

- 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** Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.
- 2315.5.1.7** 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 and 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.

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 translate the goals and objectives of the Board to the staff and the community.

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, or a master's degree in a related field. He/she will possess a valid California driver's license.

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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 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 and 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.

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 translate the goals and objectives of the Board to the staff and the community.

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.

2319.2 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 prepared 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 Vendacard dispenser.

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.

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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2319.5.1.7 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 and 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.

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.

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

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

2321.1.6 May supervise clerical staff, substitutes clerks or volunteers.

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.

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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2321.5.1.7 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 and 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.

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.

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

2323.1.4 May supervise substitutes clerks or volunteers.

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.

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 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2323.5.1.5 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 and 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.

2605.6.2 The noise level in the work environment is usually quiet.

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

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

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

2325.1.2 Prepares library materials for public use.

2325.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2325.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

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

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2325.6.7 Searches for library materials on the shelves as assigned by Library staff.

2325.2.8 Run errands for Library staff.

2325.2.9 Retrieve newspapers and magazines from storage areas.

2325.2.10 Assist public with unloading gift books and magazines from their cars.

2325.2.11 Re-stocking the vending machines.

2325.2.12 Set-up and bread-down tables and chairs in the Meeting Room.

2325.2.13 Works in Technical Services in support of professional staff.

2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

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

2325.4 Knowledge and abilities:

2325.4.1 Ability to file accurately according to library filing rules.

2325.4.2 Ability to meet the public with tact and courtesy.

2325.4.3 Ability to follow oral and written instructions.

2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2325.4.5 Ability to follow Library policies and procedures.

2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

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

2325.5.1.1 Must possess mobility to work in a standard office setting.

2325.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2325.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2325.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2325.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2325.5.1.6 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.

2325.6 Work Environment

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

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

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

2327.1 A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

2327.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2327.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2327.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

2327.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2327.2.4 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2327.2.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Run errands for Library staff.

2327.2.7 Retrieve newspapers and magazines from storage areas.

2327.2.8 Assist the public with unloading gift books and magazines from their cars.

2327.2.9 Set-up and bread-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications. He/she will be a high school student.

2327.4 Knowledge and abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

2327.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

2327.5 Physical Demands

2327.5.1 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.

2327.5.1.1 Must possess mobility to work in a standard office setting.

2327.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2327.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2327.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2327.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2327.5.1.6 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.

2327.6 Work Environment

2327.6.1 The work environment characteristics described here are representative of those and 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.

2627.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Grant Writing proposal for Placentia Library Literacy Services
DATE: July 26, 2004

BACKGROUND:

Public Services Manager Jim Roberts has requested a change in grant writing consultants for Placentia Library Literacy Services. The grant writer used last year did not achieve the goals in the number of grants prepared and funded.

Staff has interviewed and selected Machoskie & Associates for a six month trial contract. A copy of the Proposal is Attachment A.

At the end of the fourth month Mr. Roberts will provide an evaluation on the success of the Machoskie & Associates relationship and a recommendation on whether to continue the contract for the remainder of the fiscal year.

In so far as the grant guidelines permit, the cost of grant preparation will be included in each grant application.

RECOMMENDATION:

Approve contract with Machoskie & Associates for \$6,000 for six months of grant preparation services for Placentia Library Literacy Services.



Development Proposal and Agreement to Placentia Library

The following is a proposal by Machoskie and Associates Inc. to provide grant writing services to the Placentia Library.

GRANT WRITING

- Increase the number of corporate and private foundation solicitations to a minimum of two per month. (Typically, we are able to generate more than two letters of inquiry and/or proposals each month, depending on the length and scope of each document. Two per month is our minimum guarantee.)
- Completed drafts of letters of inquiry and foundation proposals with accompanying attachments will be presented to the Executive Director for review a minimum of two weeks prior to submission deadline.
- Draft templates for letters of inquiry.
- Develop and maintain a grant tracking system to monitor all outstanding requests, meet all foundation deadlines for submissions and funding reports.
- Tracking and submissions would be made to foundations that have funded your organization in the past in addition to submissions to potentially new funders.
- New sources of support would be researched continually utilizing contacts with family and foundation offices, online resources, Foundation Center and Chronicle of Philanthropy listings.

COMPENSATION: \$1,000 per month

TERMINATION

Client reserves the right, upon (30) days written notice to Machoskie & Associates Inc., and upon payment of any sums due to Machoskie & Associates for retainer fees or expenses, to terminate this Agreement. Machoskie & Associates shall have the right to terminate this Agreement at any time by giving thirty (30) days notice in writing addressed to Client at the address last known to Machoskie & Associates, Inc. Such termination shall not affect or invalidate any action theretofore taken by Machoskie & Associates, Inc. pursuant to any authority herein conferred upon it. Machoskie & Associates, Inc. will return refunds for pro-rata unused portions of retainer fees to the Client at the end of the calendar quarter following the month during which the termination notice is received. Client will not extend an offer of employment to any Machoskie & Associates, Inc. employee or consultant for up to one year upon termination of consulting relationship between Machoskie & Associates, Inc. and Client.

While we look forward to a mutually enjoyable relationship with Placentia Library, both parties agree that any dispute which may arise between us will be submitted to binding arbitration through the American Arbitration Association. You hereby

acknowledge that you are aware of the fact that by agreeing to arbitrate, you waive any right you may have to a trial by a judge or jury.

I accept this proposal and engage Machoskie & Associates, Inc. to perform the fund development services as outlined in this proposal for a monthly retainer fee of \$1,000 payable on the 1st of each month.

By signing below, I acknowledge I am an authorized representative of the corporation.

AGREED: CLIENT _____

BY: _____

TITLE _____

DATE: _____

TAX ID NO: _____

AGREED: MACHOSKIE & ASSOCIATES, INC. _____


BY: _____

TITLE Senior Consultant _____

DATE: _____

TAX ID NO: 02-069-8870 _____

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: July 26, 2004

SUBJECT: Poet Laureate Status.

BACKGROUND:

The Library Board of Trustees appointed Meredith Laskow as the Placentia Library District Poet Laureate in July 2003 to a one-year term. That term expired on June 30, 2004.

Ms Laskow's has had some success during her year as Poet Laureate. Her biggest success was a community poetry reading program that attracted about 20 participants. Another successful event was the Program Committee presenting poetry readings at the Placentia Senior Center and Villa De Palma.

The Library Board of Trustees has the following three options:

1. Re-appoint Ms Laskow as Poet Laureate for FY 2004-05;
2. Open the Poet Laureate position to residents of Placentia;
3. Eliminate the Poet Laureate position.

RECOMMENDATION:

The Library Board of Trustees to make a decision at the July 26, 2004 Board meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Placentia Library Foundation
DATE: July 26, 2004

BACKGROUND:

At the Library Board meeting on June 30, 2004 President Shkoler requested a discussion of the Placentia Library Foundation.

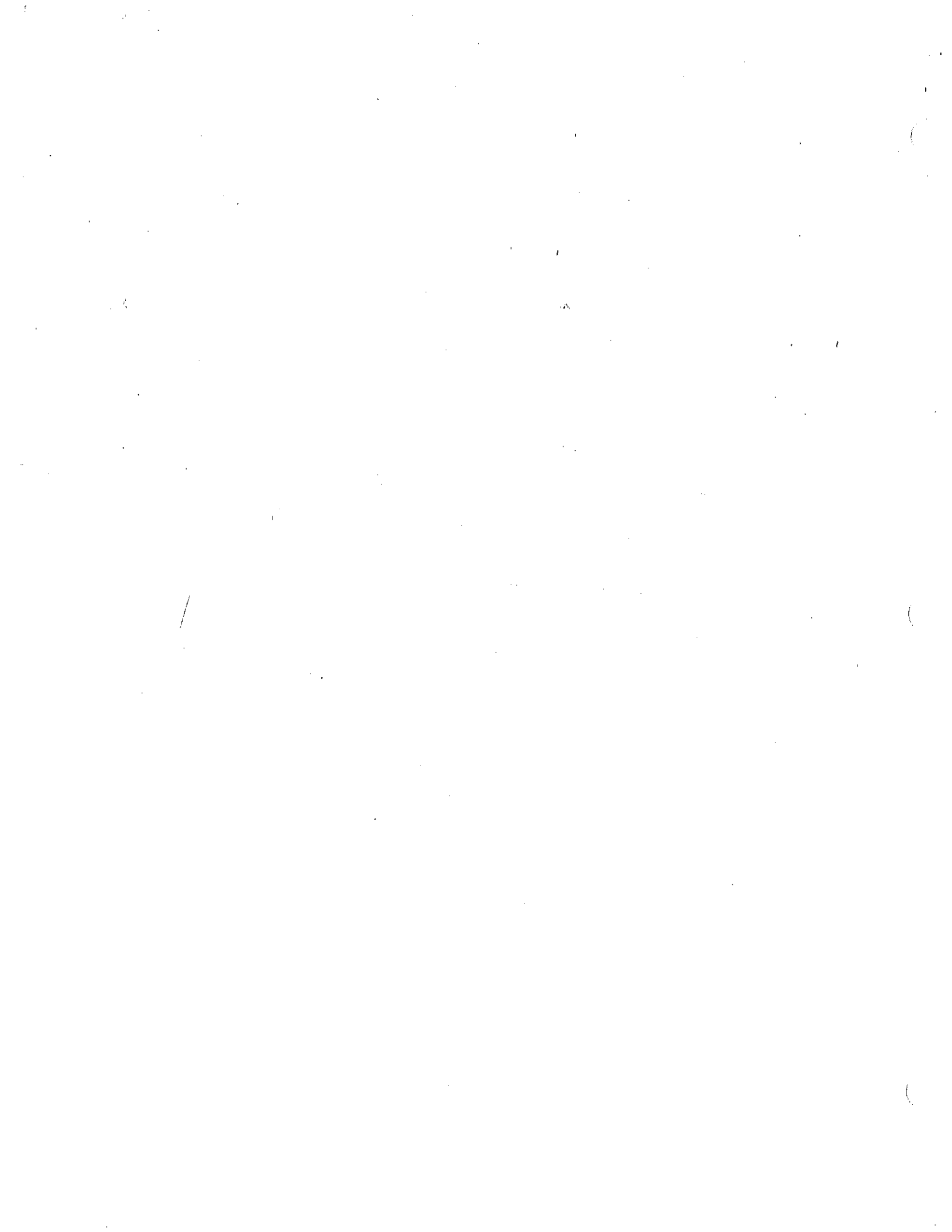
Trustee DeVecchio is the Library Board's representative to the Placentia Library Foundation Board of Directors. The second Library Board position on the Foundation Board is currently vacant.

