having the proper eye ware is critical to staff success.

## Technology Projects


-  Replacing the alarm system for the Library. This will bring the Library in to compliance with ADA requirements for the alarm system. The cost is approximately \$46,000.

We are talking with the City Public Works Department about doing the project jointly with the City. This may bring a project savings of up to 15%.

-  Social networking implementation for Reference Services

The Public Services Department had as one of its operational goals for the current fiscal year the implementation of instant messaging services for Adult Reference. At this point it has not yet been accomplished.

Given the widely acknowledged trends in reference services toward this type of communication the Managers have been studying the use of social networking in other public libraries. Based on this knowledge we are recommending that social networking be implemented in the next fiscal year through the use of a combination of high school pages and librarians stationed in the Work Room or Literacy Office. The recommended goal for the first year is to have a few hours of access per day: 3:00 – 6:00 P.M., Monday through Thursday, 10:00 A.M. to 2:00 P.M. on Saturday and 1:30 to 4:30 P.M. on Sunday. The new Technology Coordinator will be actively involved in initiating this service.

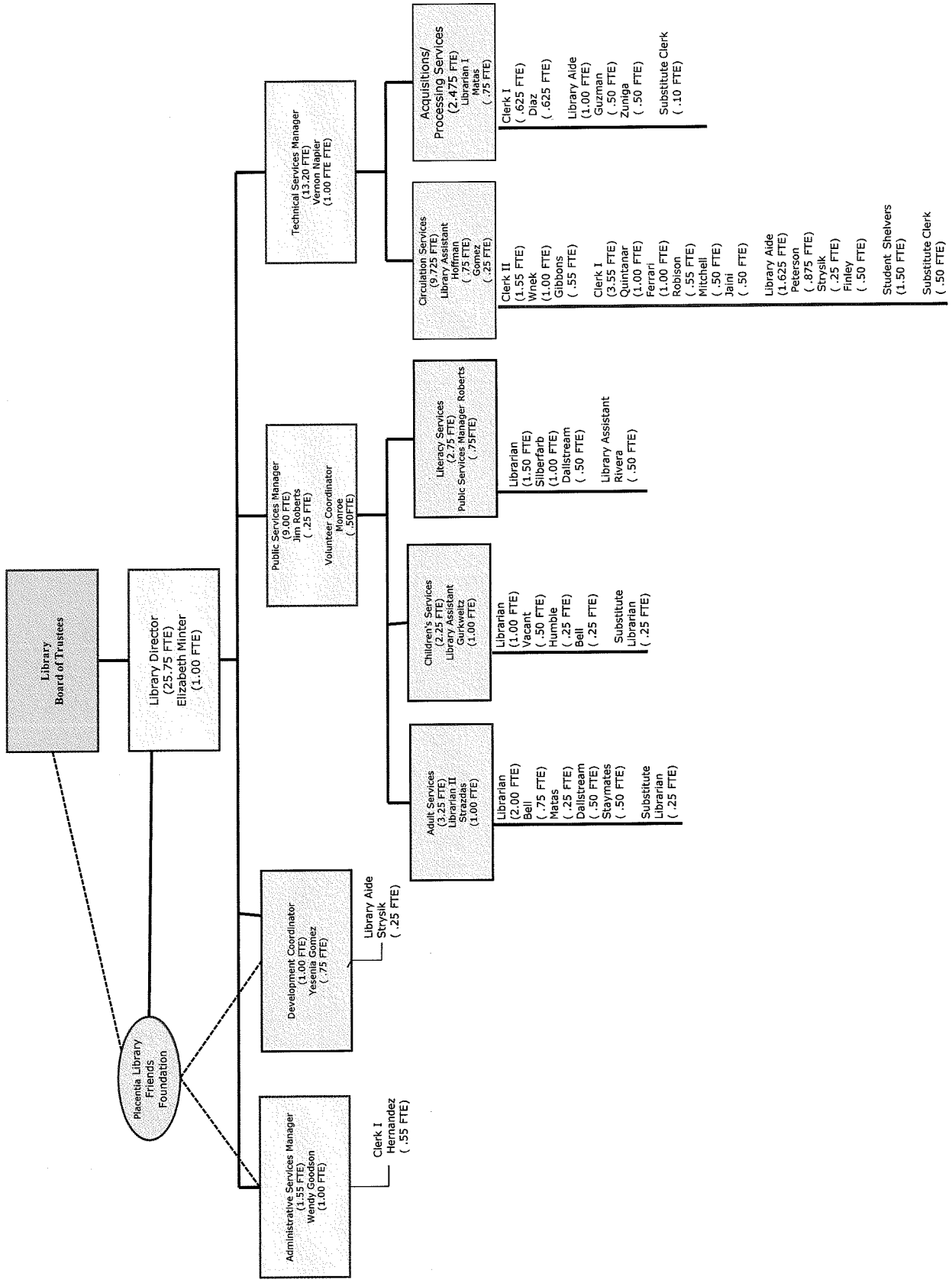
 RFID equipment and conversion

This project will prepare our collection for whatever remodeling or expansion is done for Placentia Library. It will also give us the opportunity to introduce self-service check-out to our patrons. The cost of this project is approximately \$200,000. This project can be funded with a loan through the Special District Finance Authority as soon as the City loan has been repaid in full in September 2008.

 Placentia History Room digitization projects

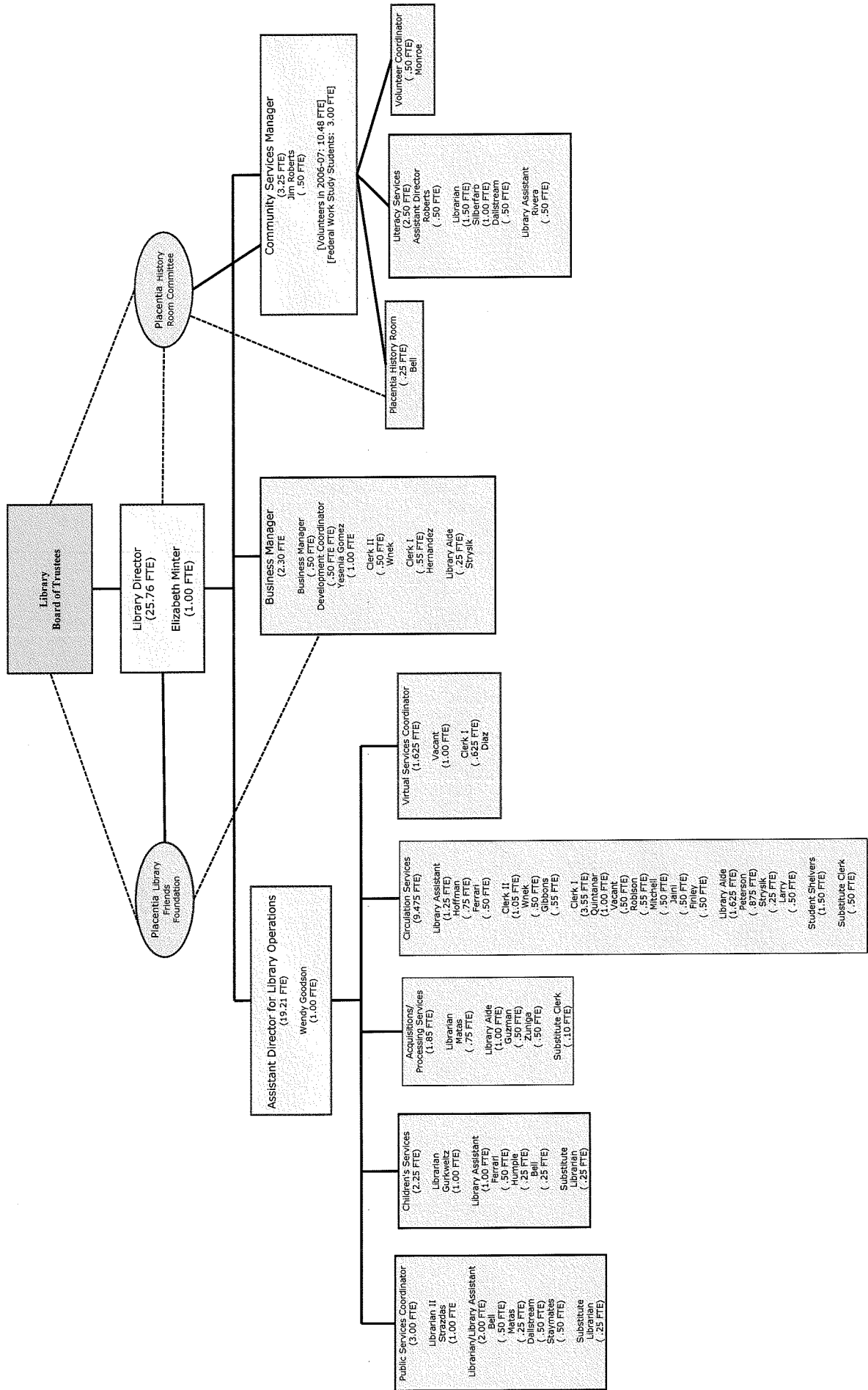
Staff is ready to approach local donors to raise the money for the \$80,000 newspaper digitization project for the Placentia History Room. While this does not have a direct impact on the operating budget it will have an impact on the use of the Placentia History Room staff allocation for the next fiscal year as there is a lot of local work that needs to be done with this project. As this project is completed we hope to transition directly in to digitizing the high school annuals. The Placentia History Room Committee is working on processing photographs in to the digital database. All of this material will be available through the Library's web site and also through the OCLC services on the internet and Google called WorldCat.

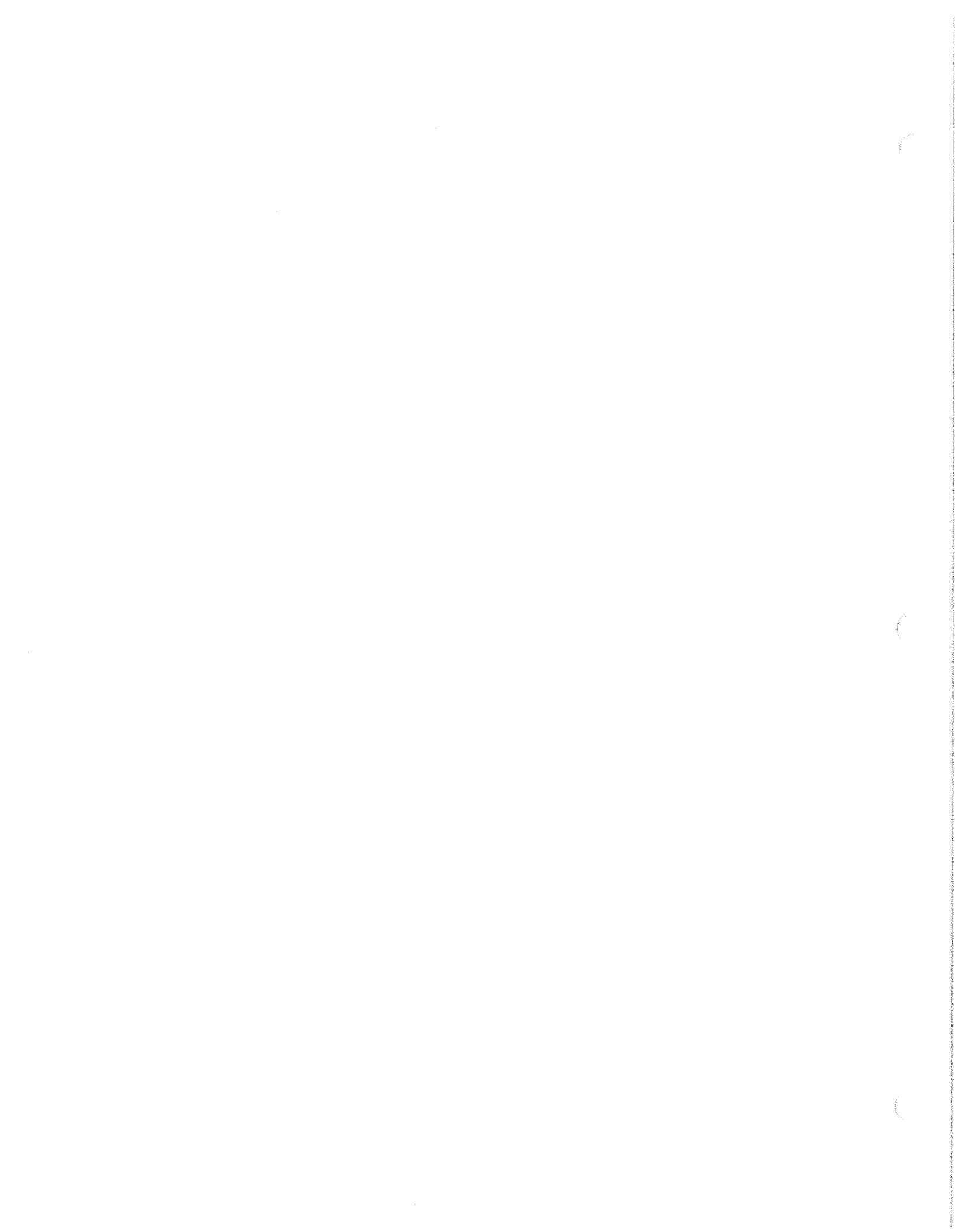
# Placentia Library District Fiscal Year 2007-08





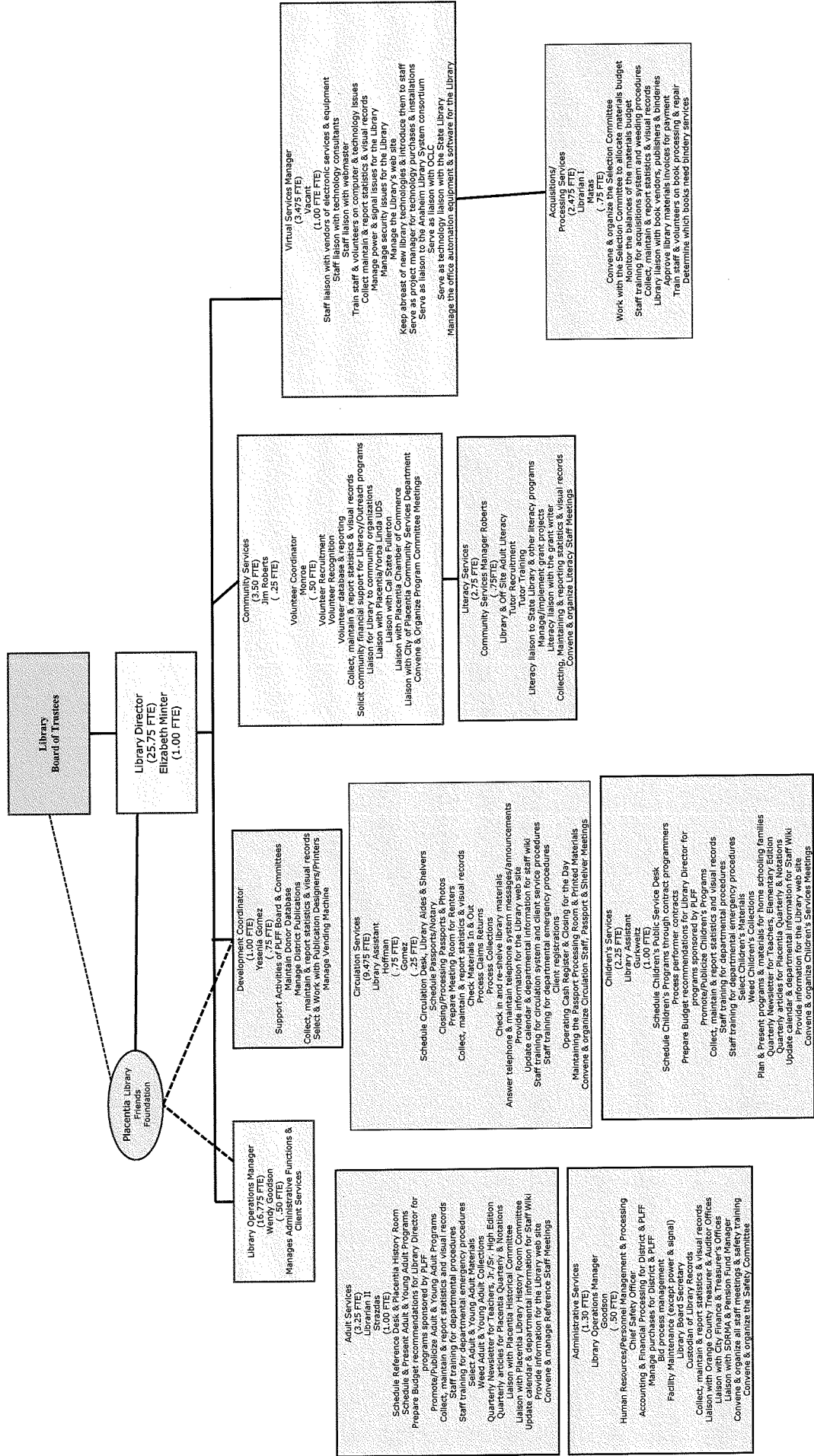
# Placentia Library District Fiscal Year 2008-09 Discussion Draft







# Placentia Library District Fiscal Year 2008-09 Discussion Draft

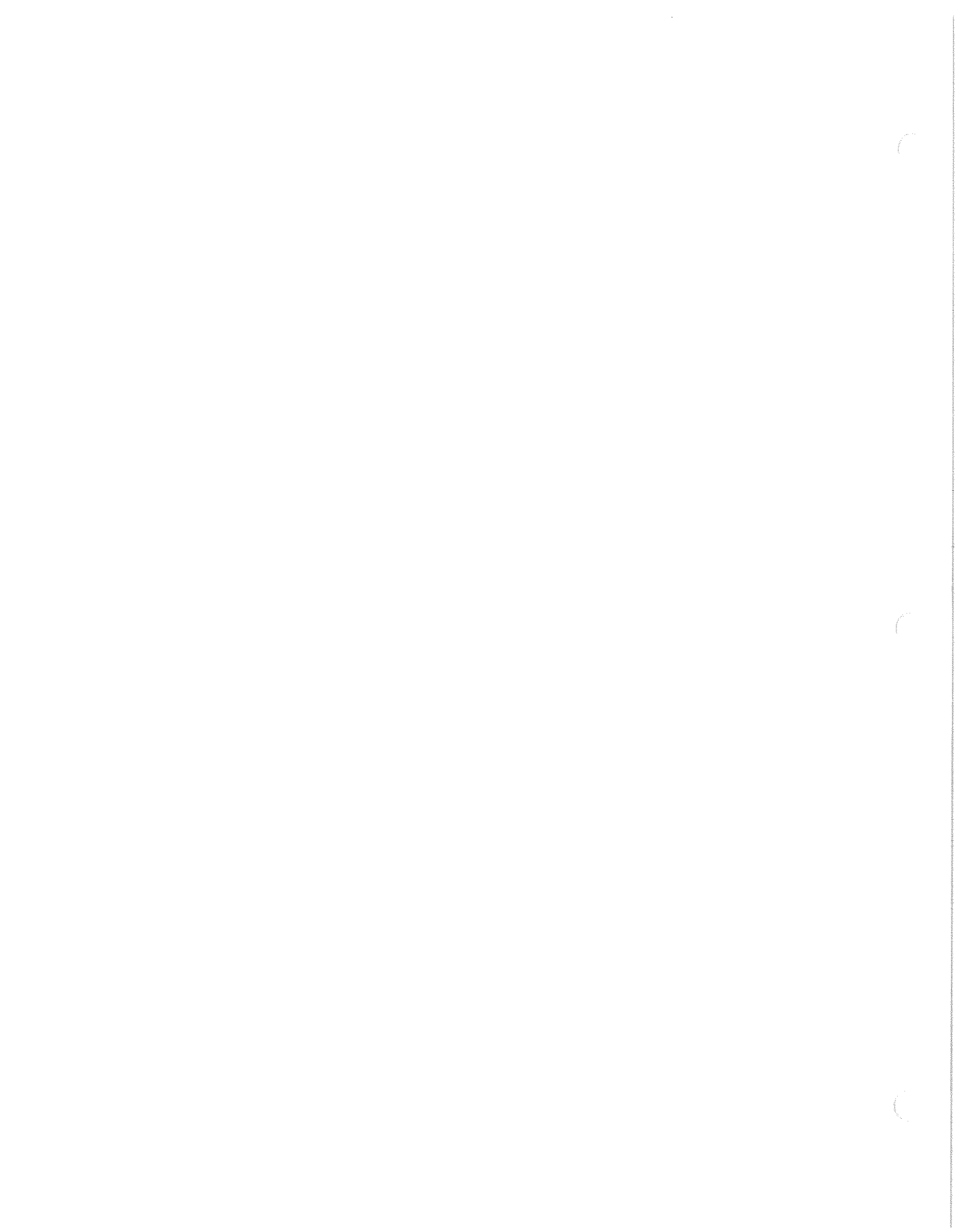




## Business Manager

(2.30 FTE)

Human resources/personnel management & processing  
Accounting & financial processing for District & PLFF  
Manage purchases for District & PLFF  
Risk management administration (filing reports/statistics)  
Bid process management  
Library Board Secretary  
Custodian of Library records  
Meeting room booking schedule  
Staff vacation schedule  
Collect, maintain & report statistics & visual records  
Liaison with Orange County Treasurer & Auditor Offices  
Liaison with City Finance & Treasurer's Offices  
Liaison with SDRMA & pension fund manager  
Support activities of PLFF Board & committees  
Maintain donor database  
Prepare & publish Notations  
Collect, maintain & report statistics & visual records  
Manage vending machine



## Community Services Manager

(3.25 FTE)

Jim Roberts

(.50 FTE)

[Volunteers in 2006-07: 10.48 FTE]

[Federal Work Study Students ; 3.7 FTE]

[Cal State Fullerton Interns: 3.0 FTE]

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Convene & organize all staff meetings & safety training

Convene & organize Program Committee Meetings

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Manage/implement grant projects

Prepare & manage district publications except Notations

Select & work with publication designers/printers

Update calendar & Library information for staff intranet & Community

Calendar

Build & maintain Library liaison with schools and collaborative organizations

Provide information for the Library web site

## Placentia History Room

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Coordinate photograph digitization projects

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Quarterly articles for Placentia Quarterly & Notations

Liaison with Placentia Historical Committee

Liaison with Placentia Library History Room Committee

Update calendar & departmental information for staff intranet

Provide information for the Library web site



Volunteer Coordinator  
(.50 FTE)

Volunteer Recruitment

Volunteer recognition & recognition event planning  
Volunteer database & reporting  
Collect, maintain & report statistics & visual records  
Solicit community financial support for Literacy/Outreach programs  
Liaison for Library to community organizations  
Liaison with Placentia/Yorba Linda UDS  
Liaison with Cal State Fullerton  
Liaison with Placentia Chamber of Commerce  
Liaison with City of Placentia Community Services Department

Literacy Services  
(2.50 FTE)

Library & off site adult literacy  
Tutor recruitment  
Tutor training  
Literacy liaison to State Library & other  
literacy programs  
Prepare and submit grant applications for  
Literacy activities  
Manage/implement grant projects  
Literacy liaison with the grant writer  
Collect, maintain & report statistics &  
visual records  
Convene & organize Literacy Staff  
Meetings



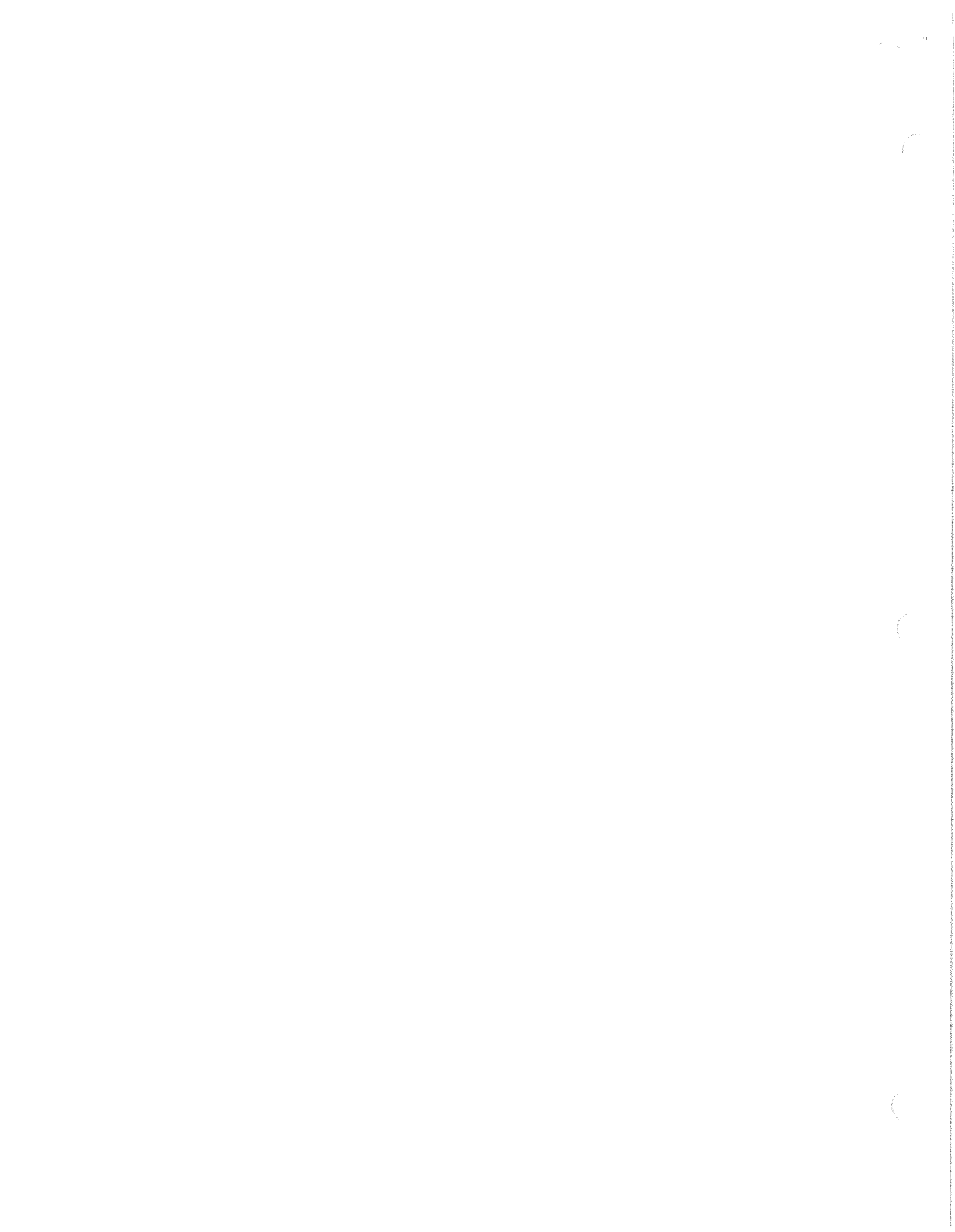


Assistant Director for Library Operations  
(19.21 FTE)

Wendy Goodson  
(1.00 FTE)

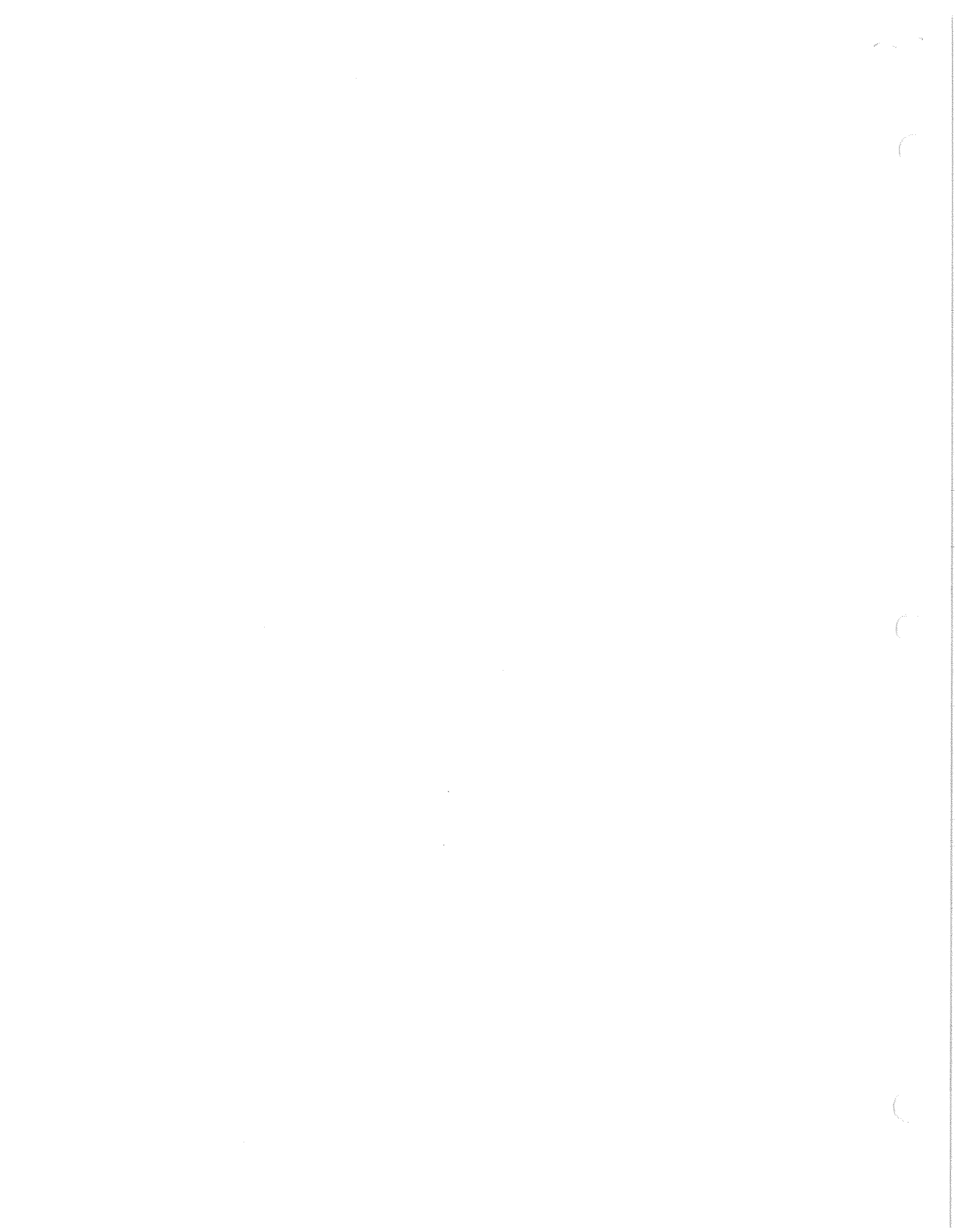
Public Services Coordinator  
(3.00 FTE)

Schedule Reference Desk & Placentia History Room  
Schedule & present adult & young adult programs  
Prepare budget recommendations for Library  
Director for programs sponsored by PLFF  
Promote/publicize adult & young adult programs  
Collect, maintain & report statistics and visual  
records  
Staff training for departmental procedures  
Staff training for departmental emergency  
procedures  
Select adult & young adult materials  
Weed adult & young adult collections  
Quarterly newsletter for teachers, jr./sr. high  
edition  
Quarterly articles for Placentia Quarterly &  
Notations  
Update calendar & departmental information for  
staff intranet  
Provide information for the Library web site  
Convene & manage reference staff meetings



Virtual Services Coordinator  
(1.625 FTE)

Staff liaison with vendors of electronic services & equipment  
Staff liaison with technology consultants  
Staff liaison with webmaster  
Train staff & volunteers on computer & technology issues  
Collect maintain & report statistics & visual records  
Manage power & signal issues for the Library  
Manage security issues for the Library  
Manage the Library's web site  
Keep abreast of new library technologies & introduce them to staff  
Serve as project manager for technology purchases & installations  
Serve as liaison to the Anaheim Library System consortium  
Serve as liaison with OCLC  
Serve as technology liaison with the State Library  
Manage the office automation equipment & software for the  
Library



Acquisitions/  
Processing Services  
(1.85 FTE)

Convene & organize the Selection  
Committee

Work with the Selection  
Committee to allocate materials  
budget

Monitor the balances of the  
materials budget

Staff training for acquisitions  
system and weeding procedures

Collect, maintain & report  
statistics & visual records

Library liaison with book vendors,  
publishers & binderies

Approve library materials invoices  
for payment

Train staff & volunteers on book  
processing & repair

Determine which books need  
bindery services



Children's Services  
(2.25 FTE)

Schedule children's public service desk  
Schedule children's programs through  
contract programmers  
Process performer contracts  
Prepare budget recommendations for  
Library Director for  
programs sponsored by PLFF  
Promote/publicize children's programs  
Collect, maintain & report statistics and  
visual records  
Staff training for departmental procedures  
Staff training for departmental emergency  
procedures  
Select children's materials  
Weed children's collections  
Plan & present programs & materials for  
home schooling families  
Quarterly newsletter for teachers,  
elementary edition  
Quarterly articles for Placentia Quarterly &  
Notations  
Update calendar & departmental  
information for staff intranet  
Provide information for the Library web  
site  
Convene & organize Children's Services  
Meetings





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Request to Approve Supplemental Payroll Transfer on March 19, 2008  
**DATE:** March 18, 2008

**BACKGROUND**

The Placentia Library District is responsible for maintaining an adequate balance in the District Payroll account to fund the payroll of the California State University Fullerton Federal Work Study (FWS ) Program Students. Replenishment of account is required periodically to meet the payroll requirement accumulated by the FWS students over and above the district payroll which varies from pay period to pay period. The actual amount paid out to FWS Students is then reimbursed back to the District.

**RECOMMENDATION**

Approve Supplemental Payroll Transfer of \$7,500.00 on March 19, 2008.

Prepared by: Wendy Goodson





## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

UNUSUAL DATE  
Tuesday, March 18, 2008  
6:30 P.M.  
Placentia History Room

*The Vision of the Placentia Library District is to  
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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

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

**CALL TO ORDER**

- 1. Call to Order Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda <sup>M1 RO</sup>  
<sub>M2 J.T.</sub>

Absent  
BE

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

Presentation: Library Director  
Recommendation: Adopt by Motion

4. Oral Communications

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.*

*Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).*

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report

- A.S. attended City Mtg Mar. 4
- CALTAC on Mar 15
- State of the City Brkfst

G.W. - A.L. / CALTAC  
State of City Brkfst  
R.D. - " " "  
Jot - " " / AL / PUPP /  
CALTAC Munchin  
Event

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Directors Report. (Trustee Turner)

RD - Investment Comte  
- bronze \$ standards

8. Upcoming Trustee meetings and events.

**CONSENT CALENDAR (Items 9 – 40)**

Presentation: Library Director  
Recommendation: Approve by Motion

M1 JT  
M2 R.D.

as amended

M JT

*Items 9 – 40 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 9)**

9. Minutes of the February 19, 2008 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

No Nonstandard Claims were processed during this report period.

11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

Claim 5092 by Minter/Wood; and 5093, 5094, 5095 and 5096 by Minter/DeVecchio, for a total Claims Forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$40,981.75 for Fund 707.

12. Current Claims and Payroll. (Receive & File and Approve)

Current Claim for Fiscal Year 2007-2008: 5097, 5098, 5099 and 5100 for a total Current Claims of \$71,915.31; and Payrolls #21 (04/09/08) for \$52,472.00 and #22 (04/23/08) for \$52,472.00 for a total for Payrolls of \$104,944.00, for a combined total of Current Claims and Payrolls for Fiscal Year 2007-2008 of \$176,859.31 from Fund 707.

13. FY2007-2008 Cash Flow Analysis through March 18, 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

**TREASURER'S REPORTS (Items 14 – 19)**

14. Financial Reports for February 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Office General Ledger & Check Registers for February 2008. (Receive & File)
16. Acquisitions Report for February 2008. (Receive & File)
17. Entrepreneurial Activities Report for February 2008. (Receive & File)
18. Collection Agency Report for February 2008. (Receive & File)

19. Gift Report for February 2008. (Receive & File)

**GENERAL CONSENT REPORTS (Items 20 – 30)**

20. Building Maintenance Report for February 2008. (Receive & File)
21. Personnel Report for February 2008. (Receive, File, and Ratify Appointments)
22. Volunteer Reports for February 2008. (Receive & File)
23. Circulation Report for February 2008. (Receive & File)
24. Legislative Reports from the California Special Districts Association. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. Library of California Board Actions, February 28, 2008. (Receive & File)
30. Letter from Arlene Schafer, Costa Mesa Sanitary District, requesting support of her candidacy for an independent special district representative to the Orange County Local Area Formation Commission (LAFCO). (Receive & File)

**STAFF REPORTS (Items 31 – 40)**

31. Library Director's Report. (Minter)
32. Program Committee Report for January and February 2008. (Roberts)
33. Children's Services Report for February 2008. (Gurkweitz)
34. Placentia Library Literacy Services Report for January and February 2008. (Roberts)
35. Reference and Adult Services Report for February 2008. (Strazdas)
36. History Room Report for February 2008. (Bell)
37. Placentia Library Web Site Report for February 2008. (Napier)
38. Technology Report for February 2008. (Napier)
39. Publicity Materials Produced in February 2008. (Gomez)

- 40. Safety Committee Minutes for February 2008. (Goodson)

**CONTINUING BUSINESS**

- 41. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

- 42. Word of Mouth Marketing Topic for <sup>April</sup> March 2008 – Volunteer Program.

Presentation: Manager of Public Services

- 43. Final Adoption of Placentia Library District Policies 2300 – Job Description – Library Director; 2303 – Job Description – Manager of Administrative Services; 2315 – Job Description – Librarian II; 2317 – Job Description – Librarian; 2319 – Job Description – Library Assistant; 2320 – Job Description – Coordinator of Development and Volunteer Services; 2321 – Job Description – Clerk II; and 2323 – Job Description – Clerk I, that were reviewed at the Library Board Work Session on January 15, 2008 and passed as a first reading on February 19, 2008.

Presentation: Library Director

Recommendations: Adopt amended Placentia Library District Policies in Series 2300 – Personnel Job Descriptions, as follows:

2300 – Job Description – Library Director

2303 – Job Description – Manager of Administrative Services

2315 – Job Description – Librarian II

2317 – Job Description – Librarian

2319 – Job Description – Library Assistant

2320 – Job Description – Coordinator of Development and Volunteer Services

2321 – Job Description – Clerk II

2323 – Job Description – Clerk I

~~MA~~  
~~MZ~~  
MA GW  
MZ RD

← revised

NOVA

- 44. 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.

Presentation: Library Director  
 Recommendations: 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

6010  
6060  
6067  
ML-RD  
JMD/GW

back next month  
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unattended  
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7

7:30pm.

**NEW BUSINESS**

- 45. 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.

Presentation: Library Director  
 Recommendation: 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; and

Authorize the Library Director to sign the Engagement Letter on behalf of Placentia Library District.

ML RD  
M2 GW  
MT GW  
M2 RD

- 46. 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.

Presentation: Library Director  
 Recommendation: Action to be determined by the Library Board of Trustees

Betty in  
7:56 PM.



- 47. Travel Authorization for the Special District Risk Management Authority Safety Claims Education Seminar. Participation in this workshop is required for the District to qualify for its discount in workers' compensation and liability insurance premiums.

Presentation: Library Director  
 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.

*M1-RD  
M2-J.T*

**ADJOURNMENT**

- 48. Agenda Preparation for the April Regular Meeting which will be held on Monday, April 21, 2008.

- 49. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

- 50. Adjourn *8:15 p.m.*

*Special Meeting - Budget  
Apr 1 @ 4:00 p.m.  
Closed session - personnel matter  
- Board date selections for Apr*

*Board directive creation*

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the March 18, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, March 14, 2008.





# Placentia Library Board Calendar

March 2008 - February 2009

## March

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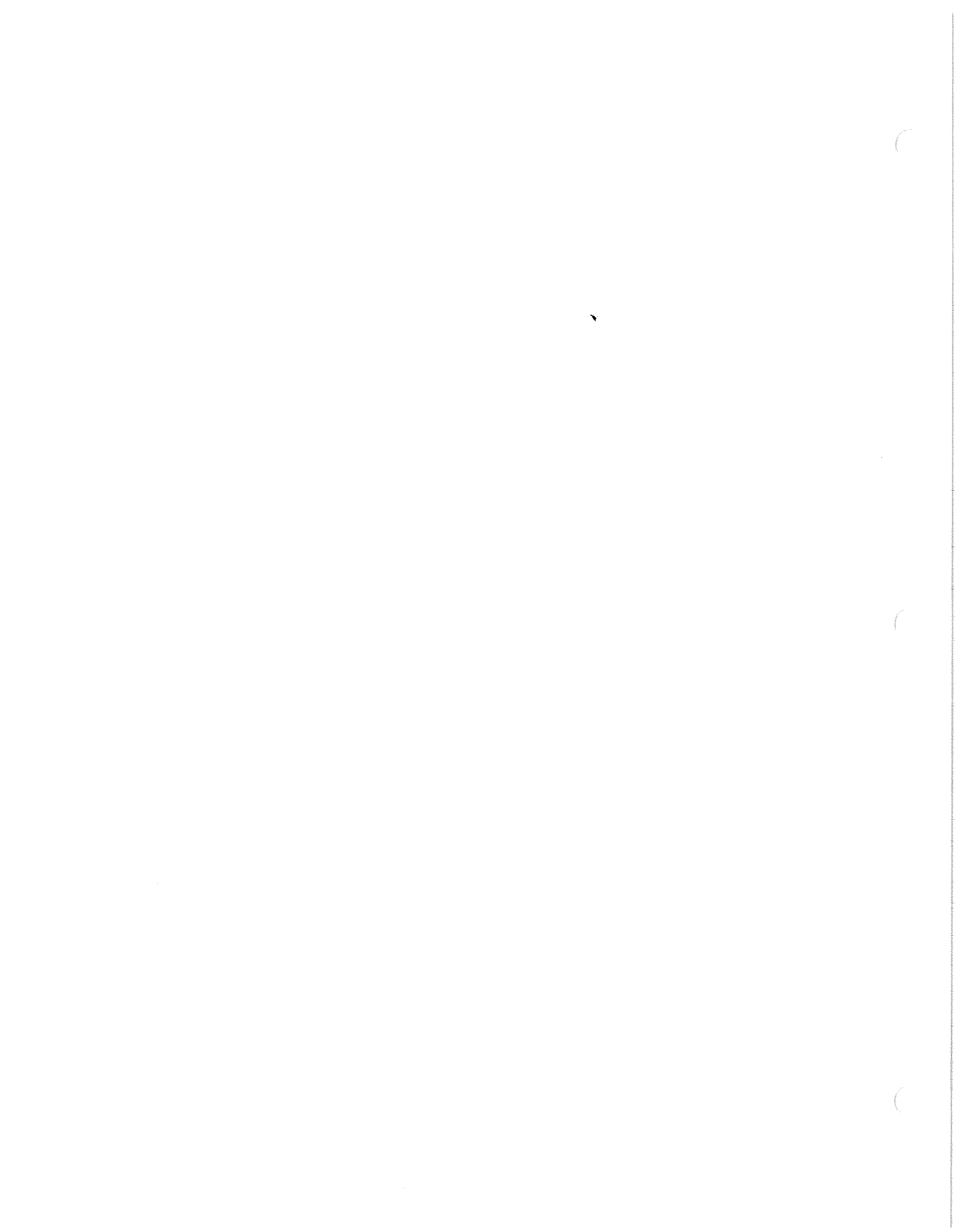
- 1 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 13 5:30 PM Chamber Mixer  
7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 15 9:00 AM CALTAC Trustee Workshop in Library Leadership, City of Orange Library
- 17 6:30 PM Library Board Meeting
- 18 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

## April

- 10 5:30 PM Chamber Mixer  
7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 13 National Library Week through Apr 19  
1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast
- 28 6:30 PM Friends Annual Meeting at Placentia City Council Chambers

## May

- 8 5:30 PM Chamber Mixer



# Placentia Library Board Calendar

March 2008 - February 2009

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## May

- 8 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 12 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 18 1:00 PM 2nd Sunday Book Sale (3rd Sunday in May)
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 Library Closed for Memorial Day/Staff Holiday
- 29 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

## June

- 8 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 9 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 12 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 16 6:30 PM Library Board Meeting
- 26 ALA Annual Conference, Anaheim, through July 2
- 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day/Staff Holiday
- 10 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 21 6:30 PM Library Board Meeting
- 22 Friends of Placentia Library Incorporated in 1970
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

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# Placentia Library Board Calendar

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## August

- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

## September

- 1 Library Closed for Labor Day/Staff Holiday
- 2 Placentia Library District Established in 1919 by OC Board of Supervisors
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 5:30 PM Chamber Mixer  
7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 14 Placentia Library Foundation Incorporated in 1994

- 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 23 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 9 5:30 PM Chamber Mixer  
7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 11 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 12 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 13 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

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# Placentia Library Board Calendar

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## November

- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 Library Closed for Veterans Day/Staff Holiday
- 13 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

- 17 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving/Staff Holiday

## December

- 5 12:00 PM Trustee terms begin
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 12 6:30 PM Chamber of Commerce Citizen of the Year Breakfast
- 14 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

## January

- 8 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 11 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 12 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 19 6:30 PM Library Board Meeting
- Library Closed for Martin Luther King Holiday/Staff Holiday.
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 23 ALA Midwinter Meeting, Denver, through Jan 28
- 29 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

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# Placentia Library Board Calendar

March 2008 - February 2009

## February

- 8 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 9 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 12 5:30 PM Chamber Mixer  
7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 16 6:30 PM Library Board Meeting  
3:00 AM Library Closed for Presidents Day/Staff Holiday
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

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PLACENTIA LIBRARY FRIENDS FOUNDATION  
MINUTES March 19 2008

The meeting was called to order at 7:00 pm by President, Carole Fizzard. The following Members were present: Brenda Benner, Nadine Blansett, Ben Boelman, Glennis Clancy, Bill Dooley, Carol Fizzard, Ginny Hausmann, Barbara Hemmerling, Camille Himes, Nancy Lone-Tollefson, and Ginny Sanatar. The representative from the Trustees was Jean Turner. Library Staff present: Elizabeth Minter, Yesinia Gomez, Wendy Goodson. The board was unanimous in their praise for the excellent job Yesenia did in organizing and executing all the details for the Author's Luncheon.

**SECRETARY:** By general consent the minutes of the January meeting were approved as written.

**GUEST SPEAKERS**—1) Carol introduced Dixie Shaw. She gave a brief review of the book *A Whole New Mind* by Daniel H. Pink. The subject of this book is the use of right brain thinking. The book offers ways to use creative, emotional imagination in professional and business environments as well in ones personal life. Dixie will be attending a luncheon where Mr. Pink is speaking. The book is available in our library. 2) Carol introduced Pat Irot who spoke on the Placentia History Room and its collections. She gave a brief history of the room, the sources of financial aid, archiving and community outreach. The History Room staff asked the PLFF to provide a Host at identified events: to set up and clean up and provide refreshments, at \$50 per event. A discussion followed regarding budget items and the History Room's place on the budget. At the conclusion Brenda Benner made a motion, seconded by Ginny Sanatar, to allow \$500.00 in the budget, for the History Room's use. The motion carried. The Social Committee will work with Pat Irot to provide a Host as needed. (An outline of Pat Irot's Presentation is filed with these minutes.)

President, Carol, questioned the PLFF logo on the mailing for the Atwood Yacht Club Reunion which was mentioned in Pat Irot's report. Elizabeth said that only mailings using that logo can use the franking privilege. The library is not a non-profit organization. There is considerable monetary savings with the use of the frank. An official resolution was not made.

**FINANCIAL REPORTS**

**TREASURER:** Camille Himes: Total assets as of March 10, 2008: \$233,487.16. The complete report of profit and loss is filed with these minutes.

**FINANCIAL SECRETARY:** Ginny Sanatar. Total deposits for February \$3,438.35. Complete figures filed with these minutes. A profit of \$9,416.38 was made on the Author's Luncheon. Full report of expenses, income, and comparison with other years is filed with these minutes.

**PAYMENT OF BILLS:** 1) Brenda Benner made a motion, seconded by Barbara Hemmerling, that the following bills be approved for payment:

- 1) Nancy Lone-Tollefson-Reimbursement for Volunteer Brunch- \$55.06
- 2) Demco- Book Displays \$57.83
- 3) Photography by John Walcek-Author's Luncheon 2008 Pictures \$107.75
- 4) Jart Direct Mail-Mailing for January Notations \$763.86
- 5) Freeman, Freeman & Smiley-Legal Services \$63.95

The motion carried.

2) Barbara Hemmerling made a motion, seconded by Brenda Benner to ratify the following bills. These have been approved by the Finance Committee.

- 1) Alta Vista Country Club-Author's Luncheon 2008 \$2,285.99
- 2) Library District-Reimbursement for Board member ribbons \$10.78
- 3) Ben Boelman-Music Author's Luncheon 2008 \$100.00
- 4) Suzanne Enoch-Speaker Author's Luncheon 2008 \$300.00
- 5) Miss Placentia Scholarship Pageant-Music Author's Luncheon \$100.00
- 6) TSC Apparel -Author's Luncheon small aprons \$8.28
- 7) Marge Boelman-Reinbursement for center pieces Author's Luncheon \$45.94
- 8) Minuteman Press- Author's Luncheon table set-up posters \$64.65

Motion carried.

**PRESIDENT'S REPORT:** Carol Fizzard— 1) A committee headed by Ginny Sanatar will meet March 12, 1:30 to make further plans for the Annual Meeting, April 25. 2) Job descriptions were handed in by Committee Chairmen. 3) Committee to do "money" standing rules has met and will be ongoing in their planning. 4) We need to use members from the membership list to serve on some committees. Only the Chairman needs to be a board member. 5) It was decided it will not be necessary to hold an election at the Annual Meeting. 6) Carol read a letter of resignation from Camille Himes. 7) The top 25 donors should be honored by a special event to show our appreciation.

#### **LIBRARY STAFF REPORTS**

**Elizabeth Minter:** 1) Frank Mickadeit, staff writer for The Register is our invited guest speaker. 2) Jim Roberts and Lois Monroe will take full charge of volunteer certificates to be given at the Annual Meeting.

**Yesenia Gomez:** 1) Notations will be mailed the end of March

#### **COMMITTEE CHAIR REPORTS**

**Bookstore** Nancy Lone-Tollefson- 1)The silent Auction made \$102.00 in February. 2) Antique fashion magazines and picture plates that were donated will likely bring several hundred dollars on e-bay. 3) There was a tie with several names for the bookstore. The Board will vote on these next month.

**Membership** -Ginny Haussmann: Ginny reported that she gave a talk at the Western Round-Up and also at a luncheon Jean Turner hosted at the library.

**Board Development**- Brenda Benner: No report.

**Program**- Ginny Sanatar: Report given under Financial Secretary.

**Legacy** -Ben Boelman: Plans are being made for the Annual Giving Campaign. Ben was thanked for the music he provided at the Author's Luncheon and the lovely centerpieces his wife, Marge, created.

**Trustees**- No report.

**Finance:** Report given under Financial above.

**Investments**- No report

**Trustee's Meeting:** Camille Himes no report

#### **Announcements:**

Next meeting— Monday April 14, 2008 at 7 P.M.

The meeting was adjourned at 9:00 PM

Barbara Hemmerling, Secretary

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Upcoming Trustee Events and Meetings  
**DATE:** March 18, 2008

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### Trustee Events and Meetings

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March 18, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
6:30 P.M.	Library Board Meeting
March 21, Friday, 7:30 A.M.	Chamber of Commerce Good Friday Prayer Breakfast, Alta Vista Country Club
March, 23, Sunday	Easter, Library closed (not a staff holiday)
March 25-29	Public Library Association Conference, Minneapolis (Minter & Strazdas)
March 27, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, speaker will be Sylvia Gutierrez, Small Business Association, "The Changing Economy".
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood
April 10, Thursday, 7:30 A.M.	North Orange County Legislative Alliance, Brea City Hall Meeting Room, 2 <sup>nd</sup> floor
5:30 P.M.	Chamber of Commerce Ribbon Cutting & Mixer, Express Personnel Services, 2001 E. Orangethorpe, Ste. B.
April 13-19	National Library Week, 50 <sup>th</sup> Anniversary, Library Program Committee will be announcing events in the Library
April 13, Sunday, 1:00 – 4:30	PLFF 2 <sup>nd</sup> Sunday Book Sale

April 14, Monday, 7:00 P.M.

PLFF Board of Directors Meeting, Library Meeting Room, Secretary DeVecchio and Trustee Turner

April 21, Monday, 6:30 P.M.

Library Board of Trustee Meeting, Placentia History Room

April 24, Thursday, 7:15 A.M.

Chamber of Commerce Breakfast, speaker had not yet been announced.

April 28, Monday, 6:30 P.M.

PLFF Annual Meeting and Library Volunteer Recognition Program, Placentia City Hall, speaker will be Frank Mickadeit, columnist with the Orange County Register.



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 19, 2008**

**CALL TO ORDER** President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on February 19, 2008, at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Vernon Napier, and Wendy Goodson.

**Members Absent:** Betty Escobosa

**Managers Absent:** Jim Roberts

**Others Present:** Placentia Library District Staff Katie Matas & Alex Hernandez & Human Resources Consultant Valerie Poole

**ADOPTION OF AGENDA** It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the Agenda as printed.

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**STATUS ON VALERIE POOLE INTERVIEWS** Human Resource Consultant Valerie Poole addressed the Board to report on the status of the sessions of information interviews with the Library staff.

**PRESIDENT REPORT** President Shkoler reported that he attended the Council of Independent Special District at the Buena Park Library on February 16, 2008. Topics of discussion included legislative items such as Prop 1A and roundtable of current library events such as fundraising.

**TRUSTEES' REPORTS** Trustee Turner attended the Independent Library District Trustees meeting on February 16, 2008 with President Shkoler and Library Director Minter.

Secretary DeVecchio reported he attended the Independent Special District of Orange County Quarterly Meeting on January 31, 2008. He visited the new Orange Library. He also attended a

Trustee Wood had nothing to report at this time.

**FRIENDS' REPORT** The Annual Author's Luncheon is March 1, 2008. The featured author is romance writer Suzanne Enoch.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 18, 2008, Regular Date, Page 2.

**CONSENT  
CALENDAR**

It was moved by Trustee Turner and seconded by Secretary Escobosa approve Agenda Items 9-40 as printed.

**MINUTES**

Minutes of the January 15, 2008 Library Board of Trustees Regular Meeting and the January 15, 2008 Library Board of Trustees Work Session.

**CLAIMS**

Claims 5078 by Minter/Turner, 5079,5080,5081,5082, and 5083 by Minter/DeVecchio, and 5084 by Minter/Wood for total of Claims forward by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$46,599.51 for Fund 707.

Current Claims 5086,5087,5088,5089,5090 and 5091 for a total Current Claims of \$47,471.86; and Payrolls #19 (3/12/08) for \$52,472.00 and #20 (3/26/08) for \$52,472.00 for \$104,944.00 for a combined total of \$154,415.86 from Fund 707.

FY2007-2008 Cash Flow Analysis through February 19, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for January 2008

Office General Ledger & Check Registers for January 2008

Acquisitions Report for January 2008

Entrepreneurial Report for January 2008

Collection Agency Report for January 2008

Gifts Report for January 2008

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for January 2008

Personnel Report for January 2008

Volunteer Report for January 2008

Circulation Report for January 2008

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 18, 2008, Regular Date, Page 3.

Placentia Library District Policies as adopted by the Library Board of Trustees on January 15, 2008, 2020-Vacations, 2040-Sick Leave, 2110-Health & Welfare Benefits, 2115-Volunteers Worker's Compensation Insurance, 2120-Educational Assistance, 2125-Notary Public Training Services, 2130-Pay Periods & Distribution of Pay Checks, 2160-Authorized Leave, 2170-Performance Evaluations, 2220-Equal Employment Opportunity, 2325-Library Aide.

Announcement by State Librarian Susan Hildreth on January 15, 2008 of the Public Library Fund Allocations for Fiscal Year 2007-2008

Placentia Library District Mid-Year Report for the California Library Literacy Services (CLLS) Grant from the State Library of California as submitted on February 14, 2008.

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

## STAFF REPORTS

Director's Report for January 2008

Program Committee Report for January 2008

Children's Services Report for January 2008

Placentia Library Literacy Services Report for January 2008

Reference and Adult Services Report for January 2008

History Room Report for January 2008

Placentia Library Web Site Report for January 2008

Technology Report for January 2008

Publicity Materials produced for January 2008

Safety Committee Minutes for January 2008

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

## LEGISLATIVE ISSUES

Library Director reported she attended the North Orange County Legislative Alliance meeting on February 14, 2008. The Public Library Fund allocation for this year is \$21,153, which is 14.3% of its eligible

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 18, 2008, Regular Date, Page 4.

allocation of \$147,905.00

**WORD OF MOUTH  
MARKETING**

Technology Manager Napier reported that the topic of the month is the Library's Website. Badges will be distributed on March 1<sup>st</sup>, 2008.

**POLICY SERIES 2000**

It was moved by Trustee Wood and seconded by Secretary DeVecchio to adopt as a first reading and refer to staff for further comments.

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

**POLICY SERIES 6000**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt as a first reading and refer to staff further comments.

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

It was moved by Trustee Wood and Secretary DeVecchio to delete Placentia Library District Policy 6037 – Debit Card Policy from the Policy Manual effective immediately.

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

Trustee Escobosa entered the meeting at 7:40P.M.

**MINIMUM WAGE  
ADJUSTMENT FOR  
FISCAL 2007-2008**

It was moved by Trustee Escobosa and seconded by Trustee Wood to read Resolution 08-08 by Title only.

AYES: Shkoler, DeVecchio, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Escobosa

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt Resolution 08-08 by roll call vote.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**PROFIT SHARING  
PENSION PLAN**

The Board has requested that this item be included for discussion during Budget Assumptions for Fiscal Year 2008-2009.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 18, 2008, Regular Date, Page 5.

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Minter to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008 with all travel and meal expenses to be paid by the Santiago Library System.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the registration for five persons to attend the California Association of Library Trustees and Commissioners' Southern California Leadership Workshop on Saturday, March 15, 2008 in Orange and to be paid from the General Fund; and authorize Board Secretary DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura, April 23-25, 2008 at a cost not to exceed \$1,772.20 with the expenses to be paid from the General fund.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**CLOSED SESSION**

Closed Session commenced at 8:40 P.M.

Closed Session ended at 9:15 P.M. with the no action taken.

**AGENDA  
PREPARATION**

Agenda Preparation for the March Meeting will be held on Monday, March 17, 2008 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 19, 2008 adjourned at 9:15 P.M.

**NEXT MEETING**

The March Library Board Meeting will be held on Monday, March 17, 2008 at 6:30 P.M. in the Library History Room.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
March 18, 2008

TYPE	REPORT NUMBER	AMOUNT
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None		
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	TOTAL	
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Prepared by: Wendy Goodson





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Trustees  
March 18, 2008

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	February 20, 2008	5092	707	11,649.65	Minter/Wood
	February 25, 2008	5093	707	19,508.47	Minter/DeVecchio
	March 7, 2008	5094	707	2,792.65	Minter/DeVecchio
	March 7, 2008	5095	707	3,314.04	Minter/DeVecchio
	March 7, 2008	5096	707	3,716.94	Minter/DeVecchio
SUBTOTAL FUND 707				40,981.75	
TOTAL BY LIBRARY DIRECTOR				40,981.75	

Prepared by: Wendy Goodson

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	2-11-081443-IN		0306	00		11,649.65		
<b>PLEASE PAY IMMEDIATELY</b>								

The claims listed above (totaling \$1,649.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*Richard C. Ruben*  
APPROVED BY

*Carter M. Wood*  
COUNTERSIGNED BY

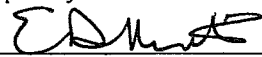
ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N31728 Valerie Poole 513 Valley Forge Dr Placentia CA 92870 (SSN: X4417)	2-24-08/008 HR Svcs		1900	00		1,105.00		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	2-22-08/05391188009		2802	00		1,237.07		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-17-0/T7587153		0700	01		46.70		
	1-17-08/T7587138		0700	00		325.07		
						371.77		
N03847 OCLC PO Box 951488 Cleveland OH 44193	11-30-07/560666		1900	00		14,463.19		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	2-15-08/445266		1900	00		245.89		
			1900	08		81.97		
						327.86		
N06820 California Library Association 717 20th Suite 200 Sacramento CA 95814	Mbrshp - Strazdas		1600	00		140.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	2-1-08/SP Lit Feb-08		1900	01		376.80	**2**	
N27626 Zimmer Electric, Inc. P.O. Box 526 11581 Range View Rd. Mira Loma, CA 91752-0526	2-18-08/1033		1400	00		965.48		
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	2-12-08/3283		1900	00		270.00		
N30884 Guadalupe Arreola 1353 W Baker Ave (SSN: X9438)	2-1-08/SP Lit Feb-08		1900	01		251.30	**2**	

The claims listed above (totaling \$19,508.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

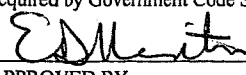
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870


THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	3-1-08/1479-IN		0308	00		1,027.39		
			0309	00		616.46		
			0310	00		382.81		
			0319	00		188.67		
			1900	00		52.32		
						2,267.65		
	1-31-08/24700		0350	00		125.00		
					<b>TOTAL</b>	<b>2,392.65</b>		
X04789 Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709 x8721	2-28-08 Lapsit		1900	00		400.00		

**PLEASE PAY IMMEDIATELY**

The claims listed above (totaling \$2,792.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

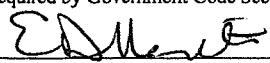
ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00199-1 Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	2-15-08/279038		1800	00		144.16		
X00887 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	2-22-08/312083-9		2803	00		389.49		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	3-1-08/139956		1800	00		33.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	3-4-08/08-03-1938 2-26-08/08-02-1919 2-26-08/08-02-1920		1400	00		145.50 228.00 366.31		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2-28-08/10178		1900	00		45.00		
X00976-4 AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	2-4-08/t7655042		0700	08		61.73		
X04523 Amy Paino 5882 Amberdale Dr Yorba Linda CA 92886	2-29-08/Feb 08 Off site storytime		1900	08		475.00	"2"	
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	2-29-08/447676		1900	00		248.56		
			1900	08		82.85		
						331.41		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	2-20-08/AN356279 3-4-08/AN357482		1400	00		190.00 234.08		
						424.08		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	2-18-08/3110553		1800	00		207.86		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	3-1-08/297		1900	00		462.50		

The claims listed above (totaling \$3,314.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00611 Office Depot PO Box 70025 Los Angeles CA 90074-0025	2-29-08/421705150		1800	00		24.77		
	2-29-08/420668456		1800	00		7.53		
	2-8-08/418543760		1800	00		120.98		
	2-15-08/419721949		1800	00		9.31		
	2-8-08/418860591		1800	00		185.86		
	2-5-08/418353102		1800	00		681.95		
	2-8-08/418865790		1800	00		55.15		
	2-2-08/420052872		1800	00		124.83		
						<b>1,210.38</b>		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	3-5-08/331736		1400	00		1,300.00		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb 02/13/08		2600	01		44.70		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	3-7-08/SP Lit Program		1900	01		226.08	"2"	
N26480 Harry A Senn 2555 E Chapman Ave Ste 407 Fullerton CA 92831 SSN:470-40-5004	Prof Svcs 1-Feb		1900	00		240.00		
N27566 Sam's Club P.O. Box 9001907 Louisville, KY 40290-1907	Mbrshp Rnw 07-08		1600	00		345.00		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	2-27-08/28136		1000	00		100.00		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	3-7-08/SP Lit Program		1900	01		150.78	"2"	
N32127 Carol Ann Hesel 12861 West Sp 113 Garden Grove CA 92840	2-28-08/Off site story time		1900	08		100.00	"2"	

The claims listed above (totaling \$3,716.94) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
March 18, 2008

TYPE	REPORT NUMBER	AMOUNT
Regular	5097	9,323.59
	5098	2,762.04
	5099	13,459.56
	5100	46,370.12
Subtotal for Regular		71,915.31
	4/9/2008	52,472.00
	4/23/2008	52,472.00
Subtotal for Payroll		104,944.00
TOTAL CURRENT CLAIMS & PAYROLL		176,859.31

Prepared by: Wendy Goodson

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	2-29-08/4007426992		2400	01		1,266.67		
	2-29-08/4007426991		2400	01		314.44		
	2-29-08/4007426990		2400	01		3,868.74		
	2-29-08/4007426989		2400	01		37.35		
	2-29-08/4007426988		2400	01		33.59		
	2-29-08/4007426987		2400	01		16.78		
	2-29-07/4007426986		2400	01		17.96		
	2-29-08/4007426985		2400	01		92.79		
	2-29-08/4007426984		2400	01		20.07		
	2-29-08/4007426983		2400	01		35.36		
	2-28-08/4007456606		2400	01		290.27		
	2-28-08/4007456605		2400	01		84.40		
	2-28-08/4007456604		2400	01		198.48		
	2-28-08/4007456603		2400	01		36.55		
	2-28-08/4007456602		2400	01		30.51		
	2-28-08/4007456601		2400	01		73.11		
	2-28-08/4007456600		2400	01		18.56		
	2-28-08/4007456599		2400	01		132.30		
	2-28-08/4007456598		2400	01		44.85		
	2-28-08/4007456597		2400	01		35.38		
	2-14-08/4007381064		2400	01		216.29		
	2-14-08/4007381063		2400	01		35.36		
	2-14-08/4007381062		2400	01		204.51		
	2-14-08/4007381061		2400	01		108.36		
	2-14-08/4007381060		2400	01		133.58		
	2-14-08/4007381059		2400	01		76.90		
	2-14-08/4007381058		2400	01		71.88		
	2-14-08/4007381057		2400	01		34.32		
	2-14-08/4007381056		2400	01		76.64		
	2-14-08/4007381055		2400	01		74.28		
2-14-08/4007381054		2400	01		77.22			
2-14-08/4007381053		2400	01		19.15			
2-14-08/4007381052		2400	01		22.04			
2-14-08/4007381051		2400	01		19.15			
					<b>7,817.84</b>			
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	2-14-08/15593330		2400	01		29.27		
	2-6-08/15578206		2400	01		59.40		
	2-19-08/15901910		2400	01		30.13		
	2-8-08/15586028		2400	01		30.13		
	2-21-08/15611080		2400	01		30.13		
					<b>179.06</b>			
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	2-22-08/0369653-IN		2400	01		996.69		
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	3-3-08/1084510465		2400	05		58.00		
	2-26-08/1084491864		2400	05		90.00		
	2-8-08/1084413483		2400	05		182.00		
					<b>330.00</b>			

The claims listed above (totaling \$9,323.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

9,323.59



Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X02898	3-3-08/5442164		2400	02		141.48		
Midwest Tape	3-3-08/5442165		2400	02		147.48		
PO Box 820	2-19-08/5432627		2400	02		74.56		
Holland OH 43528	2-19-08/5432626		2400	02		105.84		
	2-7-08/5424634		2400	02		243.32		
	2-7-08/5424636		2400	02		15.64		
						<b>728.32</b>		
X03239	3-1-08/170973		1900	00		143.20		
Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130								
N03660	Petty Check Reimb		1600	00		138.00		
Elizabeth D. Minter (Petty Checks)	2-1-08to3-12-08		2700	01		18.00		
Placentia Library District			2700	03		72.00		
Petty Cash Reimbursement			2700	08		17.86		
411 East Chapman Avenue Placentia, CA 92870-6198						<b>245.86</b>		
N03660	Petty Cash Reimb		0900	00		7.87		
Elizabeth D. Minter (Petty Cash)	9-28-07to3-4-08		1000	00		12.38		
Placentia Library District			1803	00		8.59		
Petty Cash Reimbursement						<b>28.84</b>		
411 East Chapman Avenue Placentia, CA 92870-6198								
X00976-4	2-7-08/T7670486		0700	01		229.53		
AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461								
N03842A	2-24-08/34743254		2400	01		15.02		
Ingram Library Services	2-14-08/34571776		2400	01		49.90		
P.O. Box 502779	2-13-08/34549334		2400	01		41.90		
St. Louis, MO 63150-2779	2-12-08-34532094		2400	01		302.44		
	2-11-08/34498342		2400	01		3.97		
	2-11-08/34498341		2400	01		216.74		
	2-11-08/34498340		2400	01		59.55		
	3-2-08/34874464		2400	01		22.65		
	3-3-08/34894190		2400	01		10.79		
	3-3-08/34894189		2400	01		181.90		
	3-3-08/34894188		2400	01		17.69		
	2-25-08/34761595		2400	01		12.13		
	2-25-08/34761594		2400	01		7.62		
	2-25-08/34761593		2400	01		129.72		
	2-25-08/34761592		2400	01		110.97		
	2-25-08/34761591		2400	01		17.05		
	2-26-08/34795087		2400	01		49.85		
	2-26-08/34786806		2400	01		22.44		
	2-26-08/34786805		2400	01		5.57		
	2-28-08/34838636		2400	01		12.28		
	2-27-08/34810321		2400	01		21.96		
	2-27-08/34810322		2400	01		12.83		
	3-6-08/34971438		2400	01		14.75		
	3-6-08/34971437		2400	01		28.96		
	3-6-08/34971436		2400	01		17.61		
						<b>1,386.29</b>		

The claims listed above (totaling \$2,762.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,762.04

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04706 Lindsay Whipple 13292 Marshall Ln Tustin CA 92780	2-29-08/Story Time Feb 08		1900	00		400.00	"2"	
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb. 3-11-08to3-12-08		2600	01		46.46		
N06819 American Library Association Box 77-6499 Chicago, IL 60678-6499	1-9-08/12426693		2400	01		37.80		
N09111B EBSCO Publishing P.O. Box 562 Ipswich, MA 01938	2-15-08/LA-S49200-00		2400	04		17.98		
N24516 Rainbow Book Company 500 E. Main Street Lake Zurich, IL 60047	12-5-07/68613		2400	01		12,037.66		
N24885A Signarama 1092 N Tustin Ave Anaheim, CA 92807	3-11-08/13108		1900	00		231.64		
N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	2-21-08/10103182		2400	01		212.68		
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Supply Reimb. Feb-Mar 08		1800	00		90.44		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	2-8-08/314414 2-6-08/313980		2400	05		284.80 44.92		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	2-27-08/21520		1800	00		39.87		
N29831 Lerner Group 1251 Washington Ave North Minneapolis MN 55401	2-7-08/L705571		2400	01		15.31		

The claims listed above (totaling \$13,459.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

13,459.56

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N29845 Innovative Media Productions Phil Giraldin 1122 E. Lincoln Ave Ste B300 Orange CA 92865	3-11-08/020-633		1900	00		139.00		
N31427 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	3-2-08/X4877		0700	01		253.90		
James Publishing PO Box 25202 Santa Ana CA 92799-5202	2-14-08/2615322		2400	01		57.55		
Infobase Publishing General Post Office PO Box 26223 New York NY 10087-6223	2-25-08/564050		2400	01		385.56		
Tim Riley 3600 Harbor Blvd Ste 285 Oxnard CA 93035	3-6-08/080306DVD		2400	02		64.24		
Signature Designs 101 S Kraemer Blvd Ste 203 Placentia CA 92870	2-16-08/5327		1900	00		193.53		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	3-1-08/57669		2200	00		45,276.34		

The claims listed above (totaling \$46,370.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

46,370.12



## County of Orange

# ELECTRONIC FUNDS TRANSFER

### A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: **Treasurer-Tax Collector** cashmgmt@ttc.ocgov.com or Fax to: **834-2912**

Please Pay \$ 52,472.00 on 4 | 9 | 08

Send To: **Bank Name:** Wells Fargo Bank  
**ABA #:** 121042882  
**Account Name:** Placentia Library District  
**Account #:** 2011939659  
**Reference:** Payroll #21

Description:

**Department / Agency**

Contact: Elizabeth D. Minter, Library Director  
Name and Title  
714-528-1925 714-528-8236  
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						48,798.96	
707	707			0200	00						3,673.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	52,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER	DATE	DEPUTY	DATE							

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p><b>Auditor-Controller Approvals:</b></p> <p><b>Claims &amp; Disbursing:</b></p> <p>Over Limit: _____  <small>\$100,000 (1)      \$500,000 (2)      \$1,000,000 (3)</small></p> <p>Claims &amp; Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p><b>General Ledger Approvals:</b></p> <p>Cash &amp; Expense Budget: _____ Date: _____ wrec</p>	<p><b>Transaction Reference</b></p> <p>Automated Clearing House (CH) _____ Wire Transfer (WT) _____</p> <p>Automated Clearing House (IC) _____</p> <p>MW Transaction #: _____</p> <p><b>Treasurer-Tax Collector Information</b></p> <p>Released By / Ref #: _____</p>



## County of Orange

# ELECTRONIC FUNDS TRANSFER

### A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 52,472.00 on 4 | 23 | 08

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #22

Description:

Department / Agency

Contact: Elizabeth D. Minter, Library Director

Name and Title

714-528-1925

Phone Number

714-528-8236

FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						48,798.96	
707	707			200	00						3,673.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	52,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT			DATE		AUTHORIZED SIGNER			DATE		DEPUTY		DATE

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p><b>Auditor-Controller Approvals:</b></p> <p>Claims &amp; Disbursing:</p> <p>Over Limit: _____</p> <p style="margin-left: 40px;">\$100,000 (1)    \$500,000 (2)    \$1,000,000 (3)</p> <p>Claims &amp; Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p><b>General Ledger Approvals:</b></p> <p>Cash &amp; Expense Budget: _____ Date _____ wrec _____</p>	<p><b>Transaction Reference</b></p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p><b>Treasurer-Tax Collector Information</b></p> <p>Released By / Ref #: _____</p>




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Cash Flow Analysis  
**DATE:** March 18, 2008

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2007-2008 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2007-2008 is Attachment B.

*It is my opinion that Placentia Library District is in compliance with California Government Code Section 53646(b)(1) that requires that the District have adequate balances and anticipated revenues to meet its expenditure requirements for the next six months.*

I am recommending that no funds be transferred at this time.

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2007-2008 through March 18, 2008 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.





Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/07		Beginning Balance			1,099,907.16
06/18/07		Payroll #1 to wire July 3, 2007		47,072.00	1,052,835.16
06/18/07		Payroll #2 to wire July 18, 2007		47,072.00	1,005,763.16
07/02/07	5007	General by Library Director & DeVecchio		21,633.08	984,130.08
07/02/07	5008	General by Library Director & DeVecchio		10,265.55	973,864.53
07/02/07	5009	General by Library Director & DeVecchio		4,064.39	969,800.14
07/09/07	5010	General by Library Director & Shkoler		2,227.83	967,572.31
07/16/07	5011	General by 3 Trustee signatures		6,298.82	961,273.49
07/16/07	5012	General by 3 Trustee signatures		2,700.42	958,573.07
07/16/07	5013	General by 3 Trustee signatures		4,905.32	953,667.75
07/16/07	5014	General by 3 Trustee signatures		12,467.68	941,200.07
07/16/07		Payroll #3 to wire August 1, 2007		49,472.00	891,728.07
07/16/07		Payroll #4 to wire August 15, 2007		49,472.00	842,256.07
07/16/07		Payroll #5 to wire August 29, 2007		49,472.00	792,784.07
07/16/07		6280-00: Supplemental	(2.11)		792,781.96
07/17/07	5015	General by Library Director, Escobosa & Wood		10,251.39	782,530.57
07/26/07	5016	General by Library Director & DeVecchio		14,862.95	767,667.62
07/26/07	5017	General by Library Director & DeVecchio		3,901.25	763,766.37
07/26/07	5018	General by Library Director & DeVecchio		6,246.38	757,519.99
08/01/07		6610:00 Interest Orange County Investment Pool	5,305.93	99.98	753,161.36
08/06/07	5019	General by Library Director & Shkoler		4,358.63	748,802.73
08/06/07	5020	General by Library Director & Shkoler		4,014.36	744,788.37
08/06/07	5021	General by Library Director & Shkoler		11,570.23	733,218.14
08/06/07		6610:00 Interest Orange County Investment Pool	(5,305.93)	(99.98)	724,736.03
08/09/07	5022	General by Library Director & DeVecchio		8,482.11	716,253.92
08/15/07		6280-00: Supplemental	10,236.34		711,837.84
08/20/07	5023	General by 3 Trustee signatures		4,416.08	707,421.76
08/20/07	5024	General by 3 Trustee signatures		9,115.97	698,305.79
08/20/07	5025	General by 3 Trustee signatures		2,453.33	695,852.46
08/20/07	5026	General by 3 Trustee signatures		1,638.70	694,213.76
08/20/07	5027	General by 3 Trustee signatures		11,951.71	682,262.05
08/20/07		Payroll #6 to wire September 12, 2007		47,472.00	634,790.05
08/20/07		Payroll #7 to wire September 26, 2007		47,472.00	587,318.05
08/22/07		6610:00 Interest Orange County Investment Pool	4,699.25	89.62	587,343.67
08/23/07		6610:00 Interest, Bank of the West	25.62		587,369.29
08/23/07		7670:00 Local Revenue, Fines & Fees	10,956.29		598,325.58
08/23/07		7670:01 Local Revenue, Passport	33,266.85		631,592.43
08/23/07		7670:02 Local Revenue, Non-Government Grants & Contributions	10,340.07		641,932.50
09/04/07	5028	General by Library Director & Turner		15,894.86	625,045.63
09/04/07	5029	General by Library Director & Turner		16,886.87	608,158.76
09/04/07	5030	General by Library Director & Turner		2,346.19	605,812.57
09/12/07		6280-00: Supplemental	742.06		558,449.41
09/17/07	5031	General by 3 Trustee signatures		47,363.16	511,086.25
09/17/07	5032	General by 3 Trustee signatures		5,241.85	505,844.40
09/17/07	5033	General by 3 Trustee signatures		2,275.49	503,568.91
09/17/07	5034	General by 3 Trustee signatures		6,187.39	497,381.52
09/17/07	5035	General by 3 Trustee signatures		7,272.50	490,109.02

Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/07		Payroll #8 to wire October 10, 2007		47,472.00	442,637.02
09/17/07		Payroll #9 to wire October 24, 2007		47,472.00	395,165.02
09/18/07	5036	General by Library Director & Shkoler		7,616.13	387,548.89
09/20/07		6220-00 Unsecured Collections 1st	53,741.28	134.35	441,155.82
09/24/07		6610:00 Interest Orange County Investment Pool	4,339.15	8,273.00	437,221.97
09/25/07	5038	General by Library Director & Turner		6,082.80	431,139.17
09/25/07	5038	General by Library Director & Turner		14,314.89	416,824.28
09/25/07	5039	General by Library Director & Turner		1,409.70	415,414.58
10/10/07		6280-00: Supplemental #3	7,811.42		404,845.65
10/11/07	5040	General by Library Director & DeVecchio		10,568.93	394,276.72
10/11/07	5041	General by Library Director & DeVecchio		15,716.65	378,560.07
10/11/07	5042	General by Library Director & DeVecchio		3,917.68	374,642.39
10/11/07	5043	General by Library Director & DeVecchio		2,305.99	372,336.40
10/11/07	5044	General by Library Director & DeVecchio		6,090.71	366,245.69
10/11/07	5045	General by Library Director & DeVecchio		12,730.00	353,515.69
10/11/07	5046	General by Library Director & DeVecchio		12,411.74	341,103.95
10/22/07		6610:00 Interest Orange County Investment Pool	3,620.95		338,638.46
10/24/07	5047	General by 3 Trustee signatures		2,465.49	291,166.46
10/24/07		Payroll #10 to wire November 7, 2007		47,472.00	291,166.46
10/24/07		Payroll #11 to wire November 14, 2007		47,472.00	243,694.46
10/30/07	5048	General by Library Director & Shkoler		5,600.00	239,141.24
11/01/07	5049	General by Library Director & Shkoler		4,553.22	232,965.00
11/01/07	5050	General by Library Director & Shkoler		6,176.24	227,436.52
11/01/07	5051	General by Library Director & Shkoler		5,528.48	212,721.94
11/12/07	5052	General by Library Director & Shkoler		14,714.58	215,712.02
11/14/07		6280-00: Supplemental #4	2,990.08		208,286.28
11/19/07	5053	General by 3 Trustee signatures		7,425.74	197,981.79
11/19/07	5054	General by 3 Trustee signatures		10,304.49	185,134.56
11/19/07	5055	General by 3 Trustee signatures		12,847.23	181,943.77
11/19/07	5056	General by 3 Trustee signatures		3,190.79	167,600.26
11/19/07	5057	General by 3 Trustee signatures		14,343.51	120,128.26
11/19/07		Payroll #12 to wire December 5, 2007		47,472.00	72,656.26
11/19/07		Payroll #13 to wire December 19, 2007		47,472.00	75,605.32
11/19/07		6610:00 Interest Orange County Investment Pool	3,006.27	57.21	232,530.32
11/20/07		6210-00: Secured #1	157,318.30	393.30	232,565.83
11/21/07		6610:00 Interest Bank of the West	35.51		236,337.95
11/21/07		7670:00 Local Revenue, Fines & Fees	3,772.12		243,984.49
11/21/07		7670:01 Local Revenue, Passport	7,646.54		244,036.08
11/27/07		6610:00 Interest Coding correction	51.59		251,529.63
11/27/07		6970: Coding Correction	7,493.55		264,996.55
11/27/07		7670:00 Local Revenue, Fines & Fees coding correction	13,466.92		293,990.73
11/27/07		7670:02 Local Revenue, Passport coding correction	28,994.18		298,990.73
11/27/07		7670:01 Local Revenue, Non-Government Grants, coding correction	5,000.00		276,119.58
11/28/07	5058	General by Library Director & DeVecchio		22,871.15	272,496.71
11/28/07	5059	General by Library Director & DeVecchio		3,622.87	270,368.27
12/06/07	5060	General by Library Director & Turner		2,128.44	255,950.79
12/06/07	5061	General by Library Director & Turner		14,417.48	237,512.38

Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
12/06/07	5062	General by Library Director & Turner		18,438.41	239,944.47
12/10/07		6690-00: State Homeowners #1	2,432.09		638,633.03
12/12/07		6210-00: Secured #2	399,687.78	999.22	644,069.29
12/12/07		6280-00: Supplemental #5	5,436.26		646,596.40
12/14/07		6610:00 Interest Orange County Investment Pool	2,577.35	50.24	643,301.83
12/17/07	5063	General by 3 Trustee signatures		3,294.57	641,739.39
12/17/07	5064	General by 3 Trustee signatures		1,562.44	635,503.62
12/17/07	5065	General by 3 Trustee signatures		6,235.77	635,484.22
12/17/07	5066	General by 3 Trustee signatures		19.40	588,012.22
12/17/07		Payroll #14 to wire January 2, 2008		47,472.00	540,540.22
12/17/07		Payroll #15 to wire January 16, 2008		47,472.00	493,068.22
12/17/07		Payroll #16 to wire January 30, 2008		47,472.00	484,259.96
12/18/07	5067	General by Library Director & Wood		8,808.26	803,900.48
12/20/07		6210-00: Secured #3	320,441.62	801.10	799,439.51
12/26/07	5068	General by Library Director & DeVecchio		4,460.97	799,442.29
12/27/07		6610:00 Interest Bank of the West	2.78		805,269.53
12/27/07		7670:00 Local Revenue, Fines & Fees	5,827.24		817,106.79
12/27/07		7670:01 Local Revenue, Passport	11,837.26		814,699.93
01/05/08	5069	General by Library Director & Shkoler		2,406.86	809,459.09
01/05/08	5070	General by Library Director & Shkoler		5,240.84	815,133.97
01/10/08		6690-00: State Homeowners #2	5,674.88		727,943.73
01/15/08	5071	General by 3 Trustee signatures		87,190.24	721,173.69
01/15/08	5072	General by 3 Trustee signatures		6,770.04	719,147.88
01/15/08	5073	General by 3 Trustee signatures		2,025.81	718,610.96
01/15/08	5074	General by 3 Trustee signatures		536.92	713,470.78
01/15/08	5075	General by 3 Trustee signatures		5,140.18	705,685.61
01/15/08	5076	General by 3 Trustee signatures		7,785.17	704,383.72
01/15/08	5077	General by 3 Trustee signatures		1,301.89	656,911.72
01/15/08		Payroll #17 to wire February 13, 2008		47,472.00	609,439.72
01/15/08		Payroll #18 to wire February 27, 2008		47,472.00	622,362.66
01/16/08		6210-01: Secured Public Utility #1	12,955.33	32.39	622,620.91
01/16/08		6210-02: Reg Railroad	258.90	0.65	636,973.23
01/16/08		6220-00 Unsecured Collections 2nd	14,388.29	35.97	651,132.83
01/16/08		6280-00: Supplemental #6	14,159.60		649,377.83
01/17/08	5078	General by Library Director & Turner		1,755.00	653,262.29
01/17/08		6610:00 Interest Orange County Investment Pool	3,964.01	79.55	653,274.09
01/17/08		6610:00 Interest Bank of the West	11.80		683,274.09
01/17/08		6970-02: State Library CA Literacy Campaign	30,000.00		687,696.91
01/17/08		7670:00 Local Revenue, Fines & Fees	4,422.82		699,802.42
01/17/08		7670:01 Local Revenue, Passport	12,105.51		699,973.95
01/22/08		6610-00 Interest Receivable Adjustment	171.53		738,476.32
01/24/08		6210-00: Secured #4	38,598.87	96.50	740,154.65
01/24/08		6610-02: Interest on Unapportioned Taxes	1,708.47	30.14	729,128.87
01/25/08	5079	General by Library Director & DeVecchio		11,025.78	721,110.05
01/28/08	5080	General by Library Director & DeVecchio		8,018.82	714,124.04
01/28/08	5081	General by Library Director & DeVecchio		6,986.01	708,007.15
01/28/08	5082	General by Library Director & DeVecchio		6,116.89	706,694.77

Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/28/08	5083	General by Library Director & DeVecchio		1,312.38	703,808.74
01/28/08	5084	General by Library Director & Shkoler		2,886.03	730,026.16
01/31/08		6970-02: State Library CA Literacy Campaign	26,217.42		731,529.96
01/31/08		7670:00 Local Revenue, Fines & Fees	1,503.80		737,574.96
01/31/08		7670:01 Local Revenue, Passport	6,045.00		729,076.36
02/11/08	5085	General by Library Director & Wood		8,498.60	733,572.75
02/13/08		6250: SDAF #1	4,496.39		734,913.62
02/13/08		6280-00: Supplemental #7	1,340.87		739,451.52
02/15/08		6610:00 Interest Orange County Investment Pool	4,636.37	98.47	729,017.71
02/19/08	5086	General by 3 Trustee signatures		10,433.81	707,700.97
02/19/08	5087	General by 3 Trustee signatures		21,316.74	705,054.71
02/19/08	5088	General by 3 Trustee signatures		2,646.26	697,285.78
02/19/08	5089	General by 3 Trustee signatures		7,768.93	691,944.95
02/19/08	5090	General by 3 Trustee signatures		5,340.83	689,979.66
02/19/08	5091	General by 3 Trustee signatures		1,965.29	637,507.66
02/19/08		Payroll #19 to wire March 12, 2008		52,472.00	585,035.66
02/19/08		Payroll #20 to wire March 26, 2008		52,472.00	585,054.06
02/19/08		6610:00 Interest Bank of the West	18.40		573,404.41
02/20/08	5092	General by 2 Trustee signatures		11,649.65	553,895.94
02/25/08	5093	General by Library Director & DeVecchio		19,508.47	560,731.97
02/29/08		7670:00 Local Revenue, Fines & Fees	6,836.03		577,202.93
02/29/08		7670:01 Local Revenue, Passport	16,470.96		598,355.93
02/29/08		6970-01: State Library PLF	21,153.00		595,563.28
03/07/08	5094	General by Library Director & DeVecchio		2,792.65	592,249.24
03/07/08	5095	General by Library Director & DeVecchio		3,314.04	588,532.30
03/07/08	5096	General by Library Director & DeVecchio		3,716.94	579,208.71
03/18/08	5097	General by 3 Trustee signatures		9,323.59	576,446.67
03/18/08	5098	General by 3 Trustee signatures		2,762.04	562,987.11
03/18/08	5099	General by 3 Trustee signatures		13,459.56	516,616.99
03/18/08	5100	General by 3 Trustee signatures		46,370.12	464,144.99
03/18/08		Payroll #21 to wire April 9, 2008		52,472.00	411,672.99
03/18/08		Payroll #22 to wire April 23, 2009		52,472.00	411,672.99
					411,672.99

Home > Property Tax Accounting

**Property Tax Accounting**

[Apportionment Schedule Letter]

**Property Tax Apportionments  
Fiscal Year 2007-2008**

APPORTIONMENT	APPORNT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
PY Sec Taxes & Penalties Non Teeter 1	8/15/2007	8/16/2007	July	
Supplemental 1	8/15/2007	8/16/2007	Collections for July	
PY Sec Taxes & Penalties Non Teeter 2	9/12/2007	9/13/2007	August	
Unsecured 1	9/20/2007	9/21/2007	Collections at 08/31/2007	80% - 85%
Supplemental 2	9/12/2007	9/13/2007	Collections for August	
PY Sec Taxes & Penalties Non Teeter 3	10/10/2007	10/11/2007	September	
Supplemental 3	10/10/2007	10/11/2007	Collections for September	
PY Sec Taxes & Penalties Non Teeter 4	11/14/2007	11/15/2007	October	
Supplemental 4	11/14/2007	11/15/2007	Collections for October	
Secured #1	11/20/2007	11/21/2007	Collections at 11/09/2007	7% - 10%
H/O Property Tax Relief 1	12/10/2007	12/11/2007		15%
Secured #2	12/13/2007	12/14/2007	Collections at 12/07/2007	10% - 15%
PY Sec Taxes & Penalties Non Teeter 5	12/12/2007	12/13/2007	November	
Supplemental 5	12/12/2007	12/13/2007	Collections for November	
Secured #3	12/20/2007	12/21/2007	Collections at 12/14/2007	25% - 30%
ERAF 1	1/3/2008	1/4/2008	For Non-schools: \$277 million + growth	
Sales & Use Tax Compensation 1	1/7/2008	1/8/2008		50% plus Prior Year True-Up
Property Tax In-Lieu of VLF/VLF Swap 1	1/7/2008	1/8/2008		50%
H/O Property Tax Relief 2	1/10/2008	1/11/2008		35%
PY Sec Taxes & Penalties Non Teeter 6	1/16/2008	1/17/2008	December	
Unsecured 2	1/16/2008	1/17/2008	Collections at 12/31/2007	5% - 8%
Supplemental 6	1/16/2008	1/17/2008	Collections for December	
Secured #4	1/24/2008	1/25/2008	Collections at 01/11/2008	1% - 5%
State-Assessed Public Utility & Railroads 1	1/16/2008	1/17/2008	1 <sup>st</sup> Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/13/2008	2/14/2008	January	
Supplemental 7	2/13/2008	2/14/2008	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/12/2008	3/13/2008	February	
Secured #5	3/20/2008	3/21/2008	Collections at 03/09/2008	5% - 7%
Supplemental 8	3/12/2008	3/13/2008	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/16/2008	4/17/2008	March	
Secured #6	4/17/2008	4/18/2008	Collections at 04/11/2008	30% - 35%
Supplemental 9	4/16/2008	4/17/2008	Collections for March	
ERAF 2	5/1/2008	5/2/2008	For Non-schools: \$276 million + growth	
Sales & Use Tax				



Compensation 2	5/5/2008	5/6/2008		50%
Property Tax In-Lieu of VLF/MLF Swap 2	5/5/2008	5/6/2008		50%
H/O Property Tax Relief 3	5/08/2008	5/09/2008		35%
PY Sec Taxes & Penalties Non Teeter 10	5/14/2008	5/15/2008	April	
Secured #7	5/22/2008	5/23/2008	Collections at 05/09/2008	1% - 5%
Supplemental 10	5/14/2008	5/15/2008	Collections for April	
State-Assessed Public Utility & Railroads 2	5/22/2008	5/23/2008	2 <sup>nd</sup> Installment Collections	49% - 50%
ERAF 3	6/11/2008	6/12/2008	For Schools: Balance in Fund as of 05-31-08	
H/O Property Tax Relief 4	6/10/2008	6/11/2008		15%
PY Sec Taxes & Penalties Non Teeter 11	6/11/2008	6/12/2008	May	
Unsecured 3	6/19/2008	6/20/2008	Collections at 05/31/2008	2% - 5%
Supplemental 11	6/11/2008	6/12/2008	Collections for May	
Delq. PY Unsecured	6/19/2008	6/20/2008	06/01/07 through 05/31/08 Collections	
ERAF 4	7/16/2008	7/17/2008	For Schools: Balance in Fund as of 07-16-08	
Secured #8	7/14/2008	7/15/2008	Final Collections at Year-end	1% - 2%
PY Sec Taxes & Penalties Non Teeter 12	7/14/2008	7/15/2008	June	
Supplemental 12	7/14/2008	7/15/2008	Collections for June	
Delq. PY Suppl. Taxes & Penalties	7/14/2008	7/15/2008	07/01/07 through 06/30/08 Collections	
Teeter Plan	7/16/2008	7/17/2008	Actual Final Delinquencies	1% - 3%

[Apportionment Schedule Letter]

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Treasurer's Reports for February 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger, Agenda Items 14 through 19.