The Balance Sheet for June 30, 2004 and the Balance Sheet Previous Year Comparison are Attachment A. The Foundation fiscal year is January to December.

A history of the Adopt a Book expenditures is Attachment B.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.



Placentia Library Foundation
Balance Sheet
 As of June 30, 2004

	Jun 30, 04
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	7,205.74
Endowment Savings-(Bank West)	2,500.97
General Fund-(Bank of the West)	8,393.48
Total Checking/Savings	18,100.19
Other Current Assets	
Back up withholding	1,749.74
Total Other Current Assets	1,749.74
Total Current Assets	19,849.93
Other Assets	
AIG Securities (GF)	
AIG Securities-Cash	4,482.83
Total AIG Securities (GF)	4,482.83
SII Investments (BEF)	
FMV Adjustment	-119.58
SII Investments (BEF) - Other	5,723.09
Total SII Investments (BEF)	5,603.51
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	13,522.25
Total T.Rowe Price (Shaw Endowment)	13,254.05
Vanguard Asset Allocation (BEF)	
FMV Adjustment	2,328.29
Vanguard Asset Allocation (BEF) - Other	43,195.78
Total Vanguard Asset Allocation (BEF)	45,524.07
Vanguard Wellington (BEF)	
FMV Adjustment	2,889.62
Vanguard Wellington (BEF) - Other	31,513.22
Total Vanguard Wellington (BEF)	34,402.84
Total Other Assets	103,267.30
TOTAL ASSETS	123,117.23
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	8,000.00
Total Board Designated	8,000.00

Placentia Library Foundation
Balance Sheet
As of June 30, 2004

07/21/04

	<u>Jun 30, 04</u>
Permanently Restricted Lapsit Program	<u>10,599.84</u>
Total Permanently Restricted	10,599.84
Retained Earnings	14,399.79
Temporarily Restricted History Room	520.13
Lapsit	<u>1,572.60</u>
Total Temporarily Restricted	2,092.73
Unrestricted Net Assets	78,287.27
Net Income	9,737.60
Total Equity	<u>123,117.23</u>
TOTAL LIABILITIES & EQUITY	<u>123,117.23</u>

Placentia Library Foundation
Balance Sheet Prev Year Comparison
As of June 30, 2004

4:51 PM
07/21/04
Cash Basis

	Jun 30, 04	Jun 30, 03	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Adopt-A-Book (Bank of the West)	7,205.74	18,832.27	-11,626.53	-61.7%
Endowment Savings-(Bank West)	2,500.97	7,262.46	-4,761.49	-65.6%
General Fund-(Bank of the West)	8,393.48	2,509.09	5,884.39	234.5%
Total Checking/Savings	18,100.19	28,603.82	-10,503.63	-36.7%
Other Current Assets				
Back up withholding	1,749.74	0.00	1,749.74	100.0%
Total Other Current Assets	1,749.74	0.00	1,749.74	100.0%
Total Current Assets	19,849.93	28,603.82	-8,753.89	-30.6%
Other Assets				
AIG Securities (GF)				
AIG Securities-Cash	4,482.83	-20.94	4,503.77	21,508.0%
FMV Adjustment	0.00	-284.54	284.54	100.0%
AIG Securities (GF) - Other	0.00	4,460.36	-4,460.36	-100.0%
Total AIG Securities (GF)	4,482.83	4,154.88	327.95	7.9%
SII Investments (BEF)				
FMV Adjustment	-119.58	359.16	-478.74	-133.3%
SII Investments (BEF) - Other	5,723.09	5,710.08	13.01	0.2%
Total SII Investments (BEF)	5,603.51	6,069.24	-465.73	-7.7%
T.Rowe Price (Shaw Endowment)				
FMV Adjustment	-268.20	-2,108.66	1,840.46	87.3%
T.Rowe Price (Shaw Endowment) - Other	13,522.25	13,728.73	-206.48	-1.5%
Total T.Rowe Price (Shaw Endowment)	13,254.05	11,620.07	1,633.98	14.1%
Vanguard Asset Allocation (BEF)				
FMV Adjustment	2,328.29	-2,895.22	5,223.51	180.4%
Vanguard Asset Allocation (BEF) - Other	43,195.78	38,171.23	5,024.55	13.2%
Total Vanguard Asset Allocation (BEF)	45,524.07	35,276.01	10,248.06	29.1%
Vanguard Wellington (BEF)				
FMV Adjustment	2,889.62	-146.63	3,036.25	2,070.7%
Vanguard Wellington (BEF) - Other	31,513.22	27,205.76	4,307.46	15.8%
Total Vanguard Wellington (BEF)	34,402.84	27,059.13	7,343.71	27.1%
Total Other Assets	103,267.30	84,179.33	19,087.97	22.7%
TOTAL ASSETS	123,117.23	112,783.15	10,334.08	9.2%

4:51 PM
07/21/04
Cash Basis

Placentia Library Foundation
Balance Sheet Prev Year Comparison
As of June 30, 2004

	Jun 30, 04	Jun 30, 03	\$ Change	% Change
LIABILITIES & EQUITY				
Equity				
Board Designated				
Designated - Direct Mail	8,000.00	8,000.00	0.00	0.0%
Total Board Designated	8,000.00	8,000.00	0.00	0.0%
Permanently Restricted				
Lapsit Program	10,599.84	10,599.84	0.00	0.0%
Total Permanently Restricted	10,599.84	10,599.84	0.00	0.0%
Retained Earnings				
Temporarily Restricted	14,399.79	-5,141.89	19,541.68	380.1%
History Room	520.13	520.13	0.00	0.0%
Lapsit	1,572.60	1,572.60	0.00	0.0%
Total Temporarily Restricted	2,092.73	2,092.73	0.00	0.0%
Unrestricted Net Assets	78,287.27	78,287.27	0.00	0.0%
Net Income	9,737.60	18,945.20	-9,207.60	-48.6%
Total Equity	123,117.23	112,783.15	10,334.08	9.2%
TOTAL LIABILITIES & EQUITY	123,117.23	112,783.15	10,334.08	9.2%

Placentia Library Foundation
Adopt a Book Expenditures

1994	-	
1995	2,514.43	
1996	12,735.00	
1997	23,672.00	
1998	25,000.00	estimate
1999	30,027.33	
2000	21,778.10	
2001	15,843.03	
2002	20,202.52	
2003	22,684.91	
2004	5,446.37	06/30/04

\$ 179,903.69



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Appoint Santiago Library System (SLS) System Advisory Board (SAB) Representative
DATE: July 26, 2004

BACKGROUND:

Each member public library of the Santiago Library System (SLS) is required to appoint a representative to the SLS System Advisory Board (SAB).

SAB members attend the budget hearing for SLS each April and other SLS Council Meetings as their interests dictate.

Camille Himes, Treasurer, Friends of Placentia Library, has just completed her first term as the Placentia Library District SAB Representative. She attended all of the SAB meetings during this period and several additional Council Meetings.

RECOMMENDATION:

Appoint Camille Himes as SLS SAB Representative for a term expiring June 30, 2006.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on development of the Association of Independent Special Library Districts
DATE: July 26, 2004

BACKGROUND:

At the Library Board meeting on June 30, 2004 President Shkoler reported that he had agreed to serve on a committee to form an association of the independent special library districts.

President Shkoler will give a report on the progress of this project.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel Authorizations for the Orange County Council of Governments General Assembly and the California Special Districts Association Annual Conference.

DATE: July 26, 2004

BACKGROUND

Orange County Council of Governments (OCCOG) Annual General Assembly

The Annual General Assembly of OCCOG will be held on Thursday, August 26, 2004 from 9:00 A.M. to 1:00 P.M. OCCOG is a Joint Powers Authority and Placentia Library District is a voting member. The Meeting information is Attachment A.

The Board needs to select a delegate to the OCCOG General Assembly.

There is no registration fee for this meeting.

California Special Districts Association (CSDA) Annual Conference

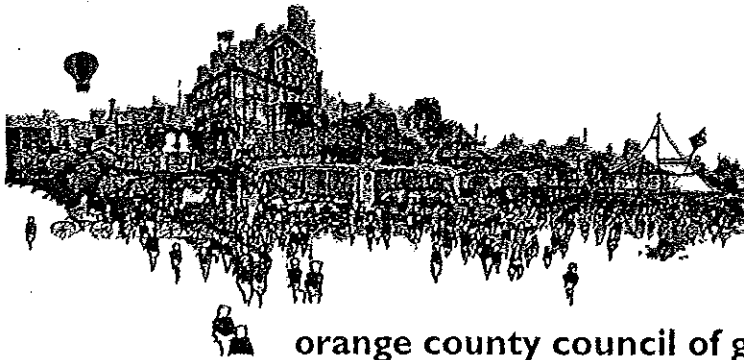
The CSDA Annual Conference will be held September 27-30, 2004 in Indian Wells, CA. A one-day Governance Seminar will be held on September 26.

The Conference Program was mailed directly to each Trustee from CSDA. The cost estimate is Attachment B.

In order to take advantage of "early bird" registration and room rates the Board needs to determine if any Trustees or Staff will attend the CSDA Conference and/or Seminar.

RECOMMENDATION

1. Select a delegate to the OCCOG General Assembly on August 26, 2004.
2. Determine if any Trustees or Staff will attend the CSDA Conference and/or Seminar, September 27-30, 2004 in Indian Wells and authorize the registration and travel expenses.



orange county council of governments

July 1, 2004

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

Dear Ms. Minter:

The Orange County Council of Governments is preparing for its annual General Assembly, to be held on Thursday, August 26, 2004, from 9:00 a.m. to 1:00 p.m. (with registration opening at 8:30 a.m.) at the Tustin Community Center at 300 Centennial Way in the City of Tustin, California. This year has been an exciting year for OCCOG, which, at 55 members, continues to be the largest single-county council of governments in California and one of only a few in the nation that includes special districts, universities and the private sector in its membership.

Pursuant to the OCCOG Bylaws, each OCCOG member city, county or agency must designate a representative to serve as a delegate to the General Assembly. OCCOG staff is in the process of updating our records to ensure that all member agencies have delegates. To assist OCCOG in this process, we ask that you note your delegate's name on the enclosed form and return the form via fax to OCCOG staff at 714/972-1816 by July 10, 2004.

Please also find enclosed with this letter, a save-the-date flyer for the General Assembly. An invitation will be mailed to you in the next two weeks. I hope that you will be able to join us for this special event.

If you have any questions, please do not hesitate to contact Matthew Henkes, Policy Analyst at 714/972-0077. Thank you for your support and participation.

Sincerely,

Lou Bone
Chair, OCCOG
Mayor Pro Tem, City of Tustin

Enclosures

- cities**
- Alliso Viejo
- Anaheim
- Brea
- Buena Park
- Costa Mesa
- Cypress
- Dana Point
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Forest
- Los Alamitos
- Mission Viejo
- Newport Beach
- Orange
- Placentia
- Rancho Santa Margarita
- San Clemente
- San Juan Capistrano
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- Westminster
- Yorba Linda

County of Orange

- agencies**
- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Irvine Ranch Water District
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Transportation Corridor Agencies

Placentia Library District
 Travel Estimate

Name: Library Trustee and/or Library Director

Event: CSDA Annual Conference & Workshop

Location: Indian Wells

Fund: 707 2700-02 Board Out of Town or 2700-00 Staff Out of Town

Date	Mon 09/27/04	Tue 09/28/04	Wed 09/29/04	Thu 09/30/04	TOTAL
Registration	160.00	325.00			485.00
Hotel	160.00	160.00	160.00		480.00
Breakfast		15.00	15.00	15.00	45.00
Lunch	*	*	*	15.00	15.00
Dinner	30.00	30.00	35.00	*	95.00
Air/Train					-
Local Trans.					-
Mileage @ \$.375	65.63			65.63	131.25
Parking/Tolls					-
Car Rental					-
Telephone					-
Misc.	10.00	10.00	10.00	10.00	40.00
TOTAL	425.63	540.00	220.00	105.63	1,291.25

Conference = \$865.63

Seminar = \$425.63

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: July 26, 2004

I participated in the following activities during the current report period:

- Jun 28 Met with Heather McCrae, Placentia News Times, to review the Library's proposed budget.
- Jun 29 Met with Elizabeth Toller to plan the Foundation Annual Giving photographs.
- Jun 30 Met with Dianna Stiewig, Interior Designer, Borders & Associates, to review Meeting Room window treatment options and signage options for the Reading Room.
- Jul 3 Passport Duty.
- Jul 12 Met with Katie Machoskie, Jim Roberts and Laranne Millonzi to discuss options for grant writing services for Literacy.

Met with Bruce Whitaker and Jim Roberts at Supervisor Norby's Office to discuss funding possibilities for Literacy programs, especially Spanish Literacy.
- Jul 13 Met with several vendors to discuss replacement of the telephone system and voice mail system.
- Jul 14 Met with Elizabeth Toller to review Foundation Annual Giving photographs.
- Jul 15 Foundation Board of Directors Meeting.

The following staff meetings were held:

- Jul 14 Employee Insurance Consultant Stormy Waldeck conducted a program on employee health benefits.

Collection Issues

Julie Shook and I agreed that the Library would discontinue purchasing videos and switch to DVD's.

Julie Shook and I met with a distributor of popular title e-books and agreed to add them to the Library's collection this year. I volunteered to conduct individual or small group orientations to the new service since I have been using e-books for a number of years.

Public Services Issues

Jim Roberts, Julie Shook and I decided to provide management coverage for the Library on weeknights by rotating "on call" between Mr. Roberts and me. Julie is not to be on the call list because she lives too far from the building to respond rapidly. The goal is to have a 5-10 minute response time. We have arranged for cell phones to expedite the notification process. This will also make it easier for staff to report sick days in time for substitutes to be notified when we are opening at 9:00 A.M.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager
 DATE: July 26, 2004

SUBJECT: Program Committee Report for the month of June. *JR*


DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	22
<u>TYD Total</u>	<u>12</u>	<u>919</u>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	3	117
3-4 year-old music times	4	137
5-6 year-old music times	4	87
Lapsits	4	187
Class visits	4	195
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Bilingual Story Time	4	
 TOTAL FOR May	 <u>24</u>	 <u>793</u>
 YTD TOTAL	 <u>127</u>	 <u>3,659</u>

LITERACY SERVICES *June 2003-04 FY 2003-04 YTD*

Total Tutors	184	313
Total Students	225	373
Total Hours	1,201	20,579

For more detailed literacy statistics, see Agenda Item 43, pages 2 of 3, and 3 of 3.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian 


Date: Board Meeting July 26, 2004

Subject: June Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	152
Story Time (a.m.) 3 - 6 year olds	4	159
Bilingual Story Time	5	55
Music Time 3 - 4 year olds	4	154
Music Time 5 - 6 year olds	4	43
Class Visits	3	130
School Visits	0	0
Fire Dept. Program	1	70
Stories from India	1	29
Summer Read. Prog. Event	2	208
Total	28	1000



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: July 26, 2004

SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of June.

Tutor Training. The Literacy Coordinator conducted one regular workshop in June and eighteen (18) tutors were trained, twelve teens and six adults.. All new tutors are presently matched or are being matched. The next tutor training is scheduled for July 18, 2004.

Families for Literacy (FFL) Program Status. There will be no FFL programming during this summer, July and August 2004.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP ended in May this year and it was once again a highly successful program. This past school year, FY 2003-04, more than eighty high school students from El Dorado and Valencia High Schools tutored more than 100 grade school students. We also had El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP volunteers helping again at Van Buren Elementary. We plan to start PRREP up again this coming September.

Reach Out and Read On Hold. PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, is on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has had to stop. We want to thank both of these volunteers for there many volunteer hours. We will try to recruit volunteers next school year to continue this partnership.

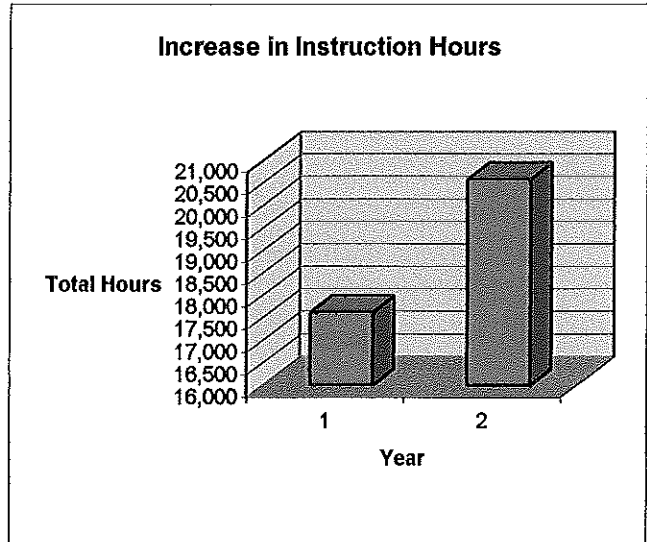
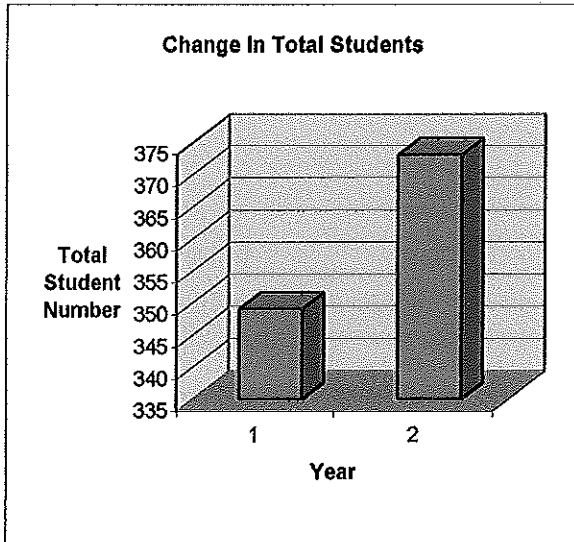
English Language and Literacy Intensive (ELLI) Program Update. ELLI was active this past school year at three elementary schools: Rio Vista, Ruby Drive, and Tynes. We had Federal Work Study staff at all three sites and at Rio Vista alone they helped in 34 classrooms. ELLI will not be active this summer, but will start again in the fall.