**DATE:** March 18, 2008

**Summary of Cash and Investments**

Cash with Orange County Treasurer Fund 702	148,303.62
Cash with Orange County Treasurer Fund 703	11,676.86
Cash with Orange County Treasurer Fund 706	1816,236.95
Cash with Orange County Treasurer Fund 707	984,004.71
Cash with Orange County Treasurer Fund 708	11,394.11
County Exempt Checking – Bank of the West	3,740.60
County Exempt Savings – Bank of the West	14,200.89
General Fund Checking – Bank of the West	5,168.41
General Fund Savings – Bank of the West	14,168.83
Literacy Fund Savings – Bank of the West	14,273.03
Payroll Checking – Wells Fargo Bank	53,205.50
Payroll Emergency CD – California National Bank	23,624.58





I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is April 27, 2008.









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Elizabeth D. Minter  
Library Director


Agenda Item 14 includes reports for Placentia Library District Funds on deposit with the Orange County Treasurer:

-  The account balances for all Placentia Library District funds on deposit with the Orange County Treasurer with comparative information for the two most recent fiscal years.
-  A chart displaying the Placentia Library District General Fund revenues and expenditures, fiscal year-to-date, with comparative information about the budget year to date.
-  A Placentia Library District General Fund Revenue Report for the current fiscal year to date and the previous fiscal year to date.
-  A Placentia Library District General Fund Expenditures Report for the current fiscal year to date and the previous fiscal year to date.

Agenda Item 15 includes balance sheet, profit and loss by class and reconciliation reports for Placentia Library District Funds managed by the District's Manager of Administrative Services in accounts identified in the Balance Sheet:

-  County Exempt Checking account (Bank of the West) is used to process Passport checks, Placentia Library Friends Foundation Grants for the Director's Fund and programs for children and adults, Library Board discretionary funds and other expenses not covered by the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
-  County Exempt Savings account (Bank of the West) is used to process Meeting Room and other miscellaneous income and to pay the expenses of the Meeting Room. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
-  General Fund Checking account (Bank of the West) functions as the petty cash checking account with a basic balance of \$10,000. This account is reimbursed through the Orange County Auditor on a monthly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500. All District credit card revenues are deposited into this account and then transferred to the appropriate account on a monthly basis.
-  General Fund Savings account (Bank of the West) is used for all revenue deposits. Money is transferred to the Orange County Auditor twice a month. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
-  Literacy Savings account (Bank of the West) is used for all direct gifts and sale revenues for Placentia Library Literacy Services. It is not part of the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
-  Payroll Checking account (Wells Fargo) is used to process all paychecks and payroll expenses. Money is transferred by the Orange County Treasurer on a bi-weekly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.



 Payroll Certificate of Deposit (California National Bank) is an emergency fund to be used if payroll funds cannot be transferred by the Orange County Treasurer. The original purchase date of the CD was January 27, 2003 and the maturity date is April 27, 2008.

Agenda Item 16 is the Acquisitions Report that shows the General Fund, Adopt-A-Book and Donations activities for the current month and year to date by purchasing categories in amount, volumes and titles.

Agenda Item 17 is the Entrepreneurial Activities Report that shows the Passport, Passport Photos, Notary and Test Proctoring activities for the current month and year to date with previous year comparisons.

Agenda Item 18 is the Collection Agency Report that shows the number of new accounts, the number of active accounts, the number of accounts paid in full during the current report period, the amount received during the current report period and the amount written off during the current month.

Agenda Item 19 is the Donor Report for the Placentia Library Friends Foundation that shows the names of all donors for the current month and the total amount given.

**RECOMMENDATION:**

Receive & File the Placentia Library District Financial Report for the month of February 2008, Agenda Items 14, 15, 16, 17, 18 and 19.



**Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer**  
**Post-Petition Balances (B/S Account 8010 - Cash)**

March 18, 2008

**Fiscal Year 2007-2008**

	Fund 702		Fund 703	Fund 706		Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND		
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36		345,544.20	
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11		345,515.67	
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37		348,535.98	
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96		348,506.33	
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20		351,580.54	
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53		341,550.64	
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37		354,609.93	
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08		356,139.22	
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25		357,611.54	
3/31/2008	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
4/30/2008	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00		0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00		0.00	

**Fiscal Year 2006-2007**

	Fund 702		Fund 703	Fund 706		Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND		
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85		305,984.74	
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86		307,176.02	
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96		308,383.36	
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29		309,645.94	
10/31/06	115,364.52	10,910.29	174,010.80	545,230.76	10,646.10	856,162.47		310,931.71	
11/30/06	115,836.48	10,954.92	174,722.68	627,854.80	10,689.65	940,058.53		312,203.73	
12/31/06	116,326.09	11,001.23	175,461.19	1,034,744.25	10,734.83	1,348,267.59		313,523.34	
01/31/07	116,316.17	11,000.29	175,446.22	978,426.84	10,733.91	1,291,923.43		313,496.59	
02/28/07	117,314.54	11,094.71	176,952.11	933,463.67	10,826.04	1,249,651.07		316,187.40	
03/31/07	117,305.50	11,093.86	176,938.48	820,992.07	10,825.21	1,137,155.12		316,163.05	
04/30/07	142,218.47	11,187.07	178,425.10	1,283,067.88	10,916.16	1,625,814.68		342,746.80	
05/31/07	142,207.33	11,186.15	178,410.37	1,266,963.01	10,915.26	1,609,682.12		342,719.11	
06/30/07	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36		345,544.20	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00		0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00		0.00	

**Fiscal Year 2005-2006**

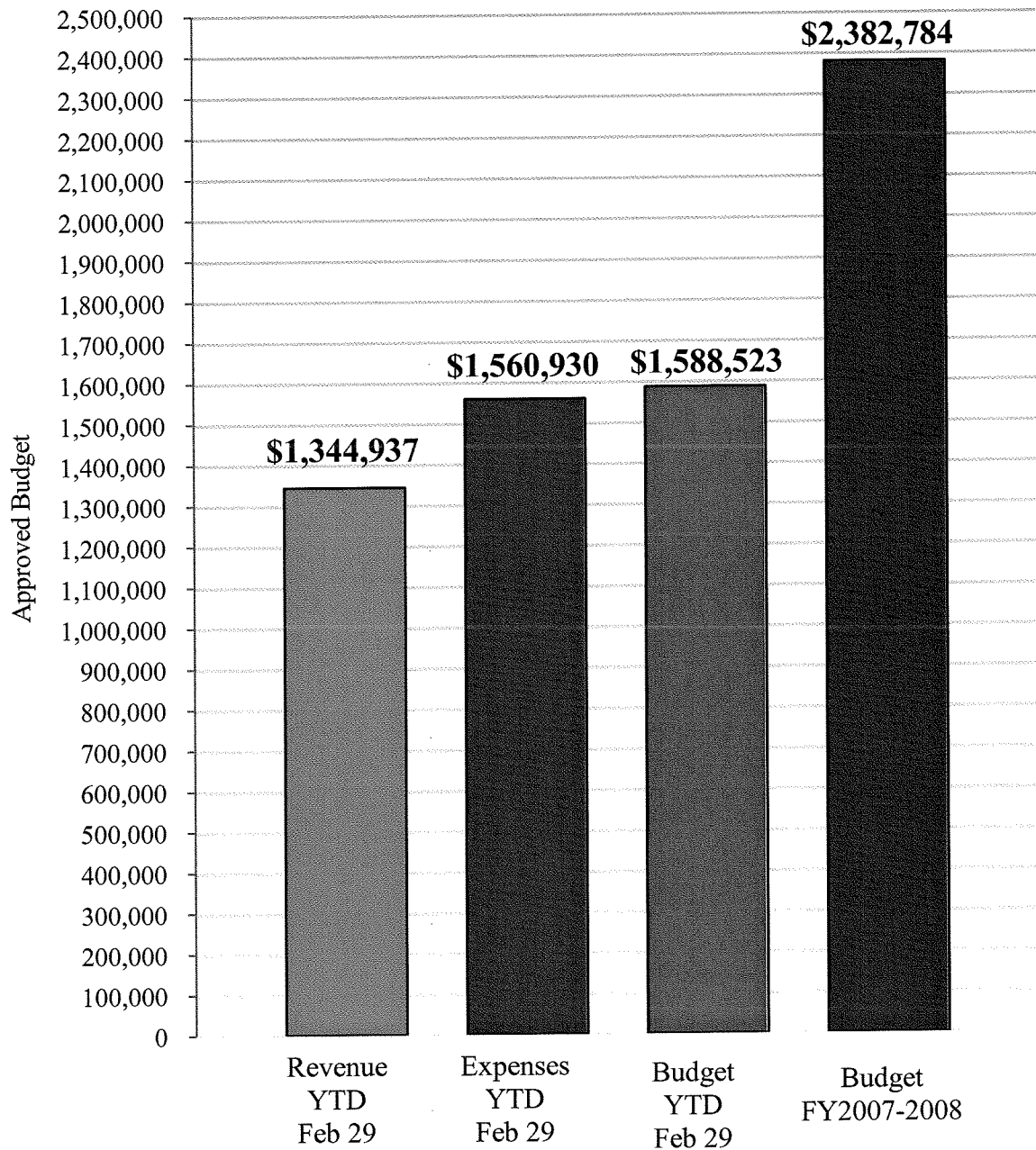
	Fund 702		Fund 703	Fund 706		Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND		
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04		308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13		308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43		309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86		310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19		311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45		312,097.67	
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90		313,005.22	
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68		300,680.96	
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75		301,725.70	
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53		302,758.17	
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62		303,718.46	
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08		304,797.72	
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85		305,984.74	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00		0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00		0.00	



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2007 - 2008

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	916,046.57	867,556.61	0.00	0.00	55.01%
6210-01	Public Utility	21,000.00	13,214.23	11,834.12	0.00	0.00	62.92%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	929,260.80	879,390.73	0.00	0.00	54.52%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	68,129.57	66,628.03	0.00	0.00	100.81%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	4,496.39	0.00	4,496.39	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	42,714.52	26,903.96	1,340.87	4,633.54	77.31%
6280-01	Final supplemental for prior years	0.00	0.00	30,010.20	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	55,250.00	42,714.52	56,914.16	1,340.87	4,633.54	77.31%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	1,044,601.28	1,045,883.66	5,837.26	4,633.54	56.38%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	27,108.99	26,199.63	4,654.77	4,696.83	61.61%
6610-01/02	Interest - old bond fund	0.00	1,760.06	3,698.76	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	28,869.05	29,898.39	4,654.77	4,696.83	65.61%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,106.97	8,279.27	0.00	0.00	47.69%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	7,493.55	10,101.60	0.00	0.00	44.08%
6970-01	State - CA Foundation Funds	35,000.00	21,153.00	0.00	21,153.00	0.00	
6970-02	State - CA Literacy Campaign	57,000.00	56,217.42	30,000.00	0.00	0.00	98.63%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	9,864.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	11,873.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	84,863.97	61,838.60	21,153.00	0.00	71.31%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	46,785.22	41,616.11	6,836.03	12,100.90	58.48%
7670-01	Local Revenue -- Passport	250,000.00	116,366.30	104,355.44	16,470.96	28,994.85	46.55%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	15,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	178,491.59	158,471.55	23,306.99	41,095.75	51.00%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	8.90	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	1,344,932.86	1,304,380.37	54,952.02	50,426.12	56.44%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	787,026.13	722,535.98	88,297.92	47,265.79	67.20%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	60,659.62	116,063.65	6,646.08	6,059.04	33.18%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	0.00	
0306-00	Health Insurance	105,000	67,464.29	61,818.45	19,515.40	8,086.71	64.25%
0308-00	Dental Insurance	11,000	7,797.98	7,025.40	1,027.39	623.70	70.89%
0309-00	Life Insurance	1,000	5,214.96	1,255.63	616.46	55.22	521.50%
0310-00	Accidental Death & Dismemberment Insurance	4,052	3,068.70	2,121.91	382.81	353.83	75.73%
0319-00	Vision Insurance	2,550	1,551.16	2,018.32	188.67	259.20	60.83%
	Total Employee Insurance	123,602	85,097.09	74,364.71	21,730.73	9,378.66	68.85%
0350	Workers Compensation - General	8,000	2,041.00	17,688.24	0.00	0.00	25.51%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	934,823.84	930,652.58	116,674.73	62,703.49	62.92%
0700-00	Communications - Telephone	4,000	3,173.17	3,383.06	584.30	157.19	79.33%
0700-01	Communications - Modem/Fax	5,200	3,767.82	3,494.16	868.81	0.00	72.46%
0700-02	Communications - Internet/Database	3,800	1,251.43	2,058.48	253.90	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	719.87	685.50	51.28	35.36	51.42%
	Total Communications	14,400	8,912.29	9,621.20	1,758.29	192.55	61.89%
0900-00	Food - General Fund	500	311.14	409.76	59.05	0.00	62.23%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	1,152.07	2,648.39	0.00	0.00	25.60%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	1,463.21	3,058.15	59.05	0.00	29.26%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	9,823.06	15,195.00	2,015.98	1,907.24	65.49%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	9,823.06	15,195.00	2,015.98	1,907.24	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	4,443.75	6,411.07	252.01	0.00	59.25%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	27,895.67	21,341.47	9,533.17	8,041.47	74.39%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	898.00	1,048.50	0.00	0.00	179.60%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	33,237.42	28,801.04	9,785.18	8,041.47	73.05%
	HVAC	7,500	6,819.24	3,190.80	0.00	238.84	90.92%
	Carpet Cleaning	2,750	1,657.50	0.00	0.00	0.00	60.27%
	Groundskeeping, City of Placentia	16,000	9,037.60	10,792.26	0.00	1,619.74	56.49%
	Plumbing	2,500	3,395.26	422.58	406.50	0.00	135.81%
	Electrical	7,000	6,371.02	3,643.48	0.00	215.00	91.01%
	Cleaning Service	18,000	9,225.00	9,100.00	0.00	0.00	51.25%
	Locksmith	1,000	0.00	73.50	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	1,673.71	6,276.67	965.48	0.00	20.92%
	Total Maintenance of Building & Grounds	62,750	38,179.33	33,499.29	1,371.98	2,073.58	60.84%
1600-00	Memberships - General Fund	4,000	5,484.95	2,701.00	405.00	415.00	137.12%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	30.00	590.00	0.00	310.00	3.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	5,514.95	3,291.00	405.00	725.00	110.30%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
1800-00	Library Supplies	22,000	24,983.21	10,421.24	638.33	127.01	113.56%
	Printing	14,000	22,208.30	5,887.38	4,879.04	886.89	158.63%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	849.00	74.97	0.00	29.97	77.18%
	Paper	700	632.53	0.00	0.00	0.00	90.36%
	Drinking Water Service	350	227.00	256.00	0.00	32.00	64.86%
	Other Office Supplies	20,000	14,087.66	7,336.66	2,537.10	198.47	70.44%
	Total Office Supply Expense - General Fund	58,150	62,987.70	23,976.25	8,054.47	1,274.34	108.32%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	1,813.24	124.99	150.00	0.00	90.66%
	Publications	2,500	213.00	308.80	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	3,154.54	9,857.27	269.00	1,736.36	105.15%
	Total Adult Literacy Office Supply Expense	7,500	5,180.78	10,291.06	419.00	1,736.36	69.08%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	68,168.48	34,267.31	8,473.47	3,010.70	100.77%
1803-00	Postage Expense - General Fund	6,800	3,718.88	3,772.42	648.37	18.48	54.69%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	0.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	3,868.88	3,772.42	648.37	18.48	56.07%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	239.36	280.00	0.00	35.00	19.95%
	Pension Contribution & Operating Expenses	11,000	85,554.91	7,614.35	2,353.97	0.00	777.77%
	Anaheim Consortium Automated Library System	32,000	1,121.96	1,460.02	0.00	1,460.02	3.51%
	Library Board Consultants & Legal	10,000	10,545.00	2,660.95	1,105.00	0.00	105.45%
	Clipping Service	600	315.00	270.00	0.00	45.00	52.50%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	4,327.97	11,716.12	0.00	0.00	43.28%
	Advertising & Marketing (Including WEB Site)	5,000	5,360.78	3,725.00	540.00	1,530.00	107.22%
	Medical Exams	2,000	1,974.50	1,552.50	0.00	0.00	98.73%
	Collection Services - Accounts Receivable	2,000	886.05	912.65	0.00	0.00	44.30%
	Audit & Accounting Services	10,000	8,650.00	8,320.00	0.00	0.00	86.50%
	Payroll Preparation	5,500	5,362.87	2,446.13	1,236.74	0.00	97.51%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	4,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller & OCLC)	14,000	23,496.24	8,945.38	14,734.51	500.00	167.83%
1900-00	Total Specialized Services - General Fund	107,300	147,834.64	49,903.10	19,970.22	3,570.02	137.78%
1900-01	Specialized Services - Spanish Literacy	5,000	3,939.72	3,340.77	1,004.96	0.00	78.79%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	14,959.37	7,155.12	787.25	1,900.00	106.85%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	165.51	162.94	0.00	0.00	1.84%
	Total Specialized Services	135,300	166,899.24	60,561.93	21,762.43	5,470.02	123.35%
1912-00	Investment Administrative fees for Orange County	3,000	556.73	2,376.55	98.47	91.57	18.56%
2000-00	Legal Notices - General Fund	1,000	489.24	517.72	0.00	0.00	48.92%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	489.24	517.72	0.00	0.00	48.92%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
2100-00	Rents/Leases-Equipment	1,800	1,220.14	974.81	535.51	307.67	67.79%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	66,410.74	66,409.94	0.00	0.00	60.21%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	54.04	3,500.44	54.04	0.00	
2400-01	Special Department Expense- Books	245,760	51,167.39	39,572.39	55.59	362.83	
2400-02	Special Department Expense - Video		7,185.11	15,869.65	26.93	0.00	
2400-03	Special Department Expense - Electronic		36,189.60	28,186.74	2,217.52	0.00	
2400-04	Special Department Expense - Periodicals		7,923.59	6,289.85	0.00	0.00	
2400-05	Special Department Expense - Audio		8,138.36	11,439.67	70.00	0.00	
2400-07	Special Department Expense - ELLI Grant		408.05	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	736.38	957.52	17.94	142.92	36.82%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	111,802.52	105,816.26	2,442.02	505.75	45.13%
2600-00	Transportation/Travel - Local Mileage	2,500	1,053.66	1,517.49	27.36	168.86	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	8,079.05	6,780.04	1,380.99	0.00	76.94%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	6,155.44	5,512.87	198.90	0.00	82.07%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	2,074.97	1,394.70	0.00	0.00	69.17%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	3,129.80	926.71	194.00	0.00	208.65%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	153.40	552.40	0.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	19,592.66	15,166.72	1,773.89	0.00	83.37%
2801-00	Electricity	65,000	32,435.37	40,858.61	0.00	3,986.03	49.90%
2802-00	Gas	9,000	6,286.32	5,378.17	2,134.42	948.77	69.85%
2803-00	Water	6,000	4,042.08	3,873.99	236.44	277.29	67.37%
	Total Utilities	80,000	42,763.77	50,110.77	2,370.86	5,212.09	53.45%
	TOTAL SUPPLIES & SERVICES	841,110	595,167.83	435,225.32	53,527.86	27,724.98	70.76%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 18, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 FEB 2008	FY2006-2007 FEB 2007	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	4,062.62	4,637.91	0.00	43.16	67.71%
4000-00	Equipment - General Fund	50,000	21,650.22	75,358.96	0.00	4,590.32	43.30%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	26,876.10	75,358.96	0.00	4,590.32	53.75%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	26,876.10	75,358.96	0.00	4,590.32	53.75%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	1,560,930.39	1,445,874.77	170,202.59	95,061.95	65.51%
	Spanish Literacy	5,000	3,939.72	3,340.77	1,004.96	0.00	78.79%
	ELLI Grant Summary Object Code 07	0	408.05	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	29,205.75	23,928.49	1,275.47	4,124.64	91.27%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	33,553.52	27,269.26	2,280.43	4,124.64	86.03%

**Placentia Library District  
 Balance Sheet  
 As of February 29, 2008**

	Feb 29, 08
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
County Exempt - Checking	3,740.60
County Exempt - Savings	14,200.89
General Fund - Checking	5,168.41
General Fund - Savings	14,168.83
Literacy Fund - Savings	14,273.03
Payroll Checking - Wells Fargo	53,205.50
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	23,624.58
Total Checking/Savings	128,381.84
Total Current Assets	128,381.84
<b>Fixed Assets</b>	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	1,238,956.00
<b>TOTAL ASSETS</b>	<b>1,367,337.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
Total Other Current Liabilities	116,679.00
Total Current Liabilities	116,679.00
<b>Long Term Liabilities</b>	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	292,903.74
Total Liabilities	409,582.74
<b>Equity</b>	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,626.35
Total Capital	68,737.80
Net Income	38,542.56
Total Equity	957,755.10
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,367,337.84</b>

4:01 PM  
03/13/08  
Accrual Basis

**Placentia Library District  
Profit & Loss by Class  
July 2007 through February 2008**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
COE Friends - Summer Reading	5,000.00	0.00	0.00	0.00	0.00	5,000.00
COE Friends Adult Programming	2,000.00	0.00	0.00	0.00	0.00	2,000.00
COE Interest	86.50	0.00	0.00	0.00	0.00	86.50
COE Life Insur Suplmt(EDM)	338.98	0.00	0.00	0.00	0.00	338.98
COE Meeting Room Income	3,632.00	0.00	0.00	0.00	0.00	3,632.00
COE Miscellaneous Income	4.50	0.00	0.00	0.00	0.00	4.50
COE Passport Chck Reimbursement	41,656.35	0.00	0.00	0.00	0.00	41,656.35
COE Staff Appreciation Reimb	480.00	0.00	0.00	0.00	0.00	480.00
COE Test Proctoring Income	1,118.80	0.00	0.00	0.00	0.00	1,118.80
GF Bankcard Deposit	0.00	51,596.66	0.00	0.00	0.00	51,596.66
GF Cash Register - Childrens	0.00	335.00	0.00	0.00	0.00	335.00
GF Cash Register - Copy/Debit	0.00	376.06	0.00	0.00	0.00	376.06
GF Cash Register - Fines	0.00	15,917.15	0.00	0.00	0.00	15,917.15
GF Cash Register - Lost Items	0.00	1,316.61	0.00	0.00	0.00	1,316.61
GF Cash Register - Misc.	0.00	1,142.45	0.00	0.00	0.00	1,142.45
GF cash register - Passport Pho	0.00	19,607.00	0.00	0.00	0.00	19,607.00
GF Cash Register - Reserves	0.00	1,322.73	0.00	0.00	0.00	1,322.73
GF Copier coinbox	0.00	2,068.60	0.00	0.00	0.00	2,068.60
GF County Reimbursements	0.00	7,331.25	0.00	0.00	0.00	7,331.25
GF Deposit Correcction Income	0.00	259.00	0.00	0.00	0.00	259.00
GF Fed Work Study Reimbursement	0.00	21,150.58	0.00	0.00	0.00	21,150.58
GF Interest	0.00	147.68	0.00	0.00	0.00	147.68
GF Miscellaneous Income	0.00	1,359.05	0.00	0.00	0.00	1,359.05
GF Non Government Grant	0.00	10,340.07	0.00	0.00	0.00	10,340.07
GF Notary	0.00	3,221.00	0.00	0.00	0.00	3,221.00
GF Passport Revenue	0.00	113,458.14	0.00	0.00	0.00	113,458.14
GF State Library Grants	0.00	58,729.00	0.00	0.00	0.00	58,729.00
GF State Library Reimbursements	0.00	9,981.97	0.00	0.00	0.00	9,981.97
GF State of CA Foundation Funds	0.00	21,153.00	0.00	0.00	0.00	21,153.00
GF Travel Reimb - Literacy	0.00	40.00	0.00	0.00	0.00	40.00
GF Travel Reimb - Staff	0.00	40.00	0.00	0.00	0.00	40.00
GF Typewriter Income	0.00	7.90	0.00	0.00	0.00	7.90
LIT Donations	0.00	0.00	585.91	0.00	0.00	585.91
LIT Interest Inc - Savings	0.00	0.00	75.68	0.00	0.00	75.68
PA Wire Transfer from County	0.00	0.00	0.00	864,496.00	0.00	864,496.00
PA Wire Transfer from Paychex	0.00	0.00	0.00	380.69	0.00	380.69
<b>Total Income</b>	<b>55,817.13</b>	<b>340,900.90</b>	<b>661.59</b>	<b>864,876.69</b>	<b>0.00</b>	<b>1,262,256.31</b>
<b>Expense</b>						
COE Bank fees	48.50	0.00	0.00	0.00	0.00	48.50
COE Childn's Strytime (Friends)	400.00	0.00	0.00	0.00	0.00	400.00
COE Childn's Summer Rndg Prgm	5,102.74	0.00	0.00	0.00	0.00	5,102.74
COE Friend's Director's Fund	784.22	0.00	0.00	0.00	0.00	784.22
COE Friends Adlt Prgrm Expense	480.53	0.00	0.00	0.00	0.00	480.53
COE Life Insurance payment	651.95	0.00	0.00	0.00	0.00	651.95
COE Medical Reimbursement Polic	1,996.64	0.00	0.00	0.00	0.00	1,996.64
COE Meeting Room Maintenance	1,319.72	0.00	0.00	0.00	0.00	1,319.72
COE Passport Expenses	39,912.75	0.00	0.00	0.00	0.00	39,912.75
COE Staff Appreciation	740.02	0.00	0.00	0.00	0.00	740.02
COE Transfer to COE Checking	5,000.00	0.00	0.00	0.00	0.00	5,000.00
GF Advertising Expense	0.00	47.33	0.00	0.00	0.00	47.33
GF Bank Fees	0.00	28.00	0.00	0.00	0.00	28.00
GF Bank Return Check Item/Fees	0.00	231.00	0.00	0.00	0.00	231.00
GF Bankcard Service Charge	0.00	1,930.04	0.00	0.00	0.00	1,930.04
GF Deposit Correction	0.00	2.00	0.00	0.00	0.00	2.00
GF Equipment (400)	0.00	927.34	0.00	0.00	0.00	927.34
GF Food	0.00	91.11	0.00	0.00	0.00	91.11
GF Household Expenses	0.00	122.76	0.00	0.00	0.00	122.76
GF Library Materials - Audio V	0.00	85.00	0.00	0.00	0.00	85.00
GF Literacy	0.00	1,623.16	0.00	0.00	0.00	1,623.16
GF Memberships	0.00	138.00	0.00	0.00	0.00	138.00
GF Office Expense	0.00	1,199.35	0.00	0.00	0.00	1,199.35
GF Patron Credit	0.00	108.80	0.00	0.00	0.00	108.80
GF Postage	0.00	0.00	0.00	0.00	0.00	0.00
GF Refund	0.00	15.00	0.00	0.00	0.00	15.00
GF Transfer to COE	0.00	18,796.15	0.00	0.00	0.00	18,796.15
GF Transfer to GF Savings	0.00	30,471.51	0.00	0.00	0.00	30,471.51
GF Transfers to County	0.00	280,391.61	0.00	0.00	0.00	280,391.61
GF Travel CLC Grant	0.00	341.20	0.00	0.00	0.00	341.20
GF Travel Literacy	0.00	113.76	0.00	0.00	0.00	113.76
GF Travel Staff	0.00	1,013.35	0.00	0.00	0.00	1,013.35
GF Travel Trustees	0.00	403.00	0.00	0.00	0.00	403.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	56,184.97	0.00	56,184.97
PA Empl Optional Benefit	0.00	0.00	0.00	1,180.00	0.00	1,180.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	3,975.73	0.00	3,975.73
PA Employee Life Insurance	0.00	0.00	0.00	299.10	0.00	299.10
PA Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	191,177.61	0.00	191,177.61
PA Salaries	0.00	0.00	0.00	576,379.80	0.00	576,379.80
<b>Total Expense</b>	<b>56,437.07</b>	<b>338,079.47</b>	<b>0.00</b>	<b>829,197.21</b>	<b>0.00</b>	<b>1,223,713.75</b>
<b>Net Ordinary Income</b>	<b>-619.94</b>	<b>2,821.43</b>	<b>661.59</b>	<b>35,679.48</b>	<b>0.00</b>	<b>38,542.56</b>
<b>Net Income</b>	<b>-619.94</b>	<b>2,821.43</b>	<b>661.59</b>	<b>35,679.48</b>	<b>0.00</b>	<b>38,542.56</b>



**Placentia Library District**  
**Reconciliation Detail**  
**County Exempt - Checking, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,298.91
<b>Cleared Transactions</b>						
<b>Checks and Payments - 76 items</b>						
Check	1/20/2008	7752	Caroline Gurkweitz	X	-1,287.14	-1,287.14
Check	1/29/2008	7750	Minuteman Press	X	-32.33	-1,319.47
Check	1/30/2008	7756	U.S. Department of ...	X	-67.00	-1,386.47
Check	1/30/2008	7755	U.S. Department of ...	X	-52.00	-1,438.47
Check	1/30/2008	7757	Margo's Flowers	X	-47.90	-1,486.37
Check	1/31/2008	7758	U.S. Department of ...	X	-171.00	-1,657.37
Check	1/31/2008	7761	U.S. Department of ...	X	-135.00	-1,792.37
Check	1/31/2008	7759	U.S. Department of ...	X	-67.00	-1,859.37
Check	1/31/2008	7760	U.S. Department of ...	X	-52.00	-1,911.37
Check	2/2/2008	7762	U.S. Department of ...	X	-75.00	-1,986.37
Check	2/2/2008	7763	U.S. Department of ...	X	-75.00	-2,061.37
Check	2/2/2008	7764	U.S. Department of ...	X	-75.00	-2,136.37
Check	2/2/2008	7765	U.S. Department of ...	X	-75.00	-2,211.37
Check	2/2/2008	7766	U.S. Department of ...	X	-75.00	-2,286.37
Check	2/2/2008	7767	U.S. Department of ...	X	-75.00	-2,361.37
Check	2/4/2008	7768	U.S. Department of ...	X	-180.00	-2,541.37
Check	2/5/2008	7770	U.S. Department of ...	X	-255.00	-2,796.37
Check	2/5/2008	7771	U.S. Department of ...	X	-151.25	-2,947.62
Check	2/5/2008	7769	U.S. Department of ...	X	-75.00	-3,022.62
Check	2/6/2008	7772	U.S. Department of ...	X	-75.00	-3,097.62
Check	2/7/2008	7775	U.S. Department of ...	X	-120.00	-3,217.62
Check	2/7/2008	7774	U.S. Department of ...	X	-75.00	-3,292.62
Check	2/7/2008	7773	U.S. Department of ...	X	-75.00	-3,367.62
Check	2/7/2008	7776	U.S. Department of ...	X	-60.00	-3,427.62
Check	2/7/2008	7777	U.S. Department of ...	X	-60.00	-3,487.62
Check	2/9/2008	7784	U.S. Department of ...	X	-375.00	-3,862.62
Check	2/9/2008	7780	U.S. Department of ...	X	-270.00	-4,132.62
Check	2/9/2008	7783	U.S. Department of ...	X	-255.00	-4,387.62
Check	2/9/2008	7782	U.S. Department of ...	X	-75.00	-4,462.62
Check	2/9/2008	7778	U.S. Department of ...	X	-75.00	-4,537.62
Check	2/9/2008	7781	U.S. Department of ...	X	-60.00	-4,597.62
Check	2/9/2008	7779	U.S. Department of ...	X	-20.00	-4,617.62
Check	2/11/2008	7789	U.S. Department of ...	X	-120.00	-4,737.62
Check	2/11/2008	7786	U.S. Department of ...	X	-120.00	-4,857.62
Check	2/11/2008	7790	U.S. Department of ...	X	-75.00	-4,932.62
Check	2/11/2008	7788	U.S. Department of ...	X	-75.00	-5,007.62
Check	2/11/2008	7791	U.S. Department of ...	X	-75.00	-5,082.62
Check	2/11/2008	7787	U.S. Department of ...	X	-60.00	-5,142.62
Check	2/11/2008	7785	Sam's Club	X	-25.94	-5,168.56
Check	2/12/2008	7792	U.S. Department of ...	X	-75.00	-5,243.56
Check	2/13/2008	7793	U.S. Department of ...	X	-75.00	-5,318.56
Check	2/14/2008	7794	U.S. Department of ...	X	-150.00	-5,468.56
Check	2/14/2008	7796	U.S. Department of ...	X	-135.00	-5,603.56
Check	2/14/2008	7797	U.S. Department of ...	X	-135.00	-5,738.56
Check	2/14/2008	7795	U.S. Department of ...	X	-75.00	-5,813.56
Check	2/16/2008	7804	U.S. Department of ...	X	-135.00	-5,948.56
Check	2/16/2008	7803	U.S. Department of ...	X	-135.00	-6,083.56
Check	2/16/2008	7806	U.S. Department of ...	X	-120.00	-6,203.56
Check	2/16/2008	7799	U.S. Department of ...	X	-75.00	-6,278.56
Check	2/16/2008	7798	U.S. Department of ...	X	-75.00	-6,353.56
Check	2/16/2008	7801	U.S. Department of ...	X	-60.00	-6,413.56
Check	2/16/2008	7800	U.S. Department of ...	X	-60.00	-6,473.56
Check	2/16/2008	7802	U.S. Department of ...	X	-60.00	-6,533.56
Check	2/19/2008	7807	U.S. Department of ...	X	-75.00	-6,608.56
Check	2/20/2008	7808	U.S. Department of ...	X	-135.00	-6,743.56
Check	2/20/2008	7809	U.S. Department of ...	X	-120.00	-6,863.56
Check	2/20/2008	7810	U.S. Department of ...	X	-75.00	-6,938.56
Check	2/21/2008	7811	U.S. Department of ...	X	-135.00	-7,073.56
Check	2/21/2008	7812	U.S. Department of ...	X	-75.00	-7,148.56
Check	2/21/2008	7813	U.S. Department of ...	X	-75.00	-7,223.56
Check	2/23/2008	7818	U.S. Department of ...	X	-120.00	-7,343.56
Check	2/23/2008	7816	U.S. Department of ...	X	-75.00	-7,418.56
Check	2/23/2008	7817	U.S. Department of ...	X	-75.00	-7,493.56
Check	2/23/2008	7815	U.S. Department of ...	X	-70.00	-7,563.56
Check	2/23/2008	7819	U.S. Department of ...	X	-70.00	-7,633.56

**Placentia Library District**  
**Reconciliation Detail**  
**County Exempt - Checking, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	2/23/2008	7814	U.S. Department of ...	X	-60.00	-7,693.56
Check	2/25/2008	7820	U.S. Department of ...	X	-75.00	-7,768.56
Check	2/25/2008	7821	U.S. Department of ...	X	-75.00	-7,843.56
Check	2/26/2008	7823	U.S. Department of ...	X	-180.00	-8,023.56
Check	2/26/2008	7822	U.S. Department of ...	X	-75.00	-8,098.56
Check	2/27/2008	7828	U.S. Department of ...	X	-155.00	-8,253.56
Check	2/27/2008	7825	U.S. Department of ...	X	-120.00	-8,373.56
Check	2/27/2008	7826	U.S. Department of ...	X	-95.00	-8,468.56
Check	2/27/2008	7827	U.S. Department of ...	X	-75.00	-8,543.56
Check	2/27/2008	7824	U.S. Department of ...	X	-60.00	-8,603.56
Check	2/29/2008			X	-11.00	-8,614.56
Total Checks and Payments					-8,614.56	-8,614.56
<b>Deposits and Credits - 18 items</b>						
Deposit	1/28/2008			X	156.00	156.00
Deposit	2/2/2008			X	135.00	291.00
Deposit	2/4/2008			X	180.00	471.00
Deposit	2/4/2008			X	285.00	756.00
Deposit	2/5/2008			X	120.00	876.00
Deposit	2/6/2008			X	60.00	936.00
Deposit	2/7/2008			X	195.00	1,131.00
Deposit	2/9/2008			X	120.00	1,251.00
Deposit	2/11/2008			X	785.00	2,036.00
Deposit	2/12/2008			X	60.00	2,096.00
Deposit	2/13/2008			X	75.00	2,171.00
Check	2/16/2008	7805	U.S. Department of ...	X	0.00	2,171.00
Deposit	2/19/2008			X	75.00	2,246.00
Deposit	2/19/2008			X	315.00	2,561.00
Deposit	2/20/2008			X	2,521.25	5,082.25
Deposit	2/21/2008			X	75.00	5,157.25
Deposit	2/25/2008			X	265.00	5,422.25
Deposit	2/26/2008			X	255.00	5,677.25
Total Deposits and Credits					5,677.25	5,677.25
Total Cleared Transactions					-2,937.31	-2,937.31
Cleared Balance					-2,937.31	4,361.60
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	2/28/2008	7829	Dreamshapers		-550.00	-550.00
Check	2/28/2008	7830	U.S. Department of ...		-240.00	-790.00
Check	2/29/2008		Bank of the West		-11.00	-801.00
Total Checks and Payments					-801.00	-801.00
<b>Deposits and Credits - 1 item</b>						
Deposit	2/27/2008				180.00	180.00
Total Deposits and Credits					180.00	180.00
Total Uncleared Transactions					-621.00	-621.00
Register Balance as of 02/29/2008					-3,558.31	3,740.60
<b>New Transactions</b>						
<b>Checks and Payments - 26 items</b>						
Check	3/1/2008	7832	U.S. Department of ...		-120.00	-120.00
Check	3/1/2008	7833	U.S. Department of ...		-75.00	-195.00
Check	3/1/2008	7831	U.S. Department of ...		-60.00	-255.00
Check	3/3/2008	7834	U.S. Department of ...		-135.00	-390.00
Check	3/5/2008	7835	U.S. Department of ...		-135.00	-525.00
Check	3/5/2008	7837	U.S. Department of ...		-75.00	-600.00
Check	3/5/2008	7836	U.S. Department of ...		-75.00	-675.00
Check	3/6/2008	7840	U.S. Department of ...		-150.00	-825.00
Check	3/6/2008	7841	U.S. Department of ...		-75.00	-900.00
Check	3/6/2008	7842	U.S. Department of ...		-75.00	-975.00
Check	3/6/2008	7838	U.S. Department of ...		-75.00	-1,050.00
Check	3/6/2008	7839	U.S. Department of ...		-60.00	-1,110.00
Check	3/8/2008	7844	U.S. Department of ...		-150.00	-1,260.00

## Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 02/29/2008

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/8/2008	7843	U.S. Department of ...		-120.00	-1,380.00
Check	3/8/2008	7845	U.S. Department of ...		-75.00	-1,455.00
Check	3/8/2008	7847	U.S. Department of ...		-70.00	-1,525.00
Check	3/8/2008	7846	U.S. Department of ...		-60.00	-1,585.00
Check	3/10/2008	7848	U.S. Department of ...		-180.00	-1,765.00
Check	3/11/2008	7853	U.S. Department of ...		-150.00	-1,915.00
Check	3/11/2008	7851	U.S. Department of ...		-135.00	-2,050.00
Check	3/11/2008	7852	U.S. Department of ...		-120.00	-2,170.00
Check	3/11/2008	7850	U.S. Department of ...		-95.00	-2,265.00
Check	3/11/2008	7849	U.S. Department of ...		-95.00	-2,360.00
Check	3/11/2008	7854	U.S. Department of ...		-60.00	-2,420.00
Check	3/12/2008	7855	U.S. Department of ...		-135.00	-2,555.00
Check	3/12/2008	7856	U.S. Department of ...		-60.00	-2,615.00
Total Checks and Payments					-2,615.00	-2,615.00
<b>Deposits and Credits - 9 items</b>						
Deposit	3/3/2008				235.00	235.00
Deposit	3/4/2008				135.00	370.00
Deposit	3/6/2008				345.00	715.00
Deposit	3/10/2008				75.00	790.00
Deposit	3/10/2008				255.00	1,045.00
Deposit	3/11/2008				180.00	1,225.00
Deposit	3/11/2008				465.00	1,690.00
Deposit	3/12/2008				220.00	1,910.00
Deposit	3/13/2008				75.00	1,985.00
Total Deposits and Credits					1,985.00	1,985.00
Total New Transactions					-630.00	-630.00
<b>Ending Balance</b>					<b>-4,188.31</b>	<b>3,110.60</b>

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3/13/2008

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,320.11
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	12/26/2007	1580	Protective Life Insur...	X	-651.95	-651.95
<b>Total Checks and Payments</b>					-651.95	-651.95
<b>Deposits and Credits - 14 items</b>						
Deposit	2/2/2008			X	30.00	30.00
Deposit	2/5/2008			X	35.00	65.00
Deposit	2/5/2008			X	899.08	964.08
Deposit	2/7/2008			X	35.00	999.08
Deposit	2/9/2008			X	19.94	1,019.02
Deposit	2/11/2008			X	35.00	1,054.02
Deposit	2/14/2008			X	35.00	1,089.02
Deposit	2/19/2008			X	35.00	1,124.02
Deposit	2/21/2008			X	35.00	1,159.02
Deposit	2/22/2008			X	19.94	1,178.96
Deposit	2/23/2008			X	35.00	1,213.96
Deposit	2/26/2008			X	40.00	1,253.96
Deposit	2/26/2008			X	205.00	1,458.96
Deposit	2/29/2008			X	8.77	1,467.73
<b>Total Deposits and Credits</b>					1,467.73	1,467.73
<b>Total Cleared Transactions</b>					815.78	815.78
<b>Cleared Balance</b>					815.78	14,135.89
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	2/27/2008				30.00	30.00
Deposit	2/28/2008				35.00	65.00
<b>Total Deposits and Credits</b>					65.00	65.00
<b>Total Uncleared Transactions</b>					65.00	65.00
<b>Register Balance as of 02/29/2008</b>					880.78	14,200.89
<b>New Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
Deposit	3/6/2008				35.00	35.00
Deposit	3/12/2008				30.00	65.00
Deposit	3/13/2008				35.00	100.00
<b>Total Deposits and Credits</b>					100.00	100.00
<b>Total New Transactions</b>					100.00	100.00
<b>Ending Balance</b>					<u>980.78</u>	<u>14,300.89</u>

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*3/13/2008*

**Placentia Library District**  
**Reconciliation Detail**  
**General Fund - Checking, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,136.71
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	1/30/2008	5665	Sam's Club	X	-266.42	-266.42
Check	1/30/2008	5667	El Torito	X	-28.00	-294.42
Check	2/1/2008		Bank of the West	X	-356.84	-651.26
Check	2/6/2008	5669	El Torito	X	-21.25	-672.51
Check	2/13/2008	5670	El Torito	X	-30.28	-702.79
Check	2/19/2008	5672	Placentia Library G...	X	-6,612.43	-7,315.22
Check	2/19/2008	5671	Placentia Library Di...	X	-2,521.25	-9,836.47
Check	2/20/2008	5673	El Torito	X	-26.18	-9,862.65
Check	2/21/2008		Bank of the West	X	-4.50	-9,867.15
Check	2/27/2008	5675	El Torito	X	-12.36	-9,879.51
<b>Total Checks and Payments</b>					-9,879.51	-9,879.51
<b>Deposits and Credits - 31 items</b>						
Deposit	2/1/2008			X	40.00	40.00
Deposit	2/4/2008			X	85.00	125.00
Deposit	2/4/2008			X	136.01	261.01
Deposit	2/4/2008			X	570.00	831.01
Deposit	2/5/2008			X	481.25	1,312.26
Deposit	2/6/2008			X	105.00	1,417.26
Deposit	2/7/2008			X	255.00	1,672.26
Deposit	2/8/2008			X	68.00	1,740.26
Deposit	2/8/2008			X	70.00	1,810.26
Deposit	2/11/2008			X	247.73	2,057.99
Deposit	2/11/2008			X	450.00	2,507.99
Deposit	2/11/2008			X	685.00	3,192.99
Deposit	2/12/2008			X	34.00	3,226.99
Deposit	2/12/2008			X	650.00	3,876.99
Deposit	2/13/2008			X	70.00	3,946.99
Deposit	2/14/2008			X	95.00	4,041.99
Deposit	2/15/2008			X	405.00	4,446.99
Deposit	2/19/2008			X	170.01	4,617.00
Deposit	2/19/2008			X	485.00	5,102.00
Deposit	2/19/2008			X	605.00	5,707.00
Deposit	2/20/2008			X	441.25	6,148.25
Deposit	2/21/2008			X	175.00	6,323.25
Deposit	2/22/2008			X	350.00	6,673.25
Deposit	2/25/2008			X	72.86	6,746.11
Deposit	2/25/2008			X	320.00	7,066.11
Deposit	2/25/2008			X	355.00	7,421.11
Deposit	2/26/2008			X	24.29	7,445.40
Deposit	2/26/2008			X	310.00	7,755.40
Deposit	2/27/2008			X	525.00	8,280.40
Deposit	2/28/2008			X	50.00	8,330.40
Deposit	2/29/2008			X	250.00	8,580.40
<b>Total Deposits and Credits</b>					8,580.40	8,580.40
<b>Total Cleared Transactions</b>					-1,299.11	-1,299.11
<b>Cleared Balance</b>					-1,299.11	5,837.60
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	12/27/2006	5457	Evergreen Books		-429.19	-429.19
Check	1/30/2008	5668	ISDOC		-12.00	-441.19
Check	2/25/2008	5674	CALTAC		-228.00	-669.19
<b>Total Checks and Payments</b>					-669.19	-669.19
<b>Total Uncleared Transactions</b>					-669.19	-669.19
<b>Register Balance as of 02/29/2008</b>					-1,968.30	5,168.41

**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	3/13/2008	5681	Placentia Library G...		-4,104.61	-4,104.61
Check	3/13/2008	5679	Placentia Library Di...		-1,820.00	-5,924.61
Check	3/13/2008	5680	Placentia Library Di...		-30.00	-5,954.61
Total Checks and Payments					-5,954.61	-5,954.61
<b>Deposits and Credits - 14 items</b>						
Deposit	3/3/2008				150.00	150.00
Deposit	3/3/2008				211.25	361.25
Deposit	3/4/2008				85.00	446.25
Deposit	3/4/2008				111.72	557.97
Deposit	3/5/2008				35.00	592.97
Deposit	3/6/2008				545.00	1,137.97
Deposit	3/7/2008				100.00	1,237.97
Deposit	3/10/2008				24.29	1,262.26
Deposit	3/10/2008				718.40	1,980.66
Deposit	3/11/2008				70.00	2,050.66
Check	3/12/2008	5678	El Torito			2,050.66
Check	3/12/2008	5677	Sam's Club			2,050.66
Deposit	3/12/2008				34.00	2,084.66
Deposit	3/13/2008				909.00	2,993.66
Total Deposits and Credits					2,993.66	2,993.66
Total New Transactions					-2,960.95	-2,960.95
Ending Balance					<b>-4,929.25</b>	<b>2,207.46</b>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						43,385.29
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	1/29/2008	1293	Orange County Aud...	X	-38,593.05	-38,593.05
Check	2/19/2008		Bank of the West	X	-25.00	-38,618.05
Check	2/19/2008		Bank of the West	X	-4.00	-38,622.05
Check	2/21/2008	1294	Yeimi Molina	X	-39.95	-38,662.00
<b>Total Checks and Payments</b>					-38,662.00	-38,662.00
<b>Deposits and Credits - 33 items</b>						
Deposit	1/28/2008			X	91.16	91.16
Deposit	1/28/2008			X	1,016.55	1,107.71
Deposit	2/2/2008			X	229.05	1,336.76
Deposit	2/2/2008			X	1,260.30	2,597.06
Deposit	2/4/2008			X	472.95	3,070.01
Deposit	2/4/2008			X	765.80	3,835.81
Deposit	2/4/2008			X	792.25	4,628.06
Deposit	2/6/2008			X	360.05	4,988.11
Deposit	2/7/2008			X	739.20	5,727.31
Deposit	2/9/2008			X	77.90	5,805.21
Deposit	2/9/2008			X	402.10	6,207.31
Deposit	2/11/2008			X	189.10	6,396.41
Deposit	2/11/2008			X	491.70	6,888.11
Deposit	2/11/2008			X	945.00	7,833.11
Deposit	2/12/2008			X	808.65	8,641.76
Deposit	2/13/2008			X	550.95	9,192.71
Deposit	2/14/2008			X	462.46	9,655.17
Deposit	2/16/2008			X	71.60	9,726.77
Deposit	2/19/2008			X	393.70	10,120.47
Deposit	2/19/2008			X	608.60	10,729.07
Deposit	2/19/2008			X	1,191.80	11,920.87
Deposit	2/20/2008			X	475.25	12,396.12
Deposit	2/21/2008			X	705.70	13,101.82
Deposit	2/21/2008			X	6,612.43	19,714.25
Deposit	2/22/2008			X	21,209.95	40,924.20
Deposit	2/23/2008			X	472.80	41,397.00
Deposit	2/25/2008			X	474.20	41,871.20
Deposit	2/25/2008			X	647.95	42,519.15
Deposit	2/25/2008			X	1,039.50	43,558.65
Deposit	2/26/2008			X	1,055.65	44,614.30
Deposit	2/26/2008			X	8,351.16	52,965.46
Deposit	2/27/2008			X	5.00	52,970.46
Deposit	2/29/2008			X	9.68	52,980.14
<b>Total Deposits and Credits</b>					52,980.14	52,980.14
<b>Total Cleared Transactions</b>					14,318.14	14,318.14
<b>Cleared Balance</b>					14,318.14	57,703.43
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	1/22/2008	1292	Vauna Armstrong		-15.00	-15.00
Check	2/23/2008	1296	Orange County Aud...		-44,478.39	-44,493.39
Check	2/23/2008	1295	Casey Marshall		-54.95	-44,548.34
<b>Total Checks and Payments</b>					-44,548.34	-44,548.34
<b>Deposits and Credits - 2 items</b>						
Deposit	2/27/2008				621.10	621.10
Deposit	2/28/2008				392.64	1,013.74
<b>Total Deposits and Credits</b>					1,013.74	1,013.74
<b>Total Uncleared Transactions</b>					-43,534.60	-43,534.60
<b>Register Balance as of 02/29/2008</b>					-29,216.46	14,168.83





**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Deposits and Credits - 14 items</b>						
Deposit	3/3/2008				494.65	494.65
Deposit	3/3/2008				511.60	1,006.25
Deposit	3/3/2008				1,088.66	2,094.91
Deposit	3/4/2008				50.95	2,145.86
Deposit	3/4/2008				598.90	2,744.76
Deposit	3/5/2008				355.20	3,099.96
Deposit	3/6/2008				794.35	3,894.31
Deposit	3/7/2008				60.60	3,954.91
Deposit	3/10/2008				461.94	4,416.85
Deposit	3/10/2008				1,183.05	5,599.90
Deposit	3/11/2008				639.75	6,239.65
Deposit	3/11/2008				1,191.00	7,430.65
Deposit	3/12/2008				725.10	8,155.75
Deposit	3/13/2008				517.30	8,673.05
Total Deposits and Credits					8,673.05	8,673.05
Total New Transactions					8,673.05	8,673.05
<b>Ending Balance</b>					<b>-20,543.41</b>	<b>22,841.88</b>

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**Placentia Library District**  
**Reconciliation Detail**  
**Literacy Fund - Savings, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,263.99
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	2/29/2008			X	9.04	9.04
Total Deposits and Credits					9.04	9.04
Total Cleared Transactions					9.04	9.04
Cleared Balance					9.04	14,273.03
Register Balance as of 02/29/2008					9.04	14,273.03
Ending Balance					9.04	14,273.03

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## Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 02/29/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						20,774.14
<b>Cleared Transactions</b>						
<b>Checks and Payments - 78 items</b>						
Check	9/5/2007	8276	Thomas Sheridan	X	-42.81	-42.81
Check	11/28/2007	8442	Kayla Kawile	X	-138.52	-181.33
Check	12/12/2007	8471	Kayla Kawile	X	-110.82	-292.15
Check	12/26/2007	8512	Paulette Garcia	X	-226.84	-518.99
Check	12/26/2007	8500	Kayla Kawile	X	-138.52	-657.51
Check	1/9/2008	8540	Raquel Galarza	X	-183.20	-840.71
Check	1/9/2008	8535	Kayla Kawile	X	-48.48	-889.19
Check	1/23/2008	8546	Gary Bell	X	-1,588.01	-2,477.20
Check	1/23/2008	8567	Evelyn Soqui	X	-377.97	-2,855.17
Check	1/23/2008	8560	Raquel Galarza	X	-274.54	-3,129.71
Check	1/23/2008	8561	Danielle Koliboski	X	-177.47	-3,307.18
Check	1/23/2008	8551	Kayla Kawile	X	-147.76	-3,454.94
Check	1/23/2008	8572	Prepaid Legal Servi...	X	-147.50	-3,602.44
Check	1/23/2008	8556	Tiffany Armstrong	X	-122.26	-3,724.70
Check	1/23/2008	8557	Anna Cox	X	-108.67	-3,833.37
Check	1/23/2008	8559	Rosa De Alba	X	-54.34	-3,887.71
Check	1/23/2008	8558	Denisse Curiel	X	-27.17	-3,914.88
Check	2/6/2008		Paychex	X	-26,890.32	-30,805.20
Check	2/6/2008		Paychex	X	-12,015.07	-42,820.27
Check	2/6/2008	8606	Tax Deferred Servic...	X	-2,409.30	-45,229.57
Check	2/6/2008	8575	Gary Bell	X	-1,588.01	-46,817.58
Check	2/6/2008	8605	Nationwide Retirem...	X	-1,153.45	-47,971.03
Check	2/6/2008	8581	Beatrice V. Quintanar	X	-988.08	-48,959.11
Check	2/6/2008	8582	Hilda Rivera	X	-755.00	-49,714.11
Check	2/6/2008	8577	David Ferrari	X	-739.19	-50,453.30
Check	2/6/2008	8578	Alexander Hernandez	X	-563.16	-51,016.46
Check	2/6/2008	8598	Thomas Sheridan	X	-520.60	-51,537.06
Check	2/6/2008	8602	Natalia Wingert	X	-500.99	-52,038.05
Check	2/6/2008	8603	Orange County Aud...	X	-471.41	-52,509.46
Check	2/6/2008	8595	Truc Nguyen	X	-463.70	-52,973.16
Check	2/6/2008	8589	Raquel Galarza	X	-274.54	-53,247.70
Check	2/6/2008	8599	Evelyn Soqui	X	-264.30	-53,512.00
Check	2/6/2008	8593	Patricia Narez	X	-244.52	-53,756.52
Check	2/6/2008	8576	Dorothy J. Cummings	X	-238.93	-53,995.45
Check	2/6/2008	8601	Joseph Von Regius	X	-203.77	-54,199.22
Check	2/6/2008	8597	Araceli Ramirez	X	-171.22	-54,370.44
Check	2/6/2008	8600	Sothavy Ton	X	-149.98	-54,520.42
Check	2/6/2008	8592	Melissa Manzanarez	X	-130.56	-54,650.98
Check	2/6/2008	8583	Kelleny Rivera	X	-127.79	-54,778.77
Check	2/6/2008	8586	Anna Cox	X	-122.26	-54,901.03
Check	2/6/2008	8585	Tiffany Armstrong	X	-122.26	-55,023.29
Check	2/6/2008	8584	Robert Almanza	X	-108.67	-55,131.96
Check	2/6/2008	8580	Joe Queriapa	X	-96.04	-55,228.00
Check	2/6/2008	8588	Rosa De Alba	X	-54.34	-55,282.34
Check	2/6/2008	8604	Placentia Library Di...	X	-19.94	-55,302.28
Check	2/20/2008		Paychex	X	-26,220.82	-81,523.10
Check	2/20/2008		Paychex	X	-12,124.92	-93,648.02
Check	2/20/2008	8640	Tax Deferred Servic...	X	-2,373.91	-96,021.93
Check	2/20/2008	8607b	Gary Bell	X	-1,588.01	-97,609.94
Check	2/20/2008	8639	Nationwide Retirem...	X	-1,153.45	-98,763.39
Check	2/20/2008	8614	Beatrice V. Quintanar	X	-991.06	-99,754.45
Check	2/20/2008	8607a	Susan Farrell	X	-812.72	-100,567.17
Check	2/20/2008	8615	Hilda Rivera	X	-755.00	-101,322.17
Check	2/20/2008	8611	Alexander Hernandez	X	-563.16	-101,885.33
Check	2/20/2008	8631	Thomas Sheridan	X	-546.04	-102,431.37
Check	2/20/2008	8641a	David Ferrari	X	-491.47	-102,922.84
Check	2/20/2008	8628	Truc Nguyen	X	-491.41	-103,414.25
Check	2/20/2008	8636	Orange County Aud...	X	-471.41	-103,885.66
Check	2/20/2008	8635	Natalia Wingert	X	-419.50	-104,305.16
Check	2/20/2008	8622	Rosa De Alba	X	-400.76	-104,705.92
Check	2/20/2008	8627	Patricia Narez	X	-339.62	-105,045.54
Check	2/20/2008	8625	Melissa Lara	X	-320.44	-105,365.98
Check	2/20/2008	8610	David Ferrari	X	-295.02	-105,661.00
Check	2/20/2008	8630	Araceli Ramirez	X	-252.67	-105,913.67
Check	2/20/2008	8629	Christina Perez	X	-250.92	-106,164.59

**Placentia Library District**  
**Reconciliation Detail**  
**Payroll Checking - Wells Fargo, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	2/20/2008	8634	Joseph Von Regius	X	-190.18	-106,354.77
Check	2/20/2008	8633	Sothavy Ton	X	-179.97	-106,534.74
Check	2/20/2008	8626	Melissa Manzanarez	X	-174.03	-106,708.77
Check	2/20/2008	8609	Diane Cunningham	X	-155.67	-106,864.44
Check	2/20/2008	8638	Prepaid Legal Servi...	X	-147.50	-107,011.94
Check	2/20/2008	8616	Kelleny Rivera	X	-139.89	-107,151.83
Check	2/20/2008	8620	Clarice Cooper	X	-135.85	-107,287.68
Check	2/20/2008	8613	Joe Queriapa	X	-118.20	-107,405.88
Check	2/20/2008	8618	Robert Almanza	X	-108.67	-107,514.55
Check	2/20/2008	8608	Dorothy J. Cummings	X	-86.89	-107,601.44
Check	2/20/2008	8623	Raquel Galarza	X	-78.48	-107,679.92
Check	2/20/2008	8624	Josephine Labib	X	-40.75	-107,720.67
Check	2/20/2008	8637	Placentia Library Di...	X	-19.94	-107,740.61
Total Checks and Payments					-107,740.61	-107,740.61
<b>Deposits and Credits - 3 items</b>						
Deposit	1/30/2008			X	47,472.00	47,472.00
Deposit	2/13/2008			X	47,472.00	94,944.00
Deposit	2/27/2008			X	47,472.00	142,416.00
Total Deposits and Credits					142,416.00	142,416.00
Total Cleared Transactions					34,675.39	34,675.39
Cleared Balance					34,675.39	55,449.53
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Check	12/26/2007	8510	Amanda Evans		-386.52	-386.52
Check	1/23/2008	8566	Loan Quang		-217.36	-603.88
Check	2/6/2008	8594	Buckner Nesheim		-467.21	-1,071.09
Check	2/6/2008	8596	Loan Quang		-217.36	-1,288.45
Check	2/6/2008	8590	Danielle Koliboski		-193.60	-1,482.05
Check	2/6/2008	8579	Kayla Kawile		-125.60	-1,607.65
Check	2/6/2008	8591	Luz Lizaola		-104.69	-1,712.34
Check	2/6/2008	8587	Denisse Curiel		-27.17	-1,739.51
Check	2/20/2008	8632	Evelyn Soqui		-177.36	-1,916.87
Check	2/20/2008	8612	Kayla Kawile		-147.76	-2,064.63
Check	2/20/2008	8621	Denisse Curiel		-135.85	-2,200.48
Check	2/20/2008	8619	Tiffany Armstrong		-27.17	-2,227.65
Check	2/20/2008	8617	Wendy Sun		-16.38	-2,244.03
Total Checks and Payments					-2,244.03	-2,244.03
Total Uncleared Transactions					-2,244.03	-2,244.03
Register Balance as of 02/29/2008					32,431.36	53,205.50
<b>New Transactions</b>						
<b>Checks and Payments - 35 items</b>						
Check	3/5/2008		Paychex		-26,784.33	-26,784.33
Check	3/5/2008		Paychex		-12,446.04	-39,230.37
Check	3/5/2008	8641b	Gary Bell		-1,588.01	-40,818.38
Check	3/5/2008	8650	Beatrice V. Quintanar		-991.06	-41,809.44
Check	3/5/2008	8651	Hilda Rivera		-931.28	-42,740.72
Check	3/5/2008	8644	David Ferrari		-788.18	-43,528.90
Check	3/5/2008	8645	Alexander Hernandez		-622.39	-44,151.29
Check	3/5/2008	8669	Thomas Sheridan		-546.04	-44,697.33
Check	3/5/2008	8673	Natalia Wingert		-500.99	-45,198.32
Check	3/5/2008	8643	Diane Cunningham		-369.71	-45,568.03
Check	3/5/2008	8665	Patricia Narez		-346.41	-45,914.44
Check	3/5/2008	8666	Christina Perez		-311.10	-46,225.54
Check	3/5/2008	8654	Wendy Sun		-279.31	-46,504.85
Check	3/5/2008	8662	Josephine Labib		-278.04	-46,782.89
Check	3/5/2008	8656	Clarice Cooper		-271.99	-47,054.88
Check	3/5/2008	8672	Joseph Von Regius		-217.36	-47,272.24
Check	3/5/2008	8663	Melissa Lara		-217.36	-47,489.60
Check	3/5/2008	8664	Melissa Manzanarez		-204.11	-47,693.71
Check	3/5/2008	8670	Evelyn Soqui		-204.11	-47,897.82
Check	3/5/2008	8667	Marlene Perez		-204.02	-48,101.84

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03/13/08

## Placentia Library District Reconciliation Detail

**Payroll Checking - Wells Fargo, Period Ending 02/29/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/5/2008	8659	Rosa De Alba		-190.18	-48,292.02
Check	3/5/2008	8668	Araceli Ramirez		-156.95	-48,448.97
Check	3/5/2008	8671	Sothavy Ton		-149.98	-48,598.95
Check	3/5/2008	8661	Danielle Koliboski		-129.06	-48,728.01
Check	3/5/2008	8642	Dorothy J. Cummings		-128.25	-48,856.26
Check	3/5/2008	8652	Kelleny Rivera		-127.79	-48,984.05
Check	3/5/2008	8660	Raquel Galarza		-107.02	-49,091.07
Check	3/5/2008	8647	Kayla Kawile		-96.04	-49,187.11
Check	3/5/2008	8649	Joe Queriapa		-96.04	-49,283.15
Check	3/5/2008	8657	Anna Cox		-95.10	-49,378.25
Check	3/5/2008	8658	Denisse Curiel		-88.30	-49,466.55
Check	3/5/2008	8648	Noreth Men		-80.16	-49,546.71
Check	3/5/2008	8653	Andra Schaefer		-72.09	-49,618.80
Check	3/5/2008	8646	Gabriel Hernandez		-64.54	-49,683.34
Check	3/5/2008	8655	Robert Almanza		-54.34	-49,737.68
Total Checks and Payments					-49,737.68	-49,737.68
<b>Deposits and Credits - 1 item</b>						
Deposit	3/12/2008				52,472.00	52,472.00
Total Deposits and Credits					52,472.00	52,472.00
Total New Transactions					2,734.32	2,734.32
<b>Ending Balance</b>					<b>35,165.68</b>	<b>55,939.82</b>

*EDM*  
3/13/2008



ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF FEBRUARY 2008  
 Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	\$17,624	1,257	873	\$2,721	185	133	\$20,344	1442	1006	\$127	10	10	\$20,471	1452	1016
Adult Circulating Non-Fiction	\$25,660	1,234	1,195	\$6,388	308	301	\$32,048	1542	1496	\$190	10	8	\$32,237	1552	1504
Adult Reference	\$9,482	127	104	\$361	7	6	\$9,843	134	110	\$0	0	0	\$9,843	134	110
Adult magazines	\$7,315	1	152	\$0	0	0	\$7,315	1	152	\$90	0	0	\$7,405	1	152
Adult on-line databases	\$34,481	5	11	\$0	0	0	\$34,481	5	11	\$0	0	0	\$34,481	5	11
Total Adult Non-Fiction	\$76,937	1367	1462	\$6,749	315	307	\$83,686	1682	1769	\$280	10	8	\$83,965	1692	1777
TOTAL ADULT PRINT MATERIALS	\$94,561	2624	2335	\$9,469	500	440	\$104,030	3124	2775	\$406	20	18	\$104,436	3144	2793
Adult Music CDs	\$221	14	14	\$0	0	0	\$221	14	14	\$0	0	0	\$221	14	14
Adult Audio Books (incl. Overdrive)	\$12,078	170	167	\$831	13	13	\$12,910	183	180	\$15	1	1	\$12,925	184	181
Adult DVDs	\$7,127	450	188	\$545	28	12	\$7,672	478	200	\$1,205	22	9	\$8,877	500	208
TOTAL ADULT NON-PRINT MATERIALS	\$19,428	634	369	\$1,377	41	25	\$20,803	675	394	\$1,220	23	9	\$22,023	698	403
TOTAL ADULT MATERIALS	\$113,987	3258	2704	\$10,846	541	465	\$124,833	3,799	3,169	\$1,626	43	27	\$126,459	3,842	3,196
Juvenile Fiction	\$6,166	977	721	\$967	206	126	\$7,133	1183	847	\$238	33	33	\$7,371	1216	880
Juvenile Circulating Non-Fiction	\$23,244	1,237	1,072	\$3,196	233	199	\$26,440	1470	1271	\$25	2	2	\$26,465	1472	1273
Juvenile Reference	\$164	1	1	\$0	0	0	\$164	1	1	\$0	0	0	\$164	1	1
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile on-line databases	\$399	0	1	\$0	0	0	\$399	0	1	\$0	0	0	\$399	0	1
Total Junior Non-Fiction	\$23,807	1238	1074	\$3,196	233	199	\$27,003	1471	1273	\$25	2	2	\$27,028	1473	1275
TOTAL JUVENILE PRINT MATERIALS	\$29,973	2,215	1,795	\$4,163	439	325	\$34,136	2,654	2,120	\$263	35	35	\$34,399	2,689	2,165
Juvenile Music CDs	\$103	13	11	\$0	0	0	\$103	13	11	\$0	0	0	\$103	13	11
Juvenile Audio Books	\$249	8	5	\$0	0	0	\$249	8	5	\$37	1	1	\$286	9	6
Juvenile DVDs	\$489	26	25	\$0	0	0	\$489	26	25	\$0	0	0	\$489	26	25
TOTAL JUVENILE NON-PRINT MATERIALS	\$840	47	41	\$0	0	0	\$840	47	41	\$37	1	1	\$877	48	42
TOTAL JUVENILE MATERIALS	\$30,813	2262	1836	\$4,163	439	325	\$34,977	2701	2161	\$300	36	36	\$35,277	2737	2197
Total Fiction	\$23,790	2,234	1,594	\$3,687	391	259	\$27,477	2625	1953	\$365	43	43	\$27,842	2668	1898
Total Non-Fiction	\$100,744	2,605	2,536	\$9,945	548	506	\$110,689	3153	3042	\$305	12	10	\$110,994	3165	3052
Total Music CDs	\$324	27	25	\$0	0	0	\$324	27	25	\$0	0	0	\$324	27	25
Total Audio Books	\$12,327	178	172	\$631	13	13	\$13,158	191	185	\$52	2	2	\$13,210	193	187
Total Video DVDs	\$7,616	476	213	\$545	28	12	\$8,161	504	225	\$1,205	22	8	\$9,366	526	233
TOTAL MATERIALS	\$144,801	5520	4540	\$15,009	980	790	\$159,810	6500	5330	\$1,926	79	63	\$161,736	6579	5393

Outstanding Orders as of February 2008

General Fund	\$23,683
Adopt-a-book	\$0
<b>TOTAL</b>	<b>\$23,683</b>





Entreprenurial Activities Report  
 Net Revenue Summary  
 March-08

	Feb-08	Feb-07	YTD 2007-2008	YTD 2006-2007
Passport	17,388.06	26,246.65	111,730.96	122,943.30
Passport Photos	2,340.00	2,310.00	13,880.00	15,090.00
Notary Public	250.00	400.00	2,120.00	2,530.00
Test Proctor	70.00	60.00	1,118.80	1,043.60
<b>Total</b>	<b>20,048.06</b>	<b>29,016.65</b>	<b>128,849.76</b>	<b>141,606.90</b>

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts  
March 18, 2008

Adenda Item 18

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	12	1,059	3	390.64	0
November	9	1,068	2	88.95	0
December	13	1,076	2	144.2	0
January	18	1,089	5	837.27	0
February	16	1,094	7	384.14	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>TOTAL YTD</b>	<b>110</b>	<b>8531</b>	<b>32</b>	<b>2979.29</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

ED: 03/01/2008 12:22 AM J2

SUMMARY STATUS REPORT

PAGE: 277

MS YESENIA GOMEZ  
PLACENTIA LIBRARY DISTRICT  
411 EAST CHAPMAN AVENUE  
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 02/29/2008

Accounts Submitted	: 1,652	Dollars Submitted	: 159,511.10	Dollars Received	: 55,289.56
Bankruptcies	: 14	Dollars in Bankruptcy	: 1,120.96	Material Returned	: 24,759.47
Direct Addresses	: 218	Dollars in Skips	: 14,371.79	Dollars Waived	: 6,128.77
Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 108,214.70
Accounts in Process	: 1,419	Dollars in Process	: 137,927.62	% of Dollars Activated	: 78.46%
# of Accounts Activated	: 1,094				
% of Accounts Activated	: 77.10%				



**Donor Report For February 2008  
Placentia Library Friends Foundation**

<b>Full Name</b>	<b>Total Cash Donation</b>
JART	
Mr. & Mrs. Tom Shepherd Zimmer Electric, Inc.	
Mr. & Mrs. John W. Anderson John & Camille Himes	
Ms. Tamara Messmann Jo Ann Nelson	
Ms. Margot Palmgren James & Virginia Walker	
	<b>\$580.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Building Maintenance Report for February 2008  
**DATE:** March 12, 2008

**HVAC:** 2-3-08 Regular monthly maintenance

Prepared by: Vernon Napier





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** **Personnel Report for Feb 2008**  
**DATE:** March 18, 2008

**RESIGNATIONS:**

Susan Farrell, Library Assistant (PT); February 20, 2008

**APPOINTMENTS:**

Wendy Sun, Library Aide (PT); February 14, 2008

David Ferrari, Library Assistant (PT); February 25, 2008

**OPEN POSITIONS:**

Library Clerk I (PT)

Library Aide (PT)

**WORKERS' COMPENSATION LEAVE:**

None



# Volunteer Report

To: Elizabeth Minter, Director, Placentia Library

From: Lois Monroe, Volunteer Coordinator

<b>Temporary Volunteers</b>	<b>Sept. '07</b>	<b>Oct. '07</b>	<b>Nov. '07</b>	<b>Dec. '07</b>	<b>Jan. '08</b>	<b>Feb. '08</b>
Afton Aikele			0	6	2	0
Rick Araiza						3
Omar Arellano			0	6	0	0
Sherrie Callovi			2	4	4.3	4
Shelby Eichstedt						5
Patti English			2	8	6	0
Becky Fierro		5	8	5	3	9
Abran Garcia						30
Julio Gonzalez	2	4	5	3	4	4
Alan Huang (tutoring)		12	8	0	0	0
Jin Sik Lee						3
Kathleen Lopez						13.2
Margie McPhail			6	0	4	0
Rueben Mathews	23	4	9	7	4	3
Ankit Mathur					12	29.3
Chiranj Modi			3	9	9	11
Ana Nenova						5.9
Randy Oshiro	6	4	4	3	4	8
Michael Palow	10	2	8	10	6	9
Shal Patel		14	67	79	42	4.3
Liliana Romero	10	6	6	4	4	0
Shiv Samtani					5	0
Toni Serrano					2	0
Ronnie Smith					1	2
David Sotelo					20.2	12.5
Karen Sueda			7	8	6	3.3
Tsaylia Yang			2	6	1	0
Varum Varma					7.15	0
Cathy Walsh	6	4	6	5	4	7
Kevin Yeh				2	0	0
<b>TOTAL</b>	<b>91</b>	<b>113</b>	<b>167</b>	<b>177</b>	<b>152.65</b>	<b>166.5</b>
<b>Children's Dept. Vol's</b>	<b>Sept. '07</b>	<b>Oct. '07</b>	<b>Nov. '07</b>	<b>Dec. '07</b>	<b>Jan.'08</b>	<b>Feb.'08</b>
Sandy Augstein	12	32	16.25	16.5	13.5	17.25
Melanie Egawa (resigned)				9.5	0	0
Michelle Huynh					2	4
Eddie Jani		2.25	0	0	0	0
Andrew Javier						1.5
Desire Sidlo	6		4	2	4	4
Y Su			8	4	6	0
Ann Britton	4.3		5	5	6.3	5
Lucerito Miranda	3		0	0	0	0
<b>TOTAL</b>	<b>25.3</b>	<b>34.25</b>	<b>33.25</b>	<b>37</b>	<b>31.8</b>	<b>31.75</b>

<b>BOOKSTORE VOLUNTEERS</b>	<b>SEPT.'07</b>	<b>OCT.'07</b>	<b>NOV.'07</b>	<b>Dec.'07</b>	<b>Jan.'08</b>	<b>Feb. '08</b>
Lynda Baker (sub)	2	4	0	0	2	0
Lillian Bart		10	6	6	6	8
Steve Bidd	0	0	0	2	0	0
Jill Botha	0	0	4	4	0	0
Joyce Byrne	8	10	6	6	6	8
Glennis Clancy	8	10	10	10	14	10
Sandy Davis	8	8	8	6	10	8
Carol Fizzard	10	2	4	8	2	6
Pete Fioroni	6	11	9	11	9	9
Cathie Ford (sub)	2	0	4	0	0	6
Dotty Greninger	6	8	8	8	10	6
Eugenia Hathaway (Gene)	4	4	4	4	2	2
Tammie Haugen (resigned)	8	8	6	4	0	0
Ginny Haussmann (sub)	0	0	2	2	0	0
Florence Henderson	0	0	8	8	2	8
Marge Horrocks	0	0	8	8	8	4
Amy Lin	8	8	4	10	6	2
Tippawan Mathong (Tippi)	5	6	6	8	8	8
Ann McLoughlin (sub)	0	4	0	0	0	0
Bill Mitchell	6	2	6	1	8	8
Claire Myers	6	6	8	10	10	8
Bob Olson	2	2	2	4	2	2
Eleanore Rankin (sub)	3	5	4	1	4.3	3.3
Carmen Rodriguez	4	8	8	8	10	8
Desiree Rosen (resigned)					5	4
Gerry Sandoval	0	8	6	6	6	6
Rose Salem	8	8	8	4	10	8
Ruth Schafer (sub)	0	0	0	0	0	0
Shawn Sorokin	6	6	8	8	10	8
Inez Segovia	6	8	8	6	10	8
Barbara Shears	9	6	4	6	4	10
Pamela Silva			7	4	6	8
Fay Soo (sub)	2	2	2	4	4	0
Margo Thum	11	18	12	18	14	14
Jerri Tollefson	0	4	0	0	0	0
Phyllis Wilcox	6	0	6	8	4	8
<b>TOTAL</b>	<b>152</b>	<b>180</b>	<b>186</b>	<b>193</b>	<b>192.3</b>	<b>188.3</b>
<b>REGULAR VOLUNTEERS</b>						
Theresa Backes (mends books)	6	12	9	11	14	4
Nadine Blansett	52	27	21	41	36	29
Jack Fisher						2
Jeanette Gardner (History Rm)	22	28.5	8	10	24	34
John Haagen (sort & price)	6	8	1.3	9	6	5
Jack Hanley (sort and price)	8.3	3.5	7.5	10.5	7	2
Barbara Hemmerling(sort & price, sub)	30	20	19	14	23	13
Pat Irot (History Rm, Bookstore)	37	33	71	53	88	43
Pat Jertberg (History Rm)	10	11	6	9	14	23
Nancy Lone-Tollefson	40	49	37	36	49	53
Carol Pence (Sunday Sales)	0	0	0	0	0	0
Marie Schmidt (sub) & Hist. Room	34	12	15	23	35	26
Linda Scott (backroom & sub)	0	2	0	2	0	0
Barbara Wilson (sort & price)	5	6.25	4.3	5	6.3	4.3
Marge Boelman (processing)	5	1	8	10	6.3	34
Patty Clugston (videos)	6	7	8	9	9.3	7
Jean Fitzgerald (check-in)	9	3	12	5	8	9
<b>TOTAL</b>	<b>270.3</b>	<b>223.25</b>	<b>227.1</b>	<b>247.5</b>	<b>325.9</b>	<b>288.3</b>

**Literacy Tutor Report**

**February 2008**

	<b>Last Name</b>	<b>First Name</b>	<b>Key Word</b>	<b>Hours</b>
1	Ahmed	Hafasa	PRREP	6
2	Almanza	Robert	FWS-F	12
3	Armstrong	Tiffany	FWS-F	2
4	Arneal	Jim	PRREP	6
5	Arvizu	Claudia	PRREP	2
6	Ballesteros	Charlene	INTERNSHIP	10
7	Caballeros	Brianna	PRREP	2
8	Caringal	Monica	PRREP	8
9	Carrier	Stephanie	PRREP	2
10	Carrier	Ashley	PRREP	2
11	Chen	Tina	PRREP	4
12	Chhor	Alissa	PRREP	10
13	Chung	Andy	PRREP	26
14	Chung	Ophelia	PRREP	18
15	Chung	Joe	ADULT	2
16	Cisneros	Martha	PRREP	14
17	Cooper	Clarise	FWS-F	31
18	Corales	Wriley	ADULT	18
19	Cox	Anna	FWS-F	16
20	Curiel	Denisse	FWS-F	17
21	De Alba	Rosa	FWS-F	44
22	Dreim	Courney	PRREP	10
23	Eickhoff	Karissa	PRREP	10
24	Espinoza	Lea	PRREP	2
25	Fazil	Mariam	PRREP	6
26	Foster	Elinor	ADULT	2
27	Fuog	Sarah	PRREP	4
28	Galarza	Raquel	FWS-F	14
29	Galvez	Andrea	PRREP	19
30	Galvez	Monica	PRREP	12
31	Gamboa	Adaly	PRREP	8
32	Garcia	Maria	PRREP	6
33	Gomez	Luis	PRREP	16
34	Gonzalez	Danny	PRREP	5
35	Goodman	Dale	ADULT	42
36	Hamrell	Judy	ADULT	4
37	Hernandez	Alejandro	PRREP	6
38	Hernandez	Julio	PRREP	4
39	Holmes	Nancy	ADULT	4
40	Hong	Brian	PRREP	2
41	Huang	Aian	PRREP	6
42	Hussanini	Ayesha	PRREP	2
43	Koliboski	Danielle	FWS-F	8

44	Labid	Josephine	FWS-F	24
45	Lai	Janet	ADULT	6
46	Lara	Melissa	FWS-F	41
47	Lee	Al	ADULT	10
48	Leslie	Sandra	ADULT	4
49	Linson	Jeremy	ADULT	6
50	Lizaola	Luz	FWS-F	2
51	Mahammad	Sunnaa	PRREP	2
52	Manzanarez	Melissa	FWS-F	28
53	Mc Grath	Patricia	ADULT	4
54	Meadow	Brianna	PRREP	10
55	Nardin	Linda	ADULT	6
56	Narez	Patricia	FWS-F	51
57	Nguyen	Justin	PRREP	4
58	Nguyen	Truc (Sara)	FWS-F	40
59	Patel	Shivam	ADULT	2
60	Pendaris	Jennifer	ADULT	24
61	Perez	Christina	FWS-F	41
62	Perez	Marlene	FWS-F	16
63	Pham	Alex	PRREP	12
64	Piran	Grizelle	PRREP	12
65	Ramirez	Araceli	FWS-F	29
66	Rivera	Kelleny	PRREP	8
67	Ross	Charlotte	ADULT	8
68	Rudie	Marlene	ADULT	4
69	Sandoval	Vanessa	ADULT	6
70	Sargeant	Lynn	ADULT	4
71	Serrano	Toni	PRREP	8
72	Shah	Anand	PRREP	6
73	Sheridan	Thomas	FWS-F	80
74	Shimizu	Ken	ADULT	4
75	Silva	Pamela	ADULT	6
76	Silvestri	Nolan	PRREP	8
77	Smith	Allie	ADULT	80
78	Soqui	Evelyn	FWS-F	28
79	Suh	Beom (Stacy)	PRREP	6
80	Tobias	Rachelle	PRREP	16
81	Ton	Sothavy	FWS-F	22
82	Torres	Samuel	INTERNSHIP	22
83	Uribe	Tj	PRREP	4
84	Varma	Varun	ADULT	20
85	Victoriano	Catheline	PRREP	6
86	Viloria	Elysse	ADULT	10
87	Von Regius	Joseph	FWS-F	14
88	Wheeler	Ian	PRREP	2
89	Wingert	Natalie	FWS-F	73
90	Wisheh	Curt	ADULT	26
91	Yun	Jonathan	ADULT	12

**Placentia Library District**  
**Circulation Report – February 2008**

	February 2008	February 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
1st Time Checkouts	17,098	15,653	138,381	123,440	10.8%
Phone Renewals	1,069	799	7,555	7,324	3.1%
In-Building Renewals	447	522	5,292	3,731	29.5%
<u>On-line renewals</u>	1,752	<u>n/a</u>	7,440	<u>n/a</u>	<u>n/a</u>
<b>TOTAL CHECKOUTS</b>	<b>20,366</b>	<b>16,974</b>	<b>158,668</b>	<b>134,495</b>	<b>15.2%</b>
On-Time Checkins	18,432	16,443	156,141	136,801	12.4%
<u>Late Checkins</u>	1,085	1,061	<u>9,544</u>	<u>8,747</u>	<u>8.4%</u>
<b>TOTAL CHECKINS</b>	<b>19,517</b>	<b>17,504</b>	<b>165,685</b>	<b>145,548</b>	<b>12.2%</b>
Holdings Placed	670	485	5,371	4,049	24.6%
Holdings Cancelled	18	10	128	127	0.8%
Holdings Filled	478	373	4,024	3,166	21.3%
<b>NEW PATRON REGISTRATIONS</b>	<b>313</b>	<b>361</b>	<b>2,223</b>	<b>2,702</b>	<b>-21.5%</b>
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	6,002	5,769	51,095	48,053	6.0%
Juvenile Print	7,712	7,376	62,371	57,527	7.8%
Audio	1,174	1,071	9,319	8,743	6.2%
Visual	5,477	4,142	42,991	31,208	27.4%
Downloadable Audio Books	61	0	297	89	70.0%
<u>Downloadable e- Books</u>	51	0	187	97	48.1%
<b>TOTAL CIRCULATION</b>	<b>20,477</b>	<b>18,358</b>	<b>166,260</b>	<b>145,717</b>	<b>12.4%</b>
<b>CIRCULATION BY PLACE OF RESIDENCE</b>					
Placentia residents	11,905	11,275	95,250	82,877	13.0%
<i>Placentia residents (as a percentage)</i>	<i>58.1%</i>	<i>61.4%</i>	<i>57.3%</i>	<i>56.9%</i>	
Anaheim residents	2,592	3,511	29,001	24,641	15.0%
<i>Anaheim residents (as a percentage)</i>	<i>12.7%</i>	<i>19.1%</i>	<i>17.4%</i>	<i>16.9%</i>	
Non-residents (includes Anaheim)	8,572	7,083	71,010	62,840	11.5%
<i>Non-residents (as a percentage)</i>	<i>41.9%</i>	<i>38.6%</i>	<i>42.7%</i>	<i>43.1%</i>	
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	14,827	13,363			
Young Adult	289	241			
Juvenile	2,725	3,083			
New Borrower	1,401	1,351			
Reciprocal borrowers	179	n/a			
Gold Members	546	n/a			
<u>Other (staff)</u>	397	308			
<b>TOTAL ACTIVE BORROWERS *</b>	<b>20,364</b>	<b>18,346</b>			
<b>TOTAL REGISTERED BORROWERS **</b>	<b>34,979</b>	<b>31,785</b>			
<b>ATTENDANCE</b>	<b>51,139</b>	<b>49,079</b>	<b>409,038</b>	<b>374,163</b>	<b>8.5%</b>

\* Active borrowers have used the Library this month

\*\* Registered borrowers have used the Library within the past 12 months

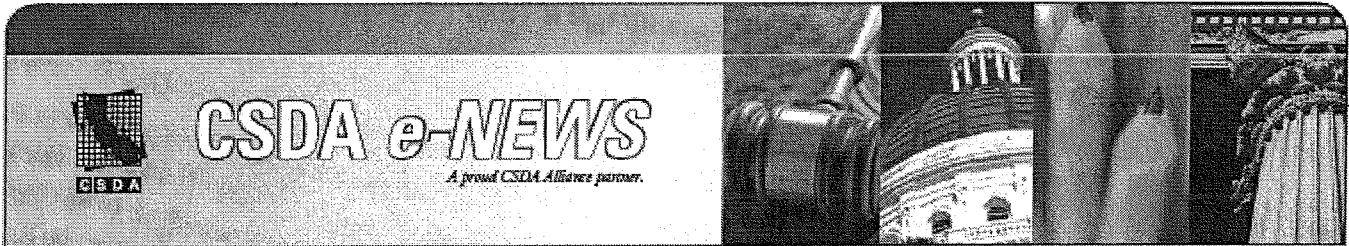




**Elizabeth Minter**

**From:** Neil McCormick [neilm@csda.net]  
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**Subject:** CSDA e-News for the week of March 10, 2008

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**March 10, 2008**

**In this issue...**

[Bring Broadband to Your District—Support SB 1191](#)

[New Water Bond Proposed](#)

[Greening the Golden State Focus of Green California Summit & Expo](#)

[Appellate Court Rules in Favor of Annexation Procedures used by District](#)

[OPEB Workshop](#)

**NEW MEMBER BENEFIT!**  
[Discounted Background Screening and Employee Hotline Service for Your District!](#)

[Register for CSDA's Special District Leadership Academy](#)

[New Opportunity for Board Member Training and Ethics Compliance Training](#)

[The Efficient Board Secretary](#)

[Attorneys to Receive Continuing Education Credits at CSDA Annual Conference](#)

[Special District Risk Management Authority Safety/Claims Education Day - March 25](#)

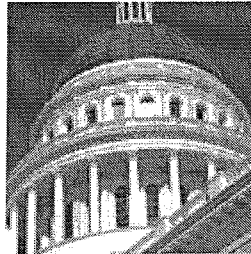
[CSD Holds Goal Workshop](#)

[From Sludge to Fertilizer](#)

**Employment**

**Here are the latest job opportunities posted on [SpecialDistrictCareers.com](http://SpecialDistrictCareers.com):**

**Bring Broadband to Your District—Support SB 1191**



A bill to give CSDs the authority to provide broadband (high-speed) Internet access to their constituents is being heard soon and your help is needed to get the bill passed! [Read about Senate Bill 1191...](#)

**New Water Bond Proposed**

Senator Mike Machado (D-Linden) has introduced a new bond proposal aimed at jumpstarting the currently stagnant legislative special session dealing with water. Senate Bill 6 (2nd Special Session) (SBX2 6)—the Safe Drinking Water Act of 2008—would authorize \$6.75 billion-worth of general obligation bonds for various water projects throughout the state. [Read about the bond proposal...](#)

**Greening the Golden State Focus of Green California Summit & Expo**

Builders, designers, developers, facilities managers, purchasing agents and anyone involved in greening their agencies or organizations should not miss the Green California Summit & Exposition (April 7-9, Sacramento Convention Center). [Read more about this event...](#)



**Appellate Court Rules in Favor of Annexation Procedures used by District**

In the recent case of Citizens for Responsible Open Space vs. San Mateo County LAFCO (Ct. App., First App. Dist., January 31, 2008), a California appellate court upheld annexation procedures utilized by the Midpeninsula Regional Open Space District (MPROSD), with respect to annexation of a large portion of coastal San Mateo County into the open space district. CSDA was pleased to file an amicus brief supporting MPROSD's position that the procedures they utilized in the annexation process complied with the requirements of the Cortese-Knox-Hertzberg Act (CKH Act). [Read more about the court's decision in this case...](#)

**CSDA Calendar**

**March 14**  
***CSDA Board of Directors Meeting***

**March 14**  
***Staying in Compliance Petaluma***

**March 21**  
***Governance Foundations Sacramento***

**March 25**  
***SDRMA Safety/Claims Education Day Sacramento***

**March 27**  
***Ethics Training Bakersfield***

**March 27-28**  
***Board Secretary Training Emeryville***

**March 28**  
***Ethics Training Sacramento***

**April 7-9**  
***Green California Summit and Exposition***

**Civil Engineer**  
 Mojave Water Agency

**Finance Officer**  
 McCloud Community  
 Services District

**Accountant**  
 Los Osos Community  
 Services District

**Director of Administration**  
 Rancho Murieta Community  
 Services District

**Transportation Engineer**  
 Transportation Agency for  
 Monterey County

**Executive Director**  
 Russian River Flood Control  
 and Water Conservation  
 Improvement District

**Controller**  
 Mojave Water District

View the complete list of  
 current employment  
 opportunities here.