Literacy statistics. See Agenda Item 43, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	June 03-04	Jun-04	YTD 2003	YTD 2004
Tutors				
Adult	118	108	165	202
Teen	55	76	119	111
Hours Instruction	1,899	1,201	17,614	20,579
Other Volunteer Hours	48	60	746	778
Total Hours	1,947	1,261	18,368	21,357
Training Workshops				
Workshops Held	2	1	36	22
Tutors Trained	7	18	173	196
Students				
With Adult Tutors	130	133	203	229
With Teen Tutors	83	92	131	144
In Groups	0	0	0	0
Total Active Students	202	225	349	373
Families for Literacy				
Family Students	117	35	117	74
Family Tutors	41	12	47	31
Hours of Instruction	120	200	1,004	2,534
ELLI Program				
K-6th Grade Students	0	0	423	313
Tutors for K-6th Grade	0	0	20	22
Hours of Instruction	0	0	1,532	2,724
Total Tutors	173	184	284	313
Total Students	213	225	349	373
Total Instruction Hours	1,899	1,201	17,619	20,579



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager

Date: July 26, 2004


SUBJECT: Placentia Library Web Site Development Report for the month of June.

In April, the Placentia Library District had 30,241 "hits" on the Web Site, an average of 479 a day. The following are our year to date statistics:

Pages Visited	Jan 04	Feb 04	Mar 04	Apr 04	May 04	Jun 04
Borrowers	167	156	162	154	211	194
Friends	99	137	133	73	108	157
District	116	130	148	100	120	165
Kids	154	208	303	510	342	283
Foundation	98	114	116	58	239	127
History Room	86	181	221	159	207	160
Literacy/CLC Logo	138	156	155	107	189	167
Passports	630	705	876	651	541	580
Total Views Most Hits	1,488	1,787	2,114	1,812	1,957	1,833

Total Most Hits YTD 18,881




TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager 
DATE: July 26, 2004
SUBJECT: **Technology Report for June 2004**

The planned date of the upgrade of our automation system to Horizon 7.3.1a is still scheduled for September 2, 2004.

We are soon going to have ebooks available through our online catalog, through Baker & Taylor. Patrons will be able to read the books online, check the out, and download them onto their desktop and/or handheld reader.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: July 26, 2004

SUBJECT: Publicity materials produced for June 2004

Information on the Placentia Library cable channel #24, updated June 2004:

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. July 4th Closure
6. Library Departments
7. Friends of Placentia Library Used Bookstore
8. Bookstore Volunteers Needed
9. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
10. Summer Reading Program Registration
11. Summer Reading Program Events
12. Library Hours
13. July 4th Closure
14. OC Fire Authority Program
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Library Tours
18. Library Tours Schedule
19. Identity Theft Program
20. Library Hours
21. July 4th Closure
22. Telephone Renewal Instructions
23. Wi Fi Here Now
24. Apply for your passport at Placentia Library
25. Passport Hours
26. Placentia Historical Afghan Sale
27. CERT Informational Program
28. Library Hours
29. July 4th Closure
30. Placentia's Newest Local History For Children & Adults
31. Lapsit Storyhours
32. Story Times, ages 3-6
33. Bilingual Story Times
34. Music Times, ages 3-4
35. Music Times, ages 5-6
36. Story Time at Home, *Tumblebook Library*
37. Library Hours
38. July 4th Closure
39. Summer Reading Program Registration
40. Summer Reading Program Events
41. www.placentialibrary.org, 24/7 Reference, the Library Catalog
42. www.placentialibrary.org, Online Resources

43. Placentia History Room Hours
44. Placentia History Room Displays
45. Placentia History Room Collections
46. Placentia History Room Archival Resources
47. July 4th Closure

General Newspaper articles published:

1. Bluegrass, Barbecue Benefit HIS House
2. Placentia Keeps Railroad Project
3. Budget Review Set in Three Months
4. Human Services on Hold till Building Opens
5. Boss to Plead with Council for Layoff Reversal
6. Wilderness Vols Needed
7. Megan's Law


Library Newspaper articles published:

1. Stories From India Presented at Library(2)
2. Library's History Room Open 2 Days (3)
3. Placentia Library Seeking Volunteers (4)
4. Antiquing With the Placentia Library
5. Wrangling Books for Summer Reading (3)
6. Check Out Safety Talks at the Library
7. Bargain Prices Set for Used Book Sale
8. Used-Book Sale
9. Summer Reading
10. Latin American Story Time

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer
4. Free Library Tours Flyer
5. Free Library Tours Sign-Up Sheet
6. Upcoming Events Bulletin Board
7. 4th of July Holiday Closure
8. "Keep Your Cool and Save Your Life" Flyers
9. Zeigler's Antique Program Flyer
10. Boeing Sign in Lobby
11. Placentia Fall Quarterly

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92670-6198
714-518-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

Al Shkoler, President
Margaret "Peggy" Dinsmore
Betty Escobosa
Gaeten Wood
Richard DeVecchio, Ed.D.


Placentia Library
Board of Trustees

Upcoming Meeting Schedule:

Monday, June 30 at 6:30 P.M.
Monday, July 19 at 6:30 P.M.
Monday, Aug 23 at 6:30 P.M.
Monday, Sep 20 at 6:30 P.M.


Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED




The Library Will Be **CLOSED**

for the



4th of July

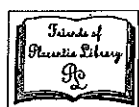


Holiday

Placentia Library
528-1906


Renewals Ext.# 6
Adult Services Ext.# 209
Children Services Ext.# 212
Literacy Ext.# 213
Passport Information Ext.# 265
Volunteer Information Ext. #201
www.placentialibrary.org

USED BOOKSTORE



☐ Staffed entirely by Volunteers
☐ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Needed!

Sundays 3:00 - 5:00 P.M.
Mondays 6:00 - 8:00 P.M.
Tuesdays 4:00 - 6:00 P.M.
Substitutes needed for additional hours

Please call Laranne at 528-1925, Ext. 201 for information


SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: Jun 13, Jul 11, Aug 8, Sep 12

Where: BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

What: **Everything** in stock

Why: To provide money to support Library needs while providing quality reading materials at low cost



Summer Reading Program

STAMPEDE TO READ

and

RIDE A WILD TALE

June 21st - August 18th

Summer Reading Program

Special Summer Events

• June 21	Mon. at 6:30 P.M.	Svet Pza - Stories and music of Latin America
• June 30	Wed. at 2:00 P.M.	Janessa Pina - Cinderella Story!
• July 7	Wed. at 1:00 P.M.	Ruby's Science - Science All Around Us!
• July 14	Wed. at 1:00 P.M.	Richard Dwyer - Treasure Hunting!
• July 19	Mon. at 6:30 P.M.	David Canina - Juggler!
• July 26	Mon. at 6:30 P.M.	Gary Francisco - Munki!
• August 5	Mon. at 6:30 P.M.	Jim Gilbert - Cartoons!
• August 12	Wed. at 1:00 P.M.	Toy Doodle - Muzik!

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

The Library Will Be CLOSED

for the

4th of July

Holiday

Orange County Fire Authority

Tuesday, July 13th from 7:00-8:30 P.M.

KEEP YOUR COOL AND SAVE YOUR LIFE!

The Orange Fire Authority will be presenting a home fire safety program in the Placentia Library Meeting Room on Tuesday, July 13 from 7:00-8:30 P.M. There will be snacks and beverages available.

Placentia Library Literacy Services

Call Literacy Coordinator Jim Roberts if you or someone you know needs help in reading or speaking English.

☎ 524-8408 Ext. 213

Placentia Library Literacy Services


- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are: June 6th & July 11th & August 1

For more information and to sign up call 524-8408, Ext 213

NEW!!!


PLACENTIA LIBRARY TOURS

It's EVERYTHING you ever wanted to know about the Library but were afraid to ask!



PLACENTIA LIBRARY TOURS

- ★ 2nd Sunday of every month
Jun 13, Jul 11, Aug 8, Sep 12
- ★ 2:00-2:30 PM
- ★ Sign up at the Reference Desk



Identity Theft
KEEPING PRIVATE INFORMATION PRIVATE!