For more information on  
 posting employment  
 opportunities with CSDA, call  
 877.924.CSDA (2732).

**Save the Date: March 19, 2008  
 OTHER POST EMPLOYMENT BENEFITS**

Sponsored by the CSAC Finance Corporation and the County Administrative Officers Association of California, this program is a one day professional development and educational session on March 19, 2008, at the Sheraton Hotel, Sacramento.

This program is designed for professional staff at all levels within your organization that need to develop an understanding of OPEBs. An outstanding selection of speakers that are the most qualified within their areas of expertise have been assembled to make the presentations. Learn more about this workshop and register...

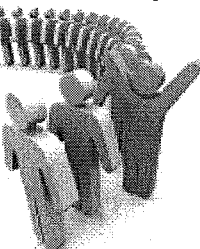
**Membership**

**NEW MEMBER BENEFIT!**  
**Discounted Employee  
 Screening and Hotline Service  
 for Your District!**

As our newest member benefit, CSDA has formed a partnership with Employee Relations to bring your district cost-saving services to ensure your new hires are successful! Through this new partnership, CSDA members will enjoy savings of 20-30%! Learn more about this new member benefit...

**Education**

**Register for CSDA's Special District  
 Leadership Academy**



Citizen governance is the backbone of American democracy. The basic assumption of our governance system is that ordinary citizens who are elected or appointed to public boards reflect the beliefs, values and needs of the community. Read more about the

academy...

**New Opportunity for Board Member  
 Training and Ethics Compliance Training**



The Garberville Sanitary District and the Redway Community Services District will host Board Member Training on Friday, June 6, 2008, at the Barnum Retreat in Redway, CA. Read more about this added Board Member Training...

**The Efficient Board Secretary**



The 2008 Board Secretary Sessions are open for registration and this is a class you will not want to miss. Something new has been added. During the lunch-hour of Board Secretary Training, Hedy Aref, President of Incrementum, will teach a one-hour session on electronic document management. Read more

May 6  
**State Controller's  
 Workshop  
 Sacramento**

May 12  
**Special Districts  
 Legislative Day  
 Sacramento**

Sept 22-25  
**CSDA Annual  
 Conference and  
 Exhibitor Showcase  
 Irvine**

View the complete  
 education calendar  
 here.

**FAQ**

**Do you know where you  
 can go to receive your  
 mandatory AB 1234  
 Ethics Compliance  
 Training this year?**

Learn the answer here!

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about this exciting addition...

### **Attorneys to Receive Continuing Education Credits at CSDA Annual Conference**



CSDA has added a new track of workshops to the 2008 Annual Conference specifically designed for attorneys. Addressing a number of legal issues pertinent to special districts, the Legal Issues Track will also offer attorneys Minimum Continuing Legal Education (MCLE) credits in the areas of legal ethics, detection and prevention of substance abuse and the elimination of bias in the legal profession. [Read more about the MCLE track...](#)

### **Special District Risk Management Authority (SDRMA) Safety/Claims Education Day - March 25**



SDRMA is hosting its annual Safety/Claims Education Day on March 25, 2008 at the Radisson Hotel in Sacramento. Registration is open and space is filling up fast. This is a must-attend event. Sessions will include Sexual Harassment Compliance Training, Liability Claims Compliance, On-line Safety Training and more. [Read more about Safety/Claims Day...](#)

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#### **In the News**

#### **CSD Holds Goal Workshop**

Plans for increased public communication, updates on district projects and proposed strategies for the coming year were a few of the topics discussed during the Discovery Bay Community Services District's (CSD) bi-annual workshop held last weekend. [Read more of this story...](#)

#### **From Sludge to Fertilizer**

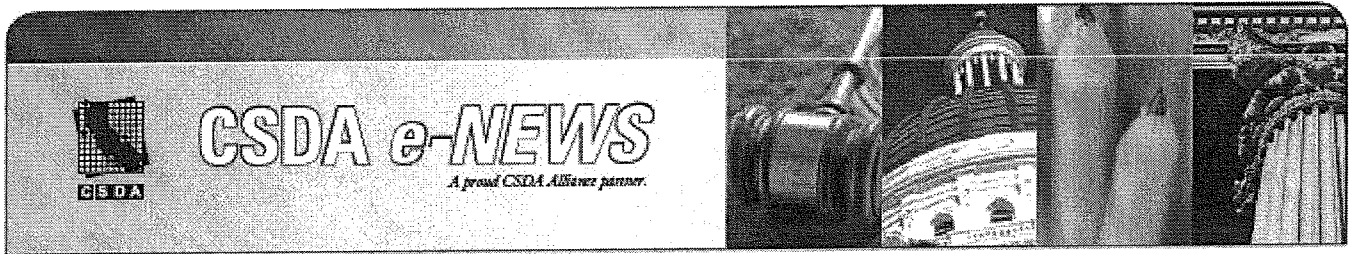
Thousands of gallons of warm, muddy-looking sludge bubbled away in a tank below a gangway at the Fallbrook Public Utility District wastewater treatment plant, looking like something lifted from Willy Wonka's Chocolate Factory. But sludge it was, and destined to be slurped through a new processing system that went on line last month at the sewage treatment plant on Alturas Road in Fallbrook. [Read more of this story...](#)

#### **Spread the e-News!**

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at [Travisw@csda.net](mailto:Travisw@csda.net) or (877) 924-CSDA (2732).







**Save the Date: March 19, 2008**

## **OTHER POST EMPLOYMENT BENEFITS**

Sponsored by the CSAC Finance Corporation and the County Administrative Officers Association of California, this program is a one day professional development and educational session on March 19, 2008, at the Sheraton Hotel, Sacramento.

This program is designed for professional staff at all levels within your organization that need to develop an understanding of OPEB's. An outstanding selection of speakers that are the most qualified within their areas of expertise have been assembled to make the presentations.

### **PROGRAM DETAILS**

[Click here to register.](#)

MARCH 19, 2008 SHERATON HOTEL  
1230 J Street, Sacramento, CA

**PURPOSE:** To provide information and education regarding Other Post Employment Benefits in a professional training session for County Administrators/Executives, Auditor/Controllers, Treasurer/Tax Collectors, Human Resource Directors, 1937 Act Retirement System Administrators, Special District Administrators and Managers, and their respective staffs.

### **PROGRAM**

**9:00 a.m.** Tom Branam, Chair, Governor's OPEB Commission.

Mr. Branam will provide a summary of the findings of the Commission and its relevance to counties, including actuarial concerns and potential legislative efforts for changes in state law.

**9:45 a.m.** Andy Yeung, Actuary, Segal Company, San Francisco.

Mr. Yeung will provide comments regarding GASB 45 and the impact upon local government with regard to OPEB issues.

### **Break**

**11:00 a.m.** Robert Blum, Attorney, Hanson, Bridgett, Marcus, Vlahos and Rudy, LLP

Mr. Blum will discuss options for holding and investing OPEB assets and tax issues raised by the Governor's Commission.

**12:15 p.m. Lunch**

**1:00 p.m.** Richard Stensrud, Administrator, Sacramento County Retirement System and Rand Anderson, Manager, Constituent Relations Office, Public Employees Retirement System.

Mr. Stensrud will address issues specific to 1937 Act Retirement Systems with Mr. Anderson addressing issues related to PERS, including the investment of funds (OPEB Trust Fund).

**1:45 p.m.** Steven Woodside, County Counsel, County of Sonoma and Laura Armor, Human Resources Director, County of Marin and Immediate Past President of the County Personnel Administrators Association of California.

Mr. Woodside will provide an overview of issues specific to a 1937 Act Retirement System and issues that exist concerning employee and retiree expectations for the provision of health benefits. Ms. Armor will address current labor relations issues that have risen in the context of labor negotiations around the state.

**2:30 p.m.** John Guthrie, Director of Finance, Santa Clara County and Virginia C. Magan, Partner, Orrick, Herrington and Sutcliffe, LLP

Mr. Guthrie and Ms. Virginia Magan will discuss issues related to OPEB pre-funding, bonded indebtedness and the potential lack of Federal Government support to pay a share of OPEB costs, and other issues related to implementation of potential changes in the law.

There will be time at the end of each session for Q and A.

**There is a \$25 registration fee for this event. Please R.S.V.P. no later than March 14th. [Register here!](#)**



*County Administrative Officers  
Association of California*



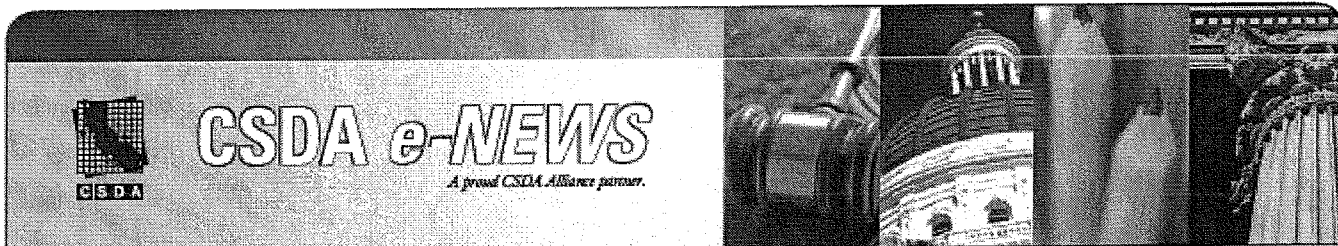
[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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**Elizabeth Minter**

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March 3, 2008

**In this issue...**

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- [Karen Bass Selected As New Speaker](#)
- [CSDA Announces New Partnership with CalTRUST](#)
- [New Guidelines on Investments Available](#)
- [General Manager Training and Supervisory Training Were Huge Successes](#)
- [Annual Conference 2008 – Exhibitor Showcase Is Over 60% Sold Out](#)
- [Register Now for March Classes](#)
- [Fire Department Donates Gear to Mexico](#)
- [Temecula Cemetery Goes High-Tech](#)

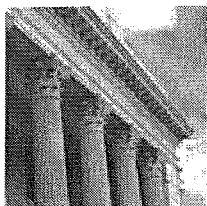
**Employment**

Here are the latest job opportunities posted on [SpecialDistrictCareers.com](http://SpecialDistrictCareers.com):

**Civil Engineer**  
 Mojave Water Agency

**Finance Officer**  
 McCloud Community Services District

**LAO Proposes To Shift Water/Wastewater Districts' Property Tax**



In its alternative budget, the Legislative Analyst's Office (LAO) proposed shifting the burden of parole supervision from the state to the county. To fund this, the LAO proposed to shift property tax revenues of water and wastewater/sanitation districts to the county. This amount is supplemented by cities' Proposition 172 money (a ½ cent sales tax for public safety) and the vehicle license fee (VLF). [Read more about the LAO's proposal...](#)

**Karen Bass Selected As New Speaker**

Assembly Member Karen Bass (D-Los Angeles) was selected as the new Speaker of the Assembly, taking over for the termed-out Fabian Nunez (D-Los Angeles). Bass can potentially serve for only two years (compared to Nunez's five years) and is now in the leadership group where three of the four members from both houses are new.

**CSDA Announces New Partnership with CalTRUST: An Investment Option for Your District**

**NEW MEMBER BENEFIT** Offering a diversification option to investing district funds, CSDA is proud to announce our partnership with CalTRUST; a Joint Powers Authority created by local public agencies to provide a convenient method for local public agencies to pool their assets for investment purposes. As an additional option to the Local Agency Investment Fund (LAIF), CalTRUST has a strong history of outperforming LAIF over the long-term. [Learn more about CalTRUST and how it can benefit your district...](#)

**New Guidelines on Investments Available**

The California Debt and Investment Advisory Commission released its latest guidelines on investment of public funds. These guidelines provide local agencies and other interested parties with information on recent state law changes that affect the investment of public funds. [Read more about the new guidelines...](#)

**Education**

**CSDA Calendar**

March 6-7  
**Board Member Training**  
 Marina Del Rey

March 14  
**CSDA Board of Directors Meeting**

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 Petaluma

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**Accountant**  
Los Osos Community Services District

**Director of Administration**  
Rancho Murieta Community Services District

**Transportation Engineer**  
Transportation Agency for Monterey County

**Executive Director**  
Russian River Flood Control and Water Conservation Improvement District

**Controller**  
Mojave Water District


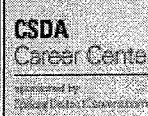
**Support Services Manager**  
Oakdale Irrigation District

[View the complete list of current employment opportunities here.](#)

For more information on posting employment opportunities with CSDA, call 877.924.CSDA (2732).

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**General Manager Training and Supervisory Training Were Huge Successes**



Our thanks go out to the many individuals who joined us in beautiful Auburn, CA to attend General Manager Training and Supervisory Training. [Read more about these trainings...](#)

**Annual Conference 2008 – Exhibitor Showcase Is Over 60% Sold Out**



If you are a Business Affiliate or a vendor who wants to participate in the 2008 CSDA Annual Conference and Exhibitor Showcase, then you need to register now. [Read more about how to give your business more exposure...](#)

**Register Now for March Classes**



We have a number of classes available this month for you to attend and receive valuable training, some of which are filling quickly. [Read more about what classes are available in March...](#)

**In the News**

**Fire Department Donates Gear to Mexico**

Cosumnes Community Services District Fire Department is helping Mexican firefighters by donating surplus vehicles, equipment and protective clothing, the department said Monday. [Read more of this story...](#)

**Temecula Cemetery Goes High-Tech**

You don't have to be smarter than a fifth grader to know who is buried in Grant's Tomb. Figuring out who's interred under a grave marker that reads simply 'Mother' or 'Gunslinger' is a bit tougher. While the names of all those buried in the 120-year-old Temecula Public Cemetery may never be known, general manager Cindi Beaudet is in the final phase of completing a comprehensive survey of the grave sites that is soon to be available on the Internet. [Read more of this story...](#)

**Spread the e-News!**

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**2008 California Summit and Exposition Sacramento**

May 12  
Special Districts Legislative Day  
Sacramento

Sept 22-25  
CSDA Annual Conference and Exhibitor Showcase  
Irvine

[View the complete education calendar here.](#)

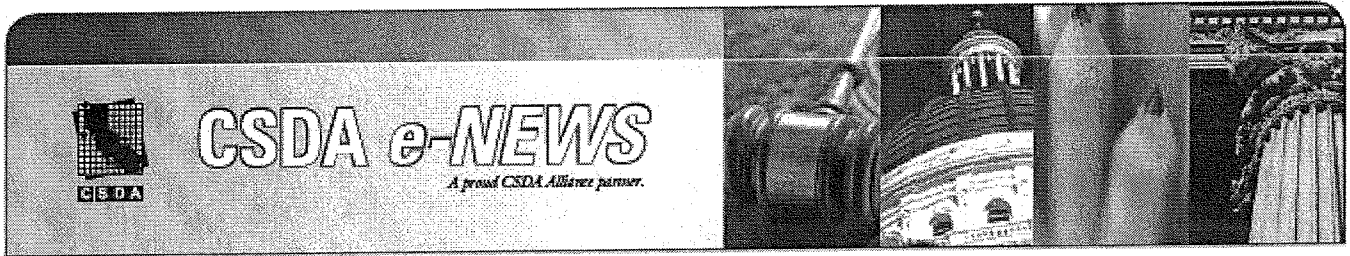
**FAQ**

**My district already invests in LAIF, why should we participate in CalTRUST?**

[Learn the answer here!](#)







## CSDA Announces New Partnership with CalTRUST: An Investment Option for Your District

Offering a diversification option to investing district funds, CSDA is proud to announce our partnership with CalTRUST; a Joint Powers Authority created by local public agencies to provide a convenient method for local public agencies to pool their assets for investment purposes. As an additional option to the Local Agency Investment Fund (LAIF), CalTRUST has a strong history of outperforming LAIF over the long-term.

The liquidity, transparency and daily mark-to-market features of the CalTRUST Short-Term Account make it a great choice for local agencies looking to diversify their investments. This is particularly true in turbulent market conditions. Standard & Poors has given the CalTRUST Short-Term Account a "AA/S-1+" rating, stating that the portfolio has "extremely low sensitivity to changing market conditions," which demonstrates CalTRUST's approach to risk.

Any California local agency may participate in CalTRUST and invest. Funds from all participants are pooled in each of the accounts, with participants receiving units in the Trust and designated shares for the particular accounts in which they invest.

CalTRUST offers the option of three accounts to provide participating agencies with a convenient method of pooling funds - a short-term, a medium-term, and coming soon a long-term account. Each account seeks to attain as high a level of current income as is consistent with the preservation of principal.

In addition to being a great diversification tool, CalTRUST has established a track record of solid returns. As the Portfolio Snapshot below illustrates, the CalTRUST Short-Term Account has outperformed its benchmark, LAIF, by 8 basis points per year, on a net basis, for the two years ending January 31, 2008; and by 10 basis points a year, on a net basis, since its inception in February 2005.

Just some of the many agencies already participating in CalTRUST include:

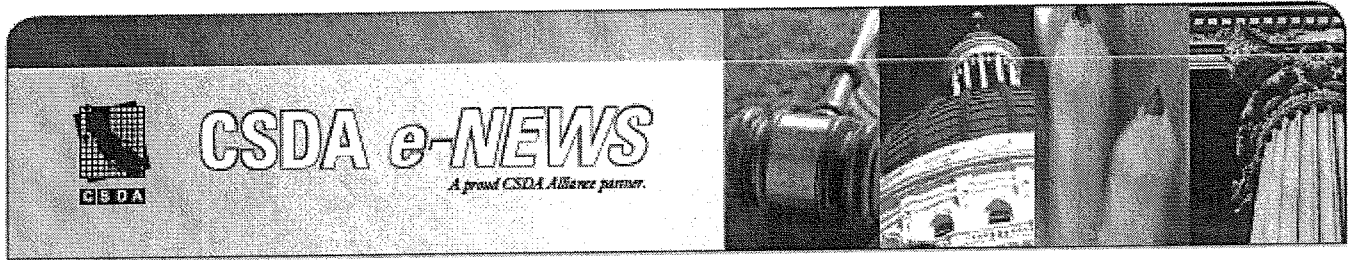
- Rio Alto Water District
- Central California Irrigation District
- West County Wastewater District
- Dudley Ridge Water District
- San Luis & Delta-Mendota Water Authority
- Westlands Water District

- Eastern Municipal Water District
- Chino Basin Water Conservation District
- West Valley Mosquito & Vector Control District
- Water Facilities Authority
- Kings River Conservation District
- Helendale Community Services District
- Inland Empire Utilities Agency

Open to agencies of all sizes, CalTRUST is a great opportunity to invest your district's funds be it your sole investment or simply a way to diversify funds. The stability, trust and confidence in the CalTRUST program is demonstrated by the Trust's total assets, which exceed \$650 million to date. For more information, or to begin your investment today, visit the us online at [www.csdanet/caltrust.htm](http://www.csdanet/caltrust.htm) or contact the CSDA office at 877.924.CSDA (2732).

[California Special Districts Association](http://www.csdanet) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

A Proud CSDA Alliance Partner



## New Guidelines on Investments Available

The California Debt and Investment Advisory Commission released its latest guidelines on investment of public funds. These guidelines provide local agencies and other interested parties with information on recent state law changes that affect the investment of public funds. The 2008 update reflects statutory changes effective January 1, 2008 and newly revised consensus recommendations. The 2008 update should be used to replace all previous versions of the document.

You can access the document through CSDA's Members Only website at <http://members.csdanet> and clicking on the Legislation and Grassroots tab.

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

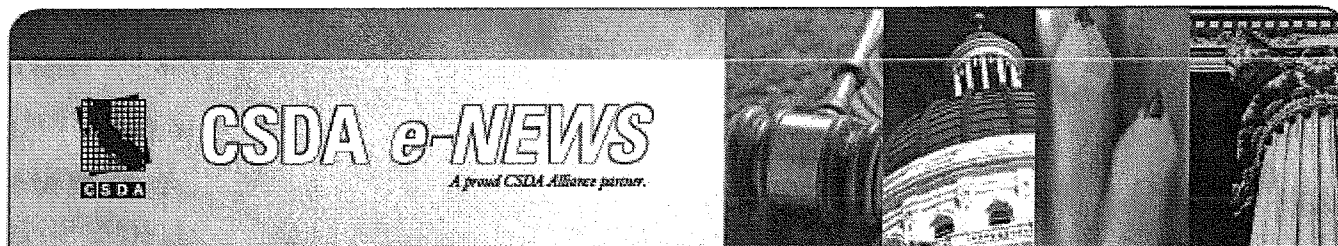
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Elizabeth Minter

**From:** Neil McCormick [neilm@cstda.net]  
**Sent:** Tuesday, February 19, 2008 1:54 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA e-News for the week of February 18, 2008

If this email does not display properly, please view our [online version](#).  
To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



February 19, 2008

**In this issue...**

- [Bill On CSDs and Broadband Introduced](#)
- [Mid-Year Budget Cuts Approved](#)
- [Nominate Your District's Environmental Achievement for the Green California Leadership Awards](#)
- [Seven Locations Available for Ethics Training](#)
- [Register Now For Board Member Training - Marina Del Rey](#)
- [Special District Leadership Academy Registration Now Open](#)
- [Annual Conference 2008 Boasts a New Surprise](#)
- [Better than Free: www.csdamobile.com](#)
- [Fallbrook Health Care Grants to be Reviewed](#)
- [Truckee Utility Seeking More Geothermal Power](#)

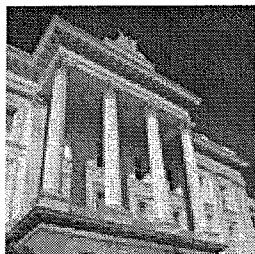
**Employment**

Here are the latest job opportunities posted on [SpecialDistrictCareers.com](http://SpecialDistrictCareers.com):

**Executive Director**  
*Russian River Flood Control and Water Conservation Improvement District*

**Controller**

**Bill On CSDs and Broadband Introduced**



Senator Elaine Alquist (D-Santa Clara) introduced Senate Bill 1191, which would give all community services districts (CSDs) the authorization to provide broadband Internet services and facilities. [Read about SB 1191...](#)

**Mid-Year Budget Cuts Approved**

Last Friday the Legislature approved \$2 billion in cuts to the current year budget and Governor Arnold Schwarzenegger is expected to approve them. [Read about these budget cuts...](#)

**Nominate Your District's Environmental Achievement for the Green California Leadership Awards**

In conjunction with the Green California Summit and Exposition (April 7-9, Sacramento Convention Center), the Green Technology Advisory Board, of which CSDA is a member, has established the Green California Leadership Awards. [Read more about the awards...](#)



**Education**

**Seven Locations Available for Ethics Training**

**CSDA Calendar**

- Feb 21**  
[General Manager Training](#)  
*Auburn*
- Feb 22**  
[Supervisory Training](#)  
*Auburn*
- March 6-7**  
[Board Member Training](#)  
*Marina Del Rey*
- March 14**  
[CSDA Board of Directors Meeting](#)
- March 14**  
[Staying in Compliance](#)  
*Petaluma*

**Sept 22-25**  
[CSDA Annual Conference and Exhibitor Showcase](#)  
*Irvine*

[View the complete education calendar here.](#)

**FAQ**

Do you know what new classes are being

Mojave Water District

**Support Services Manager**  
Oakdale Irrigation District

**Accountant/Office Manager**  
Olivehurst Public Utilities District

**Purchasing Officer**  
Santa Fe Irrigation District

**Temporary Recreation Supervisor I/II - Aquatics**  
Southgate RPD

**Finance Director**  
Padre Dam MWD

**Finance Director**  
El Dorado Hills CSD

**Wastewater Operator/Manager P/T**  
Woodbridge Sanitary District

**General Manager**  
Isla Vista RPD

**Public Information Officer**  
Southgate Recreation and Park District

**Recreation Supervisor I/II**  
Southgate Recreation and Park District

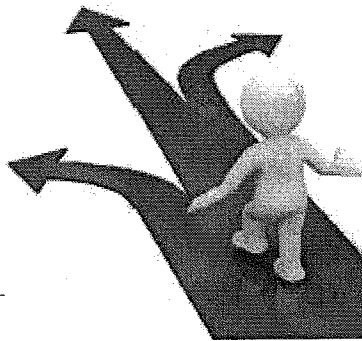
**Harbor Facilities Manager**  
Port San Luis Harbor District

View the complete list of current employment opportunities here.

For more information on posting employment opportunities with CSDA, call 877.924.CSDA (2732).

**Advertisers**

<b>NEED FINANCING?</b>	Saving is Believable
<b>CSDA Finance Corporation</b>	800.537.7790
<b>CLICK HERE to get a free quote!</b>	<b>SDRMA</b>



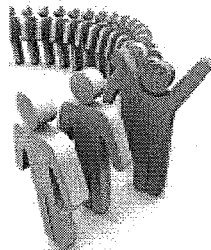
For your convenience, we now have seven locations scheduled for AB 1234 mandatory ethics training. AB 1234 requires special district directors and trustees to receive ethics training every two years. [Read more about Ethics Training...](#)

**Register now for Board Member Training**



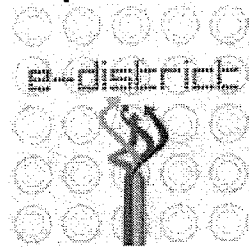
There is still time to register for this valuable training to new and veteran board members in sunny Marina Del Rey, CA! [Read more about this valuable training and what other's have had to say about it...](#)

**Special District Leadership Academy Registration Now Open**



The brochures are in the mail and registration is now open. It is that time of year. As board members committed to good governance and effective leadership, you will want to check the schedule and register now for one, two, or all four modules of the CSDA Leadership Academy. [Click here to read more about SDLA...](#)

**Annual Conference 2008 Boasts a New Surprise**



This year's Annual Conference and Exhibitor Showcase has something for everyone – including a pre conference golf tournament. Coordinated and hosted by the enthusiastic ISDOC chapter, Independent Special Districts of Orange County, the golf tournament promises to be the hit of the 2008 conference. [Read more about this](#)

[year's conference...](#)

**Membership**

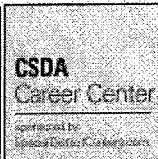
**Better than Free!**



What can be better than free? The deals offered on [www.csdamobile.com](http://www.csdamobile.com), one of our newest member benefits that brings CSDA members great deals and discounts on cell phones and services.

CSDA members are able to purchase the phone of their choice, including smart phones, music phones, Razrs and more! Most shipping and phones are free and you will receive your order within days! Many phones are even **better than free** with rebates and discounts adding up to more than the cost of the phone! You will realize discounted service rates as well.

**answer!**



This program is available to all CSDA member agency staff and elected officials. Purchases can be made for both personal and/or business uses. So whether you need new phones for your district, yourself, friends or family, [www.csdamobile.com](http://www.csdamobile.com) is there for you!

**In the News**

**Fallbrook Health Care Grants to be Reviewed**

The Fallbrook Healthcare District is expected to sift through preliminary applications from 16 nonprofit groups seeking grants when its board of directors meets Wednesday, officials said last week. Every year, the district doles out about a dozen grants to groups that fulfill unmet health care needs, but the process of choosing which programs to fund takes several months. [Read more of this story...](#)

**Truckee Utility Seeking More Geothermal Power**

In an effort to add renewable energy to Truckee's power portfolio, the Truckee Donner Public Utility District will seek a 20-year contract with a geothermal power plant. District staff planned to ask the board this week to approve an agreement with the Northern California Power Agency to purchase approximately .38 megawatts from the Geysers geothermal field in Sonoma and Lake counties. [Read more of this story...](#)

**Spread the e-News!**

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at [Travisw@csda.net](mailto:Travisw@csda.net) or (877) 924-CSDA (2732).

[California Special Districts Association](http://CaliforniaSpecialDistrictsAssociation.org) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

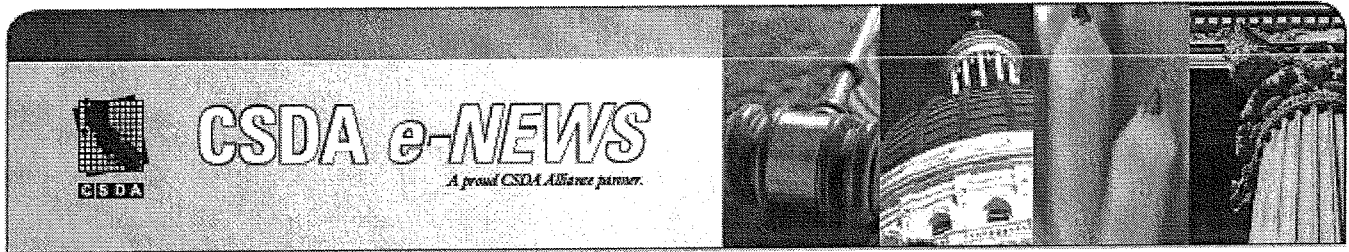
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If you prefer not to receive any further email from CSDA, please [let us know](#).









## Mid-Year Budget Cuts Approved

Last Friday the Legislature approved \$2 billion in cuts to the current year budget and Governor Arnold Schwarzenegger is expected to approve them. This includes a \$400 million reduction to schools. Lawmakers approved a 10 percent reduction in payments to Medi-Cal providers, including doctors and hospitals. The cut would begin July 1 for a savings of \$544 million in the new fiscal year. Additional savings would be achieved by delaying payments to counties and providers. Other short-term savings would come from withholding state cost-of-living increases to welfare recipients, delaying 60 judicial appointments, and using more public transit money for school bus service.

All the cuts amount to a \$1 billion surplus for the current year, which would be applied to next fiscal year's budget deficit. The 18-month budget deficit is estimated to be \$14.5 billion.

A point of contention came in the Assembly, over one provision of the cuts—closing a loophole on buying boats, airplanes and yachts. The so-called "yacht tax" proposal would require purchasers of boats, motor homes and airplanes to pay sales tax no matter how long the items are left out of state. It fell seven votes short of the necessary two-thirds margin needed in the Democratic-controlled Assembly, with all but three Republicans voting for the provision. "It's amazing how it's okay for some to assume that making Medi-Cal cuts for health services to the poor is okay, but it's not okay to tell yacht owners that they shouldn't be getting a big tax break to buy a boat," said Assembly Speaker Fabian Núñez (D-Los Angeles).

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### **Seven Locations Available for Ethics Training**

For your convenience, we now have seven locations scheduled for AB 1234 mandatory ethics training. AB 1234 requires special district directors and trustees to receive ethics training every two years. Included with attendance at CSDA Ethics Training is a tracking service that will notify each attendee when they are due to renew their training requirements. Additionally, this complimentary service can provide duplicate certificates of completion if they are misplaced or if confirmation of compliance is needed.

The seven locations are:

March 14 – Petaluma  
March 27 – Bakersfield  
March 28 – Sacramento  
October 16 – Sacramento  
October 23 – Camarillo  
October 24 – Fresno  
November 7 – Nipomo

For more information or to register for one of these trainings, please contact Chris Ashley, education assistant, at 877.924.CSDA (2732) or [chrisa@csda.net](mailto:chrisa@csda.net).

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Monday, March 10, 2008 9:28 AM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Libraries'  
**Cc:** bgallardo; ccarlisle; mgermroth; palger; pcollins; rgarza; shaber  
**Subject:** FW: [calix] NEWS FROM THE CAPITOL  
**Attachments:** ATT00030.txt

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**From:** calix-bounces@lists.sjsu.edu [mailto:calix-bounces@lists.sjsu.edu] **On Behalf Of** Melinda Cervantes  
**Sent:** Friday, March 07, 2008 4:52 PM  
**To:** calix@lists.sjsu.edu  
**Subject:** [calix] NEWS FROM THE CAPITOL

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
FROM: Mike Dillon, CLA Lobbyist and Christina Dillon, CLA Lobbyist  
RE: NEWS FROM THE CAPITOL

## **SENATOR SIMITIAN INTRODUCES NEW LIBRARY CONSTRUCTION BOND BILL**

[More Info](#)

We are pleased to report that Senator Joe Simitian, one of the biggest supporters of library issues in the legislature, has introduced a new library construction bond bill for the 2008 session. The \$4 billion general obligation bond measure will be sponsored by the California Library Association. SB 1516 would enact the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2010, if approved by the voters during the 2010 statewide primary election.

You may recall that Senator Simitian authored SB 156 last session, a \$4 billion library bond measure, which was held in the Senate Appropriations Committee due to cost concerns. SB 156, if passed by the legislature, would have appeared on the ballot in 2008. In light of the state's increasingly difficult Budget situation this year, Senator Simitian thought that the more prudent approach with his new SB 1516 would be to look to the out-years for the Budget to improve, which would mean a 2010 ballot placement.

In order to forward a measure of this magnitude during a year when the state is facing a \$16 billion deficit, CLA members and affiliates will need to assist us in the coming weeks and months with a significant letter writing campaign. The bill must be in print for 30 days before it can be heard in committee. Thus, we will be anticipating a hearing, likely in the Senate Education Committee, in late March or early April. We know that libraries and library groups are going to be very interested in the success of SB 1516. Thus, we will alert you when the bill is set for hearing and will provide you with a list of names of committee members to write.

**Submitted by** Mike Dillon and Christina Dillon, CLA Lobbyists

Melinda Cervantes, Chair  
CLA Legislative Committee  
[melinda.cervantes@lib.sccgov.org](mailto:melinda.cervantes@lib.sccgov.org)

## SENATOR SIMITIAN INTRODUCES NEW LIBRARY CONSTRUCTION BOND BILL

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Basics](#)

### Action Alert



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 [\*\*Tell A Friend\*\*](#)

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**Elizabeth Minter**

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**From:** California Library Association [info@cla-net.org]  
**Sent:** Wednesday, March 05, 2008 9:16 AM  
**To:** Elizabeth Minter  
**Subject:** Library Legislative Day 2008



### **Library Legislative Day in Sacramento**

April 18, 2008

[More Info](#)

Library Legislative Day in Sacramento will be held on Wednesday, April 16th, 2008 and our network of Legislative Contacts is busy making appointments with legislators to discuss topics of interest to the library community.

Sponsored by the California Library Association (CLA), the California School Library Association (CSLA), and the California Association of Library Trustees and Commissioners (CALTAC), Library Legislative Day is an opportunity for library staff and supporters to meet with your state Legislators and/or their staffs in their Capitol offices.

We will brief Legislators on issues affecting public and school libraries, tell them how libraries are making a difference in the lives of their constituents, and learn more about the current situation in Sacramento.

Registration for Library Legislative Day is a 2-step process.

1. Register with CLA. To register online, visit <http://www.regonline.com/LibraryLegislativeDay>. You may also register by mail using the registration form on CLA's website at [http://www.cla-net.org/included/docs/LegDay\\_Registration.pdf](http://www.cla-net.org/included/docs/LegDay_Registration.pdf).

A small registration fee will help offset the costs of this event. An important briefing will be promptly at 8:30 AM - please make travel arrangements to ensure you are there on time. You will need to make your own arrangements for accommodations if required.

2. Go to [www.legiday.net](http://www.legiday.net).

This website will provide appointment dates and times and allow you to add your name to the appointment list for specific legislators.

At the [www.legiday.net](http://www.legiday.net) login screen, enter:

Account name: member

Password: member

After you hit enter you will be taken to a new screen. Click on "legiday" to enter the database. This will take you to the Home Page for the Legislative Day 2008.

Click on "Legislators". This will take you to a listing of all legislators in the database. Legislators are listed in district order by default. By clicking the headers of the columns you can sort the list by individual field. Also note there are other navigation tools in the header of list of legislators, e.g. alphabetical shortcuts and links to individual legislative houses.

For each legislator, click on either "View" or "Sign Up" to the left of the legislator's name to bring up a screen with the legislator's appointment information. You will then be prompted to enter your name and contact information.

The website will be updated as appointments are made. If no appointment has yet been made with your legislator(s), keep checking! The Legislative Contacts are setting up appointments as quickly as possible, but it can be a slow process.

Registration details:

NOTE: If you are a member of CLA, CSLA, or CALTAC, the database will automatically retrieve the contact information on record for you. If the database brings up a list of names and you are not on that list, you may register your name and email address by following the instructions at the top of the screen.

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**IMPORTANT #2:** Always click the /Log out/ link when you are finished. If you leave the screen idle for more than 5 minutes, you will be automatically logged out. The database can accommodate only 100 simultaneous users.

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**IMPORTANT #4:** Please sign up for appointments by Friday, April 11 to ensure your name can be included in the printed schedule of appointments that is distributed on Legislative Day.

As you plan your participation in Library Legislative Day, here are some things to keep in mind:

\*Fact sheets are being developed for key legislative issues and will be available in early April. Prior to traveling to Sacramento, you are encouraged to check the [CLA](#)

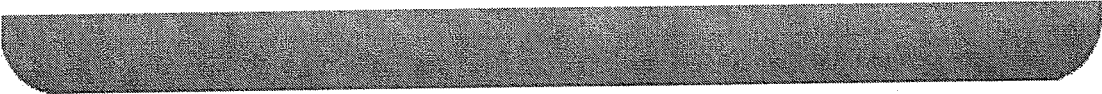
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See you in Sacramento!

Diane Smikahl  
Library Legislative Day Coordinator 2008



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## Library Legislative Day in Sacramento

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### Action Alert

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See you in Sacramento!

Diane Smikahl  
Library Legislative Day Coordinator 2008

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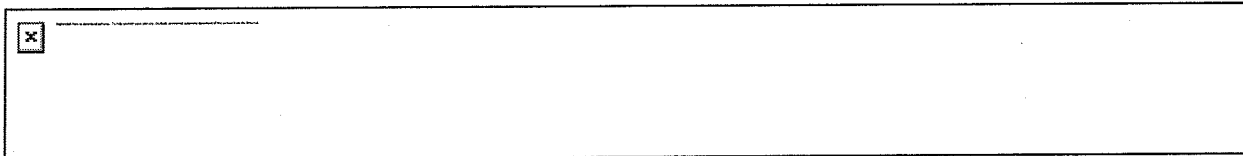
**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Monday, February 25, 2008 2:36 PM  
**To:** 'MCLS/SLS/SSCLS Directors'; bwolfe; CA School of Culinary Arts; Citrus Comm College; CSUN; El Camino College; El Segundo USD; Glendora High School; 'Heller, Ehrman, White & McAuliffe'; Huntington Beach PL; Moorpark City Library; nkleban@la.aiuniv.edu; Palm Springs PL; Rancho Mirage PL; Santa Monica College; Sidley Austin Brown & Wood LLP; Southwestern University; Thelen Reid & Priest LLP  
**Cc:** bgallardo; ccarlisle; mgermroth; palger; pcollins; rgarza; shaber  
**Subject:** FW: News From the Capitol

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**From:** California Library Association [mailto:info@cla-net.org]  
**Sent:** Monday, February 25, 2008 1:53 PM  
**To:** jtakeda@mcls.org  
**Subject:** News From the Capitol



### News From the Capitol

#### **SENATOR SIMITIAN INTRODUCES NEW LIBRARY CONSTRUCTION BOND BILL** [More Info](#)


We are pleased to report that Senator Joe Simitian, one of the biggest supporters of library issues in the legislature, has introduced a new library construction bond bill for the 2008 session. The \$4 billion general obligation bond measure will be sponsored by the California Library Association. SB 1516 would enact the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2010, if approved by the voters during the 2010 statewide primary election.

You may recall that Senator Simitian authored SB 156 last session, a \$4 billion library bond measure, which was held in the Senate Appropriations Committee due to cost concerns. SB 156, if passed by the legislature, would have appeared on the ballot in 2008. In light of the state's increasingly difficult Budget situation this year, Senator Simitian thought that the more prudent approach with his new SB 1516 would be to look to the out-years for the Budget to improve, which would mean a 2010 ballot placement.

In order to forward a measure of this magnitude during a year when the state is facing a \$16 billion deficit, CLA members and affiliates will need to assist us in the coming weeks and months with a significant letter writing campaign. The bill must be in print for 30 days before it can be heard in committee. Thus, we will be anticipating a hearing, likely in the Senate Education Committee, in late March or early April. We know that libraries and library groups are going to be very interested in the success of SB 1516. Thus, we will alert you when the bill is set for hearing and will provide you with a list of names of committee members to write.

**Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists**

## SENATOR SIMITIAN INTRODUCES NEW LIBRARY CONSTRUCTION BOND BILL

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### Action Alert



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**Submitted by** Mike Dillon and Christina Dillon, CLA Lobbyists

 **Tell A Friend**

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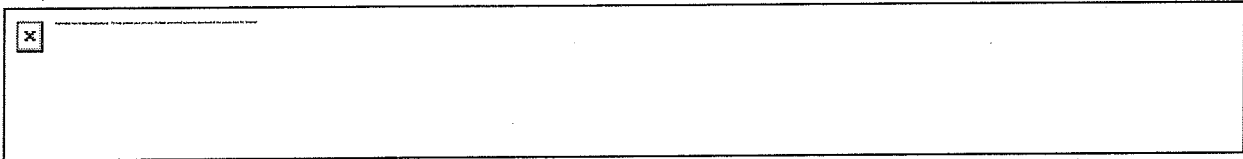
**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Thursday, February 21, 2008 11:39 AM  
**To:** 'MCLS/SLS/SSCLS Directors'  
**Cc:** bgallardo; ccarlisle; mgermroth; palger; pcollins; rgarza; shaber  
**Subject:** FW: News From the Capitol

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**From:** California Library Association [mailto:info@cla-net.org]  
**Sent:** Thursday, February 21, 2008 11:32 AM  
**To:** jtakeda@mcls.org  
**Subject:** News From the Capitol



### News From the Capitol

#### **LEGISLATIVE ANALYST RELEASES CRITICAL ANALYSIS OF 2008-09 BUDGET DEFICIT RISES TO \$16 BILLION**

[More Info](#)

Shortly before noon today, the non-partisan Legislative Analyst's Office released their annual analysis of the Governor's Budget, as well as their "*Perspectives and Issues*" report, which offers alternative solutions to balancing the Budget. When Governor Schwarzenegger introduced his proposed Budget in January, he acknowledged a deficit of approximately \$14.5 billion. However, in the report released today by the Analyst, she notes: "Primarily due to the continued deteriorations of the state's revenue outlook, we project that the state's budget shortfall (prior to any corrective actions) has increased to about \$16 billion." The \$1.5 billion differential between the Governor's January estimate and the LAO's February estimate is predicated on weak projections in the Sales and Use tax, corporate tax, and Personal Income tax, and the \$500 million sale of Ed Fund. The LAO's research indicates that improvement in the state's economy "will likely not occur until 2009. We expect that the state's performance will generally be similar to the nation's, although somewhat weaker in those areas most directly affected by the housing market's problems." The LAO cautions that the resetting of mortgage rates again in 2008 may lead to more foreclosures, while inflation, slow profit growth, and the high cost of oil are all also of concern.