Nilda Berndt from the Placentia Police Department will share information on identity theft. She will be offering tips on what individuals can do to protect access to personal information.

Monday, August 7th from 7:00 to 8:30 P.M.
in the Placentia Library Meeting Room.
Relax with a snack while listening to an expert.



Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

The Library Will Be CLOSED

for the
4th of July

Holiday





Renew your books by phone
Using Telecirc

"Please enter your library card number, followed by the # sign"

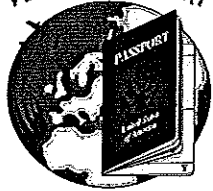
714-765-1775
24 hours a day / 7 days a week

- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines




WE CAN HELP NOW!
Bring Your Backpack!

PLACENTIA LIBRARY



Passport Application
Acceptance Agency

Passport Services Available at the Library

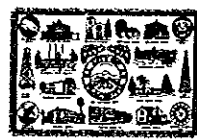


Passport hours at the Library are:

Sunday	1:00 - 4:30 P.M.
Monday	12:00 - 8:30 P.M.
Tuesday	12:00 - 8:30 P.M.
Wednesday	12:00 - 8:30 P.M.
Thursday	10:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	10:00 A.M. - 2:00 P.M.

Placentia Library is an official U.S. Department of State
Passport Acceptance Agency.
For Passport Information:
call 949-436-6100 Ext. 265 or visit the Library Website www.placentialibrary.org

Placentia Historical Afghans



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$55.00 plus tax

Proceeds support the Placentia History Room

Community Emergency Response Training (CERT)

Tuesday, August 17th from 7:00-8:30 P.M.

In the Placentia Library Meeting Room, Nilda Berndt of the Placentia Police Department will share information on the CERT program run by the city of Placentia. CERT training helps local citizens know the best ways to help themselves and their neighbors in case of emergency.
There will be snacks available. Don't miss it!

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

The Library Will Be CLOSED

for the

4th of July

Holiday

Placentia's Newest Local History
For Children & Adults

Available At The
Library Circulation Desk
\$12.93 (including tax)

*Great Gift Idea
For Young & Old*

Lapsit Story Times
Presented by Lin Baesler

Ages newborns to 2 years

Thursday Mornings
10:00 - 10:20 A.M.

In the
Childrens Area

Sponsored by the
Gordon & Dixie Shaw Endowment
No pre-registration required - no charge

Story Times
For Children
Ages 3 - 6

Thursday Mornings
10:30 - 11:00 A.M.

*Presented by Lin Baesler
No pre-registration required - no charge*

NEW Spanish
Bilingual
Story Times
Ages 6 & + **NEW**

Wednesday Evenings
6:15 - 6:45 P.M.

*Presented by Lin Baesler
No pre-registration required - no charge*

Music Times
For Children
Ages 3 - 4

Tuesday Evenings
6:00 - 6:30 P.M.

*Featuring Lin Baesler
No pre-registration required - no charge*

Music Times
For Children
Ages 5 - 6

Tuesday Evenings
6:30 - 7:00 P.M.

*Featuring Lynn Baesler
No pre-registration required - no charge*

Story Time at Home

Use the *Tumblebook Library*
at
www.placentiallibrary.org


Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books



Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED



The Library Will Be CLOSED

for the


4th of July

Holiday

Summer Reading Program

STAMPEDE TO READ

and



June 21st - August 18th

Summer Reading Program

Special Summer Events

• June 21	Mon. at 6:30 P.M.	Swal Par - Stories and music of Latin America!
• June 30	Wed. at 12:00 P.M.	Juanes Flaut - Cinderella Story!
• July 7	Wed. at 1:00 P.M.	Rody's Science - Science All Around Us!
• July 14	Wed. at 1:00 P.M.	Richard Dwyer - Treasure Hunting!
• July 19	Mon. at 6:30 P.M.	David Cozsa - Juggling!
• July 26	Mon. at 6:30 P.M.	Gary Fracese - Music!
• August 9	Mon. at 6:30 P.M.	Jim Gilbert - Cartoosing!
• August 18	Wed. at 1:00 P.M.	Tony Datsch - Magic!

www.placentialibrary.org

24/7 Reference

There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

The Library Catalog

You can look up what books are available at the Placentia Library, as well as Yerba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*

Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

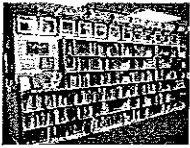
www.placentialibrary.org

Online Resources

(To access, you must have your library card number available)

- LearnATest
- Newspapers
- Facts On File
- NovelList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

Placentia History Room



Staffed and Managed by Volunteers




Hours


Monday & Wednesday
6:00 - 9:00 P.M.

Other hours by special arrangement

Placentia History Room








Displays currently featuring

-  Local school annuals
-  Traveling historical photographs of local schools
-  Books by local authors



Placentia History Room


Historical Collections Include

 Bancroft's historical series	 Local citrus label collection
 Local oral histories	 Spanish made cannonball - possibly from the 1769 Portola Expedition
 California historical fiction	 Adobe brick from Ontiveras Adobe built in 1832
 Complete collection of Wempe's Round table Scrapbooks	


Placentia History Room

Archival Resources Include


<input type="checkbox"/> West Atwood Yacht Club membership	<input type="checkbox"/> Virginia Carpenter photograph collection
<input type="checkbox"/> Assorted Samuel L. Cochran maps and papers	<input type="checkbox"/> Placentia Courier negative collection
<input type="checkbox"/> Articles on international student visits to Placentia, Italy	<input type="checkbox"/> Historic photograph collection
<input type="checkbox"/> West Placentia Little League	<input type="checkbox"/> Newspaper clippings, brochures, newsletters, maps of local historic interest
<input type="checkbox"/> International Kiwanis papers and scrapbook (1965-1970)	



The Library Will Be CLOSED



for the



4th of July

Holiday

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN - 3 2004

Stories from India presented at library

Mothers who emigrated from India will present a special Story Time at 6 p.m. Monday at the Placentia Library.

They will tell stories, recite rhymes and sing songs that children in India enjoy. The event is free and designed for children up to 5 years old.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906, Ext. 212.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN - 3 2004

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN - 3 2004

Antiquing with the Placentia Library

The Placentia Library will host a discussion about antiques by residents George and Mary Ziegler at 7 p.m. Monday.

George Ziegler will talk about his travels and collecting antique items. And Mary Ziegler will discuss the importance of antiques and family histories.

The session will be in the library Community Room, 411 E. Chapman Ave.

Information: (714) 528-1906, Ext. 209.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN - 3 2004

Wrangling books for summer reading

The Placentia Library will sponsor its annual free summer reading programs for preschoolers through teenagers, all following a Western theme.

Fifth-graders and younger may participate in the Ride a Wild Tale group, and the Stampede to Read group is open to sixth-graders and above.

Registration begins June 21.

Children must read independently for 2.5 hours a week to win prizes.

Pre-readers need to have at least five books read to them each week to qualify for awards.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

Bluegrass, barbecue benefit HIS House

The Placentia Founders Society will hold a barbecue and bluegrass concert from 4 to 7 p.m. Sunday to raise money for the historic Bradford House.

The four-member Bluegrass Redliners will perform and Tulsa Rib Co. will cater the event. The 102-year-old Victorian house will be open for tours from 2 to 4 p.m.

Reservations for the picnic are due by June 3 and may be made by sending a \$25 check to the Placentia Founders Society, 136 Palm Circle, Placentia, CA 92870.

Information: (714) 993-2470.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN - 3 2004

MONDAY 332

Stories from India from 6 to 6:30 p.m. with children's rhymes, songs and stories at the Placentia Library, 411 E. Chapman Ave. For ages 5 and older. Call (714) 528-1906, Ext. 212.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN 1 0 2004

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and

paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

The sale was changed from its usual second Sunday of each month because of Mother's Day.

Information: (714) 528-1925, Ext. 201.

Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

The library is also inviting residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave.

Information: (714) 996-8390.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN 1 0 2004

Wrangling books for summer reading

The Placentia Library will sponsor its annual free summer reading programs for preschoolers through teenagers, all following a Western theme.

Fifth-graders and younger may participate in the Ride a Wild Tale group, and the Stampede to Read group is open to sixth-graders and above. Registration begins June 21.

Children must read independently for 2½ hours a week to win prizes. Pre-readers need to have at least five books read to them each week to qualify.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

Agenda Item 46

Page 9 of 13

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN - 3 2004

Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

The library is also inviting

residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave.

Information: (714) 996-8390.

pacific clippings

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santa ana, calif. 92711

Placentia News

Weekly JUN 1 0 2004

SUNDAY 332

Used-book sale from 1 to 4 p.m. at the Placentia Library's back loading dock, 411 E. Chapman Ave. Call (714) 528-1925, Ext. 201.

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News

Weekly JUN 1 0 2004

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily JUN 17 2004

Placentia keeps railroad project

It also OKs
learning center
funds, but fires
city employee.

BY HEATHER McREA
THE ORANGE COUNTY REGISTER

332
PLACENTIA • The City Council opted to continue funding its costly railroad program and keep some threatened recreation programs in the 2004-05 budget adopted Tuesday, but to do so they fired one employee.

The \$28.9 million budget passed 3-2. Council members Scott Brady and Connie Underhill were opposed because of the level of funding for On-Trac, the agency spearheading the city's plan to separate train tracks and streets and secure a ban on train whistles.

Economic Development Manager Leigh De Santis will be given two-weeks notice, the council decided. Salary and benefits from that position and the vacant senior administrative analyst were combined to save \$175,000. Another \$55,000 was freed up by canceling a computer upgrade.

The council then committed \$100,000 to pay for the lobbying and day-to-day operations of its railroad programs through early August.

"We have too much invested in our grade separation and Quiet Zone projects to walk away from the issue at this point in the game," Councilman Chris Lowe said.

pacific clippings
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santa ana, calif. 92711

Placentia News
Weekly JUN 17 2004

Check out safety talks at the library

The Placentia Library will present three safety programs for adults this summer.

Polly Bowen, education specialist with the Orange County Fire Authority, will offer fire safety tips for the home from 7 to 8:30 p.m. July 13.

On Aug. 2, Nilda Berndt of the Placentia Police Department, will discuss ways to avoid identity theft. And on Aug. 17, Berndt will present information about the Community Emergency Response Team, or CERT, program.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

Since 1997, the city has spent more than \$17 million of its money and \$18 million in grants for OnTrac. Since March, when the city ran out of grant money, it spent \$250,000 a month from its own coffers to finish an underpass at Melrose Street. Officials are banking on receiving approval in August to redirect a \$3.3 million grant to the Melrose Street project.

But if the money doesn't come through, the council said putting construction on hold isn't an option. If necessary, the city would dip into bond money earmarked for quieting the train whistles.

The council will use another \$50,000 saved to keep open the city's Teen Center, Cathy Torrez Learning Center and free recreational swimming at Valencia High School.

The remaining \$80,000 will fund a deputy city administrator position. Council members said it was up to the city administrator whether De Santis is offered the new position.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly JUN 17 2004

Wrangling books for summer reading

The Placentia Library will sponsor its annual free summer reading programs for pre-schoolers through teenagers, all following a Western theme.

Fifth-graders and younger may participate in the Ride a Wild Tale group, and the Stampede to Read group is open to sixth-graders and above. Registration begins June 21.

To qualify for awards, children must read independently for 2.5 hours a week to win prizes. Pre-readers need to have at least five books read to them each week to qualify.

The library is at 411 E. Chapman Ave. Information: (714) 528-1906.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly JUN 17 2004

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly JUN 17 2004

MONDAY

Latin American story time at 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Children's stories and music from Latin America will be presented by Suni Paz. Call (714) 528-1906, Ext. 212.

Agenda Item 46
Page 10 of 13

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily JUN 26 2004

PLACENTIA

Summer reading: Children can sign up at the Placentia Library, 411 E. Chapman Ave., to win prizes by reading at least 2.5 hours a week for eight weeks this summer. The library will host a Cinderella Stories reading at 2 p.m. Wednesday. (714) 528-1906.

- Heather McRea
(714) 704-3796
hmcrea@ocregister.com

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

Placentia News
Weekly JUN 24 2004

Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Monday and Wednesday.

The library is also inviting residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave.

Information: (714) 996-8390.

Boss to plead with council for payoff reversal

By Heather McRea / Placentia News-Times

Development Services Director Ray Pascua plans to make a pitch to the City Council on July 6 to reinstate the economic development manager position that was cut to help fund OnTrac, recreation programs and a deputy city administrator.

"The elimination of this position dealt a pretty big blow," Pascua said Tuesday. "The level of service isn't going to be where it should."

Last week, the council eliminated the position, held by Leigh De Santis, and combined that salary with the vacant senior administrative analyst post to free up \$175,000 in the 2004-05 budget.

"With that position gone now, whatever she was working on someone in our department has to pick up the slack," Pascua said.

Pascua said his department is already threadbare after losing three planners in 2002. Everyone picks up duties that aren't their own, he said.

Another \$55,000 was saved by canceling a computer upgrade, allowing the council to earmark \$100,000 to fund OnTrac's day-to-day operations and lobbying through early August, avoid some proposed Community Services cuts - such as closing the Cathy Torrez Learning Center and Teen Center - and create a deputy city administrator position. Councilman Chris Lowe, who proposed the spending plan, said he envisioned a deputy city administrator spending half-time on economic development.

Though he opposed the budget, along with Councilwoman Connie Underhill, Councilman Scott Brady said last week his complaint was the amount being paid OnTrac. He supported eliminating the economic development position, calling it a "nice to have, not a have to have."

De Santis does more than economic development, Pascua said. "The job title is misleading."

"In her post she was involved heavily with Redevelopment Agency activities," he said. "She administers the Community Development Block Grant program. She does quite a bit."

And then there is the other 50 percent of her time, which she uses helping him with land queries, Planning Commission meetings and other department duties, he said.

"It's going to hurt," Pascua said about losing a senior position. "It's going to be painful."

"I don't think when (Lowe) juggled things around he did any favors," Underhill said.

The council should have given Pascua the new planner he requested, she added. "To do that would be to respond to real needs the staff have."

Because of restrictions on the use of Redevel-

Wilderness vols needed

332 Become a Wilderness Access Volunteer. This two-hour course is part of becoming a Wilderness Access Volunteer (WAV). WAVs are critical for continued public access to the Laguna Coast Wilderness Park. Learn the history of the park and what it takes to greet and assist park visitors.

A volunteer training session will be held Saturday, June 26 at Laguna Coast Wilderness Park. Meet at 9 a.m. at the Na-

ture Center. Parking is provided just south of the junction of El Toro Road and Laguna Canyon Road. Volunteer training is offered every third weekend.

No experience is required, but a love of nature is a must. Seniors and disabled are encouraged to apply. Call the park rangers at 923-2235 for additional information and to reserve a spot.

332
PLACENTIA

Megan's law: The Police Department has installed a computer terminal at the front desk to make it easier for residents to check the Megan's Law database. The database lists sex offenders who live in the area. Users must show identification and fill out a form. For more information, call (714) 993-8164 or visit the station at 401 E. Chapman Ave.

- Alyssa Schluter
(714) 704-3796
placentianewstimes@ocregister.com

Placentia Library

332 The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Larranie, (714) 528-1925, Ext. 201.

BOSS

FROM 1

opment Agency funds, the council's plan will require spending some reserves, Finance Director Steve Brisco said.

About \$40,000 will have to come out of the General Fund reserves because not all of the economic development manager's salary can be used as the council planned.

The \$63,480 salary is paid by the Redevelopment Agency,

which requires the money be used on economic development.

Because half the deputy city administrator's time would be devoted to economic development, half the proposed \$80,000 annual salary can be paid for by the Redevelopment Agency. But the rest will have to come from reserves.

The city's General Fund reserve is expected to be about \$775,000 on July 1 and city officials hope the sale of surplus property will bolster the savings account.

The \$40,000 shouldn't be a drain, they said.

Budget review set in three months

By Heather McRea
Placentia News-Times

Placentia will operate on a \$28.9 million revenues in its 2004-05 budget, with about \$1.2 million coming from developer fees that have to be set aside for capital project, which will be chosen later this summer.

Spending for the city and Redevelopment Agency is up about \$700,000, or 3 percent, from this year. Though council did some last minute maneuvering to fund On-Trac, create a deputy city administrator position and save the Teen Center and Cathy Torrez Learning Center, the budget represents a loss in services.