The Analyst, offering sharp criticism of the Governor's plan adds, "Despite achieving a positive reserve, we conclude that the administration's budget-balancing approach is fundamentally flawed. Its across-the-board reductions reflect little effort to prioritize and determine which state programs provide essential services or are most critical to California's future." The Legislative Analyst's Office specifically addresses the Governor's proposed 10 percent across-the-board cut to virtually all areas of government (which includes reductions to the Public Library Foundation and Transaction Based Reimbursement programs) by stating:

*"The administration's approach to have virtually all programs share in the pain*

*of balancing the budget has some surface appeal of 'fairness.' Yet, it fails to differentiate between the importance of various state programs. All state programs are not equally valuable. The administration's budget reductions reflect little effort to prioritize and determine which state programs provide essential services or are most critical to California's future. As a result, we conclude that the administration's approach is fundamentally flawed."*

The LAO proposes a series of Budget balancing "solutions" such a \$500 million "realignment of responsibility for supervision of lower level criminal offenders released from state prison, phase out enterprise zone programs for a \$100 million savings, eliminate the Research and Development credit for a savings of \$335 million, reject the 5 percent pay raise to correctional officers, etc. Other suggestions from the LAO include:

Eliminate Exemption for Leasing of Films and Tapes: "California currently exempts from the Sales and Use Tax the leasing of motion picture and television films and tapes. Proposal: Eliminate the Sales and Use Tax exemption. Revenue gain of \$65 million in 2008-09 and \$70 million in 2009-10.

Eliminate Exemption for Custom Computer Programs: "California currently exempts sales of custom computer programs from the Sales and Use Tax. These are programs not produced in mass, but rather customized for the client to carry out specific types of applications. Revenue gain of \$53 million in 2008-09 and \$48 million in 2009-10."

We will research these two proposals in more detail to see if they have any impact on library services.

The LAO is also proposing the creation of an "Expanded School Improvement Grant" which would "merge the funding currently provided by its 16 programs to provide \$1.2 billion for the new grant...As suggested by its name, the purpose of the grant is to ensure a flexible source of funding for school improvement activities. The two-part nature of our grant reflects the fact that school improvement often requires a focus on a coordinated instructional approach and the development of teacher and administrator capacity." (\$465.5 million, which is currently provided to School and Library Improvement under "Instructional Improvement," would be rolled into this new block grant.)

The Budget Subcommittees will begin meeting in early March and April to address the Governor's January Budget, as well as the Legislative Analyst's report. We will alert you in the next few weeks as to hearing dates, conferees, and how to write the members of the subcommittees.

**Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists**

If you no longer wish to receive e-mail from us, please click [here](#).





LEGISLATIVE ANALYST RELEASES CRITICAL  
ANALYSIS OF 2008-09 BUDGET

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Basics**Action Alert****LEGISLATIVE ANALYST RELEASES  
CRITICAL ANALYSIS OF 2008-09 BUDGET  
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**Submitted by** Mike Dillon and Christina Dillon, CLA Lobbyists

**Tell A Friend**

No invoices have been received from the City of Placentia during this report period.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/02	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06	01/10/06	2,154.68	2,104.43	385.17	2,366.02	0.00	7.20	7,017.50
Feb-06	02/09/06	2,494.98	1,150.57	210.52	348.72	0.00	7.15	4,211.94
Mar-06	03/08/06	0.00	1,150.57	123.06	107.50	0.00	7.17	1,388.30
Apr-06	04/11/06	2,772.36	1,150.57	144.17	107.50	0.00	7.23	4,181.83
May-06	05/12/06	2,502.66	1,150.57	144.17	107.50	0.00	7.17	3,912.07
Jun-06	06/12/06	2,752.81	1,553.83	144.17	107.50	0.00	0.00	4,558.31
<b>TOTAL</b>		<b>39,654.98</b>	<b>15,163.96</b>	<b>3,525.80</b>	<b>4,142.97</b>	<b>0.00</b>	<b>86.79</b>	<b>62,574.50</b>
<b>AVG</b>		<b>3,304.58</b>	<b>1,263.66</b>	<b>293.82</b>	<b>345.25</b>	<b>0.00</b>	<b>7.23</b>	<b>5,214.54</b>


PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	1,150.57	299.97	107.50	0.00	7.19	7,811.72
Sep-06	09/13/07	7,600.32	1,150.57	136.67	107.50	0.00	7.36	9,002.42
Oct-06	10/10/06	7,857.15	1,215.92	136.67	107.50	0.00	21.79	9,339.03
Nov-06	11/07/06	7,543.64	1,150.57	136.67	260.73	0.00	7.73	9,099.34
Dec-06	12/07/06	4,457.51	1,150.57	136.67	342.11	0.00	7.45	6,094.31
Jan-07	01/10/07	3,986.03	1,150.57	136.67	332.50	0.00	7.47	5,613.24
Feb-07	02/12/06	6,592.15	1,150.57	136.67	107.50	0.00	7.48	7,994.37
Mar-07	03/07/07	3,267.41	1,150.57	136.67	107.50	0.00	7.77	4,669.92
Apr-07	04/09/07	3,388.12	1,150.57	136.67	107.50	0.00	0.29	4,783.15
May-07	05/31/07	3,166.71	1,150.57	136.67	107.50	0.00	0.00	4,561.45
Jun-07	06/08/07	3,760.59	1,150.57	136.67	207.50	0.00	0.00	5,255.33
<b>TOTAL</b>		<b>61,033.59</b>	<b>14,303.95</b>	<b>1,666.67</b>	<b>1,895.34</b>	<b>0.00</b>	<b>81.72</b>	<b>78,981.27</b>
<b>AVG</b>		<b>5,086.13</b>	<b>1,192.00</b>	<b>138.89</b>	<b>157.95</b>	<b>0.00</b>	<b>6.81</b>	<b>6,581.77</b>

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>43,190.46</b>	<b>10,695.27</b>	<b>1,144.54</b>	<b>2,549.16</b>	<b>0.00</b>	<b>38.70</b>	<b>57,618.13</b>
<b>AVG</b>		<b>8,638.09</b>	<b>2,139.05</b>	<b>228.91</b>	<b>509.83</b>	<b>0.00</b>	<b>7.74</b>	<b>11,523.63</b>



Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: Mar 18, 2008

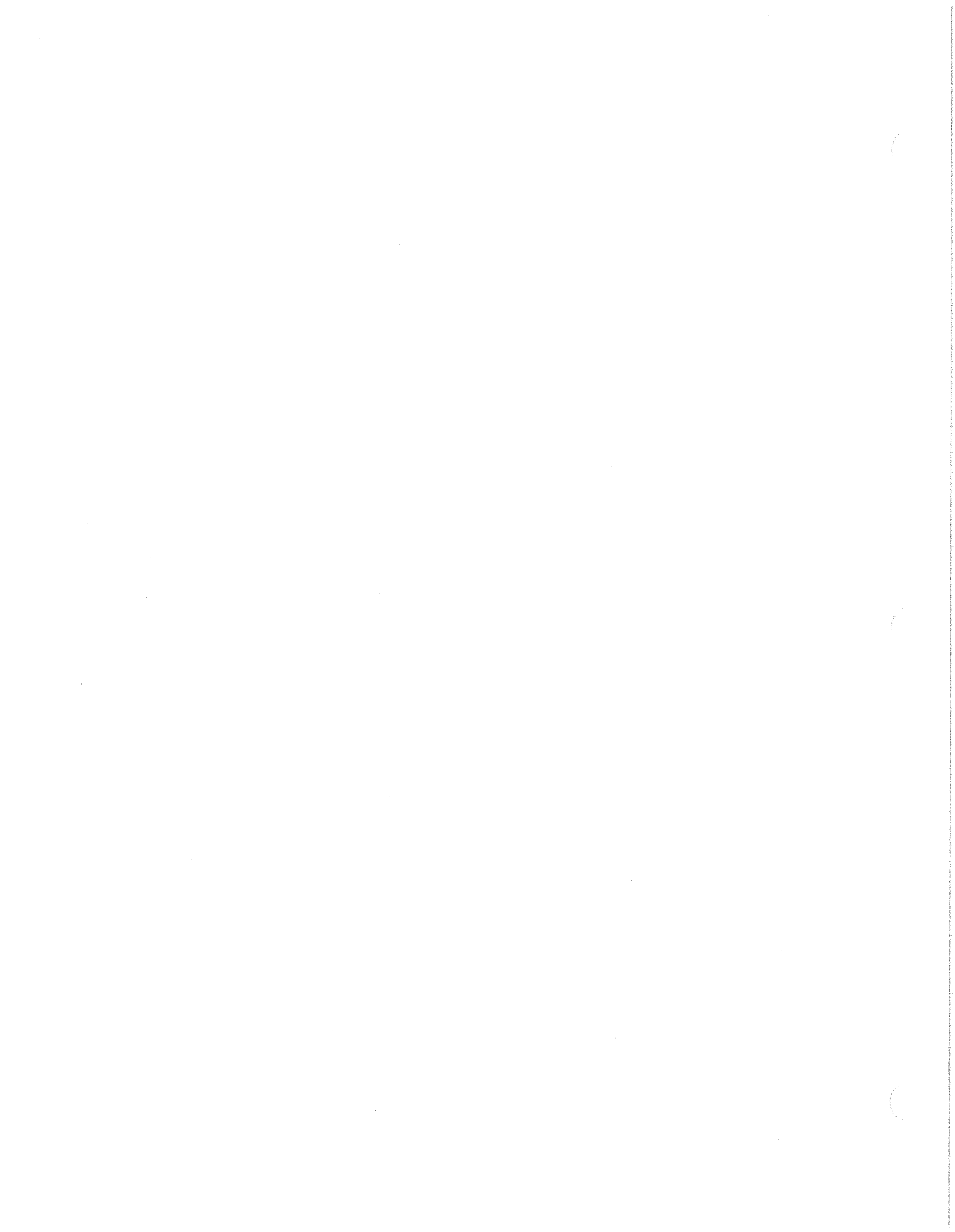
SUBJECT: **Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

Provided below is a list of active PLLS partnerships/coalitions in the community.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) is active again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. We had more than 140 high school students PRREP volunteers last school year.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled this year.
- ◆ The homework club at Topaz Elementary School is for 7<sup>th</sup> and 8<sup>th</sup> grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on October 8.
- ◆ The homework Club at Kraemer Middle School began again in early November.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 8, in Room 402, and has been averaging about 20 students a day. This homework club is held from 3:30-5:30 Mon.-Thurs.










**Agenda Item  
28**

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE :** March 18, 2008

**SUBJECT:** **Poet Laureate.**

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in January and two times in February.

Meredith attended a cowboy poetry workshop on January 12<sup>th</sup>. A total of six patrons attended the event, hosted by Rhonda Stearns.



LIBRARY  
OF  
CALIFORNIA



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1958

February 29, 2008

To: Members, Library of California Board  
cc: CLSA Participants

From: Tom Andersen, Bureau Chief  
Library Development Services

A handwritten signature in cursive script that reads 'Thomas K. Andersen'.

Subject: Library of California Board Actions February 28, 2008

**Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

**Library of California Board Mission and Vision Statements:**

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.

*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

The following actions were taken at the Library of California Board meeting in Sacramento on February 28, 2008. Board members present were: Kastanis, President; Cannon, Vice-President; Bernardo; Fong; Jewett; Lowenthal; Maghsoudi; Steinhauer; and Zollman.

**Adoption of Agenda**

1. It was moved, seconded (Maghsoudi/Fong) and carried unanimously that the Library of California Board adopts the agenda of the February 28, 2008 meeting as presented.

### **Approval of Minutes**

2. It was moved, seconded (Fong/Zollman) and carried unanimously that the draft minutes of the August 8, 2007 Library of California Board meeting be approved as corrected.
3. It was moved, seconded (Cannon/Bernardo) and carried unanimously that the draft minutes of the October 31, 2007 Library of California Board meeting be approved as presented.

### **CLSA Consolidations and Affiliations**

4. It was moved, seconded (Jewett/Lowenthal) and carried unanimously that the Library of California Board approves the proposed change in System membership for the Merced County Library from the 49-99 Cooperative Library System to the San Joaquin Valley Library System; and further moves to accept the request to waive the September 1, 2007 filing date for 2008/09 affiliations so that this request becomes effective July 1, 2008.

### **LoC Regional Library Network Development**

5. It was moved, seconded (Lowenthal/Maghsoudi) and carried unanimously that the Library of California Board approves the request for network affiliation for the member listed in Table A, with member services to begin immediately. (See Attachment A)

### **Recommended 2008/09 CLSA Budget**

6. It was moved, seconded (Cannon/Bernardo) and carried by a vote of 8-1 (Steinhauser opposed) that the Library of California Board adopts the proposed 2008/09 CLSA budget, reduced by \$1.434 million in the preliminary state budget, as displayed in the chart entitled "Recommended 2008/09 CLSA Baseline Budget by Program" and that the chart be included in the minutes of this meeting. (See Attachment B)

Attached also is a Library of California Board meeting schedule and a calendar of meetings, events, and deadlines for 2008. (See Attachment C)

*Doc.#12108*

<p style="text-align: center;"><b>Table A</b> <b>Requests for Network Affiliation for New Members</b></p>
---------------------------------------------------------------------------------------------------------------

**GOLD COAST LIBRARY NETWORK**

**Member**

Antioch University Santa Barbara

**Participating Libraries**

Antioch University Santa Barbara Library

Board Actions, February 28, 2008

Attachment B

**RECOMMENDED 2008/09 CLSA BASELINE BUDGET BY PROGRAM**

<b>PROGRAM</b>	<b>2007/08 CLSA BASELINE BUDGET</b>	<b>2008/09 REDUCTION</b>	<b>2008/09 CLSA BASELINE BUDGET</b>	<b>PERCENTAG E REDUCED</b>
Transaction Based Reimbursements	\$ 11,616,000	(\$1,434,000)	\$ 10,182,000	12.35%
Consolidations & Affiliations	-0-	-0-	-0-	
Statewide Data Base	-0-	-0-	-0-	
System Advisory Boards	27,260	-0-	27,260	0%
System Reference	1,608,340	-0-	1,608,340	0%
System Communications & Delivery	1,090,400	-0-	1,090,400	0%
System Planning, Coordination, & Evaluation	-0-	-0-	-0-	
Statewide Communications & Delivery	-0-	-0-	-0-	
State Reference Centers	-0-	-0-	-0-	
<b>Total</b>	<b>\$14,342,000</b>	<b>(\$1,434,000)</b>	<b>\$12,908,000</b>	<b>10.0%</b>

**Board Actions, February 28, 2008**

**Attachment C**

**LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2008**

February 28, 2008  
August 7, 2008

Sacramento  
Sacramento

**CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2008**

**2008**

March 7 49-99 Cooperative Library System, Administrative Council, San Joaquin Delta College, Stockton

March 13 Mountain Valley Library System, Administrative Council, Roseville Public Library

March 14 North State Cooperative Library System, Administrative Council, Willows Public Library

March 14 Monterey Bay Area Cooperative Library System, Administrative Council, Watsonville Public

March 20 Metropolitan Cooperative Library System, Administrative Council, Monterey Park, Bruggemeyer Library

March 20 Serra Cooperative Library System, Administrative Council

March 21 Bay Area Library & Information System, Administrative Council, Hayward Public Library

March 28 Black Gold Cooperative Library System, Administrative Council, Lompoc Public Library

March 28 Inland Library System, Administrative Council, Highland Branch, San Bernardino County

April 3 Peninsula Library System, Administrative Council, PLS Office

April 3 Santiago Library System, Administrative Council, Fullerton Public Library

April 4 Silicon Valley Library System, Administrative Council, Santa Clara City

April 7-20 4<sup>th</sup> 2007/08 CLSA Direct Loan Sample Period

April 15 3<sup>rd</sup> quarter 2007/08 ILL claims due at State Library

April 25 Black Gold Cooperative Library System, Administrative Council, Goleta Valley Branch Public Library

April 30 4<sup>th</sup> 2007/08 CLSA Direct Loan Sample data due at State Library

May 1 Peninsula Library System, Administrative Council, PLS Office

May 1 North Bay Cooperative Library System, Administrative Council, Napa Valley College

May 1 Santiago Library System, Administrative Council, Buena Park Library District

May 2 Silicon Valley Library System, Administrative Council, Santa Clara County

May 2 49-99 Cooperative Library System, Administrative Council, Oakdale Library, Stanislaus

May 2 Serra Cooperative Library System, Administrative Council

May 8 Mountain Valley Library System, Administrative Council, Folsom Public Library

May 9 Monterey Bay Area Cooperative Library System, Administrative Council, Santa Cruz Public

May 16 North State Cooperative Library System, Administrative Council, Redding Municipal Library

May 16 Inland Library System, Administrative Council, Fontana Branch, San Bernardino County

May 16 Bay Area Library & Information System, Administrative Council, Contra Costa County

May 22 Metropolitan Cooperative Library System, Administrative Council, Crowell Public Library, San Marino

June 2 2008/09 CLSA System Plans of Service and Baseline Budgets postmarked to State Library

June 5 Peninsula Library System, Administrative Council, PLS Office

June 6 Black Gold Cooperative Library System, Administrative Council, Lompoc Public Library

July 15 4<sup>th</sup> quarter 2007/08 ILL claims due at State Library

August 7 Library of California Board meeting, Sacramento

August 21 Serra Cooperative Library System, Administrative Council

- September 2 2007/08 CLSA System Annual Reports, System Uniform Expenditure Reports and  
2008/09 System Uniform Budget Requests postmarked to State Library
- September 7 San Joaquin Valley Library System, Administrative Council, Tulare
- October 15 1<sup>st</sup> quarter 2008/09 ILL claims due at State Library
- November 2 San Joaquin Valley Library System, Administrative Council, Tulare

**2009**

- January 15 2<sup>nd</sup> quarter 2008/09 ILL claims due at State Library

System Administrative Council meeting dates are subject to change. Please contact the System to verify dates and locations.

*Doc.#12108*





# Costa Mesa Sanitary I

... an Independent Special District

**Board of Directors**

- Art Perry
- Arlene Schafer
- Bob Ooten
- James Ferryman
- Gary Monahan

**March 5, 2008**

**RE: Statement of Qualifications for Member of LAFCO Representing Special Districts**

**Staff**

- Robin B. Hamers  
Manager  
District Engineer  
(949) 631-1731

**Dear ISDOC Member:**

**I have had the honor of serving on the Local Agency Formation Commission (LAFCO) representing Special Districts, and have been an active member on LAFCO. My track record speaks for itself.**

- Thomas A. Fauth  
Assistant Manager

**My background and experience have given me a great opportunity to represent Special Districts. I have served as Mayor, Vice Mayor, City Council member and Planning Commissioner for the City of Costa Mesa. I am Past President of Independent Special Districts (ISDOC) and Vice President of the Costa Mesa Sanitary District. I have served as Alternate on LAFCO, Full Member and Chair of LAFCO. I attend all meetings to have a full understanding of subjects at hand. I feel I have represented all Special Districts to the best of my ability. I also serve as Vice President of the California Special Districts Association (CSDA).**

- Joan Revak  
Board Secretary  
Program Manager  
Clerk of the District

**I am now running for a reelection on LAFCO as a full member and my Board has given me 100% support. At this time I am asking for your vote so I may continue to serve you. I feel I have a good background and understanding of land use planning and issues concerning Special Districts and LAFCO.**

- Alan R. Burns  
Legal Counsel
- Marcus D. Davis  
Treasurer/Director of Finance

**I enlist your support. Please attend the May 29, 2008 meeting and vote for me, Arlene Schafer, a representative you can be proud of.**

**Sincerely,**

**I have had the honor of serving on the Local Agency Formation Commission (LAFCO) representing Special Districts, and have been an active member on LAFCO. My track record speaks for itself.**

- Phone  
(949) 645-8400
- Fax  
(949) 650-2253

*Arlene Schafer*

**Arlene Schafer  
Vice President  
Costa Mesa Sanitary District**

- Address  
628 W. 19th Street  
Costa Mesa, CA  
92627-2716

**I enlist your support. Please attend the May 29, 2008 meeting and vote for me, Arlene Schafer, a representative you can be proud of.**

**Sincerely,**

**Protecting our community's health by providing solid waste and sewer collection services.**

*Arlene Schafer*

[cmsdca.gov](http://cmsdca.gov)





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** March 18, 2008

Activities Report:

- Feb 19 Participated in the Library Board meeting.
- Feb 21 Participated in a conference call with Vernon Napier and Ralph Shoffner, Ringgold Management Group, to see a demonstration of his RFP/RFI software for RFID equipment, supplies and software.
- Author's Luncheon meeting with Suzanne Enoch, author, and Yesenia Gomez to discuss the format and content of Suzanne's presentation.
- Feb 25 Participated in a conference call and computer demonstration with Vernon Napier, Mary Strazdas and a representative from Front Line software regarding scheduling software that they are marketing for libraries.
- Feb 26 Participated in an American Library Association Local Arrangements Committee meeting in the office of Anaheim Library Director Carol Store with Deidre Ross from ALA.
- Feb 27 Made a brief presentation to a group visiting from the Placentia Presbyterian Church, sponsored by Trustee Turner.
- Feb 28 Represented the Santiago Library System at a meeting of the Library of California Board in Sacramento.
- Feb 29 Completed my Master of Ceremonies script and assisted with the room set up for the PLFF Author's Luncheon at Alta Vista Country Club.
- Mar 1 Participated in the PLFF Author's Luncheon at Alta Vista Country Club as the Master of Ceremonies.
- Mar 2 Conducted a half-day Passport Acceptance Agent training session in the Meeting Room for five Library staff. This should be the last time that I will need to prepare (approximately 8 hours to update all of the slides and notebooks) and conduct the training because Passport Service is scheduled to initiate online training in April 2008.

- Mar 3            Attended a reception at Santa Ana City Hall given by the City of Santa Ana and Cal State Fullerton where Rosalina Davis was recognized as one of the 50 most distinguished Hispanic graduates of CSUF. She was the only Placentia resident to receive this honor.
- Mar 4            Made a presentation to the City of Placentia City Council on the District's Impact Fee study and resolution.
- Mar 10           Participated in the PLFF Legacy Committee meeting.  
  
                      Attended the PLFF Board of Directors meeting.
- Mar 11           Participated in the PLFF Finance Committee meeting. This was M.A. McHenry's last meeting as chair of the Finance Committee as she will be leaving the PLFF Board at the Annual Meeting in April. She has been with the Foundation since 1997 and has offered to continue preparing its IRS report (Form 990) as a contribution to PLFF from Munson, Cronick & Associates. She also offered to continue doing pro bono consulting on the PLFF General Ledger.
- Mar 12           Attended part of the PLFF Membership Committee Meeting.  
  
                      Attended part of the PLFF Program Committee Meeting to review the Author's Luncheon and make plans for the Annual Meeting on April 28.
- Mar 13           Attended the North Orange County Legislative Alliance Meeting at Brea City Hall where the speaker was the Executive Director of the Orange County Business Council.  
  
                      Participated in a Consolidation Committee Meeting for Santiago Library System, Metropolitan Cooperative Library System and South State Library System at the Buena Park Library. I was appointed to represent Santiago Library System on the task force to prepare the bylaws and dues recommendations to the whole committee. This work is to be completed by the first week of April.  
  
                      Attended the Chamber of Commerce Mixer at Union Bank.
- Mar 14           Attended the Boys & Girls Club of Brea, Placentia and Yorba Linda St. Patrick's Day fund raiser at the Yorba Linda Community Center.
- Mar 15           I attended the California Association of Library Trustees and Commissioners annual workshop in library leadership held at the City of Orange Public Library. I heard presentations by State Librarian Susan Hildreth and San Jose State Library School Dean Ken Haycock.

Managers Meetings:

- Feb 20 Minutes are Attachment A
- Feb 27 Minutes are Attachment B
- Mar 5 Minutes are Attachment C
- Mar 11 Distributed the most recent revision of the 2008-09 Organization Chart and Task lists for a final review before the staff presentation. Roberts not present. No minutes taken.
- Mar 12 Minutes are Attachment D

Staff Meetings

- Feb 20 All Staff (Minutes are Attachment E)
- Technical Services (Minutes are Attachment F)
- Circulation & Passport (Minutes are Attachment G)
- Feb 21 Web Site Advisory Group (Minutes are Attachment H)
- Feb 27 Program Committee (Minutes are Attachment I)
- Mar 6 Web Site Advisory Group (Minutes not yet posted)
- Mar 12 All Staff special meeting to receive a briefing and copy of the administrative re-organization proposal being presented to the Library Board on March 18. No minutes taken. Valerie Poole was present.
- Program Committee (Minutes not yet posted)



Placentia Library District  
Managers Meeting Minutes  
February 20, 2008

Vernon Napier, Recorder

1. Communications

A. Passport training for new agents and refresher for current agents. Who is coordinating/monitoring new agents. How will their in-service training be processed?

*a. Elizabeth will train the 6 staff who are not yet Passport Acceptance Agents (Caroline, Kathy, Lois, Laura, Nadia & Hilda)*

*b. Vernon will organize refreshers for 7 staff (Vernon, Jim, Elizabeth, Toby, Gary, Kathie & Mary)*

Record keeping for in-service training.

*A sign-in sheet will be kept in the passport office*

B. Public Services

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills.

*Noted*

Implementing safety training times

*Wendy to discuss at the All Staff Meeting and then post details on the Wiki*

Amending monthly Reference Report to include the number of times staff had to resolve printer issues.

*Mary to include these figures in her report*

C. Building signage

Status of Placentia History Room door correction

Status of "15 Minute Internet Computers" – ceiling sign, 2 sided

Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided

Video surveillance in use notices

*Wendy aims to have all signage projects vcompleted by end of February '08*

Signage for public printer – are we going to make any adjustments and who will make the recommendations

*Vernon will delegate this task to Jesus and Reference staff*

D. Web site issues – report on meeting with web master on Sunday  
*Vernon & Charles working toward completion of phase 1 by end of month*

E. Envisionware vending. Status report.  
*The print release software was updated 22 Feb. The number of “problems” is decreasing.*

## **2. Budget Implementation**

A. Janitor’s contract supplement – Wendy, status on discussion with Developmental Workshops – discuss alternate solutions -- can you discuss this with staff at meeting  
*a. Wendy has negotiated a contract that should meet all our needs (and budget)*

B. Appointment of David to the opening in Children’s creates a .50FTE position in Circulation – can this be filled from the existing list?  
*a. The vacant position will be advertised in-house, with a closing date of February 26, at 5:00pm*

## **3. Placentia History Room**

A. Atwood Yacht Club Reunion plans, Friday, April 4 – this will be a History Room Project.  
*a. Noted*

B. Digitization project ready for fund raising. Looking for \$80,000.  
*a. Noted*

## **4. Staff Meetings**

A. Agenda issues for February meeting. Elizabeth & Wendy  
*a. No additional items have been requested*

B. Safety Committee – status of re-organization  
*a. Progressing well*  
*b. An unannounced drill is planned once the Emergency Plans are finalized*

## **5. PLFF update – Elizabeth**

A. Author’s Luncheon  
*a. Noted*

B. Annual meeting plans  
*a. Noted*



**6. Status report on Departmental Projects & Staff Meetings**

A. Administration

- a. New cleaning contract*
- b. Early budget preparations*
- c. Safety Training*

B Public Services

C Technical Services

- a. Re-arrangement of shelving in adult non-fiction area so that the foreign language materials can be expanded*
- b. Jesus is tagging the AV materials so that staff will know the contents of each item and where it should be located*



Placentia Library District  
Managers Meeting Agenda  
February 27, 2008

Jim Roberts, Recorder

1. Communications

A. Passport training for new agents and refresher for current agents.  
Status Report – plans for basic training on Sunday afternoon. Who is tracking Public Service staff, Jim or Vernon? Training in the meeting room 12:30 Sunday, Mar. 2. Vernon is tracking.

B.. Public Services (carryover from Feb 20)

Implementing Literacy staff into regular. schedule for 2 hours per week so that they can build and maintain skills.  
Starting to take place.

Implementing Passport processing. Vernon keeping track.

Implementing safety training times. Supervisors to schedule time for staff to complete training.

Amending monthly Reference Report to include the number of times staff had to resolve printer issues.

Include # of printer issues in report.

New subject: Staff needs to attend 2 community events yearly (e.g. Chamber events, Author's Luncheon, etc. ) Elizabeth will maintain the list.

C. Building signage

Status of "15 Minute Internet Computers" – ceiling sign, 2 sided Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided

Video surveillance in use notices .

Signage for public printer – status report on wording proposal All three scheduled for Fri., Feb. 29.

Signage for international collection and other moved items.  
Pending.

D. Web site issues – report on meeting with WAG Meeting went well.

E. Envisionware vending. Status report. Some issues to be worked out.

Elizabeth asked Vernon to check w/Buena Park and Palos Verde's web sites.

F. Report on police call for rest room incident on Tuesday Roberts reported that a patron was observed in the men's room making inappropriate gestures to himself. Staff notified the police and the patron was removed from the Library.

2. Budget Implementation

A. Janitor's contract supplement – status report Wendy reported that the new contract will begin Mar. 7, 9 AM – 1 PM.

B. Status report on the .50 FTE position in Circulation Closed on Feb. 26. One application.

3. Placentia History Room

A. Atwood Yacht Club Reunion plans, Friday, April 4 – this will be a History Room Project. Scheduled for about 11 AM – 2 PM to include lunch.

B. Digitization project ready for fund raising. Brochure is ready for proof reading & final design. Once the brochure is proofed, it will go to press.

4. Staff Meetings

A. Agenda issues for March meeting. Jim & Vernon Staff to discuss National Library Week.

B. Safety Committee – status safety training & Annual safety Claims Workshop in Sacramento. Dept.'s need to submit emergency procedures manual drafts. Safety training on-line going well.

5. PLFF update – Elizabeth

A. Author's Luncheon All ready.

B. Annual meeting plans. PLFF and staff are working on this for April 28.

6. Status report on Departmental Projects & Staff Meetings

A. Administration Outside window cleaning scheduled for Mar. 31

B; Public Services – National Library Week Plans for 50th Anniversary Staff to work on this.

C. Technical Services Purchased internet software; Guest passes doing fine; Saw a scheduling software demo.



Placentia Library District  
Managers Meeting Agenda  
March 5, 2008

1. Communications

-Report on Passport training – Minter

*The training on March 2, 2008 went well. All passport reference materials are available in the Passport Office with master copies in Administration.*

*Staff that completed training: Dallstream, Finley, Mitchell, Rivera, Staymates*

*Staff that still need training: Gurkweitz, Monroe*

-Status on implementation of Passport review – Napier

*The staff is completing their observation/execution sessions as required on an ongoing basis.*

-Distribution of new Passport Agency Resource Guide (PARG) – Napier

*PARG will be disseminated on CD and loaded on intranet once received from US office*

-Non Passport training issues

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills – implementation report from Roberts

*Implementation began last week.*

Implementing Literacy tutor training for Library Assistants, Librarians & Coordinators of Volunteer & Development Services

*Working on training schedule. Suggest sending invitations to Board of Trustees and PLFF board members to observe training.*

Status report on Safety Training scheduling and completion – Goodson, Napier & Roberts.

*40% of staff has started their safety training sessions. Incomplete sessions report disseminated to managers.*

*Emergency Preparedness Manual (EPM) drafts received from all departments.*

- C. Amending monthly Reference Report to include the number of times staff had to resolve printer issues – confirmation from Roberts that this has been discussed with Strazdas and is being implemented.

*Confirmed by Roberts that this information will be included in the Board Reports.*

- D. Amending monthly Reference Report to include statistics on public computer use as reflected by statistics from PC Reservation, including the number of “local” uses and “guest passes”. – discussion by Roberts and Napier

*Roberts and Napier to work on this with a completion date of March 20, 2008.*

E. Building signage

Status of "15 Minute Internet Computers" – ceiling sign, 2 sided  
Status of "15 Minute Online Catalog Computers" – ceiling sign, 2 sided  
Video surveillance in use notices  
*Completed.*

Signage for public printer – status report on wording proposal –  
Status report by Napier  
*Napier to provide proof to Goodson to order.*

Signage for international collection and other moved items – Status  
report by Napier.  
*Napier to provide proof to Goodson to order.*

F. Intranet report – Napier

*New software options to be introduced by end of March.*

G. Web site issues – Napier

*Consultant will have proposed design  
Napier to visit Palos Verdes library and tour facility*

H. Envisionware vending. Status report.

*Working on issues.*

I. Status Report on implementation of new Page position for public service  
area monitoring after school – Roberts

*Wendy Sun has been doing well. No issues reported.*

2. Budget Implementation

A. Janitor's contract supplement – status report by Goodson – staff support  
needed for initial service this week.

*Contract begins March 7, 2008. Goodson to be on site.*

B. Social networking – develop plan for implementation into Public Services –  
Roberts to report on activities

*Strazdas and Dallstream are researching potential, proposal and budget  
implications (i.e. library aide)*

C. Grant applications – Roberts to report on his study of the current grant process  
and make recommendations

*Roberts to establish meeting with grants consultant and Library Director.*

D. Report from Library of California about State Budget for libraries – Minter



*PLF – 14% of PLF & reducing another 10%.  
TBR – reduced also*

- E. Discussion of changes in administrative organization – Minter  
*Reorg. Meeting scheduled for March 6, 2008 to discuss draft/changes.*

3. Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 – this will be a History Room Project – Minter  
*Pat Irot is coordinator of event. All managers scheduled to attend.  
Goodson requesting Hernandez to work event as videographer with Phil Giraladin as consultant on site.*
- B. Digitization project ready for fund raising. Brochure is ready for proof reading & final design – Minter  
*Minter to finish brochure for distribution this week.*
- C. Why are the Placentia History Room volunteers announcing to City Council and via cable tv to the City at large that the flood video was a project of the Placentia Historical Committee? Roberts  
*Roberts to research.*

4. Staff Meetings

- A. Agenda issues for March meeting. Jim & Vernon  
*Valerie Poole questions follow-up  
Guest Pass implementation  
Passport Agent Training Changes  
Safety Training Update  
Library Security  
New staff introductions*

Minter has invited Stacy Aldrich, Deputy State Librarian, to make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels.  
*Minter to schedule Aldrich's attendance.*

- B. Annual safety Claims Workshop in Sacramento – Wendy will not be able to attend so Minter will go in her place. This means that Minter will be out the entire week of March 24<sup>th</sup>.  
*Minter will attend workshop in Goodson's place.*

5. PLFF update – Elizabeth

- A. Annual meeting plans  
*Seeking a speaker for annual meeting*

- B. Status of development of process and form for staff requests for grants from PLFF – Roberts  
*Roberts will create template for grant requests*

6. Status report on Departmental Projects & Staff Meetings

- A. Administration
  - Ongoing records scanning project*
  - Budget preparation*
- B; Public Services – National Library Week Plans for 50<sup>th</sup> Anniversary
  - Roberts to take to program committee's next meeting*
- B. Technical Services
  - Passports numbers are down 29% for this time period*

Placentia Library District  
Managers Meeting Agenda  
March 12, 2008

Vernon Napier, Recorder

1. Communications

- A. Status on implementation of Passport processing – there was no registration sheet on Sunday for experienced processors – Napier  
Status of training for Gurkweitz & Monroe – Roberts  
Status on distribution of new PARG – Napier

1. *The one passport per week requirement will commence next week*
2. *Vernon to enquire about latest PARG*
3. *Vernon to find out when the online training will go live*

- B.. Non Passport training issues

Implementing Literacy staff into regular schedule for 2 hours per week so that they can build and maintain skills – status report from Roberts  
*In process*

Implementing Literacy tutor training for Library Assistants, Librarians & Coordinators of Volunteer & Development Services – status report by Roberts – schedule on staff intranet  
*Training will commence on Sunday, June 1, 2008*

Schedule for April Meetings with Elizabeth & Valerie – has it been distributed to staff and names added to the information on the calendar on the staff intranet – Jim & Vernon  
*Vernon & Jim to make sure that staff are individually advised of the schedule*

Status report on Safety Training scheduling and completion – Goodson, Napier & Roberts  
*Noted*

- C. Building signage

Signage for public printer – status report on wording proposal – Status report by Napier  
*In progress*

Signage for international collection and other moved items – Status report by Napier  
*Spanish wording ready – order placed through Wendy*

- D. Intranet report – Napier
  - 1. *Agreed to name “StaffNet”*
  - 2. *Presently under construction – will be ready to present to staff at next week’s All Staff meeting*
- E. Web site issues – Napier
  - 1. *Elizabeth wants more links to Amazon*
  - 2. *Meeting with Charles today to continue project*
- F. Envisionware vending. Status report.  
*Upgraded to latest version this morning*

2. Budget Issues

- A. Presentation this afternoon of Administrative organization proposal to staff  
*Discussed presentation*
- B. Janitor’s contract supplement – status report by Goodson – on first week’s visit  
*Wendy will ask for comments from staff at All Staff meeting*
- C. Social networking – develop plan for implementation into Public Services – Napier to report on staff visit to Palos Verdes and Roberts to report on plans – do we want to recommend Pages to assist with this or scheduling regular staff in the workroom?
  - 1. *Palos Verdes plans to schedule staff in workroom 2 hours a day, 5 days a week.*
  - 2. *We will offer similar service beginning in July, likely using Library Pages.*
- D. Grant applications – Roberts to report on his study of the current grant process and meeting schedule with Ferrari Philanthropic Consultants  
*Elizabeth & Jim to arrange meeting with Ferrari Consultants*
- E. Pension fund change proposal  
*To be re – presented as part of budget discussion*

3. Placentia History Room

- A. Atwood Yacht Club Reunion plans, Friday, April 4 – status report – Minter. *Noted*
- B. Celebrating Placentia Authors – status report. Is this going to continue after this fiscal year?  
*The Program Committee to propose a new theme for next year*

4. Staff Meetings

A. Agenda issues for March meeting. Jim & Vernon

Stacy Aldrich, Deputy State Librarian, will not be here in March, perhaps in April. She will make a presentation to staff on social networking and changes to reference services at the local level and at the Regional and State levels.

1. *Vernon will introduce StaffNet; advise "1 passport/wk" policy*
2. *Wendy to remind staff of Safety Training requirement; distribute Personnel Policy Manual*

B. Annual safety Claims Workshop in Sacramento – Wendy will not be able to attend so Minter will go in her place. This means that Minter will be out the entire week of March 24<sup>th</sup>, leaving midday on Monday. Plans for Manager Meeting for March 26. *Noted*

5. PLFF update – Elizabeth

A. Working with them to get them more interactive with the Library Program Committee so that will be their channel of communication about program assistance needs for Library programs (and we should let them do this on their own), and for them to let staff know about upcoming PLFF activities. *Noted*

B. Annual meeting plans  
*A speaker has been arranged and the venue booked*

C. Status of development of process and form for staff requests for grants from PLFF – Roberts – PLFF did not give staff an opportunity to make presentations on March 10 so it will be done at the April meeting – Jim, Mary & Caroline need to be present to make their reports. – the new form is to be used. *Noted*

D. Jim needs to work with the Placentia History Room Committee and Staff to be sure that they understand that their program and assistance requests need to be channeled through the Library Program Committee and not directly to PLFF. They will use the same application form for Grants from PLFF as the staff will. The PLFF Program Committee chair or her representative needs to be personally notified about each Library Program Committee meeting and changes in meetings.

6. Status report on Departmental Projects & Staff Meetings

A. Administration

1. *This is Board Week*
2. *Safety Committee met*

B; Public Services – National Library Week Plans for 50<sup>th</sup> Anniversary  
*Jim to provide text to go on StaffNet*

C. Technical Services

1. *Visit to Palos Verdes*
2. *Installed upgrade to Print Release software*
3. *Configuring StaffNet*

ALL STAFF MEETING MINUTES  
FEBRUARY 20, 2008

Valerie Poole follow-up Questions

WiKi, what can be done to improve it?

- *Suggestions given include better software packages. Napier already researching packages.*
- *Performance review & step program. Reviewed.*

What is the frustration with phone system?

- *Phone system issues resolved.*

What would staff like to do to meet community members outside the library if they are not going to do to the Network Lunch 2x/year?

- *Management suggested giving other networking opportunities such as:*
  - *School events*
  - *Ribbon cuttings*
  - *Chamber breakfasts/mixers*
  - *Library events*
  - *Roundtables*

Guest Pass Implementation

- *To begin February 24, 2008*

Passport Agent Processing – Changes

- *To begin February 24, 2008, all passport agents to observe 2X/week & execute 1X/week*

Safety Training On-line sessions for staff – Overview

- *Training provided to access online.*

Library Security

- *Discussed dealing with public behavior issues and steps to resolve them.*

New staff

- *Kristen announced the staff additions of Clerk I Laura Mitchell & Aide Wendy Sun.*

Department Updates

- Public Services
  - Adult (Mary, Kathy)
    - *Guest pass implementation*
  - Children's (Caroline & Phyllis)

- In-N-Out Reading Program*
    - The addition of David Ferrari to Children's Dept.*
  - Literacy (Jim, Toby, Nadia, Hilda)
    - State Report completed/submitted*
    - Homework Clubs up and running*
  - History Room (Gary)
    - 2<sup>nd</sup> Local Authors Event coming up*
  - Volunteer Svcs. (Lois)
    - Homeward Bound Program up and running*
- Technology Services
  - Web/Technology (Vernon)
    - Scheduling software options*
    - Wiki replacement options*
  - Acquisitions (Katie)
    - Midwest Tape demonstration scheduled*
  - Circulation (Kristen)
    - New staff, Laura & Wendy*
    - Recruitment in process for vacant clerk & aide positions*
- Administrative Services
  - Development (Yesenia)
    - Author's Luncheon on March 1, 2008*
  - Admin (Wendy)
    - Pension Plan Overview*
    - Records scanning project up and running*
    - Janitor supplement contract to commence March 7, 2008*
  - Safety (David)
    - Emergency Plan Manual under draft*
    - Random drill to be scheduled/executed no later than May 31, 2008.*



## Technical Services

Technical Services Department Meeting  
Agenda / Minutes  
February 20, 2008

Staff attending: Vernon, Katie, Jesus

### **Shelving options**

Various possibilities for collection placement on newly cleared shelving were discussed. Removal of the first blue set of stacks (next to the magazine area) and using the next blue set of stacks for the International Collection seems to be the most functional and attractive use of the space. We also discussed relocating the local government documents and telephone books, currently shelved on the Business Table, to the Reference stacks closest to the Business Table. The Business Table could then be removed and replaced with a more comfortable and attractive work table.



## Circulation

CIRCULATION MEETING AGENDA 2-20-2008 4:30 pm

*minutes recorded by: Kristen*

*In attendance: Ed, Shawn, David, Jesus, Estella, Alex, Wendy, Yesenia, Vernon, Kristen*

- Welcome:
  - Wendy--Library Aide
  - Laura--Library Clerk
  - Andra--Substitute Clerk
  
- Reminders:
  - Library card applications:
    - All clerks--when on desk, work on updating library card applications daily so they don't build up
  - Holds:
    - Sensitize all holds before they are put on the hold shelf and make sure dvds are in locked cases.
  - Books on CD:
    - Count cds in each case before checking them in. Lately we've found bocds on the shelf but still missing cds
  - Credit card receipts:
    - CKO: After patron signs a receipt, make sure it is all the way in the drawer
    - Passport: After writing the fee breakdown on the top of the receipt, put it in the register right away. If you see a receipt in the passport office, put it in the register.
  - Patron accounts:
    - There should never be a date of birth in the guardian name field. If you notice it, cut and paste the parent's birthdate to the note field.
  
- URSA
  - enter email address for patron in URSA before creating them as a Placentia borrower. If they do not have an email address, enter a letter in the field and create borrower. When editing their account in Horizon, delete the letter from the email address field.
  
- Computer Use Card
  - use "pcu" for borrower type, not "nb"
  - enter all information immediately, write barcode and your initials at the top of the application, and place with other library card apps



## Website Advisory Group

Placentia Library District  
Website Advisory Group Minutes  
February 21, 2008

Vernon Napier, Recorder

### 1. Attendees

Caroline Gurkweitz, Yesenia Gomez, Toby Silberfarb, Vernon Napier (Mary Strazdas away)

### 2. Website revision

The framework for the revised website is now with the consultant. He is working to a deadline of February 29. Once the skeleton is in place Vernon will flesh it out for review by the Group

### 3. Assignments

Each member of the Group is directed to review the website information that pertains to her/his department. It is critical that all information is up-to-date and that all links are working before moving the data to the new website

### 4. Website hosting

Vernon advised that instead of using a commercially hosted server, the Library's will soon host the website on its own server.



# Program Committee

## PROGRAM COMMITTEE MEETING

February 27, 2008

Meeting Minutes: Program Committee / February 27, 2008

### Members attending:

Jim  
Caroline  
Dixie  
Gary  
Lois  
Mary  
Meredith  
Nadia  
Toby  
Yesenia

### 1. Children's Programming

In & Out Burger – Food for Thought – begins March 8

Read 5 public library books and earn a free hamburger

June is school readiness month

Puppet Workshop: a hands on event for children is scheduled for April 19th and for adults April 26th

Imagination Celebration: April 21st. This is our third year with the county-wide event.

### 2. Adult Programming

Health Educator for Prospect Medical Group, Dr. Paul Montanez will be here March 11th and 18th  
Monday evening March 24 between 7 and 8:30 p.m. Dr. Joseph Arnold from CSUF will present a  
Mark Twain program

"Money Basics" is scheduled for Tuesday, April 22 between 7 and 8:30 p.m.

"Laugh Away Your Stress" will be held on Monday, May 5th. Paul Montanez, the Health Educator  
from Prospect Medical Group, will show techniques that will ease the pressures of everyday living.

Mary is looking in to having a summer adult reading program

April 8th is the tentative date set for Buena Vista movie

A tentative date of May 19th has been set for a Memorial Day program with veterans

### 3. History Room

April 4th is the scheduled date for the Atwood Yacht Club reunion

Local author celebration is scheduled for May 10 from 1 to 3 p.m.

History Room brochures still need to be proofed before they can be given out to the public

### 4. Other Programming – Dixie

Spoke about the programs OLLI has for older adults

### 5. Poetry Programming

22 people attended the Poetry for Pleasure program on Feb. 9th

The next poetry program is scheduled for April 5th. The poetry topics are random or "potluck".

### 6. Volunteer Coordinator

Homebound Read program is coming along. Two people have signed up for the service.

Will speak to St. Jude's Senior Collaborative group on Thursday, Feb. 28th about the Homebound  
Read Program and also to the Women's Roundtable on March 5th

### 7. Development

Annual meeting is scheduled for April 28th

Author's Luncheon is Sat., March 1st

**8. Tutoring and Homework Clubs**

Nadia reported that there are five new families in HIS House  
Tutor training weekend of March 2nd

**9. Next meeting**

March 12, 2008 at 1:30 p.m.

**10. Adjourn**

Meeting adjourned at 3:00 p.m.

**Minutes submitted by Lois Monroe**



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: March 18, 2008

SUBJECT: Program Committee Report for the month of Jan. and Feb. (combined as Feb.).

***ADULT SERVICES***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	4	10	9
NUMBER OF ATTENDEES	80	71	200	209

***CHILDREN'S SERVICES***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	22	31	160	234
NUMBER OF ATTENDEES	767	1,609	6,587	8,918

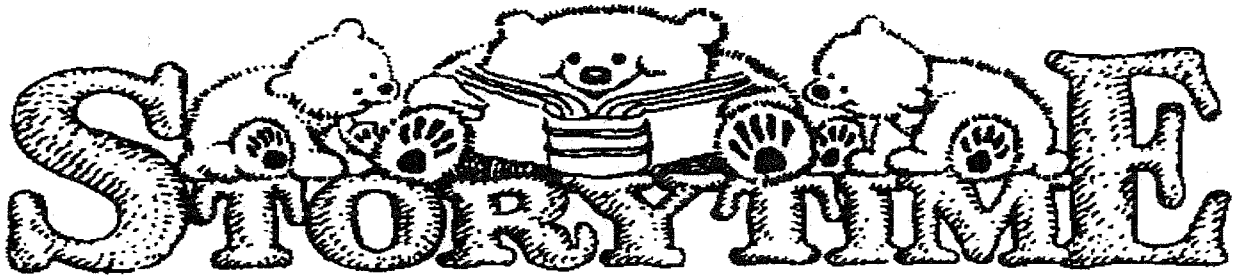
***PROGRAM COMMITTEE***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	4	4	14	13
NUMBER OF ATTENDEES	38	44	111	121
NEWS RELEASES	3	3	9	9

***LITERACY SERVICES***

	Feb 06-07	Feb 07-08	YTD 06-07	YTD 07-08
Total Tutors	268	206	296	200
Total Students	516	302	328	319
Total Hours	3,069	1,301	11,458	5,723

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.



Placentia Library / 411 E. Chapman Ave. / Placentia, CA 92870  
(714) 528-1906 ext 212

## **Story Time with Georgette Baker!**

Georgette Baker is a certified teacher, speaker of 5 languages and world-traveling performer. Georgette has been performing for children exclusively for more than 15 years. She enlivens performances with abounding enthusiasm for her unusual artifacts and creatures (which she shares with her audiences), her contagious laughter, and her exaggerated storytelling techniques.

### **Thursday morning**

*Lap-Sit for children 24 months and younger*  
**9:05-9:25 a.m.**

*Story Time I for children 6 years old and younger*  
**9:45-10:15 a.m.**

*Story Time II for children 6 years old and younger*  
**10:30-11:00 a.m.**

- ◆ Thursday Lap-Sit program made possible by the Gordon & Dixie Shaw Fund
- ◆ Programs are free and no pre-registration is necessary.
- ◆ Schedule subject to change without notice.



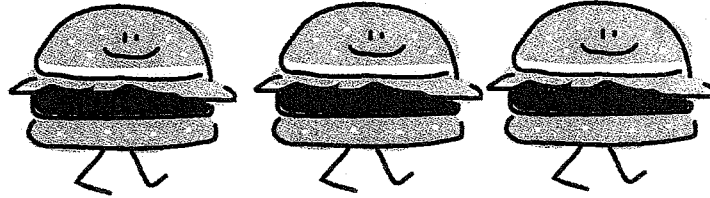
**Pocket Tales:  
Stories & Music  
With Lindsay Whipple  
Wednesdays  
6:30 p.m.**

Contact Children's Dept for current schedule.

Placentia Library / 411 E. Chapman Ave

Placentia, Ca 92870

714-528-1906 ext 212



# In-N-Out Burger

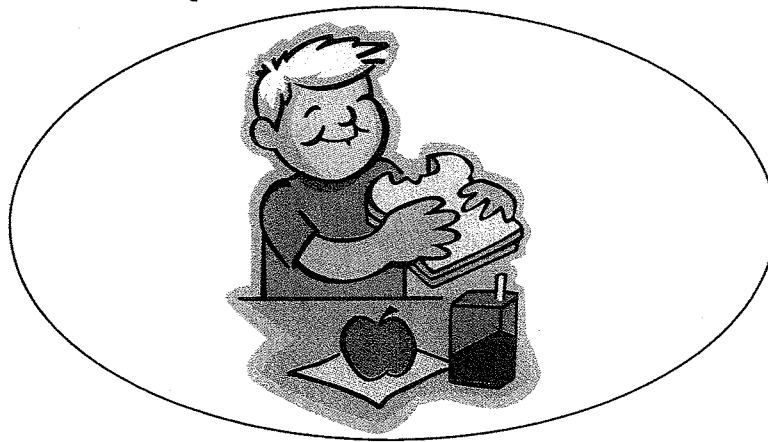
**“Food for Thought” Reading Program**

## **Free Hamburgers!**

**March 8 – April 19, 2008**

- Registration begins March 8<sup>th</sup> in the Children’s Department.
- Children between the ages of 4 and 12 are eligible to participate.
- Children not able to read (4 years and older) may participate if a family member reads to the child.
- **Books must be checked out from Placentia Library.**
- Children need to read five books and then write the book titles on the reading log they received at registration.
- After five books have been read, a parent or guardian needs to sign the reading log. Bring the signed reading log to the Children’s Department in the library.
- For every five books read, the child will receive a Food for Thought Achievement Award (a certificate for free hamburger or cheeseburger).
- Each child may earn up to three award certificates during the program, while supplies last.
  
- **NO CERTIFICATES GIVEN OUT AFTER APRIL 19th.**

*Placentia Library / 411 E. Chapman Ave  
Placentia CA 92870 / 714-528-1906 ext 212*



# Lunch!

at the Library

For parents and caregivers with children 5 years old and younger. Come to the Children's Department and enjoy a story, a lesson on a health topic, and a FREE light lunch.



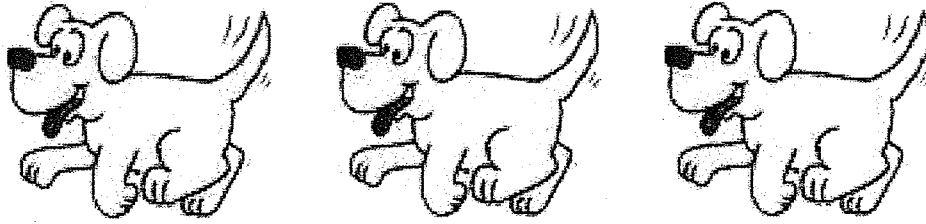
Children & Families  
Commission of Orange County

**2008: January 17 / February 21 / March 20**

**April 17 / May 22. All at NOON.**

**PLACENTIA LIBRARY**

**411 E. Chapman Ave. Placentia CA 92870 / 714-528-1906 ext 212**



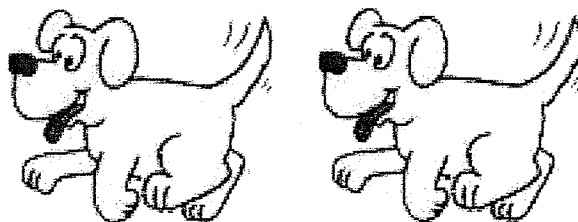
# Read to the Dogs!

(or just pet these wonderful animals)

**Open to all ages!**  
**January 28, Monday**  
**February 25, Monday**  
**March 31, Monday**  
**at 6:00 p.m.**

**Specially trained dogs from  
Bright and Beautiful Therapy Dogs, Inc.**

**Placentia Library / Children's Dept /  
411 E. Chapman Ave. Placentia, CA  
714-528-1906 ext. 212**





## **TEACHERS! HAVE YOU HEARD?**

**Placentia Library has a FREE Outreach  
Service to YOUR Classroom!  
(Placentia Public Schools)**

No field trip forms or bus to schedule.  
We send a storyteller to your classroom!

For MONDAY or WEDNESDAY reservations call:  
AMY at 714-402-9133

For THURSDAY or FRIDAY reservations call:  
CAROL ANN at 714-904-3496

Placentia Library District Children's Dept.  
411 E. Chapman Ave. Placentia 92870 / 714-528-1906 ext 212  
NOT A SCHOOL SPONSORED EVENT

INVITING ALL KINDERGARTEN - 12<sup>TH</sup> GRADE STUDENTS

PLACENTIA LIBRARY DISTRICT

P.A.S.S. AT PLACENTIA LIBRARY

INVITES YOU TO THE



HOMEWORK  
CLUB

MONDAYS, TUESDAYS, WEDNESDAYS AND THURSDAYS  
4:00 P.M. TO 6:00 P.M.

STARTING MONDAY, SEPTEMBER 17<sup>TH</sup>, 2007

STUDENTS NEED TO BRING THEIR HOMEWORK AND TEXTBOOKS

PASS is a homework assistance program that is available to all K-12 students. We provide students with tutors who are able to help the students with their homework assignments. This program requires no pre-registration. Students are welcome to drop-in as needed. Students are helped on a first come, first served basis. Parents of elementary school children must remain in the building during the homework club session.

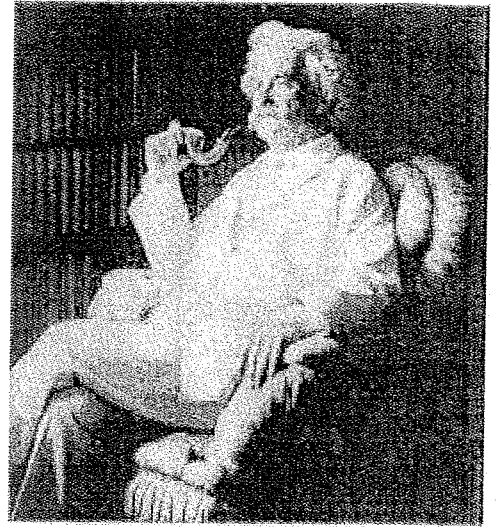
FOR MORE INFORMATION, PLEASE CALL JIM ROBERTS, NADIA  
DALLSTREAM OR TOBY SILBERFARB, IN THE LITERACY DEPARTMENT,  
AT 524-8408 EXT 215, 214 OR 213.



Date: Monday,  
March 24, 2008

# True Stories and Other Lies

Time: 7-8:30 p.m.



Dr. Joseph Arnold from CSUF will share some Mark Twain humor in the library's Meeting Room.

## Placentia Library

411 East Chapman Avenue  
Placentia, CA 92870

Phone: 714-528-1906 ext. 209

E-mail: [reference@placentialibrary.org](mailto:reference@placentialibrary.org)

# “Weighing Your Options” Nutrition & Healthy Living Series

Free Event

Healthy Cooking  
Demonstrations—  
Free Samples!!

Presented by Placentia Linda  
Hospital, Prospect Medical  
Group & Placentia  
Library.

All programs in this series will be held from

*10:30 a.m. to 12 p.m.*

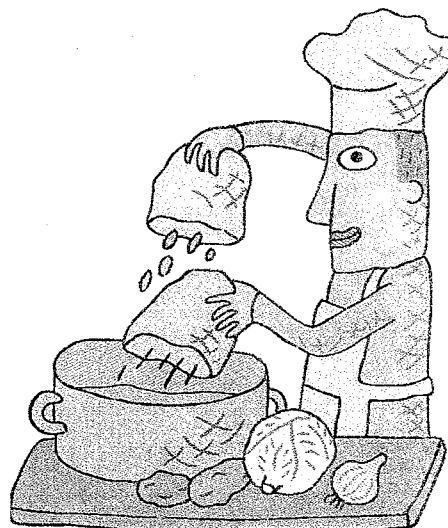
*at the Placentia Library Meeting Room*

*411 East Chapman Avenue*

on the following dates:

- Tuesday, January 15, 2008  
*-Diet and Nutrition*
- Tuesday, January 22, 2008  
*-Exercise*
- Tuesday, February 12, 2008  
*-Reading Food Labels*
- Tuesday, February 19, 2008  
*-Making Healthy Food Choices*
- Tuesday, March 11, 2008  
*-Emotional Eating*
- Tuesday, March 18, 2008  
*-Eating Out and Recipe Modification*

Start the year thinking healthy! This six-session nutrition and healthy living program, taught by Paul Montanchez, MPH, CHES, CDE, Health Educator for Prospect Medical Group, will help you do just that.



For reservations. please call 1-800-554-7879

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, March 18<sup>th</sup>, 2008


Subject: February 2008 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	102
Story Time I: 6 years & younger	4	115
Story Time II: 6 years & younger	4	198
Pocket Tales: Stories & Music	4	157
Read to the Dogs event	1	51
School Visit	2	605
Lunch @the Library	1	23
School Outreach Visits	11	358
Total February 2008	31	1609
Total February 2007	22	767
Current FY to date	234	8918
Previous FY to date	160	6587

*Cg*

REFERENCE STATS: FEBRUARY 2008			
BOARD MEETING: MARCH 18, 2008			
AGENDA ITEM 33			
PAGE 2 OF 2			
DATE	IN-PERSON	PHONE	TOTAL
closed 1			
2	35	2	37
3	21	1	22
4	48	2	50
5	53	3	56
6	47	1	48
7	50	2	52
closed 8			
9	39	4	43
10	28	2	30
11	46	4	50
12	45	4	49
13	40	3	43
14	41	1	42
closed15			
16	35	0	35
17	27	1	28
closed18			
19	44	3	47
20	40	5	45
21	49	4	53
closed22			
23	33	3	36
24	31	0	31
25	40	5	45
26	63	3	66
27	43	4	47
28	44	2	46
closed29			
TOTAL	942	59	1001

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 18, 2008

**SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the months of January and February.**

**Tutor Training.** There was no tutor training in January. There was one tutor training workshop in February and 4 tutors were trained. All are tutoring or pending

**Placentia Rotary Reading Enrichment Program (PRREP).**

The PRREP Clubs at El Dorado High School and Valencia High School began again in October. We are still signing up PRREP volunteers for this school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on October 8. The Kraemer-Placentia Library Homework Club started in early November. All continue to be extremely successful.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in mid-October. We are active at three elementary schools--Ruby Drive, Topaz, and Brookhaven.

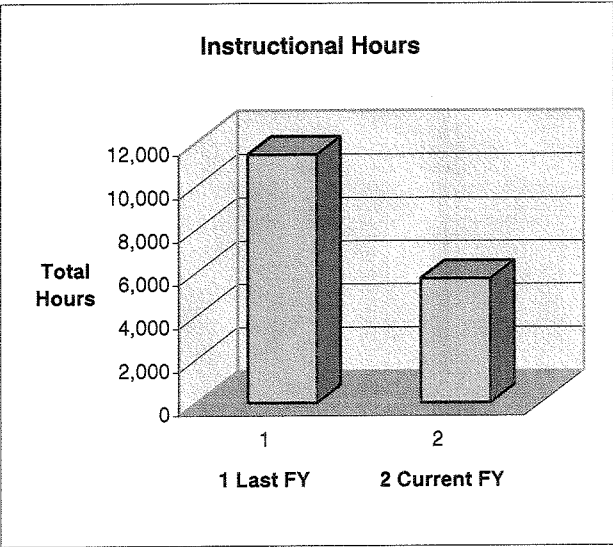
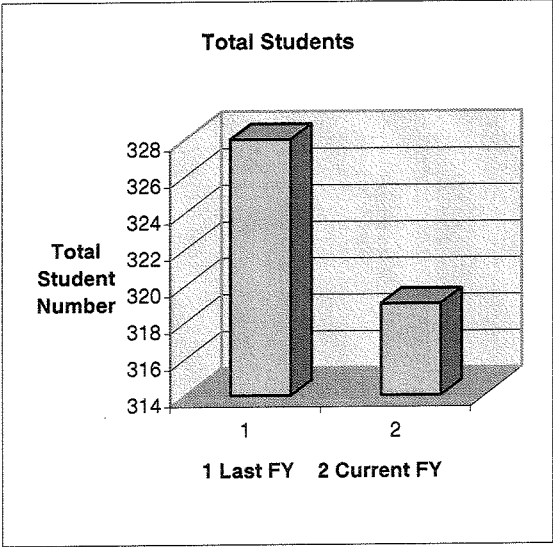
**Federal Work Study (FWS).** Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continue to be this school year. We renewed our FWS contract with Cal State Fullerton and Western State last spring for FY 2007/08, and we already have twenty-two (22) FWS tutors from Cal State Fullerton processed in and most of them are tutoring.

**Literacy statistics.** See Agenda Item 34 Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

Report of Growth and Progress

	Jan/Feb 06-07	Jan/Feb 76-08	YTD 06-07	YTD 07-08
<b>Tutors</b>				
Adult	61	49	101	83
Teen	41	42	91	50
Hours Instruction	1,617	1,301	11,458	5,723
Other Volunteer Hours	120	120	960	960
Total Hours	1,737	1,421	11,554	1,683
<b>Training Workshops</b>				
Workshops Held	1	1	10	9
Tutors Trained	6	4	93	86
<b>Students</b>				
With Adult Tutors	206	75	246	186
With Teen Tutors	52	131	82	133
In Groups	0	0	0	0
Total Active Students	258	206	328	319
<b>Families for Literacy</b>				
Family Students	5	6	6	6
Family Tutors	5	6	6	6
Hours of Instruction	60	60	540	480
<b>ELLI Program</b>				
K-6th Grade Students	192	188	421	201
Tutors for K-6th Grade	12	12	24	6
Hours of Instruction	284	705	3,505	705
<b>Homework Clubs</b>				
On-Site: Students	168	70	804	508
On-Site Tutors	22	16	102	30
Hours of Instruction	172	512	850	1,000
H.I.S. House Students	13	13	51	41
H.I.S. House Tutors	8	9	34	20
Hours of Instruction	134	240	714	732
Topaz Students	40	10	203	81
Topaz Tutors	10	5	39	39
Hours of Instruction	340	200	3,947	2,860
Kraemer Students	90	7	252	168
Kraemer Tutors	8	2	27	27
Hours of Instruction	600	60	1,738	1,798
<b>Total Tutors</b>	136	206	296	200
<b>Total Students</b>	208	302	328	319
<b>Total Instruction Hours</b>	1,617	1,301	11,458	5,723







TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MS*  
DATE: March 18, 2008  
SUBJECT: **Reference and Adult Services report for February, 2008**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured romance books written by Suzanne Enoch, who will be featured at the March 1, 2008 author's luncheon. Playaways have been temporarily moved to the area near our recorded books. There was a book display of Jane Austen materials (to tie in with the PBS series on her work) and one called "Bake for Family Fun Month." We also displayed materials related to African-American History Month.
- On February 9 our poet laureate, Meredith Laskow, was hostess to the OLLI poetry class from CSUF and interested patrons. Twenty-two people gathered in the literacy area of the library to read and listen to poetry, much of it written by the OLLI students.
- There were two programs about nutrition done in the library's meeting room on Tuesday morning by Paul Montanchez, Health Educator for the Prospect Medical Group. Their dates were February 12 and 19, and the times were from 10:30 a.m. to noon. We did these in partnership with the Placentia-Linda Hospital, which currently lacks classroom space because of remodeling, and each program drew about 25 people, primarily seniors. (These were the second two of a series of six programs over a three-month period, and were advertised both by us as well as the hospital. This was the first time Adult Programming has become involved in a series of programs.) Reception of the programs was enthusiastic, especially because Mr. Montanchez made tasting samples for everyone of smoothies in his first class and tacos in his second. Attendance by the third class jumped to almost double the first two. The final two programs in the series will occur in March. I believe it is succeeding because, other than advertising, setup, and cleanup, there is minimum participation on the library's part, making things easier for our very small staff.
- Deborah Miller presented "Buying on eBay" Tuesday, February 12. She gave audience handouts and carefully explained WHY it is important to learn how to buy on eBay before attempting to sell. Twenty-four patrons came to the program and enthusiastically asked if Ms. Miller might do a follow-up selling program. At this time, she is not interested in doing more classes.
- Upcoming confirmed programs include "True Stories and Other Lies", with Dr. Joseph Arnold, Monday, March 24; an author visit (Andrea Portes) is scheduled through the MCLS Big Box program on Tuesday, April 8; "Money Basics" on Tuesday, April 22; a puppet workshop for adults is planned on Saturday, April 26. Monday, May 5 there will be a morning workshop with Paul Montanchez called "Laugh Away Your Stress;" Charlie Frazee will do another history/travel program for the library on Monday, June 16.

Statistical Comparisons at the Reference Desk  
February FY 2007/2008

	2007	2008	YTD 06-07	YTD 07-08
Phone Reference Questions	203	212	1,490	1,805
Desk Reference Questions	1,924	1,608	15,900	23,537
E-Mail Reference Questions	0	0	5	1
Ready Reference	16	18	183	220
Instruction	143	147	1,553	1,600
Computer Use	2,672	3,631	25,896	31,653
Reference Books: In-Library Use	3,616	3,502	28,364	31,188
Patron Database Signups	N/A	N/A	933	N/A

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: March 18, 2008  
**SUBJECT: History Room report for February**

History Room visitors in February: fiscal year: 2006-2007: 5  
History Room visitors in February fiscal year: 2007-2008: 26

The 1938 Flood DVD continues to generate tremendous response and interest. It was shown to veterans and has been requested by the Orange County Historical Society to be shown at their next meeting. A contact was made at Melrose School with an offer to exhibit the DVD and have Eddie Castro talk. A reporter was here to see the film, read the file on the flood and search our archives for an article on the event which has appeared in the Orange County Register, as well as in the Placentia News Times. On February 27<sup>th</sup> a group from the Placentia Presbyterian Church met at the library and viewed the film and toured the History Room. Marie Schmidt informed the city council of the 70<sup>th</sup> anniversary of this historic event. The two copies of the film that we have in circulation seem to be always checked out and there are reserves on them. Twenty additional copies have been obtained for purchase.

Our outreach effort continued with an open house for Girl Scouts held on February 23<sup>rd</sup>. The ambassador's uniform and vest were on display.

Addresses have been gathered and letters sent to members of the West Atwood Yacht Club for a reunion to be held on April 4<sup>th</sup>. Phone reservations are being accepted and recorded.

Our second celebration of local authors was held on February 2<sup>nd</sup> and was a great success. Authors included Margot Palmgren, David Bauman, Meredith Laskow, Jim Armstrong, Barbara Pronin and Larry de Graaf. Thirty attendees enjoyed stimulating dialogue and light refreshments.

Suad Ammar was contacted to help us identify photos of past library events.

Two students from Cal. State Fullerton searched our files for flood information with an emphasis on the geological factors.

The committee met to discuss and plan the West Atwood Yacht Club reunion. Pat Irot is the chair person for this event.

There were many requests for information on Horace Wilcox, one of the founders of Hollywood, as well as requests for volumes in the Bancroft Library.

February marked the end of Larry Cummings tenure as an employee of the History Room. His work and devotion to the History Room is exemplary and we wish we could retain him.



Placentia Library District  
On-line database usage – February 2008

	February 2008	February 2007		Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D change
Chilton Library (Automobiles)	10	-		45	0	45
General Reference Center	131	82		582	649	-67
Opposing Viewpoints	99	94		588	503	85
Newsbank -Newspaper search	43	6		532	202	330
Newsbank -Magazine search	0	0		3	4	-1
L.A Times	18	6		78	31	47
Wall Street Journal	10	20		55	685	-630
Heritage Quest	2,782	2087		29,141	35,795	-6,654
Learning Express (Learn a test)	11	7		100	35	65
Novelist	2	1		25	234	-209
Tumblebooks	313	465		3,179	2,732	447
MorningStar	102	303		1,103	534	569
Value Line	238	-		3,733	0	3,733

**Library website traffic for the period March 2007 through February 2008**

	Mar'07	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Jan'08	Feb'08	Y-T-D	Monthly Average
Unique visitors	2,569	2,388	2,301	2,218	2,336	2,246	2,455	2,587	2,533	2,150	2,709	2,472	28,964	2,414
Number of visits (visits per visitor)	4,317	4,000	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	4,644	4,236	48,784	4,065
Pages visited (pages per visit)	1.68	1.67	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	1.71	1.71	249,113	20,759
	20,338	18,835	19,422	17,373	22,980	23,934	20,064	22,537	21,417	18,530	21,644	22,039		5,11
	4.71	4.70	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09	4.66	5.20		
Pages most viewed														
Application for library card	0	57	44	99	27	18	45	57	0	35	29	42	453	38
Borrowing library materials	164	135	117	110	130	109	119	117	55	80	114	100	1,350	113
Calendar	174	122	109	226	170	161	145	128	124	83	128	95	1,665	139
Catalog	491	604	301	468	5,603	340	375	423	367	337	376	379	10,064	839
Community links	66	57	59	64	44	72	58	57	84	23	48	39	671	56
Contact Us	150	162	169	159	167	126	181	151	188	157	215	160	1,985	165
Frequently Asked Questions	242	261	233	235	254	201	237	272	238	163	229	250	2,815	235
Home page	14,543	13,008	13,666	12,760	17,236	18,994	14,875	16,589	15,805	13,682	16,361	16,322	184,031	15,336
Kids page	206	178	199	317	209	206	205	202	215	137	218	242	2,534	211
Literacy services	77	83	72	58	76	116	172	201	174	136	141	73	1,379	115
Passport applications	546	444	311	317	324	245	234	226	179	181	331	296	3,634	303
Photos (pick of the pics)	159	115	85	92	126	103	68	121	107	112	92	90	1,270	106
Searching for information	670	626	728	424	451	493	489	492	483	353	438	495	6,142	512

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: March 12, 2008  
SUBJECT: **Technology Report for February 2008**

- Selected and installed intranet software program. When properly configured I will instruct staff in its use. This should be by mid-March.
- Continued work on the Library's revised website.
- Participated in web demonstration of software designed to facilitate Requests for Information and Requests for Proposal
- Participated in web demonstration of software that is used to create and maintain staff schedules
- Changes are coming to the downloadable audio and e-book site. As of March 31, 2008, Califa will no longer be maintaining the downloadable audio book and e-book website. Overdrive, Inc. is taking over control of this service. The current participating libraries will continue at the same cost through 2010. Only libraries serving populations under 100,000 will be eligible to join the consortium from now on. Placentia Library patrons will see very little change when they use the new website. The main difference will be the deletion of the "Califa" name.
- Removed unneeded shelving to give more comfortable access to magazines display.





Placentia News  
Weekly JAN 31 2008

# Citizen of the Year

Retired schoolteacher is also president of the Women's Round Table.

By **ERIC NEFF**  
STAFF WRITER

332  
Retirement hasn't stopped Barbara Hemmerling from serving her community every day.

After years of teaching fourth-, fifth- and sixth-graders at Wagner Elementary, Hemmerling has taken on a multitude of roles in key community nonprofits.

Her efforts led the Chamber of Commerce to name her its Citizen of the Year for 2008.

The announcement was made at a dinner Jan. 17 at Alta Vista Country Club attended by about 90 people.

Hemmerling beat out six other nominees for the award.

The nominees were judged by a three-person panel of anonymous businessmen from Carson, Long Beach and La Palma.

Hemmerling said she was "very pleased" when she found out she was the winner, adding that it was an honor to be nominated in the first place.

Hemmerling was suggested by the Placentia Round Table



ROD VEAL, ORANGE COUNTY REGISTER

**CITIZEN OF THE YEAR:** Placentia resident Barbara Hemmerling poses with her Citizen of the Year award.

Women's Club, where she is in her second year as president, and the Placentia Library Friends Foundation, where she is in her 19th year as secretary. Wagner also heads the Philanthropic Education Foundation, and she is active in the Messiah Lutheran Church and Charity's Closet.

The chamber board chose

to only elect one winner this year, a break from years past, when two winners were selected. Board president Michael Ebenhock said that the board made the decision after polling most of the nominating organizations.

"They felt it was just too much to come up with two," Ebenhock said. "It is citizen - not citizens - of the year."

## The nominees

The six other nominees for Citizen of the Year and their sponsors:

- Karen Richards**, Placentia-Linda Hospital
- Marie Schmidt**, Placentia Historical Committee
- Dean Cassidy**, League of Women's Voters
- Judy Johnson**, Moms of Military Prayer and Support Group
- Craig Green**, Citizens for a Better Placentia
- Bill Zavala**, Citizens for a Better Placentia

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711  
Yorba Linda Star  
Weekly JAN 3 1 2008

# Child-proofing Internet access

Library looks at new policy to stay eligible for government funding.

BY ERIN WELCH  
CONTRIBUTING WRITER

332

The Library Commission may add content filters to public-use computers to keep the branch in the running for state and federal discounts on telecommunication fees.

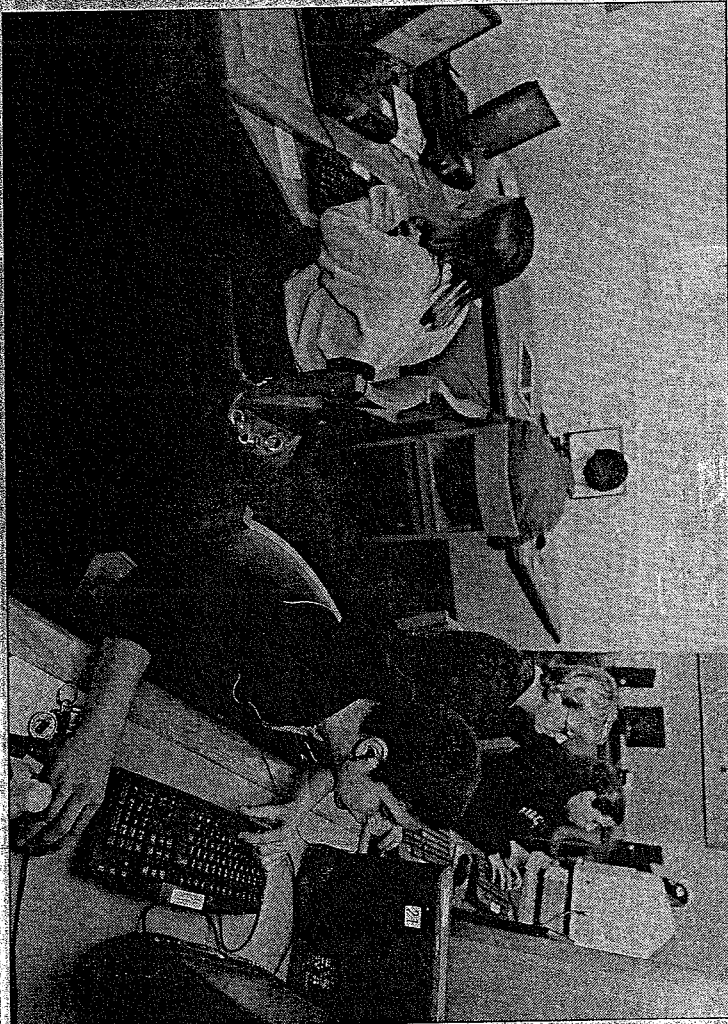
Commissioners will vote next week on changes to the library's Internet policy.

If approved, all library computers used for public Internet access would be filtered for adult content for the safety of computer users under the age of 18.

The library had 28 computers for the public to use.

Nine are in the adult section and currently don't have filters, but will get the software if the policy is approved.

In July 2007, the library ap-



ROD VEAL, ORANGE COUNTY REGISTER

**PROHIBITED:** This is the room at the Yorba Linda Library where the most computers will be affected by the filter on adult content.

plied for and began receiving through the federally funded E-Rate program.

To continue getting discounts, the library must be ful-

ly compliant with the Children's Internet Protection Act.

"Our primary reason for pursuing E-Rate is to receive the discounts and save taxpayer money," Acting Library Director Melinda Steep said. "The estimated amount of savings is more than \$10,000."

The child-protection act requires a safety policy that ensures "specific technology that blocks or filters internet access ... to visual depictions that are obscene, child pornography, or ... are harmful to minors."

Upon final approval, the policy would take effect immediately.

For adult users conducting bona fide research, the filter could be turned off temporarily by a library technician, Steep said.

The Library Commission is expected to vote on the policy change at its 6:30 p.m. meeting on Feb. 7 in the Yorba Linda Room of the library, 18181 Imperial Highway.

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Placentia News  
Weekly JAN 31 2008

# Library hosts veterans night

Outreach events  
give community a  
chance to learn  
Placentia history.

By **ERIC NEFF**  
STAFF WRITER

332  
The public library held the first in a series of special open houses last week meant to make the community aware of preservation efforts being done at the library.

Wednesday's open house targeted veterans.

Attendees enjoyed light refreshments and watched a movie on a flood that came through Placentia in 1938.

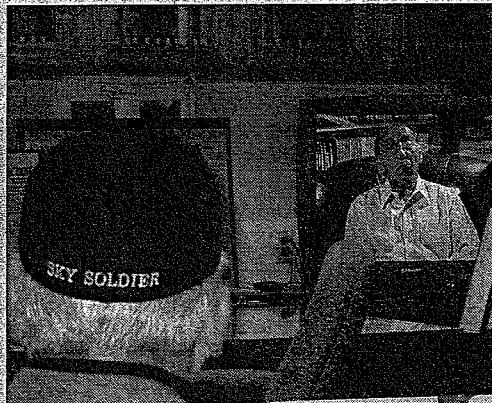
Library volunteer Pat Irot said the next event will target the Girl Scouts in February.

"We feel like these groups need to know about us," Irot said.



PHOTOS BY ERIC NEFF, STAFF WRITER

**WATCHING HISTORY:** A group of veterans watch a documentary on a flood that went through Placentia in 1938.



**PLACENTIA HISTORY:** Ray Chavez, a Vietnam veteran in the 173rd Airborne Brigade, watches the documentary. Chavez was in the first Army division to hit the ground in Vietnam.

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The Register  
Daily FEB 02 2008

# Where does Placentia go from here?

Finance Director Terrence Beaman talks about city's fiscal problems in the wake of a damaging state audit.

By ERIC NEFF  
THE ORANGE COUNTY REGISTER

PLACENTIA • Since Placentia was hit with a \$36 million bill by the state last month, the city's finances have been in an even greater state of uncertainty than they were before, when failed rail and road separation projects plunged the city into debt.



Beaman

The man in the middle of the city's push to restore order in Placentia is Finance Director Terrence Beaman. The Cal State Long Beach graduate had stints with the cities of Los Alamitos and Monrovia before he took over Placentia's finances in June 2006, long after the fiscal crisis first surfaced.

Since then, he's been digging through old records, in part to reduce what the California Department of Transportation says it is owed. He is also trying to improve current bookkeeping.

**Q. What's your assessment of the city's financial situation?**

**A.** The city's current financial position is really not good. During the 2006-07 fiscal year, revenues came in a little better than expected; expens-

## Placentia and the audit

The California Department of Transportation spent two and a half years auditing the city of Placentia's finances for rail-and-road-separation projects. The city says it spent about \$50 million on the project, and \$36 million of it was in grants, which Caltrans says it wants reimbursed.

Of that, \$11.8 million is non-negotiable, Caltrans officials say, because the state found improper payments for properties and conflict-of-interest violations. The city says it will challenge these findings through legal means.

The remaining \$24 million is for expenditures that Caltrans said the city could not sufficiently account for. City officials counter that they have provided proper documentation, and that the state is unfairly changing its standards after the fact. Nevertheless, city officials say they will still be able to produce the necessary documentation by Caltrans' deadline of June 1.

es came in a little under. So our projected general fund balance is minus \$3.2 million, which in my opinion is pretty severe, pretty dire. We don't have any reserves.

**Q. Were there problems with the accounting in the decade before you came here?**

**A.** I think the accounting needed more attention. They needed outside eyes (referring to CPA Mike Matsumoto and himself); they needed a fresh

set of eyes to come in and look at their financial records.

**Q. What potential do Caltrans officials have to limit services?**

**A.** Huge. Because if they required the city to pay back \$36 million today (Caltrans says the figure is negotiable), I think that could bankrupt this city or any city. That's the first problem.

The second would be if they required us to pay back the \$11.8 million (which Caltrans says isn't negotiable). If nothing else, it would require us to do some kind of shifting of priorities as far as expenditures, budgets, people, staffing, capital outlay requests and infrastructure. So far we don't want to talk about that, and we don't want to think of that.

The City Council has been very consistent in its refusal to touch staff. On the other hand, if those are Caltrans' demands, that's a potential out there.

**Q. How much would the city like to have in reserve?**

**A.** Perfect world, in my opinion, is about 20 percent of your annual operating revenues or expenditures. So if we have about a \$29 million budget, it'd be about \$6 million.

**Q. What is your reaction to Yorba Linda's \$36 million surplus, being the financial director for a city in pretty much the opposite situation?**

**A.** Probably a little envious, because they probably don't have the level of stress that we have. They probably don't have the morale problems that we have. They wouldn't have the trouble we have of recruiting or retaining people.

When you drive through this community it's shocking; this is such a nice community.

**pacific clippings**

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Fullerton Observer  
Weekly FEB 0 1 2008

**FEB 9: POETRY FOR PLEASURE**

PLACENTIA LIBRARY, 332  
411 E. CHAPMAN AVE (at Kraemer)  
714-528-1906

1pm-3pm: Cal State's OLLI Poetry for Pleasure class will present their latest anthology containing over 200 poems written by 23 students. Books will be for sale and refreshments will be served. Free

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Placentia News  
Weekly JAN 3 1 2008

**Local authors to talk about writing**

332  
The Placentia Library History Room is hosting a panel of six local authors who will talk about their writing and publishing experiences.

David Baumann, Margo Palmgren, Meredith Lasko, Larry deGraaf and Jim Armstrong will also be available to answer questions and autograph their books at the event, which runs from 1 to 3 p.m. Feb. 2 at the library.

The library is at 411 E. Chapman Ave.

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santa ana, calif. 92711

The Register  
Daily FEB 0 1 2008

332 PLACENTIA  
**Beauties compete:** The Miss Placentia Pageant is at 6:45 tonight at Valencia High School's auditorium. The teen competition will be at 2 p.m. Tickets are available at the Chamber of Commerce and are \$15 to each show. The emcees for the event are Jordan Krinke, Miss Teen California 2007 and a Placentia native, and Michael Ebenhock, president of the Placentia Chamber of Commerce. Jolie LaCroix, Miss Placentia 2006, will emcee the teen pageant.  
Eric Neff  
714-704-3782 eneff@ocregister.com

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Orange City News  
Weekly FEB - 7 2008

332 Poetry for Pleasure will take place on February 9 from 1 to 3 p.m. at the Placentia Library, 411 E. Chapman Ave. in Placentia. Cal State Fullerton's Osher Lifelong Learning Institute Poetry for Pleasure class will present its latest anthology. More than 200 poems written by 33 students. Info: 714-528-1906.

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The Register  
Daily FEB 1 2 2008

332 PLACENTIA  
**Assistant curator opening:**  
The Placentia Founders Society is seeking a volunteer assistant curator to help develop and mount exhibits and learn archiving and historical preservation for projects related to the Bradford House. Training will be provided by John Stahler, PFS' vice president-curator, who is completing his doctoral degree in public history. Information: 714-993-5546.

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Placentia News  
 Weekly FEB - 7 2008

# Placentia vows to fight Caltrans audit

City hopes lobbying firm will help  
 with legal challenges.

By **ERIC NEFF**  
 STAFF WRITER

332  
 With the state Department of Transportation saying the city will have to return up to \$36 million in grants spent on railroad projects, city officials are saying they will fight the demand with everything they have got.

It's a "terrible, terrible thing that this city is facing," Councilman Greg Sowards said about the Caltrans audit of Placentia projects tied to its failed OnTrac agency.

The \$36 million the state says Placentia owes is more than a year's worth of expenses for the city, which is already facing a general fund deficit of \$3 million.

"We really can't live with that," Finance Director Terrence Beaman said.

Legal challenges will be the most significant weapons at the city's disposal. The city has already hired a consulting firm - at a cost of \$90,000 - to help with negotiations and legal conversations with Caltrans. Their work will start this week.

"We'll fight it all the way to a court and get it in front of a jury as long as we feel we're in the right," Councilman Scott Brady said.

Expressing confidence in the city's legal position, Mayor Scott Nelson said: "Our understanding is Caltrans' legal team has not looked at this very thoroughly."

The second objective for the city is to find documents accounting for expenditures that Caltrans officials said they were not provided access to. The audit says \$11.8 million is due flat-out, but the rest of the \$36 million could be widdled

down if the appropriate documents are produced.

Several city officials said they are confident that staff will produce the documents by Caltrans' June 1 deadline, though Sowards and Councilwoman Connie Underhill have expressed doubts about that claim.

To track down the documents, the city has formed a data assemblage team of Beaman, City Engineer Andy Muth, Mike Matsumoto, an accountant hired by the city, and a representative from the city attorney's office.

Caltrans has promised to assist the city in its search, and the team will make its first trip to Sacramento around the first of March.

None of these tactics are guaranteed to lower the debt, though, and Dominguez said backup plans for the city would include appealing to the state legislature and, ultimately, contracting out services and laying off employees.

**pacific clippings**

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Yorba Linda Star  
Weekly FEB 07 2008

# Measure A passed by voters

## Bond issue will pay for more renovations and new facilities.

By **ERIN WELCH** and  
**ERIC NEFF**  
STAFF WRITERS

332

A debate that divided residents in the Placentia-Yorba Linda Unified School District over what is best for their children settled with the narrow approval of a \$200-million bond measure on Tuesday that will finance improvements for schools across the district.

Measure A finished with 56.7 percent approval and 43.3 percent opposed. It needed 55 percent to pass.

The measure aims to modernize schools that didn't receive money through Measure Y, a \$102-million bond approved by voters in 2002.

Mary Weddle, president of Campaign for Kids, established to back Measure A, said she was "ecstatic" that the measure passed.

"It tells me that very specific things are being discussed here," she said, in reference to the gymnasiums, auditoriums and other facilities that will be paid for by the bond measure.

Opponents of the bond measure were concerned about the increase in property tax. Property owners within the district will pay about \$29.50 per \$100,000 of their home's assessed value each year for 25 years.

Alan Grotz, a Placentia resident, said he was disappointed with the election result, adding that the school district said Measure Y would complete all improvements when it was on the ballot.

"It's just something that won't work, because all it is is taxes getting around Proposition 13, and they'll be back for more," he said.

Measure Y allowed for 23

schools and 19 playgrounds to be upgraded. Also, four new schools were built.

But, according to school district officials, many more improvements are needed.