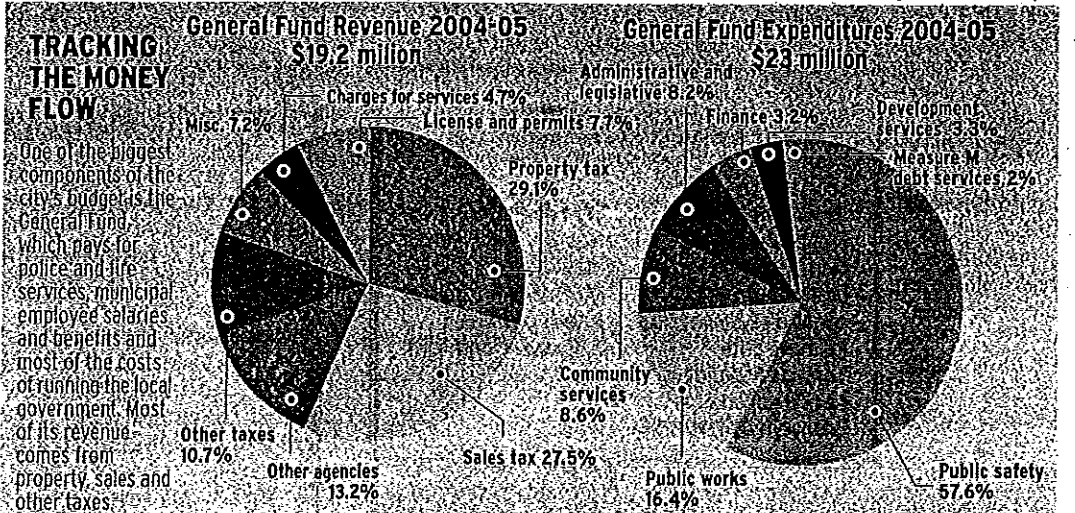
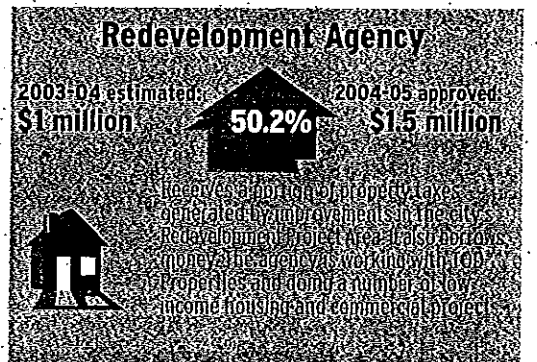
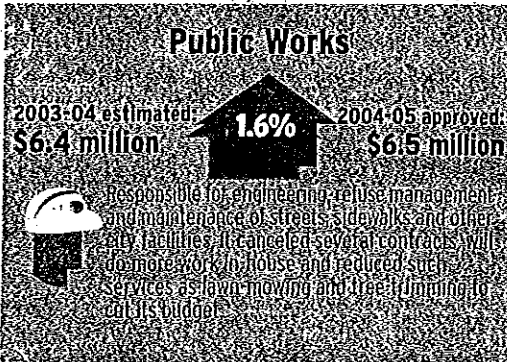
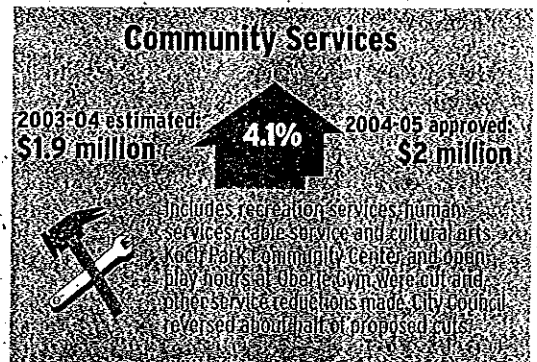
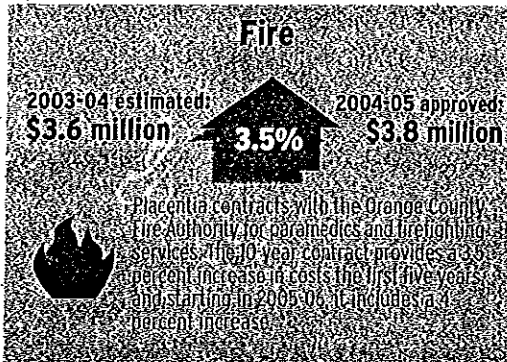
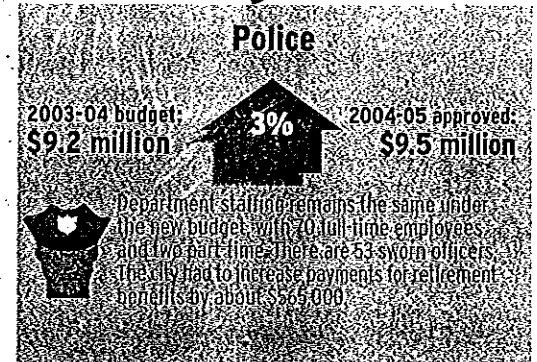
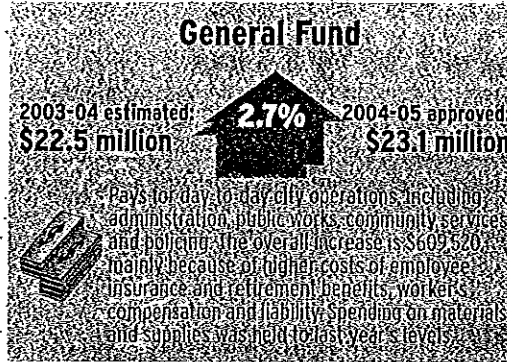
The largest cut in the Public Works Department is the canceling of a \$130,000-a-year contract to remove graffiti from private property.

The biggest loss in the Community Services Department is the Koch Park Community Center, \$14,700, and open-play hours at the Oberle Gym, \$16,600.

Several departments asked for additional funding to hire staff or increase wages, but the best the City Council could offer was to look at the budget again in three months to see if additional revenues materialize, such as the sale of surplus property.

The Police Department sought a second captain and the Planning Department petitioned for a second planner and to contract with a building inspector.

Placentia 2004-05 budget



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Placentia News
Weekly JUN 24 2004

Human Services on hold till building opens

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Placentia's Human Services Department is in limbo until renovations are complete to its McFadden Park offices.

"We are just fine-tuning the last few things on the construction punch list," Community Services Director Steve Pishcel said. "We anticipate being reopen before the end of the month."

The department vacated its temporary offices at 653 S. Melrose last week, but can't move into its permanent building at 900 S. Melrose St.

Residents needing the department's services may contact Placentia City Hall, 401 E. Chapman Ave., at (714) 993-8184.

The \$2.5 million McFadden

Park North renovation project includes new facilities for the Head Start program, a renovated Whitten Community Center with additional room for the Human Services staff, park improvements and a new playground.

The collaborative effort with the Placentia-Yorba Linda Unified School District

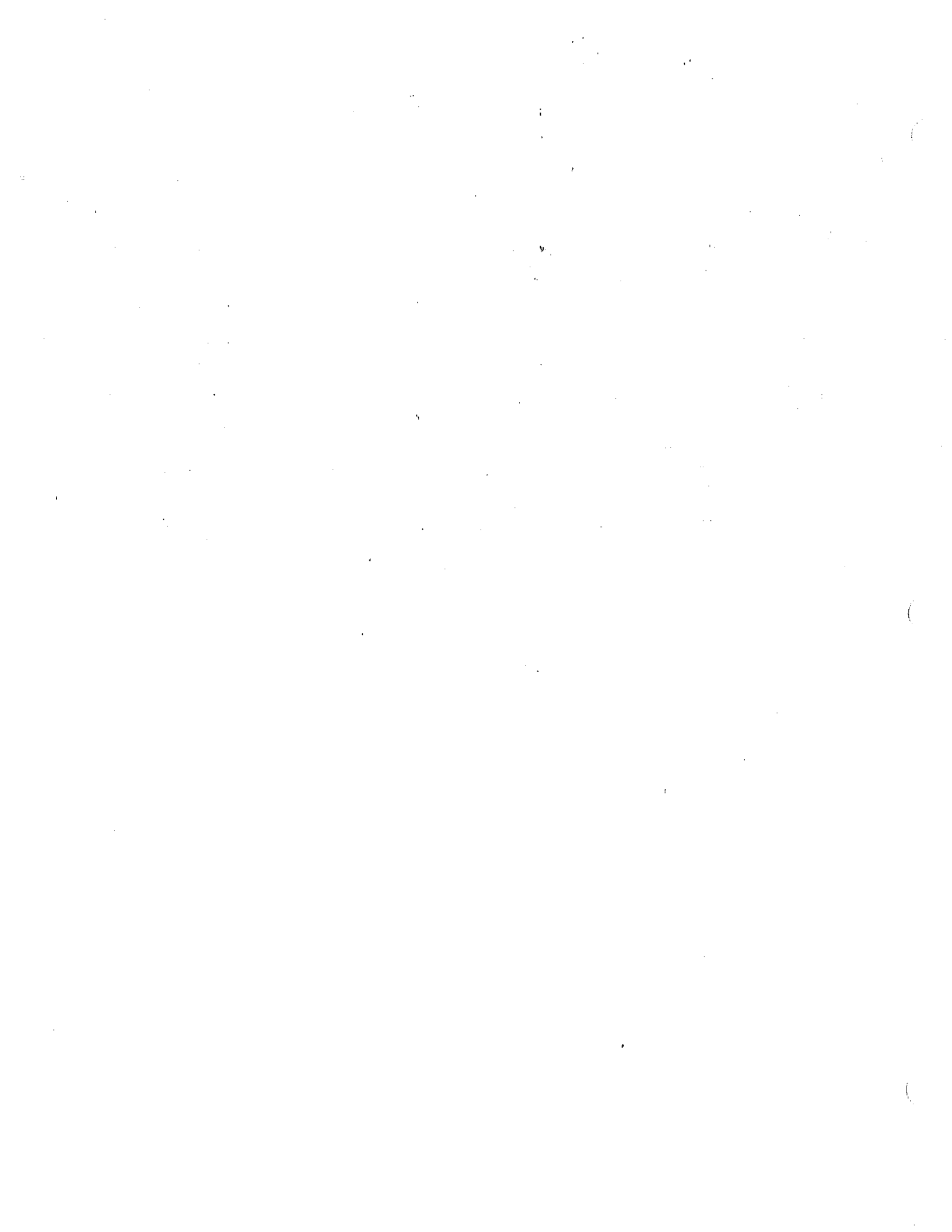
also includes the city's newest elementary school.

The \$15 million Melrose Elementary School opens in September.

The school district and city will share the park's ballfields.

In all, the complex is about 11 acres.

— Heather McRea



SAFETY COMMITTEE MEETING
JUNE 24, 2004
MINUTES

I. Call to Order: 9:17 A.M.

Members Attending: Caroline Gurkweitz
Esther Guzman
Katie Matas
Donna Siloti

III. Old Business

1. "Back Protection" handouts were distributed at the June 9, 2004 staff meeting.
2. The fire extinguishers were checked by Katie Matas on June 24, 2004.

IV. New Business

1. Crow bars, gloves, and wood blocks were added to the emergency equipment.
2. Honeywell was hired to check the Library smoke detectors on a quarterly basis.

The next meeting will be July 22, 2004 at 9:30 A.M.

Respectfully submitted,



Katie Matas

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To: eminter@placentalibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update - July 23, 2004

 CSDA Legislative Update

BUDGET UPDATE—DAY 23 AND COUNTING

Late yesterday, Senate President Pro Tem John Burton advised members of the Senate that the Senate will be "on call" for the next few days and scheduled the next floor session for Monday at 10:30. The Assembly remains on call as well, but no word on when a floor session will be scheduled. It appears that little progress on the three major issues holding up the budget was made during this week, although conversations among legislative leaders and the Governor's office were held off-and-on all week. With respect to the local government package, on Monday the Senate Appropriations Committee considered Senate Constitutional Amendment No. 9 by Senator Torlakson. Senator Torlakson offered a number of technical amendments and one substantive amendment to place a 10% cap on the amount of local revenues that could be "borrowed" during the "suspension" period. The estimated value of a 10% cap is \$1.9 billion, much higher than the \$1 billion suggested by the Local Government Coalition. Numerous Democrat members of the Committee objected to the proposed cap, arguing that they will not support granting local governments a higher level of constitutional protection than currently exists for schools. In the end, Senator Torlakson withdrew the cap amendment and indicated he would continue to work with the Local Government Coalition toward a compromise acceptable to the Legislature. SCA No. 9 passed the Committee on a straight party-line vote, with one exception, Democrat Senator Mike Machado, voting against the measure. SCA No. 9 is currently on the Senate Floor.

On Wednesday, the Senate took up the budget bill, Assembly Bill 1749, an action everyone knew would fail. Since this week's press coverage was more than adequate, we won't repeat herein all of the speeches that were made for and against, suffice to say the measure failed on a 24 to 11 vote, with one Democrat, Senator Debra Bowen, voting against.

Early this week, the conventional wisdom was the budget would be wrapped up by today, allowing many Democrat legislators to attend next week's Democratic National Convention in Boston. So much for conventional wisdom...

BALLOT ARGUMENTS FOR PROP. 65 AVAILABLE ON-LINE

Californians to Protect Local Taxpayers and Public Safety recently submitted ballot arguments in support of Prop. 65. You can view them on-line by visiting the Secretary of State's website: www.ss.ca.gov/elections.

MISCELLANEOUS

If others at your agency, or other CSDA member agencies might like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll free 877/924-CSDA or by emailing gneill@csda.net.

You can find old Legislative Updates in the 'Members Only' section of www.csda.net. If you don't know your agency's username and password, contact David Fawson at davidf@csda.net or by calling 877/924-CSDA.

****This update is brought to you exclusively as a CSDA member benefit****



CSDA...keeping special districts informed!

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(877) 924-CSDA * www.csdanet.org

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "MCLS/SLS/SSCLS/Associate Member Directors" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2688] News from the Capitol

-----Original Message-----

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
>Sent: Wednesday, July 21, 2004 5:00 PM
>To: CLA Listserve- CALIX
>Subject: [CALIX:2688] News from the Capitol
>
>July 21, 2004
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>
>I. SENATE DEMOCRATS FORCE VOTE ON BUDGET BILL - REPUBLICANS CALL MOVE A
>"POLITICAL DRILL"
>
>Three major issues continue to hold up agreement on a state Budget,
>including: 1) the local government deal reached between the Governor
>and
>cities, counties, and special districts versus a new, competing
>Democratic
>proposal - SCA 9-Torlakson, which is not supported by the Governor,
>local
>governments, nor Assembly or Senate Republicans, 2) proposed repeal of
>the
>so-called "Sue Your Boss" law which allows employees to sue employers
>for
>labor violations, and 3) the repeal of a law that currently bans schools
>from contracting out with private companies for the provision of
>services,
>such as school bus drivers. Despite some small movement on the third
>issue
>late yesterday afternoon, the Republicans contend that no "deal" has
>been
>reached on the overall Budget package, and cried foul when Senate
>Democrats
>tried to force a vote on the Budget bill today on the Floor.
>
>Stating that the "time is now" to vote on a state Budget, Senator Wes
>Chesbro, the Chair of the Budget Conference Committee, brought forward

>the
>2004 Budget bill on the Senate Floor this morning. Senator Chesbro said
>that the document before the body was "based on our understanding of
>agreements between legislative leaders and the Governor." However,
>former
>Republican Leader Senator Jim Brulte stated, "I just checked with the
>Governor's office, and [this Budget] doesn't reflect agreements made
>with
>the Governor's office. This is a political drill, this is about
>political
>posturing - and it needs to stop." Current Republican Leader, Senator
>Dick
>Ackerman went a step further, quoting a press release that had been sent
>down to the Floor from Department of Finance Director, Donna Arduin,
>which
>read: "It has been represented that the conference committee report
>being
>debated on the floor of the Senate today reflects agreements that the
>legislative leadership have purportedly reached with the Governor on a
>number of fiscal issues. I wish to make it clear that there has been no
>comprehensive agreement between the Governor and the leaders. Absent
>such
>an agreement, the Governor made it clear last week that the budget plan
>he
>supports is the May Revision that he sent to the Legislature 10 weeks
>ago."
>
>Senate Democrat, Sheila Kuehl countered, "This is not a drill. This is
>a
>serious Budget and reflects about 98 percent of the Governor's May
>Revise.
>By not bringing this to the Floor earlier, I believe, was out of respect
>to
>our new Governor.it gave him time to negotiate." Senator Dede Alpert,
>one
>of the Budget Conference Committee members, teased that she would
>"rather be
>in my district, having lunch with the Governor at the Cheesecake
>Factory,"
>in reference to his appearance today at the San Diego eatery to
>encourage
>support for his Budget. She added, "The Governor was willing to
>compromise
>on a number of issues that made a huge difference to Democrats, such as
>higher education. This Budget is not a drill - it has the basic tacit
>agreement of all the parties." Senate President pro Tem John Burton
>questioned why the "side issues," such as the private contracting for
>schools issue and the "Sue Your Boss" law were even part of the Budget
>discussions as they only surfaced recently. With regard to the
>Governor's
>local government proposal he offered, "A deal was cut with local

>government
 >and the Governor. No one in this legislature was there. We didn't know
 >about it until it showed up in the paper..You could say, Republicans,
 >this
 >is a drill.We considered it a Budget that, by and large, reflects the
 >agreements made with the Governor."
 >
 >The Budget bill only received 24 of the necessary 27 votes for passage.
 >The
 >bill is currently "on call" and is not expected to pass when the call is
 >lifted later today. As this report goes to print, the two parties are
 >in
 >caucus in the Senate. Meanwhile, over in the Assembly, that house
 >remains
 >on "call of the chair," with very few Assemblymembers even in town.
 >
 >II. SCA 9 - NEW LOCAL GOVERNMENT FINANCE PROPOSAL: CITIES,
 >COUNTIES,
 >AND SPECIAL DISTRICTS OPPOSED
 >
 >On Monday, July 12th Senator Don Perata was the author of Senate
 >Constitutional Amendment 9 (SCA 9), relating to appropriations limits in
 >the
 >case of natural disasters. On Tuesday, July 13, SCA 9 was completely
 >gutted
 >and amended to become the new Senate Democratic local government finance
 >plan, and is authored by Senator Tom Torlakson. Last week, the newly
 >amended SCA 9 was heard in the Senate Constitutional Amendments
 >Committee
 >where it passed on a vote of 3 "ayes" to 2 "noes," - Democrats "yes" and
 >Republicans "no." This Monday, it passed the Senate Appropriations
 >Committee again on a partisan vote. Representatives from the cities,
 >counties, special districts, and redevelopment agencies, all testified
 >in
 >opposition to the bill. SCA 9 can be viewed as the Democratic
 >alternative
 >to the "Governor's/Local Government plan" developed over the past
 >several
 >months.
 >
 >The main differences between SCA 9 and the Governor's plan, is as
 >follows:
 >. Property taxes are protected in the "aggregate," i.e. the total
 >amount of property tax revenues that are collected county-wide and
 >allocated
 >among all agencies, rather than protected separately for each agency.
 >. The legislature can suspend the property tax protection for one
 >year
 >if the Governor issues a proclamation that declares that, due to a
 >"severe
 >state fiscal hardship" the suspension is necessary.

>. The legislature enacts an urgency statute by two-thirds of each
>house concurring with the Governor's suspension.

>. Any funds borrowed must be repaid to local government, with
>interest, within three years. No more than two suspensions could be
>allowed
>within ten years. There is no cap on the amount that can be borrowed
>under
>this plan, although a cap is being discussed.

>. During the ten-year period, a second suspension cannot occur
>until
>all of the property taxes have been paid back from the first suspension.
>
>Other provisions of SCA 9 relate to sales tax, vehicle license fees, and
>state mandates. The bill also contains a provision that states that if
>Proposition 65 (the LOCAL Initiative) and SCA 9 are both approved by the
>voters in November, and if SCA 9 receives the higher vote, its
>provisions
>override all of the provisions in Proposition 65.
>
>SCA 9 is currently on the Senate Floor awaiting action.
>
>
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>
>-----calix-+
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>necessarily reflect the position of the California Library Association.
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