Superintendent Dennis Smith said he was "gratified for the support" when he heard the election results, and that the funds "can really take us to a whole new level."

Improvements are to include upgraded classrooms, technology infrastructure, technology for staff and student use, sports and performing arts facilities, vocational programs and construction of new facilities.

"It's tremendous for our school district," Smith said. "It allows us to complete the major projects from Measure Y."

Now, a bond oversight committee will be formed to monitor spending of the bond money. The state will provide about \$12 million in matching funds.

For a complete list of improvements, see [www.ocregister.com/yorbalinda](http://www.ocregister.com/yorbalinda).

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Anaheim Bulletin  
Weekly **FEB - 7 2008**

### **EVENTS**

**337 Comedy Fiesta** is slated to take place Friday, February 8 at 7:30 p.m. at the Titan Pavilions in Fullerton. Cal State University Fullerton M.E. Ch.A. is hosting Comedy Fiesta with star comedian Ernie G. Performers include Luke Torres, G. Reilly, & Shayla Rivera. Tickets are \$20 and \$15. Info: 714-278-3846. Cal State Fullerton is located at 800 N. State College Blvd. The Pavilion is at

**Poetry for Pleasure** will take place on February 9 from 1 to 3 p.m. at the Placentia Library, 411 E. Chapman Ave. in Placentia. Cal State Fullerton's Osher Lifelong Learning Institute Poetry for Pleasure class will present its latest anthology. More than 200 poems written by 33 students. Info: 714-528-1906.

**Valentine's Day Dinner Show** with John Pinette is slated for Thursday, February 14 at 7:30 p.m. at the Brea Improv. Celebrate Valentine's Day at the Improv. With admission to the show, guests will receive a glass of champagne, orange-almond dinner salad, choice of entree (Prime Rib, Chicken & Mushrooms with Asparagus, Chicken Tequila Pasta, or Mushroom Farfalle), Chocolate Mousse dessert, and a flower for that special valentine. Tickets: \$75. Info: 714-482-0700. The Improv is at 120 S. Brea Blvd. in Brea.

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Placentia News  
Weekly **FEB - 7 2008**

### **UNDERSTANDING FOOD LABELS**

**332** The Placentia Library is offering a free program on reading food labels at 10:30 a.m. Tuesday in the library's Meeting Room.

Paul Montanez, Health Educator for Prospect Medical Group, will teach the program. The library is at 411 E. Chapman Ave.

### **HOW TO DEAL ON EBAY**

The Placentia Library is offering a free program on purchasing items off of eBay at 6:30 p.m. Tuesday.

Deborah Miller, who has taught at local community colleges, will lead the program. Refreshments will be served.

The library is at 411 E. Chapman Ave.



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The Register  
Daily FEB 13 2008

**332 PLACENTIA**  
**City openings:** The city has several positions open for citizens that are interested in participating in local government. The senior advisory committee, the veterans' advisory committee and the historical committee are all looking to fill vacancies. Applicants for the senior advisory committee must be over 55 years old. Veteran committee members do not have to be veterans. Historical committee applicants should be familiar with Placentia history and preservation principles. The senior committee meets quarterly, and the veterans and historical committees meet bi-monthly. Applications are due Feb. 21.

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

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The Register  
Daily FEB 14 2008

**332 PLACENTIA**  
**Girl scouts:** Girl Scout leaders will be visiting the Placentia Library History Room from 1 to 4 p.m. Feb. 23 at 401 E. Chapman Ave. Visitors can learn about the History Room collections and how they can assist the Girl Scouts. Information: 714-528-1925, ext. 224.

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

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Placentia News  
Weekly FEB 14 2008

**Italian exchange student reunion**

**332** The Placentia Library is holding a social get-together for student-exchange participants from 1 to 4 p.m. March 8 in the History Room.

It is a chance to reunite with others and to share stories from past exchanges.

In the 1980s, students from Morse School and St. Joseph's School, both in Placentia, along with teachers and parents, participated in a student exchange, creating a unique adventure between Piacenza, Italy and Placentia.

Information: 714-528-1925, ext. 224.

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The Register  
Daily FEB 16 2008

**332 PLACENTIA**  
**Books delivered:** The library is offering a reading and book-delivery program for home-bound residents. Volunteers will go to the participant's home to read aloud or deliver books. Volunteers are available 9 a.m. to 3 p.m. Monday through Thursday for two one-hour visits a month. Information: 714-528-1906, ext. 219.

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

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The Register  
Daily FEB 18 2008

**332 PLACENTIA**  
**Calling history buffs:** The city is seeking to fill a vacancy on its Historical Committee. Members are typically familiar with historic-preservation principles and practices and have knowledge of Placentia history. Application forms are available from the City Clerk's Office at City Hall, 401 E. Chapman Ave. Applications are due by 5 p.m. on Thursday. Information: 714-993-8231.

**Michael Mello**  
714-704-3796 mmello@ocregister.com

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The Register  
Daily FEB 20 2008

**332 PLACENTIA**  
**Municipal breakfast:** The Placentia Chamber of Commerce is hosting the eighth annual State of the City Breakfast at 7:15 a.m. Feb. 28 at Alta Vista Country Club. Cost is \$45 per person. Information: 714-528-1873.

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

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Placentia News  
Weekly **FEB 21 2008**

**Best-selling author to speak at luncheon**

New York Times best-selling paperback author Suzanne Enoch, a Placentia native, will

be the featured speaker at an author's luncheon at 10:30 a.m. March 1 at Alta Vista Country Club. The Placentia Library Friends Foundation is sponsoring the event.

Tickets are \$45 and are available online at

**BRIEFLY**  
[www.placentialibrary.net](http://www.placentialibrary.net) or by calling 714-528-1925, ext. 201.

**pacific clippings**

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**santa ana, calif. 92711**

Placentia News  
Weekly **FEB 21 2008**

**Tutors to be trained to help young kids**

The Placentia Library is holding its next volunteer tutor training from 1:30 to 4:30 p.m. March 2 at the library, 401 E. Chapman Ave. All trained individuals will be able to assist elementary school-aged children with their educational needs. To secure a seat, the library asks potential tutors to call three days in advance. Information: 714-528-1906 ext. 219.

**pacific clippings**

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**santa ana, calif. 92711**

The Register  
Daily **FEB 28 2008**

**PLACENTIA**  
**Bestselling author:** Bestselling author Suzanne Enoch, a Placentia native, will be the featured speaker at an author's luncheon at 10:30 a.m. Saturday at Alta Vista Country Club. Tickets are \$45 and are available online at [www.placentialibrary.net](http://www.placentialibrary.net) or by calling 714-528-1925, ext. 201.  
**Eric Neff**  
714-704-3782 [eneff@ocregister.com](mailto:eneff@ocregister.com)

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The Register  
Daily FEB 26 2008

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**ATTENTIVE CROWD:** It was a full house for the Noteworthy Duo's performance at the historic Bradford House.

# CLASSIC MUSIC, HISTORIC HOUSE

Placentia Founders  
Society hosts Sunday  
concerts in city  
founding father's home.

Photos and story by  
**GABRIEL PETERSON**  
SPECIAL TO THE REGISTER

**PLACENTIA** • Music filled the downstairs of the historic Bradford House on Sunday, one of several concerts to be held this winter in the 1902 Victorian home-turned-museum.

The concerts are hosted by the Placentia Founders Society, which is dedicated to the restoration of the home of one of city's founding fathers.

Flutist Lisa Schroeder and guitarist Jeff Askew joined together as the Noteworthy Duo for an afternoon of classical music.

Schroeder is a freelance flutist and private instructor throughout Southern California. Askew is a freelance guitarist and he teaches guitar at Biola University.

The next program at the Bradford House will be March 16 and features the Harmonia Baroque Players.

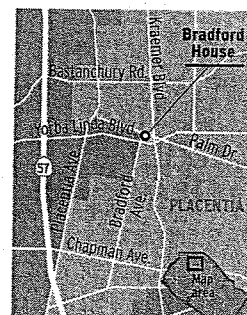
For more information or for tours of the house at 136 Palm Circle, call 714-960-0172.



**MUSIC MAN:** Guitarist Jeff Askew reads from multiple sheets of music.



**THE LOCATION:** The historic Bradford House is the site of the Placentia Founders Society's con-



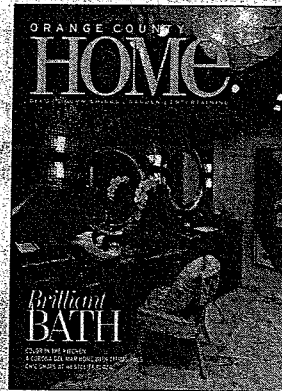
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The Register  
Daily FEB 23 2008

**HOME & GARDEN CALENDAR**

**CHECK IT OUT  
ORANGE COUNTY HOME**



Each month, Orange County Home takes you inside designer-decorated houses and gardens, as well as specialty stores throughout the county — as no other local interior design magazine can. For more information, call 714-796-2444, or subscribe online at [www.orangecountyhomemagazine.com](http://www.orangecountyhomemagazine.com). Look for copies in select Barnes & Noble stores and Ralphs supermarkets in Orange County.

**GARDEN EVENTS**

**EDITOR'S TOP PICK** **General orchid care.** Learn about different requirements of orchids, watering, light, fertilization, etc. Noon Feb. 23, The Plant Stand, 2972-A Century Place, Costa Mesa. 800-698-1077.

[www.plant-stand.com](http://www.plant-stand.com)

**California Friendly Gardening for the Water Wise Gardener.** Workshop by Guy Stivers, landscape architect. Learn how to save water in your garden with good design. 9 a.m. Feb. 23, Huntington Beach Public Library, 7111 Talbert Ave., Huntington Beach. 714-842-4772.

[www.shipleynature.org](http://www.shipleynature.org)

**Organic gardening with Gisel Schoniger of Kellogg Garden Products.** Rebuild your garden the organic way. Schoniger will show you how. Learn about the best products for a bountiful vegetable crop. 10 a.m. Feb. 23, Blue Hills Nursery, 16440 E. Whittier Blvd., Whittier. 562-947-2106. [www.bluehills.com](http://www.bluehills.com)

**African violet show and sale.** Plant sale and show of African violets. 10 a.m. Feb. 23, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-3579. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Gardening class.** Laguna Hills Nursery offers a series of spring gardening workshops specifically designed for beginners and even experienced gardeners who desire better results. 9:30 a.m. Feb. 23, Laguna Hills Nursery, 71 Auto Center Drive, Foothill Ranch. 949-830-5653.

[www.lagunahillsnursery.com](http://www.lagunahillsnursery.com)

**Winter-spring clearance sale at The Potting Shed.** Half off all plants in The Potting Shed. 10 a.m. Feb. 23, Feb. 24 and March 1, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-8347.

[www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Tri-County African violet show and sale.** Fullerton Arboretum on Feb. 23 and Feb. 24, 2008. 10 a.m.-4 p.m., Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Huntington View Garden Club monthly meeting.** Guests welcome. Meet folks interested in local gardening. 6:15 p.m. Feb. 25, Sea Aire Mobile Home Park, 6241 Warner Ave., Huntington Beach. 714-894-4858.

**National Invasive Weed Awareness Week.** Attend this free lecture by an employee of the Weed Abatement department of the Orange County agriculture commissioner's office. 10 a.m. Feb. 27, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-278-4691.

[www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Little Naturalists: "If I Were a Tree" (children ages 2-5).** Join the Environmental Nature Center's early childhood expert Rainbow Pharaon for a program all about trees. Learn which trees are which, what they need to survive and how they help humans and animals. 10 a.m. Feb. 27, Environmental Nature Center, 1601 16th St., Newport Beach. \$5. 949-645-8489. [www.encenter.org](http://www.encenter.org)

**Orange County Cactus and Succulent Society.** Speaker Tim Harvey will discuss "Container-free Cultivation of Xerophytes" (plants that require very little water). 7:30 p.m. Feb. 28, Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-378-9089. [occss.org](http://occss.org)

**Principles of plant growth.** Covers the physical and biological principles of plant development. 6 p.m. Feb. 28, UC Riverside Extension, 1200 University Ave., Riverside. \$449. 800-442-4990.

**"Prelude to Spring" Winter Bulb Festival.** Guests can enjoy abundant late-winter bloom in our Southern African bulb garden, and throughout the grounds, plus a plant sale of unusual late winter and early spring bulbs, perennials and succulents. 10 a.m. March 1, UC Irvine Arboretum, near the corner of Jamboree Road and Campus Drive, Irvine. \$2. 949-824-5833.

**Indoor Tropical Plant spring cleaning.** Learn about cleaning, fertilizing, pruning and repotting techniques. Noon March 1, The Plant Stand, 2972-A Century Place, Costa Mesa. 800-698-1077.

[www.plant-stand.com](http://www.plant-stand.com)

**Little Naturalists: "A Log's Life."** Join us for this parent-child playtime to learn about the life of a log. We'll read "A Log's Life" and use magnifying lenses to discover the exciting life within a log. 10 a.m. March 3, Environmental Nature Center, 1601 16th St., Newport Beach. \$5. 949-645-8489. [www.encenter.org](http://www.encenter.org)

**Anaheim Beautiful quarterly luncheon.** Marcie Edwards, general manager of Anaheim Public Utilities, will be the guest speaker at this event. Noon March 5, Crowne Plaza Fullerton, 1500 S. Raymond Ave., Fullerton. \$25 presale; \$30 at the door. 714-765-6079.

[www.anaheimbeautiful.org/MainFrame.htm](http://www.anaheimbeautiful.org/MainFrame.htm)

**San Clemente Garden Club meeting.** Guest speaker Dave Brandt will discuss "Attracting Birds to Your Garden." 1 p.m. March 5, St. Andrews by the Sea United Methodist, 2001 Calle Frontera, San Clemente. 949-498-1318.

**Award-winning home composting workshop.** Learn how to compost. 10 a.m. March 8, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$5/member, \$7/non-member. Free to residents of participating cities. 714-278-4681. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

thorne Blvd., Torrance. Free. 818-366-1858.  
**Printmaking with vegetables (children).** Recommended ages: 6-10. 10 a.m. March 8, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$5/child. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Anyone can grow orchids.** This course teaches basic orchid culture, including topics such as light, temperature, watering, fertilization and potting. 6 p.m. March 13, UC Riverside Extension, 1200 University Ave., Riverside. \$49. 800-442-4990.

**How to grow the best tomatoes with Steve Goto.** Third-generation nurseryman and well-known tomato expert Steve Goto shows how to grow the best tomatoes. 9 a.m. March 13, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$8/members \$10/non-members. 714-278-3407. [www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Del Norte Garden Club meeting.** Speaker Marge Hunt will discuss the basic requirements for geraniums. 9:30 a.m. March 13, Placentia Library, 411 E. Chapman Ave., Placentia. 562-691-6917.

**Hummingbird hike.** Join Environmental Nature Center naturalist Leslie Holliswell for a hike in the Environmental Nature Center to search for hummingbirds and their nests. Learn where these tiny bits of nonstop energy get their fuel. 1 p.m. March 15, Environmental Nature Center, 1601 16th St., Newport Beach. \$3. 949-645-8489. [www.encenter.org](http://www.encenter.org)

**Steve Goto Tomato and Vegetable Seminar.** Learn about new products to produce an abundant garden and get info on the best varieties to plant. 1 p.m. March 16, Blue Hills Nursery, 16440 E. Whittier Blvd., Whittier. Free. 562-947-2106. [www.Bluehills.com](http://www.Bluehills.com)

**The Horticultural Society of Orange County.** A garden club that's open to all who enjoy gardening. 7:30 p.m. March 18, East Anaheim Christian Church, 2216 E. South St., Anaheim. 714-635-5541.

[www.geocities.com/thehortsocietyofoc](http://www.geocities.com/thehortsocietyofoc)

**Leaf Art Critter Collage (children).** Children will get a minilesson about leaves, followed by a leaf-collecting expedition through the arboretum. Recommended ages: 6-10. 3 p.m. March 19, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$5/child. 714-278-3407.

[www.arboretum.fullerton.edu](http://www.arboretum.fullerton.edu)

**Sea and Sage Audubon Annual Dinner.** The special guest speaker will be David Allen Sibley, author of "The Sibley Guide to Birds." 6 p.m. March 21, Irvine Hilton, 18800 MacArthur Boulevard, Irvine. \$65. 949-261-7963. [www.seaandsageaudubon.org](http://www.seaandsageaudubon.org)

SAFETY COMMITTEE MEETING  
March 11, 2008  
MINUTES

I. Call to Order: 3:00 PM

Members Attending:

David Ferrari  
Wendy Goodson  
Alexander Hernandez  
Jesus Diaz

II. Old Business

1. The Safety Committee went over the different departments EPM checklist drafts and will incorporate it into the new updated manual.
2. Went over the safety online training class.

II. New Business

1. Upon looking at the Disaster Manual, the Safety Committee decided to change the name to Emergency Plan Manual (EPM).
2. Went over the EPM from Reference and made revisions to it.

Prepared by : Wendy Goodson



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Legislative Issues and a Review of the Status of the State Budget and State Library Budget**

**DATE:** March 18, 2008

### BACKGROUND

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

I attended the North Orange County Legislative Alliance meeting on March 13, 2008. The speaker was the Executive Director of the Orange County Business Council (OCBC), Lucy Dunn. She gave an introduction to Orange County that was the most impressive, fact-filled statement I have ever heard. I have requested a copy and will share it with the Library Board if she sends it to me. I am also in the process of acquiring multiple copies of the newly released 2008 Community Indicators Report from the OCBC. The Library Board should seriously consider sending a representative to some of the OCBC forums on economic issues in Orange County.

The California Association of Library Trustees and Commissioners met on Saturday, March 15, 2008 at the City of Orange Public Library. State Librarian Susan Hildreth reported that California's public libraries should be comforted by the fact that the Public Library Fund still exists and was not totally eliminated in the most recent budget, although that may still happen in the May revisions. This year Placentia Library District received 14.3 % of its authorized allocation and the Governor's budget is recommending a 10% decrease for next year. Literacy funds are also scheduled for a 10% cut which may be enlarged with the May revisions. Ms. Hildreth urged the Trustees and Commissioners to work with legislators to remind them about the importance of these programs and to ask them to keep them alive with no additional cuts.

Ms. Hildreth also reported that the California Library Association Legislative Committee is working on legislation for emergency waivers for the Public Library Fund maintenance of effort provisions for next year.

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

### RECOMMENDATION

Action to be determined by the Library Board of Trustees.





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

**FROM:** James A. Roberts, Public Services Manager, JK









**SUBJECT:** Word of Mouth Marketing topic for April 2008 – Placentia Library Children’s Services

**DATE:** March 18, 2008

The District’s Word of Mouth Marketing campaign for April is **Volunteer Opportunities**.

The topics for the next few months are:

- April –Volunteer sign-up
- May -- Summer Reading Program
- June – Placentia History Room
- July – Audio Books & e-books (digital branch)
- August – Literacy Tutor sign- up

-  The badges will be distributed on April 1st, 2008. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.
-  The badges are designed to be conversation starters. They need your participation to make them successful!
-  The library staff selected “**Volunteer Opportunities**” as the topic for April’s topic of month marketing button.
-  Every fiscal year, the Library depends on volunteers to support many of our successful programs and events.
-  In the Children’s Department, student volunteers accounted for 1,300 service hours in fiscal year 2006/07.
-  In the Literacy Department, there were more than 250 volunteers in fiscal year 2006/07.
-  In the Literacy Department, volunteers accounted for more than 15,000 hours of tutoring in fiscal year 2006/07, making the Placentia Library District Literacy Services one of the top literacy programs in the State of California.
-  In other Library Departments, volunteers accounted for over 4,000 hours in fiscal year 2006/07.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Final Adoption of Placentia Library District Policies 2300 – Job Description – Library Director; 2303 – Job Description – Manager of Administrative Services; 2315 – Job Description – Librarian II; 2317 – Job Description – Librarian; 2319 – Job Description – Library Assistant; 2320 – Job Description – Coordinator of Development and Volunteer Services; 2321 – Job Description – Clerk II; and 2323 – Job Description – Clerk I, 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 2300 through 2327, Personnel Job Descriptions. At its Regular Meeting on February 19, 2008 the Library Board adopted as a first reading Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers' Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity, and referred them to the staff for review and comments.

The policies were 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 2300 – Personnel Job Descriptions, as follows:

- 2300 – Job Description – Library Director
- 2303 – Job Description – Manager of Administrative Services
- 2315 – Job Description – Librarian II
- 2317 – Job Description – Librarian
- 2319 – Job Description – Library Assistant

2320 – Job Description – Coordinator of Development and Volunteer Services

2321 – Job Description – Clerk II

2323 – Job Description – Clerk I

# Placentia Library District

## POLICY HANDBOOK

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

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

**2300.1.1** He/she attends all meetings of the District's Board, ~~the Board of Directors of the Placentia Library Friends Foundation and other meetings as specified by the Library Board.~~

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

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

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

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

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### 2300.2 Typical Tasks



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

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

**2300.2.3** Serves as liaison between the Library District and the Placentia Library Friends Foundation, other libraries, organizations and individuals in the community in order to aid in the development, promotion and coordination of the library's program.

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

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

**2300.2.6** Conducts labor negotiations.

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

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

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

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

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

**2300.2.12** Serves as a United States Passport Application Acceptance Agent.

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

**2300.4** Desirable Qualifications:





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

**2300.4.2** The ability to efficiently prepare annual budgets and long-term revenue and  
expenditure plans

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

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

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

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

**2300.5** Other Requirements:

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

**2300.5.2** Must possess mobility to operate a motor vehicle.

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

**2300.5.4** Must possess stamina to move about the library.

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

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

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



## Placentia Library District

### POLICY HANDBOOK

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

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

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**2303.1.1** Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as specified by the Library Director.

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

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

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**2303.1.4** Maintains the District's checkbooks and general ledger.

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

**2303.1.6** Prepares the Administrative Services and entrepreneurial activities work schedules.

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



**2303.1.8** Seeks to carry into effect the policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will communicate the goals and objectives of the Board to the staff and the community and encourage citizen participation in the affairs of the District.

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

### 2303.2 Typical Tasks

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

**2303.2.2** Deposits District receipts, maintains checkbooks and manages investment activities for all District and Placentia Library Friends Foundation accounts.

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**2303.2.3** Processes payment of bills for the District and the Placentia Library Friends Foundation and coordinates District communication with the offices of the Orange County Treasurer and Auditor.

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

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

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

**2303.2.7** Maintains files and records related to the operations of the Administrative Office

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

**2303.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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**2303.2.9** Makes travel arrangements for District Staff and Trustees.

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**2303.2.10** Schedules the use of the Meeting and Conference Rooms.

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~~2303.2.11~~ Coordinates bid processes and purchasing (excluding books and library materials).

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~~2303.2.12~~ Coordinates maintenance and safety of the District's physical facility.

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~~2303.2.13~~ Works on special projects as assigned.

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~~2303.2.14~~ Negotiates and manages contracts and service agreements with District vendors.

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~~2303.2.15~~ Manages the recruitment process for all District positions.

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~~2303.2.16~~ Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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~~2303.2.17~~ Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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~~2303.2.18~~ Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

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~~2303.2.19~~ Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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~~2303.2.20~~ Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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~~2303.2.21~~ Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

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**2303.3** Required Qualifications. He/she will have a BA or BS in Business or a related field. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

~~Deleted: the equivalent to two years post high school education~~

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**2303.4** Knowledge and abilities:

**2303.4.1** Proficiency in Word, Excel and Quickbooks.





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

**2303.4.3** Knowledge of personal computer hardware and software operations.

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

**2303.4.5** Ability to apply the knowledge listed above.

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

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

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

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

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

**2303.4.11** Ability to analyze difficult problems and recommend solutions.

**2303.4.12** Ability to take independent action.

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

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

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

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

**2303.5** Physical Demands



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

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

**2303.5.1.2** Must possess mobility to operate a motor vehicle.

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

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

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

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

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

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

## **2303.6** Work Environment

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

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







## Placentia Library District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Librarian II  
**POLICY NUMBER:** 2315

**2315.1** A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises either the reference and adult services activities or the children's services activities including readers' advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

**2315.1.1** Does specialized reference work using print and electronic formats.

**2315.1.2** Is responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

**2315.1.3** Prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

**2315.1.4** Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2315.1.5** 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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**2315.1.6** Prepares monthly and annual reports as assigned by the Public Services Manager.

### **2315.2** Typical Tasks

**2315.2.1** Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk.

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**2315.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

**2315.2.3** Allocates the library materials budget assigned to that department.

**2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials

**2315.2.5** Advises the Technical Services Manager on catalog problems and recommends changes

**2315.2.6** Recommends policies for public services to the Manager of Public Services.

**2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.

**2315.2.8** Establishes and implements work procedures for department staff.

**2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

**2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the State Library of California.

**2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

**2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.

**2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.

**2315.2.14** Serves as a United States Passport Application Acceptance Agent.

**2315.3** Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license and be a United States Citizen.

**2315.4** Knowledge and abilities:



- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations
- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6** Knowledge of current events, literature and standard works in various fields.
- 2315.4.7** Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8** Ability to apply the knowledge listed above.
- 2315.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12** Ability to analyze difficult problems and recommend solutions.
- 2315.4.13** Ability to take independent action.
- 2315.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15** Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16** Ability to organize and manage work flow for self and others.
- 2315.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.



## **2315.5 Physical Demands**

**2315.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2315.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2315.5.1.2** Must possess mobility to operate a motor vehicle.

**2315.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2315.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2315.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2315.5.1.6** 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.

**2315.5.1.7** 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.

**2315.5.1.8** Attendance at off-hours meetings and occasional travel are required.

## **2315.6 Work Environment**

**2315.6.1** 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.

**2315.6.2** 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 – 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.





**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.



- 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.





# 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.



**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.

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**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.





**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 – 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.



**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.





- 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.





- 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.



**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.



**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.



## 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.





- 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.



**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.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**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

**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.



**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.
- 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.





- 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 place 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.



**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**

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**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 Jeffrey 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 Eyerman, 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.

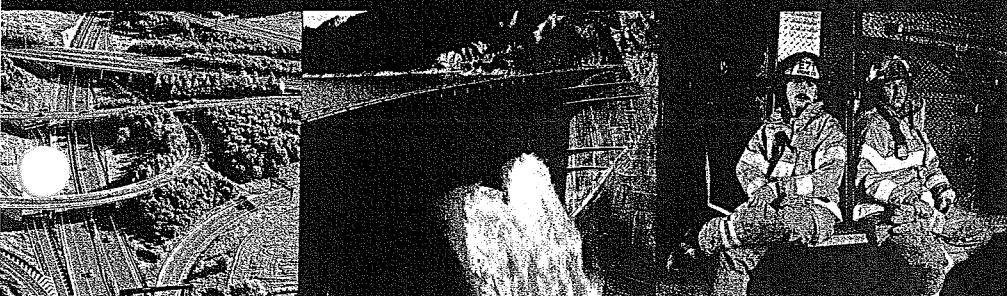


# Special Districts



# BB&K

**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW



# 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*

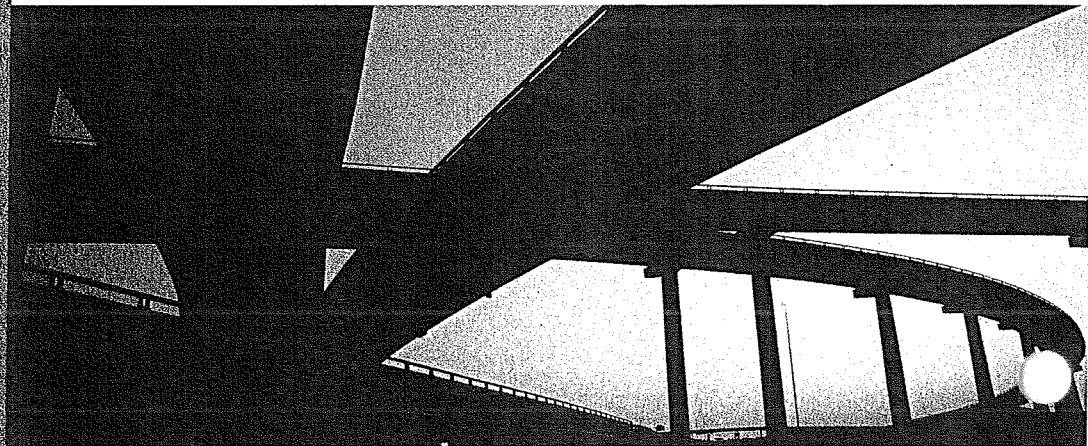
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*Infrastructure  
Development*

*Special Taxes,  
Fees & Charges*

*Public Finance*

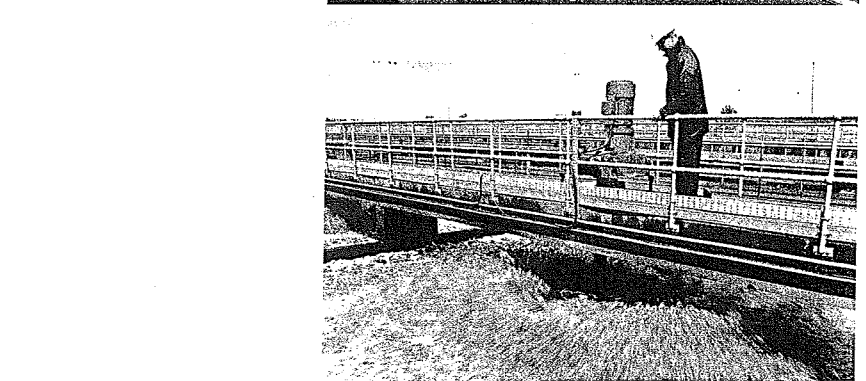
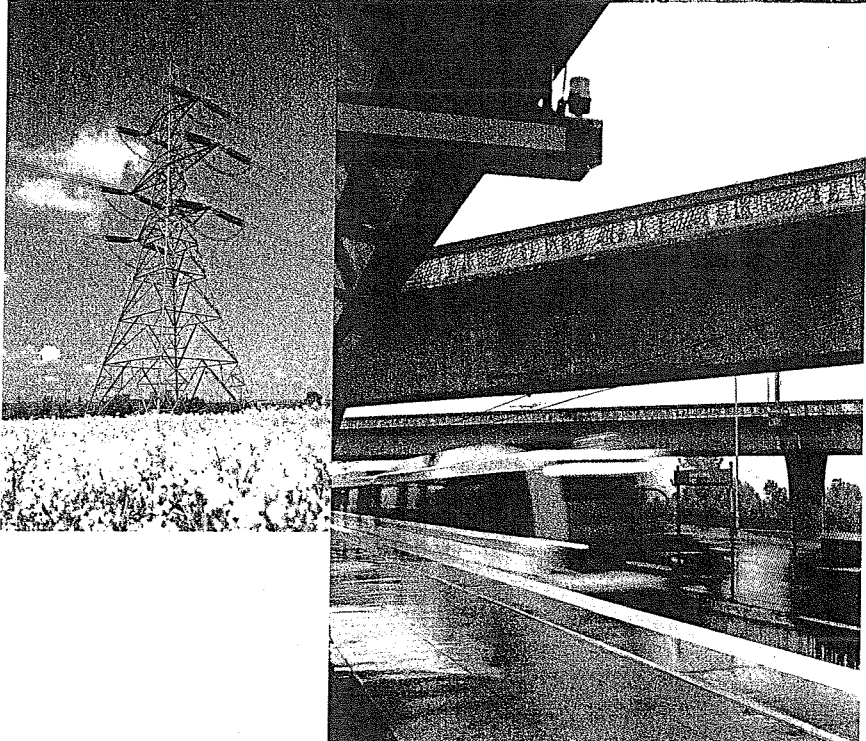
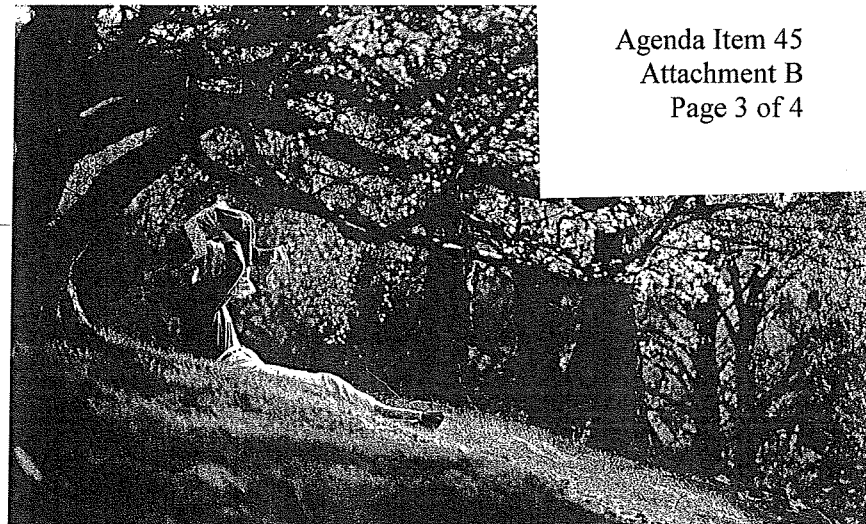
*Eminent Domain &  
Land Acquisition*



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](http://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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(925) 977-3300

**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

**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

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.

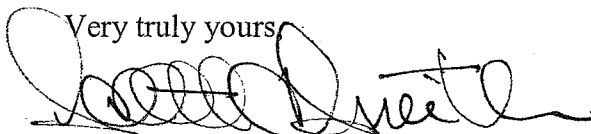
**Proposed Legal Team**

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



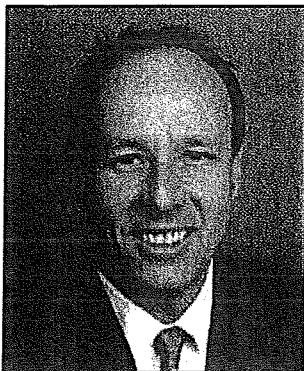
Scott C. Smith  
Partner  
of BEST BEST & KRIEGER LLP

SCS:jau  
Enclosures



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**Scott C. Smith**  
Partner



Direct: (949) 263-6561

[Scott.Smith@bbklaw.com](mailto:Scott.Smith@bbklaw.com)

**Irvine Office**

5 Park Plaza  
Suite 1500  
Irvine, CA 92614  
Phone: (949) 263-2600  
Fax: (949) 260-0972

**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.

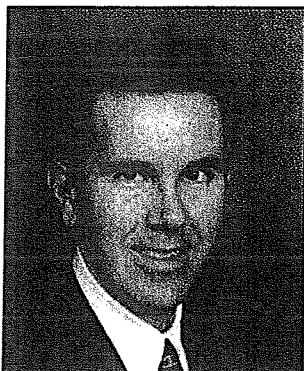
Mr. Smith served on the Solana Beach School District Board of Education from 1995-2004. He lives in San Clemente where he and his wife Wendy raise their three sons and a daughter.

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**BEST BEST & KRIEGER**  
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**Jeffry F. Ferre**  
Partner



Direct: (951) 826-8271

[Jeff.Ferre@bbklaw.com](mailto:Jeff.Ferre@bbklaw.com)

**Riverside Office**

3750 University Avenue  
Suite 400  
P.O. Box 1028  
Riverside, CA 92502  
Phone: (951) 686-1450  
Fax: (951) 686-3083

**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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Scott.Smith@bbklaw.com

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.

**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

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**  
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Placentia Library District  
March 13, 2008  
Page 3

CLIENT FILE

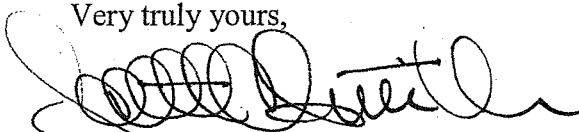
If you do not request the return of your file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**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.

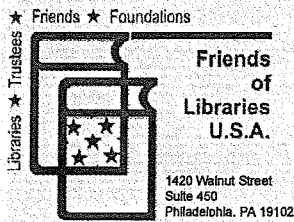
Participation in these workshops is required for the District to qualify for its discount in workers' compensation and liability insurance premiums. Normally the Administrative Services Manager and the Safety Committee Chair attend these meetings and the Library Director attends only the meeting in Southern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

A FRIENDS OF LIBRARIES U.S.A. PUBLICATION

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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.

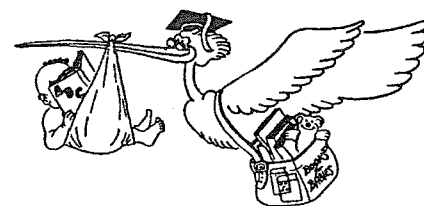
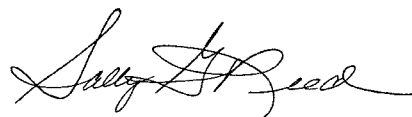
There may be literacy groups in your area who would welcome the opportunity to partner with you in this important endeavor. Give these organizations a call and let them know about this grant program, see if they would like to play a role in getting books into the homes of new babies. Local businesses,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

## BOOKS FOR BABIES

An excerpt focusing on Books for Babies grants specifically can be found online at [www.babieslovebooks.org](http://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.



### FOLUSA NEWSUPDATE

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

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## 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.

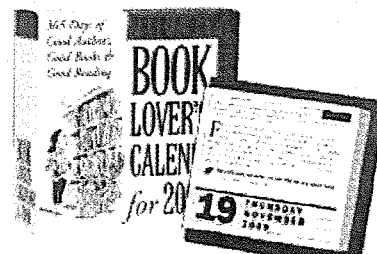
To learn more, please log-in to the Friends Zone (see back of this newsletter for your log-in) to view the FAQ and brochure. If you have additional questions, please refer to the contact information in the Friends Zone.

## 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](http://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](http://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](http://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](http://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 training."

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](http://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](http://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](mailto: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 turn 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](mailto:friends@folusa.org) or by mail to the address on page 2.

Get *your* name in <sup>a</sup> 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	\$400

Yes! Please put *my* name in <sup>a</sup> book!

Please print clearly:

Name \_\_\_\_\_ Apt. no. \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ state \_\_\_\_\_ Zip \_\_\_\_\_

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Enclosed is my gift of \$ \_\_\_\_\_  
to purchase (please circle) one adult, young adult, or children's  
book for \_\_\_\_\_  
integrated \_\_\_\_\_

Central library \_\_\_\_\_  
Branch (name) \_\_\_\_\_

This gift is made \_\_\_\_\_ in my name \_\_\_\_\_ Anonymously  
the anniversary of \_\_\_\_\_ For birth of \_\_\_\_\_  
in memory of \_\_\_\_\_ For birthday of \_\_\_\_\_  
in honor of \_\_\_\_\_

Please notify recipient (gift amount will not be disclosed)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
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Thank you! Your donation to the Friends of the Arlington Public Library  
helps get a new book for your community's library.  
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

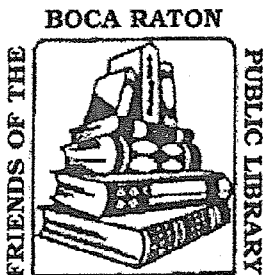
during construction thus maintaining continuous library services to the area. Based on

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 passionate, 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](http://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](http://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; Brittny 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!

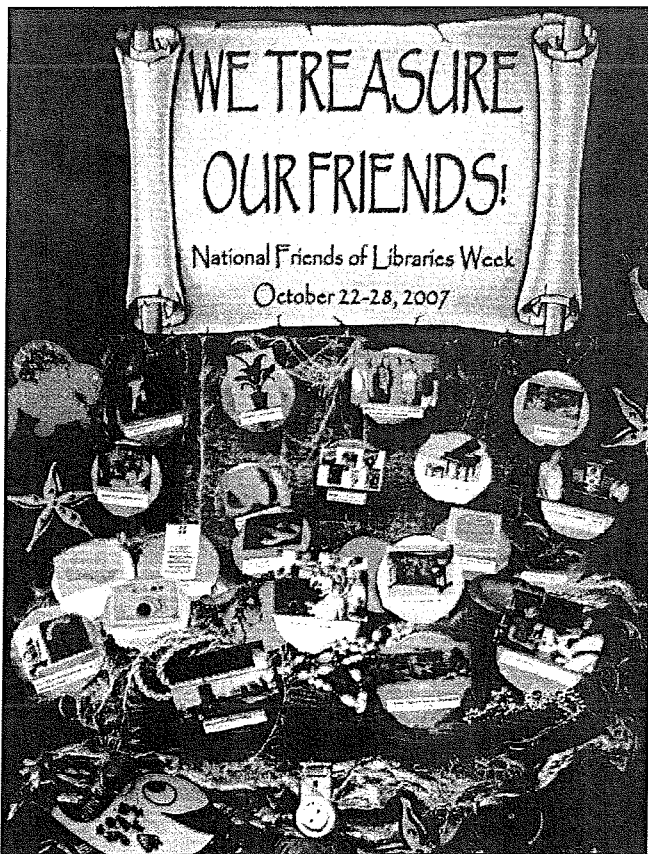
### Public Library Friends Group with Staff: Hunterdon County (NJ) Library

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

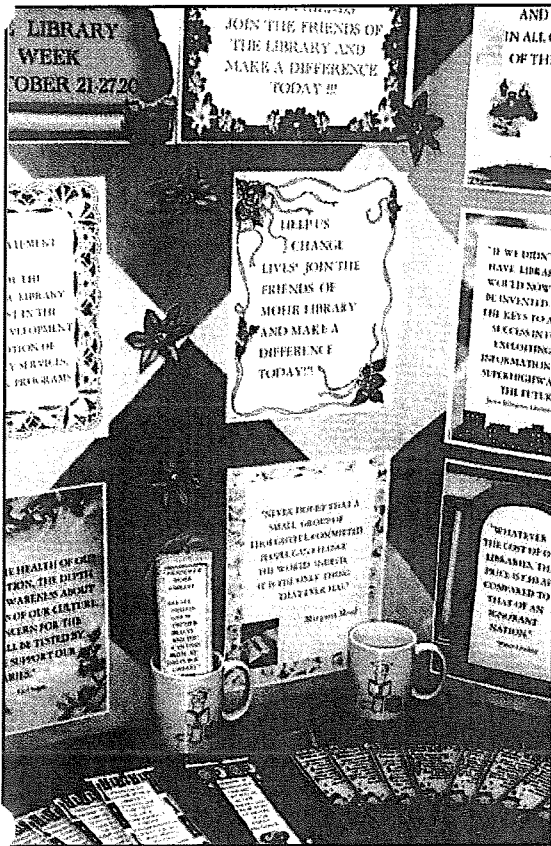
The Friends of the Fountain Valley (CA) Public Library worked with Adult Services of the Orange County Public Library to coordinate a workshop for the many different Friends groups who support the county's libraries. The workshop offered a chance for these groups to get to know each other and to share 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 book-marks 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, book-marks, 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.

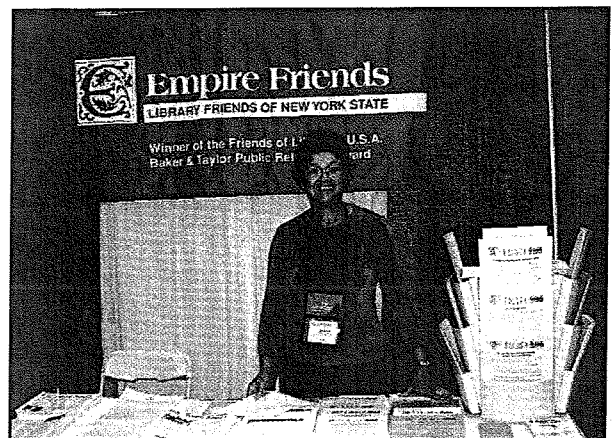
### State Friends

#### 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](http://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.

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](http://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](http://www.folusa.org/outreach/books-for-babies.html) or on the Babies Love Books website at [www.babieslovebooks.org](http://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](mailto:booksforbabies@folusa.org) or by calling the FOLUSA office (see page 2).

# NORDSTROM

## 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](http://www.folusa.org), at booth 1641, or at the door. Early purchase is recommended. Please visit [www.folusa.org](http://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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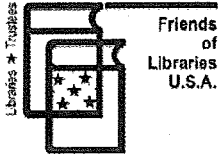
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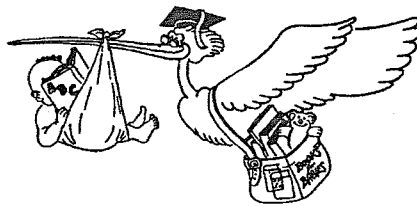
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## BOOKS FOR BABIES

### BOOKS FOR BABIES



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**The FOLUSA Books for Babies Kit contains:**

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- ❖ Bookmark with Reading Tips
- ❖ *The ABCs for Developing Your Child's Mind*
- ❖ *Raising a Reader, Raising a Writer* brochure
- ❖ *Babies Love Books: a Guide for Grown-ups*
- ❖ Books for Babies bib (optional)

**SHIPPING ADDRESS:** Provide a street address. UPS will not deliver to Post Office boxes.

Name \_\_\_\_\_

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City/State/Zip \_\_\_\_\_

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Circle ENGLISH or SPANISH

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**Books for Babies/FOLUSA**  
1420 Walnut Street, Suite 450  
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